

ABERDEEN CITY COUNCIL

COMMITTEE	Finance and Resources
DATE	21 February 2013
DIRECTOR	Gayle Gorman / Stewart Carruth
TITLE OF REPORT	Request for Approval of Expenditure for Library Management System Tender – Library & Information Services
REPORT NUMBER:	ECS/13/009

1. PURPOSE OF REPORT

This report advises Committee of the intention to go out to tender for the provision of a Library Management System for the Library & Information Service for a maximum of five years and seeks approval of the estimated expenditure as detailed in this report.

2. RECOMMENDATION(S)

It is recommended that the Committee approves the estimated expenditure of £75,000 per annum on the provision of a Library Management System in accordance with SO1(3) of the Council's Standing Orders Relating to Contracts and Procurement. For the five-year period this is a total estimated expenditure of £375,000.

3. FINANCIAL IMPLICATIONS

The Council spent approximately £75,000 on the current Library Management System during the 2011/12 financial year. This is based on current costs and includes one off costs for example upgrades to the catalogue. It is anticipated that the cost for the five-year contract will be in the region of £75,000 per annum. The tender will be prepared as a consortia bid with Aberdeenshire and potentially Highlife Highland, East Renfrewshire Council, East Lothian Council, Perth & Kinross Council, Fife Council and Orkney Islands who have noted an interest.

4. OTHER IMPLICATIONS

The total combined spend on Library Management System for the five-year period is £375,000 which is above the threshold set under the Public Contracts Scotland Regulations 2012 – and so tendering will be undertaken in accordance with these regulations, whereby a full EU tender process is required.

There are no EHRIA implications. Any Service delivery to accompany the goods will be delivered as it has been previously.

5. BACKGROUND/MAIN ISSUES

This tender process will be managed by the CPU in conjunction with the management team of the Aberdeen City and Aberdeenshire Library & Information Services. Should a consortium be formed with other interested authorities a lead authority will be nominated to run the tender process with input from all other authorities CPUs as appropriate. The tender shall be awarded on the most economically advantageous basis, and shall give consideration to price, quality of product, service levels, implementation plans, support services and sustainability.

A five year contract shall be awarded with the Council having an option to extend for a further year.

The Library Management System specification will include traditional modules such as Circulation; Borrower Management; Inter-Library Loans; Acquisitions- with full Electronic Data Interchange (EDI) ; Stock-Management; Cataloguing; Management .

The current Library Management System used in secondary schools is from a different supplier. The two systems are disparate apart from Bucksburn where the shared school and community library uses the same system with integrated catalogue and borrower databases. The current Library Management System in schools is a stand alone system per school accessible only within each library with no online catalogue access out with the library. Technical support and maintenance is paid individually per school and currently not all schools pay this therefore have no supplier technical support and no access to system upgrades. It is intended to include the conversion of remaining 11 secondary schools into the tender. The Library Management System specification will incorporate any potential requirements specific to schools

6. IMPACT

The Library & Information service has 52,632 members, issues 793,904 items per annum and has 1,075,137 visitors and 495,083 virtual visitors making it one of the most used Council services. The combined secondary school issues amount to over 65,000 per annum with an estimated 9,500 visitors to the school library per week. The Library Management System manages all transactions related to issuing resources, manages access to online resources internally and remotely including downloadable e-books and audio books and verifies access to the online PC booking system. It underpins the service and is critical to all service operations.

7. BACKGROUND PAPERS

n/a

8. REPORT AUTHOR DETAILS

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