

## **WEST DUNBARTONSHIRE COUNCIL**

### **Report by Director of Education and Cultural Services**

**Tendering Committee: Date: 25<sup>th</sup> April 2007**

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**Subject: Awarding of Contract for Upgrade to Library Management System**

#### **1. Purpose**

- 1.1** To advise committee of the outcome of the evaluation of tenders submitted for the provision of a new Library Management System (LMS) and to seek Committee approval to award the contract to the recommended supplier.

#### **2. Background**

- 2.1** Approval to proceed with the tendering process was granted by the Tendering Committee on 10<sup>th</sup> January 2007

- 2.2** West Dunbartonshire Council worked with the Authorities Buying Consortium (ABC) to secure the supply, delivery and on-going support of a new libraries management system (LMS). To this end an invite to tender (ITT) advertisement was placed in the 'Glasgow Herald' newspaper, published on Thursday 18<sup>th</sup> January 2007.

The deadline for response to the ITT was Friday 9<sup>th</sup> February 2007, submissions being sent to ABC for processing and forwarding to West Dunbartonshire Council legal department.

- 2.3** A robust two stage evaluation of the tenders submitted was carried out by the evaluation team.

- 2.4** The evaluation was carried out with a view to identifying the 'Most Economically Advantageous Tender' (known as the MEAT approach), based upon:

- Cost.

The cost of the LMS both in terms of initial outlay and future costs was considered.

- Quality.

Quality was assessed by reference to the following factors:

Functionality / Implementation Services / Operational Support / Future Development / Technical Environment / Financial Stability / Willingness to accept standard contract conditions / Reference sites.

### **3. Main Issues**

**3.1** Four tenders were received and passed onto the libraries section after checking by WDC legal department. The four tenderers were:

- Civica UK Ltd
- Infor
- Talis Information Ltd
- SirsiDynix

**3.2** The outline timetable for evaluation was as follows:

|   |  |                                |
|---|--|--------------------------------|
| 1 | Closing date for Tender Response                                     | 09/02/07                       |
| 2 | Process through Legal and Admin.                                     | W/C 12/02/07                   |
| 3 | Full Evaluation (First scoring)                                      | W/C 19/02/07                   |
| 4 | Arrange Presentations, Site Visits, and Telephone References         | W/C 19/02/07                   |
| 5 | Status Report to Project Board                                       | 23/02/07                       |
| 6 | Presentations / Site Visits / Telephone References                   | W/C 26/02/07<br>+ W/C 05/03/07 |
| 7 | Full Evaluation (Re-scoring) / Analysis of Costs / Evaluation Report | W/C 12/03/07                   |
| 8 | Evaluation Report to Project Executive                               | W/C 19/03/07                   |
| 9 | Contract Awarded   | 25/03/07                       |

Some minor delays occurred during the process and the contract will be awarded following approval by the tendering committee.

**3.3** Following stage one of the evaluation process one tenderer failed to satisfy the required criteria and did not proceed to stage two. The three remaining tenderers proceeded to stage two and were re-scored accordingly.

**3.4** All documentation relating to this tendering process has been retained by the Project Manager (Ken Graham – Manager, Lifelong Learning) and is available for inspection. West Dunbartonshire Council Legal & Administration Department has been consulted throughout the process, and has approved the robust evaluation procedure used throughout.

### **4. Personnel Issues**

**4.1** Training on the new LMS will be provided to key library personnel by the LMS Supplier. Library staff will work closely with key staff within the ICT and BD Section. The lead officer for the project will be the Libraries Senior Officer, ICT and Learning, who will oversee the roll-out of the system, the staff training programme and future development needs. There are no other personnel issues.

## **5. Financial Implications**

**5.1** The Library Service has identified funds in this year's budget which will meet the costs associated with the procurement of a new LMS.

**5.2** Annual maintenance and support will be funded from the Libraries' ICT budget.

## **6. Risk Analysis**

**6.1** Whilst no formal risk analysis has been undertaken the detailed tender evaluation process covered all aspects of financial and operational risk related to the procurement of the LMS.

## **7. Conclusion**

**7.1** Following the rigorous two stage tender evaluation process the evaluation group are satisfied that the tender from SirsiDynix meets the needs of the service on both quality and cost.  
The breakdown of costs involved in offering the contract to SirsiDynix is as follows:

### **Total Contract Costs (4 years):**

| <b>Type</b>                         | <b>Cost</b>     |
|-------------------------------------|-----------------|
| Annual Support & Maintenance        | £61,200         |
| System Procurement & Implementation | £46,500         |
| <b>TOTAL:</b>                       | <b>£107,700</b> |

## **8. Recommendation**

**8.1** That Members grant approval to award the contract for the provision of the new Library Management System to SirsiDynix at a total cost including system procurement and ongoing support over four years of £107,700.

**Liz McGinlay**  
**Director of Education and Cultural Services**

**Wards Affected:** All

**Appendix:** None

**Background Papers:** Report to Tendering Committee 10<sup>th</sup> January 2007

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