



ADUR & WORTHING  
COUNCILS

**Record of Officer  
Executive Decision**  
**Ref. No: DforD&R-001-17-18**  
**Date of Decision: 1 June 2017**

If you have any questions about this decision, please contact 01903 221006 or email [heather.kingston@adur-worthing.gov.uk](mailto:heather.kingston@adur-worthing.gov.uk).

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|---|
| <b>Record of Decision: Digital Infrastructure as a Service Contract Award</b>   |
| <b>Decision taken by:</b> Director of Digital and Resources   |
| <b>Declaration:</b> I do not have a disclosable pecuniary interest, or conflict of interest.  |
| <b>Delegated authority:</b><br>At 2.7.8 of the Scheme of Delegations, a Director has a delegated authority to undertake all matters in relation to procurement and the letting of contracts (after consulting with the Head of Business & Technical Services and the Solicitor to the Council). The procurement for this contract must have regard to the Councils' Joint Contract Standing Orders and to the Public Contract Regulations 2015.   |
| <b>Decision:</b><br>To award a procurement contract through the g-cloud framework to Company A for a managed service to Design, plan, implement and maintain a secure public cloud IT Infrastructure solution for Adur and Worthing Council's, with 2 partner Council's, Horsham District and Mid-Sussex District.  |
| <b>Key Decision:</b> Yes  |
| <b>Reason for the Decision:</b><br>The award was made following a joint g-cloud procurement exercise performed by Adur District, Worthing Borough, Horsham District and Mid-Sussex District council's. Two tender responses were received and evaluated by heads of service in the partnership.<br><br>The preferred supplier tendered the cheapest price over the life of the contract whilst maintaining a higher quality response to the request for proposal in all qualifying criteria giving a high level of confidence in the capacity and capability of Bidder A to meet the needs of the partner councils.<br><br>See over for summary of tender scores and summary of costs - |

### Summary of tender scores

|   | Company A  | Company B  |
|---|------------|------------|
| Technical design                          | 61         | 40         |
| Project delivery                          | 24         | 15         |
| Security compliance                       | 94         | 32         |
| Service operation and partnership working | 149        | 97         |
| Service management                        | 108        | 68         |
| Financial management                      | 16         | 13         |
| <b>Total</b>                              | <b>452</b> | <b>265</b> |

### Summary of partnership costs (costs are shared between all partnership councils)

|                           | Company A       | Company B       |
|---------------------------|-----------------|-----------------|
| Design*                   | £68,000         | £15,000         |
| Migration*                | £120,000        | £45,000         |
| Support (two years total) | £360,000        | £696,000        |
| <b>Total</b>              | <b>£548,000</b> | <b>£756,000</b> |

The proportioned costs attributable to Adur and Worthing Council's are as follows:

|                           | Company A       | Company B       |
|---------------------------|-----------------|-----------------|
| Design*                   | £25,000         | £5,000          |
| Migration*                | £34,000         | £22,000         |
| Support (two years total) | £217,680        | £312,000        |
| <b>Total</b>              | <b>£274,180</b> | <b>£339,000</b> |

\* These amounts will be paid on a time and materials basis and it is currently estimated that it is unlikely the whole budget will be required.

As Adur and Worthing Councils have a larger IT infrastructure than the other CenSus ICT partners, the proportion of costs attributable are higher.

**Alternative Options Considered:**

Company B's bid was reviewed using the same criteria as Company A. It was dismissed due to the high cost of the service over the life of the contract, in addition the quality of the responses to the given criteria scored much lower than the Company A.

**Other Matters Considered:**

|                          |   |                             |   |
|--------------------------|---|-----------------------------|---|
| Legal Advice and Issues  | X | Financial Advice and Issues | X |
| Sustainability Issues    | X | Equality Issues             | X |
| Community Safety Issues  | X | Human Rights Issues         | X |
| Reputation               | X | Risk Assessment             | X |
| Health and Safety Issues | X |                             |   |

**Consultation:**

A&W Procurement team  
A&W Legal Services Team  
Relevant Heads of Service at Mid-Sussex District Council and Horsham District Council  
CenSus Joint Committee

**Background Papers:**

**CenSus Joint Committee papers 16th December 2016:**

<https://www.adur-worthing.gov.uk/meetings-and-decisions/committees/joint/census-joint-committee/committee.139846.en.html>

**Call-in:** The call-in deadline for this decision will be 5:00pm on Thursday 8th June 2017.



**Signed:**

**Dated:** 1 June 2017

**Name:** Paul Brewer, Director for Digital & Resources

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