

## **WEST DUNBARTONSHIRE COUNCIL**

### **Report by the Executive Director of Housing, Environmental and Economic Development**

**Tendering Committee – 17 June 2009**

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**Subject: West Dunbartonshire Employability Programme – Management Information System**

#### **1. Purpose**

- 1.1** To advise the Committee of tenders received for the delivery of a Management Information System for use by the Council and the Community Planning Partnership for the West Dunbartonshire Employability Programme and to seek approval to accept the most advantageous tender.

#### **2. Background**

- 2.1** The West Dunbartonshire Community Planning Partnership (WDCPP) prepared a Workforce Plus action plan which proposed a client tracking and Management Information System for use across key employability projects in West Dunbartonshire.
- 2.2** A request to initiate an open tender for West Dunbartonshire Employability Programme – Management Information System was approved at the Tendering Committee held on 6 August 2008.
- 2.3** Tenders for the project which has an approximate value of £70,000 for the period from implementation to 31 March 2011 were received on 16 January 2009 from four companies. These costs included licences, training and maintenance costs for the first year and maintenance costs for the second year.

#### **3. Main Issues**

- 3.1** Four bids were received from established software companies and were assessed using a matrix of cost, functional and non-functional requirements. All suppliers were also invited to demonstrate their system to an inter-departmental scoring panel, which included a representative from ICT and the Economic Development Officer (Key Worker project) whose staff will utilise the system.
- 3.2** The scoring matrix used to evaluate the bids has been checked and verified by Corporate Procurement and Legal, Administrative and Regulatory services to ensure transparency and accuracy.

- 3.3 The evaluation process resulted in Supplier Two - Iconi achieving the highest overall score of 86.43%.
4. **Personnel Issues**
- 4.1 There are no personnel issues.
5. **Financial Implications**
- 5.2 The cost of the contract will be met through the Fairer Scotland Fund.
6. **Risk Analysis**
- 6.1 All risks have been fully considered in the contract documentation including financial risk, health and safety and public liability.
7. **Conclusions & Officers' Recommendations**
- 7.1 The scoring matrix used to evaluate the tender bids was approved by both Corporate Procurement and Legal, Administrative and Regulatory services.
- 7.2 The results of the evaluation process recorded within the scoring matrix confirm that Iconi achieved the highest score of 86.43%.
- 7.3 Advice received from Legal, Administrative and Regulatory services has confirmed that Iconi, although not the cheapest tender submitted, be awarded the tender contract as they achieved the highest overall scoring and would provide a system which best suited the tender requirements.
- 7.4 The Committee are therefore invited to approve the awarding of the contract to Supplier Two: ICONI Software in the amount of £64,510 as the most advantageous tender.

**Elaine Melrose**  
**Executive Director of Housing, Environmental and Economic Development**

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**Appendices:** Statement of Tenders Form

**Background Papers:** Workforce Plus Action Plan

**Wards Affected:** All Wards.