

Individual Executive Decision Notice

Report title	Scanning of Archive Files		
Decision designation	GREEN		
Cabinet member with lead responsibility	Councillor Paula Brookfield Cabinet Member for Governance and Equalities		
Wards affected	All Wards		
Accountable Director	David Pattison, Chief Operating Officer		
Originating service	Governance		
Accountable employee	Peter Holmes	Procurement Manager	
	Tel	01902 556175	
	Email	peter.holmes@wolverhampton.gov.uk	
Report to be/has been considered by	Directorate Leadership Team	5 March 2019	
	Cabinet Member for Governance and Equalities	24 February 2020	
	Cabinet Resources Panel	17 March 2021	

Summary

The Cabinet Member for Governance and Equalities is recommended to approve the award of a contract for Scanning of Archive Files.

Recommendation for decision:

That the Cabinet Member for Governance and Equalities, in consultation with the Chief Operating Officer.

1. Approves the award of a contract for Scanning of Archive Files following an open procedure to On-site Scanning Limited, 11 Terrace Road, Greenock, Renfrewshire, PA15 1DJ. This will be for an initial term of one year with the option to extend for an additional one year with a contract value of £455,000.

Signature
Paula Brookfield

Date:

Signature
David Pattison

Date:

1.0 Background

- 1.1 In recent years, the Council has modernised its business practices. In particular, the Future Space programme has triggered reviews of the Council's building assets and resulted in both temporary and permanent relocation of the staffing and retained filing in multiple locations. This has highlighted the significant historic archive of paper files held for many years in various locations and conditions.
- 1.2 At the current time, approximately 14,640 boxes of historic filing have been identified. It is estimated that, on average, each box contains ten files, meaning there is a total of around 146,400 files to be dealt with.
- 1.3 Assuming a continued level of resources and pace of work, it would take the current team just under 14 years to deal with all the outstanding files (approximately 11 to 17 years based on +/-20%). The cost of the team's salaries, on costs and resources amounts to about £100,000 per annum, not including infrastructure costs such as office space, ICT, etc. Over a 14-year period, this would equate to £1.6 million (allowing for 2% inflation each year).
- 1.4 Outline in appropriate detail the background to the report, particularly where the issue(s) has come from (e.g., initiated by Government legislation, an annual review of policy, response to a consultation, etc.) and any previous consideration of the issue(s).

2.0 Evaluation of alternative options

- 2.1 The most economical route to market was open procedure, which is compliant with the Public Contract Regulations 2015 and with the Council's Contract Procedure Rules.

3.0 Reasons for decision

- 3.1 The opportunity was advertised using the Council's e-tendering portal on 28 May 2021 with a submission date of 2 July 2021.
- 3.2 Fifty organisations registered an interest and eight submitted tenders.
- 3.3 Following evaluation of the tender submissions it was concluded that On-site Scanning Limited, 11 Terrace Road, Greenock, Renfrewshire, PA15 1DJ. should be awarded the contract.

4.0 Financial implications

- 4.1 Cabinet (Resources) Panel on 17 March 2021, approved the delegation of authority to the Cabinet Member for Governance and Equalities, in consultation with the Chief Operating Officer, to approve the award of a contract for Scanning of Archive Files. In line with the above delegated authority, this report seeks approval to award the Scanning of Archive Files contract to On-site Scanning Limited.

- 4.2 The total anticipated cost of £455,000 will be funded from the Transformation Reserve. There is an existing approval to use up to £480,000 of Reserve Funds for the scanning project. The project is expected to be completed within twelve months, but an extension is provided for in case it overruns. An extension would not impact on contract value, but simply allow more time for the project to be completed.

[GE/10112021/H]

5.0 Legal implications

- 5.1 The contract will be awarded in accordance with the Council's Constitution and relevant legislation.

[AS/15112021/A]

6.0 Schedule of background papers

- 6.1 Cabinet Resources Panel Report 17 March 2021 Appendix 1

Appendix 1

Councillor Paula Brookfield, Cabinet Member for Governance

Delegated Authority to Award a Contract – Scanning of Archive Files

Ref no:	CWC21015
Council Plan aim	A vibrant, green city we can all be proud of
Originating service	Governance
Accountable officer	Laura Phillips (01902) 558892
Leadership Team approval	05 March 2019
Accountable Lead Cabinet Member	Cllr Paula Brookfield, Cabinet Member for Governance
Date Lead Cabinet Member briefed	24 February 2021
Procurement advisor	Peter Holmes – Procurement Manager (01902) 556175
Type of procurement process	Open above OJEU
Evaluation scoring balance	Quality 40% Price 50% Social Value 10%

Background

In recent years, the Council has modernised its business practices. In particular, the Future Space programme has triggered reviews of the Council's building assets and resulted in both temporary and permanent relocation of the staffing and retained filing in multiple locations. This has highlighted the significant historic archive of paper files held for many years in various locations and conditions.

In the past five years, as a result of the need to appropriately deal with historic social care files, a dedicated inhouse team has been systematically reviewing and then disposing of or scanning thousands of such files. However, it has been impossible for that small team (four FTE) to keep up as thousands of additional files have been located.

Proposed Contract Award	
Contract duration	1 Year + 1 Year Extension
Contract Commencement date	5 July 2021
Annual value	£455,000
Total value	£455,000

Evaluation Criteria

The evaluation criteria will be quality 40%, price 50% and 10% social value. The quality criteria will evaluate the bidders' proposals for scanning of archive files. The social value criteria will evaluate the bidders' proposals in relation to the Wolverhampton City Charter and creating opportunities for the citizens of Wolverhampton and local businesses.

Procurement Process

The procurement process will be an open above OJEU advertised on Contracts Finder, the Council's e-tendering website and Twitter and Find a Tender

The evaluation team will comprise;

Name	Job Title
Tanbir Duhra	Project Manager
Julia Goudman	Business Support Unit Manager
Jai Ghai	Head of Service - ICT
Catrina Finch	Information Governance Technical Specialist

Financial Implications

The project will be funded from the revenue budget, with approval for the remainder of the costs to be met from reserves.

Legal implications

The procurement will be an open above OJEU procedure in accordance with the Public Contract Regulations and Council's Contract Procedure Rules.

Recommendation

Cabinet (Resources) Panel is recommended to delegate authority to the Cabinet Member for Governance, in consultation with the Director of Governance, to approve the award of a contract for Scanning of Archive Files when the evaluation process is complete.

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