

Subject:	Management Software Licences Procurement for use by Schools		
Date of Meeting:	18/03/2021		
Report of:	Acting Chief Finance Officer		
Contact Officer:	Name:	Mark Potter	Tel: 07776 481633
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Ward(s) affected:	All		

FOR GENERAL RELEASE

1. PURPOSE OF REPORT AND POLICY CONTEXT

- 1.1 This report requests approval for the procurement of Capita SIMS (Schools Information Management System) licencing to be made available by the council for use by schools within the Brighton and Hove area to provide their pupil management information system

2. RECOMMENDATIONS:

- 2.1 That the Policy & Resources Committee grants delegated authority to the Acting Chief Finance Officer to take all necessary steps to:
- (i) procure and award a contract for pupil management software licenses for an initial term of three (3) years and an option to extend for up to a further period of two (2) years;
 - (ii) grant the optional extension referred to in 2.1 (i) above, subject to the satisfactory performance of the licensor and the software.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 Most schools within the Brighton & Hove area use Capita SIMS as their chosen MIS (Management Information System). Capita offer a licensing model whereby local authorities can purchase licensing on behalf of the schools within the region at an improved commercial rate, saving schools money on purchasing directly. The council has been doing so for over 20 years, with the most recent contractual agreement, which has lasted 7 years, due to end on March 31st 2021.
- 3.2 All licenses are ordered based on exact school pupil numbers reconciled on an annual basis, meaning only what is required is ordered. Charges for these licenses are recharged to schools, so that the costs to the council are fully recovered. There are no minimum order quantities, so there is no risk that the council will be forced to purchase licenses that are not required. This presents a position of little risk to the council.

- 3.3 The proposed contract is for a 3-year initial term with an option for a further 2 years (as single 1 year extensions). This allows the services to be available for up to a further 5 years.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 Given that the procurement is for a specific product already used by schools, the report is specifically seeking a continued purchase of Capita SIMS licenses. The procurement route is through a direct award from a compliant Framework.
- 4.2 Schools are not compelled to use Capita SIMS and may choose to use an alternative MIS solution if they wish. This procurement simply allows those schools that wish to continue to use Capita SIMS to access lower pricing through the council's licencing agreement.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 Given the direct nature of this procurement and clear, ongoing requirement, there was no need for wider engagement.

6. CONCLUSION

- 6.1 The procurement of the licences centrally though the council enables schools to continue accessing best pricing via a council procured agreement.
- 6.2 The cost to the council will be fully recovered by recharging the licence cost to those schools who continue using the Capita SIMS software.
- 6.3 Schools remain free to choose their MIS solution, with this agreement not representing a commitment to any specific minimum numbers or schools.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 The current cost of this contract for schools is approximately £0.119m per annum, and for 21/22 will be in the region of £0.125m. Currently these costs are about 22% below the normal market rate. Subsequent to an Orbis-wide procurement exercise, Capita have agreed to keep prices at this level in real terms for an initial period of 3 years. This means that charges are set to rise annually by 3.5%, being the expected costs of indexation.

Finance Officer Consulted: James Hengeveld

Date: 09/03/21

Legal Implications:

- 7.2 The Policy & Resources Committee is the appropriate committee for the recommendations set out in paragraph 2 above in accordance with Part 4 of the council's constitution.
- 7.3 The contract must comply with all relevant procurement legislation and the council's Contract Standing Orders and in order to comply with Contract Standing

Order 3.1, authority to enter into contracts in excess of £500,000 must be obtained from the relevant Committee.

Lawyer Consulted: Barbara Hurwood

Date: 09/03/2021

Equalities Implications:

7.4 As this is a purchase for licensing, there is no equalities implications.

Sustainability Implications:

7.5 There are no sustainability implications from this procurement.

Brexit Implications:

7.6 The purchase is from a UK based company and is for licenses meaning that there is no risk to the delivery of goods and services due to withdrawal from the EU.

Any Other Significant Implications:

None

SUPPORTING DOCUMENTATION

Appendices:

1. Capita SIMS - Orbis Procurement Report - BHCC

Background Documents

None

