

## ABERDEEN CITY COUNCIL

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COMMITTEE	Enterprise Planning & Infrastructure
DATE	26 <sup>th</sup> November 2009
DIRECTOR	Gordon McIntosh
TITLE OF REPORT	Fleet Management Information System
REPORT NUMBER	EPI / 09 / 135

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### 1. PURPOSE OF REPORT

This report follows a paper titled 'Fleet Shared Services Update' that was presented and approved at the Resources Management Committee of 10<sup>th</sup> March 2009.

This report:

- Provides an update to members on the outcome of a tendering exercise which was undertaken to identify a preferred bidder for a replacement fleet management information system.
- Requests permission to contract with the preferred bidder.

### 2. RECOMMENDATION(S)

It is recommended that Committee:

- Approves the capital spend from existing budget allocation.
- Approves entering into a contract with the preferred bidder for the procurement and implementation of a replacement fleet management information system.

### 3. FINANCIAL IMPLICATIONS

The projected capital costs for the system are £60k which will be funded from the approved capital budget for ICT Hardware and Software Development fund 2009/2010.

There are revenue implications for the Fleet Service in terms of annual charges for software maintenance and support. The Fleet Service currently operates a fleet management computer system with a revenue cost of £10,457 for 2008/2009. The agreement with the supplier of the current system will be cancelled one year after the implementation of the replacement

system. Future costs associated with identified archiving requirements will be met by the Fleet Service.

There are project costs, which will be charged against the allocated capital budget, relating to the software required for the provision of virtualized server capacity, amounting to approximately £3,000. The need for the replacement of quantity 8 PCs at a cost of £3,224 has been identified.

#### **4. SERVICE & COMMUNITY IMPACT**

The replacement of the existing fleet management information system will provide the benefit of having performance information in a format that will allow local benchmarking etc. This will in turn facilitate a closer working relationship with Aberdeenshire Council as part of the overall shared fleet services strategy.

There are no human rights or equalities issues arising from this report.

#### **5. OTHER IMPLICATIONS**

The implementation of the Fleet Management Information System will be carried out through collaboration with the successful bidder, making use of staff resources already in place both within Service Design & Development and the Fleet Service, while taking account of the availability of relevant staff.

Server space will need to be addressed and the quantity 10 PCs already in place within the Fleet Service will need to be investigated to determine their capacity to facilitate the new system to ensure that they are fit for purpose.

#### **6. REPORT**

6.1 At its meeting on 10<sup>th</sup> March 2009 the Resources Management Committee approved the recommendation to go out to tender for the supply of a replacement fleet management system.

6.2. The procurement of a replacement fleet management system is part of a fleet shared services strategy which has identified 6 key areas where savings could be made from partnership working:

- Procurement
- Information Technology
- Property
- Administration Support
- Technical Staffing
- Operations

6.3 The sharing of services is a driver of the strategy and the Resource Management Committee of 10<sup>th</sup> March 2009 agreed to introduce a closer working relationship with Aberdeenshire Council on a number of areas relating to shared fleet services.

- 6.4 A system which accommodates the sharing of information between Aberdeen City Council and Aberdeenshire Council is a key element of the strategy. There is potential, in the future, to make use of common data to make efficiency savings in terms of system administration, training, report generation and staff resources. However, concerns about the method by which the system in Aberdeenshire Council was originally procured and to ensure compliance with current procurement rules, the Central Procurement Unit has advised that Aberdeen City Council is required to go out to tender for a standalone replacement system.
- 6.5 Both the Resources Management Committee and the Continuous Improvement Committee have previously been advised that there was a need to replace the current computer software system with one that produced performance information for managers and could be more easily supported by ICT.

The current fleet management system is called SAVE and is supplied by NorSys Limited. Continued use of the SAVE system which uses old technology and is based on an out of date technical platform will result in continuing to lack adequate reporting capabilities as well as the inability to provide performance information.

- 6.6 The Invitation to Tender was issued on 25<sup>th</sup> September 2009. The responses were returned on 20<sup>th</sup> October 2009 with the evaluation of the responses carried out in the two weeks commencing 26<sup>th</sup> October 2009.

Two bidders provided a response to the Invitation to Tender.

The Assessment Factors used in the evaluation were as follows:

	<u>Weighting</u>
Price/Cost of Services	30%
Specification	30%
Detailed Service Requirements	30%
Bidder Questionnaire	10%

The prices/cost of services submitted by the bidders and the scores allocated were as follows:

	<u>Costs £</u>	<u>Points (max 100)</u>	<u>Score (max 30%)</u>
Company A	51,550	100	30
Company B	132,176	39	12

Following the evaluation process the final scores achieved by each of the bidders were as follows:

	<u>Company A</u>	<u>Company B</u>
Price/Cost of Services	30	12
Specification	16	17
Service Requirements	18	18
Bidder Questionnaire	5.5	4
Final Score	69.5	51

## 6.7 Conclusion

The preferred bidder achieving the highest score following the evaluation exercise has been identified as Company A.

A financial evaluation of the preferred bidder has been carried out by Aberdeen City Council's Finance section, which has reported a current credit rating of 61, described as good credit worthiness.

A technical evaluation of the preferred bidder's response has been carried out by Aberdeen City Council's ICT technical staff who are satisfied that there are no noted issues with the solution proposed in relation to the system and technical infrastructure.

## 7. REPORT AUTHOR DETAILS

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## 8. BACKGROUND PAPERS

Fleet Shared Services Update, Resources Management Committee, 10<sup>th</sup> March 2009.