

Agenda Item No.4

DERBYSHIRE COUNTY COUNCIL

CABINET MEMBER FOR CORPORATE SERVICES

15 April 2021

**Report of the Managing Executive Director
Commissioning, Communities and Policy**

**SUPPLY OF SUPPORT AND MAINTENANCE FOR ELECTRONIC
DOCUMENT AND RECORDS MANAGEMENT SYSTEM (EDRM)**

1 Purpose of the Report

To seek approval to use the ComIT 2 Health Trust Europe Framework under Protocol 2A of the County Council's Financial Regulations to procure a contract for EDRM maintenance and support for one year from 1 April 2021 to 31st March 2022.

2 Information and Analysis

The Council's EDRM solution was acquired in September 2009 for the longer-term storage and preservation of key electronic records. The system is developed and supported by OpenText UK Ltd, and was a product recommended for its close integration capabilities with SAP by CapGemini who assisted the Council's SAP implementation.

The Data Management strategy was completed by external consultants in September 2020 and strongly recommended a Microsoft SharePoint EDRM solution as a replacement for the existing OpenText system and for the storage of all unstructured data. Due to the complexity and volume of documents (over 6 million items) there will be a significant period of planning required to transition to the new system, estimated at a minimum of 2-3 years. Support from the supplier will be required to keep the EDRM system fully functional and secure during the transition period.

The existing contract with OpenText has been extended on a number of occasions and it is proposed that the ComIT 2 Health Trust Europe Framework is used under Protocol 2A to award a new support contract for one year. During this time the Data Management Strategy project will have started, and the support and maintenance requirements can be reviewed against progress for a further one or two years.

The Framework is a single lot framework which covers hardware, software, security, technology assisted services, and computer science. The Framework also has the option to award to a supplier via a Direct Award, which is the preferred option.

A Business Case for the use of the ComIT 2 Health Trust Europe Framework has been approved by the Director of Finance and ICT and Director of Legal Services in accordance with Protocol 2A of the County Council's Financial Regulations. Award of the contract from the Framework is a matter which is delegated to the Managing Executive Director Commissioning, Communities and Policy in accordance with Protocol 2B of the County Council's Financial Regulations.

3 Financial Considerations

The estimated costs for Support and Maintenance via the Framework are £170,000 as included in the Commissioning, Communities and policy Service Plan 2020/21 update and can be contained within the existing ICT Service budget.

The current support contract with OpenText expires on 31 March 2021 and discussions have taken place to agree support measures for the short period until a purchase order can be issued. OpenText have indicated that a late fee amounting to 3% contract value per month, approximately £4000, would be applicable and they would consider waiving this upon receipt of a purchase order.

4 Legal Considerations

The Director of Legal Services will advise in relation to procurement and contractual issues, including advice relating to appropriate documentation.

6 Other Considerations

In preparing this report the relevance of the following factors has been considered; Equality of opportunity, health, human resources, environmental, transport, property and crime and disorder considerations.

7 Key Decision?

No.

8 Is it necessary to waive the call-in period?

Yes. The contract for EDRM maintenance and support will need to commence as soon as possible because of the importance of maintaining the EDRM system. Councillor Tony Kemp, Chair of the Improvement and Scrutiny Committee, Resources has agreed that call-in should be waived on

the basis that the decision proposed is reasonable in all the circumstances and to it being treated as a matter of urgency due to the urgent nature of the decision required.

9 Background Papers

CCP053 – Protocol 2a Business Case

10 Officer's Recommendation

That Cabinet Member approves the use of the ComIT 2 Health Trust Europe Framework under Protocol 2A for the procurement of a contract for EDRM maintenance and support for one year for a period of 1 year.

EMMA ALEXANDER

Managing Executive Director
Commissioning, Communities and Policy