



**OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014
RECORD OF OFFICER DECISION TAKEN UNDER DELEGATED AUTHORITY**

1. **SERVICE AREA**

Resources

2. **CASE REFERENCE**

C881

3. **DECISION
TITLE**

Direct award to Civica UK Limited for Civica Digital360 EDM Web
Browser for Revenues and Benefits

4. **AUTHORITY TO TAKE THE DECISION**

(tick)

This decision has been taken under a specific express authorisation

This decision has been taken under a general authorisation

The effect of the decision is to:

(a) grant a permission or licence

(b) affect the rights of an individual

(c) award a contract or incur expenditure which materially affects
the Council's financial position

5. **DETAILS OF THE DECISION MAKING OFFICER**

Name of decision making Officer

Ka Ng

Job title

Executive Director – Resources, Environment and
Cultural Services

Signature

Date this decision was taken

6. DETAILS OF THE DECISION

Decision taken

To make a direct award to Civica UK Limited for Civica Digital360 EDM Web Browser for Revenues and Benefits

Reasons

- The Councils Contract Procedures allows a direct award using an approved framework such as G Cloud
- The Corporate Director has delegated authority to award contracts of less than £100,000 in value
- This system will replace the legacy system which is not GDPR compliant and does not meet service needs
- This system will be one of the tool to enable the R&B transformation, which will deliver efficiencies in the medium term
- Other companies considered under G-Cloud requirements did not meet needs of Council

Alternative options considered and reasons for their rejection (if any)

Open tender – It is considered that this would add unnecessary costs to the procurement process, against a tested model of contractor selection and award through government digital services.

Continue with existing system – this would not meet service needs, deliver required efficiencies or ensure GDPR compliance.

Remove EDRMS system altogether – this would add significant resource requirements to the service and lead to significant inefficiencies.

7. BACKGROUND PAPERS USED TO INFORM THE DECISION

| Background Papers | Location |
|-------------------|-------------|
| CALL OFF CONTRACT | Procurement |

8. DETAILS OF ANY MEMBER(S) CONSULTED

NOT APPLICABLE

9. DETAILS OF ANY OFFICER(S) CONSULTED

I have been consulted and agree with the decision

Head of Resources

Richard Baker

Signature

Date

Procurement Manager

Andrew Harper

Signature

Date

10. OPINION OF DECISION MAKING OFFICER AS TO CONFIDENTIAL/EXEMPT INFORMATION

In my opinion this record and/or background papers contain confidential/exempt information and the material is therefore not to be placed on the website or disclosed to the public

11. ACTION FOLLOWING THE DECISION

Date of publication