

# WEST DUNBARTONSHIRE COUNCIL

## Report by the Executive Director of Corporate Services

Tendering Committee : 15 June 2010

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### Subject : Electronic Document Management (EDM) – Corporate Mail Project

#### 1 Purpose

To advise the Committee of tenders received for the provision of electronic document management technology (which will be used to provide an electronic mailing solution) and to seek approval to accept the best value tender.

#### 2 Background

2.1 The tenders for the project were received on 5 February 2010 from two contractors following an advert being placed on the Buying Solutions (Ex CATALIST) procurement website. The evaluation process is now complete with the results below.

#### 3 Main Issues

3.1 The project comprises of the following elements

- Provision of a pilot corporate mail solution using electronic document management technology
- Following completion of the above pilot and assuming it has been successful, the same technology will be utilised to provide a corporate mailing solution.

3.2 It should be noted that the tender was assessed on the basis of “Most Economic Advantageous Tender” (MEAT) and not price alone. The tender evaluation comprises of the following criteria.

- Price – 60%.
- Service – 30%.
- Quality – 7%
- Administration – 3%.

3.3 Suppliers were asked to provide costs over both 5 and 10 year time periods for 500 and 1000 licences:

	5 year costs	10 year costs
Supplier A – 500 licences	£283,746.00	£386,546.00
Supplier A – 1,000 licences	£308,246.00	£411,046.00
Supplier B – 500 licences	£544,748.45	£785,729.53
Supplier B – 1,000 licences	£598,748.45	£869,729.53

**3.4** Consultancy costs for implementation were specified as:

Supplier A – £22,400  
Supplier B – £165,000

**3.5** Overall scores for each supplier were as follows:

Supplier A – scored 611 points

Supplier B – scored 596 points.

**3.6** If the pilot is extended, the contract terms and period will be mutually agreed with the proposed supplier in line with above provisions.

## **4 People Implications**

**4.1** Following the completion of this contract existing WDC resources within Finance and ICT will be required to identify a suitable area to conduct the pilot and then customise the electronic document management solution to meet requirements.

**4.2** Once the pilot has been completed and the solution is being rolled out corporately, resources from individual sections and departments will be required to implement the solution within their working environment.

**4.3** Existing resources could also be utilised to provide on-the-job training as required.

## **5 Financial Implications**

**5.1** Two tenders have been received and each has been checked arithmetically – only one of which can be accommodated within the Finance and ICT capital budget provision. Costs for the pilot exercise are shown below:

Supplier A – The tender cost of £60,395 (611 points scored).

Supplier B – The tender cost of £221,500 (596 points scored)

**5.2** Maintenance charges for the pilot which will be incorporated into the capital budget are included in the above totals and are shown below for clarification.

Supplier A – maintenance charges of £3,895.

Supplier B – maintenance charges of £8,800.

## **6. Risk Analysis**

**6.1** No risks have been identified that will not be covered as part of the contract.

## **7. Equalities Impact**

**7.1** No significant issues were identified in a screening for potential equality impact of this tender.

## **8 Conclusions and Recommendations**

**8.1** The solution required in this contract will provide an electronic document management solution which will be used for the purposes of electronic corporate mail.

**8.2** Assuming the pilot exercise is found to be successful, additional modules/licences will be purchased to provide a corporate document management/ mailing solution.

**8.3** The Committee is invited to approve the awarding of the contract to Supplier A in the amount of £60,395. This amount includes maintenance of £3,895.

**Joyce White**  
**Executive Director of Corporate Services**  
**Date: 2 June 2010**

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**Appendices:** None

**Background Papers:** None

**Wards Affected:** None