

**NEW SOFTWARE SYSTEM FOR DEVELOPMENT CONTROL, BUILDING CONTROL AND LAND CHARGES**

**EXECUTIVE MEMBER:** Cllrs C Geil and A Holliday  
**LEAD OFFICER:** Liam Murphy Chief Executive.  
**REPORT AUTHOR:** Tony Knight/Chris Lloyd

**Summary and Recommendation:** Members are asked to note this part of the report.

**1. INTRODUCTION**

- 1.1. This report is provided in to parts – this part deals with the progress ad selection process of a system, a further report in Part 2 deals with consideration of tenders, the Budget and tender costs.
- 1.2. The following shows how the project team has arrived at the recommendations made in Part 2.

**2. THE SELECTION STAGES**

**2.1. Produce the Invitation to Tender**

- 2.1.1. An Invitation to Tender document was produced by the team members. This document includes Business related questions, produced by the 3 functions and ICT, the Contract terms and requested information about the Company that is completing the tender. The document also includes various appendices that each company has to sign to confirm that they comply with the Council's Policies and any pertinent Legislation. One of the Appendices is for them to provide the price for supplying and implementing the system.

**2.2. Invite Suppliers to Tender**

- 2.2.1. Following the Council's Procurement Policy, because the value of the contract is in excess of (£90,319 as at 01/01/2008), an advertisement was placed in the European Journal inviting companies to express an interest in bidding for this contract.
- 2.2.2. Some of the expressions of interest that we received were excluded as it was apparent that what was being proposed would not meet our requirements. The expressions of interest were also financially and technically appraised.
- 2.2.3. Consequently we ended up with 5 tenderers who were invited to tender and sent a copy of the Invitation to Tender document.

## **2.3. Evaluate the Tenders**

2.3.1. Each of the tenders was evaluated as follows:

- Each part of the project team thoroughly checked the responses that had been given to their business specific questions to confirm requirements had been addressed.
- Where a requirement was not included tenderers were offered the opportunity to confirm the item, and the cost was included to ensure parity.
- The responses were checked to determine that each Tenderer agreed to comply with the Council's policies, had sufficient Public Liability Insurance etc.
- Each business function used a copy of the Standard Tender Evaluation Scoring Matrix to help them rank the tenders with weightings against each of the assessment criteria.
- Martin Jepson evaluated the tenders to confirm that all legal related aspects have been met.
- Site visits (those tenderers having a low score were not visited where max site visit score would not have put them in the running).

## **2.4. Tenderer Presentations**

2.4.1. Following on from the evaluation of the tenders each Tenderer was invited to give a presentation to show how their system could meet the needs of all 3 business areas.

2.4.2. These presentations were attended by the project team and other members of staff who work in the 3 areas.

2.4.3. The scoring matrices were adjusted as a result of these presentations.

## **2.5. Gather Information on the Tendered Systems**

2.5.1. Following on from the above 2 stages members of the project team gathered further information on the tendered systems from other Councils, or organisations, that are using, or implementing, them.

2.5.2. They have also visited the following sites to see the systems being used:

- Walsall Council
- Macclesfield Borough Council (inc. their Building and Development Control Shared Service)
- Lake District National Parks Authority

## **2.6. Final Actions of the Selection Stages**

- 2.6.1. The departmental scoring matrices were evaluated by the project team and represented on one overall scoring matrix.
- 2.6.2. Using this matrix as a guide the team have deliberated to come to their decision on the ranking of the tenderers.
- 2.6.3. The overriding principles for selection of the software is to obtain one system that will serve and link all three sections, and meet the majority of business needs within the Council.

**3 RECOMMENDATION**

3.1 Members are asked to note this part of the report.

**Appendices:**

None

**List of Background Documents:**

Project files

**List of Consultees:**

MIS Group, Corporate Team, Leader, Portfolio Holders,

**CHECKLIST FOR DEALING WITH KEY ISSUES**

Please confirm against the issue if the key issues below have been addressed. This can be by either a short narrative or quoting the paragraph number in the report in which it has been covered.

Impact on Crime and Disorder	None
Impact on Sustainability	Use of green servers recommended
Impact on Rural Proofing	None
Health and Safety Implications	None
Impact on Equality and Diversity Issues	None
Children and Young Persons Implications	None
Human Rights Act Implications	None
Monitoring Officer comments	Nothing to add to report
S. 151 Officer comments	

Is this a Key Decision?    Yes/No