Aberdeenshire
C O U N C I L

Education & Children's Services

REPORT TO POLICY & RESOURCES COMMITTEE – 11 JUNE 2015

THE LIBRARY MANAGEMENT SYSTEM PROCUREMENT

1.   Recommendations

The Committee is recommended to:

1.1   Note the use of the ESPO Framework Agreement 3073F for the provision of a Library Management System as approved by the Head of Commercial and Procurement Services and Head of Finance as per Financial Regulation 5.3.26(a).

1.2   Delegate authority to the Director of Education and Children's Services, in conjunction with the Head of Finance, the Head of` Commercial and Procurement Services and Head of ICT, to award a contract to the most economically advantageous tenderer.

1.3   Approve the estimated expenditure of £280,000 (if the 5 year contract is undertaken) under the proposed contract for the provision of a Library Management System.

2   Background

2.1   Aberdeenshire Council's Library Service is dependent on a computerised library management system. It is a requirement of Financial Regulations to tender on a regular basis for such a system. The Library Management System specification will include traditional modules such as Circulation; Borrower Management; Inter-Library Loans; Acquisitions- with full Electronic Data Interchange (EDI); Stock-Management; Cataloguing; Management, Performance Management. A requirement will be to fully interface with other council and national systems to provide a seamless user experience. Aberdeenshire Council's Library Service currently uses two Library Management Systems across communities and schools. The intention is to replace this with one system which meets the needs of all users.

2.2   Eastern Shires Purchasing Organisation (ESPO) is a not for profit, self-funded purchasing and supply organisation with extensive experience of providing high quality procurement solutions to the public sector on a national basis. It is jointly owned by several councils.

2.3   ESPO manages a framework agreement for library management systems. The Council's Library Services alongside ICT and Procurement have identified this as the most effective tendering mechanism. This is a collaborative procurement with other Scottish councils. The tender shall be awarded on the most economically advantageous basis, and shall give consideration to price, quality of product, service levels, implementation plans, support services and sustainability.

2.4 The total combined spend on Library Management System for the five-year period is estimated at £280,000 which is above the threshold set under the Public Contracts Scotland Regulations 2012 – and so tendering has been undertaken utilising the ESPO Framework 3073F which covers the EU regulations.

2.5 Any Service delivery to accompany the goods will be delivered as it has been previously.

2.6 The Library & Information service has 48,554 members, issues 1,343,907 items per annum and has 1,074,572 visitors and 284,743 virtual visitors making it one of the most used Council services. The combined secondary school issues amount to over 224,411 per annum.

2.7 The Library Management System manages all transactions related to issuing resources, manages access to online resources internally and remotely including downloadable e-books and audio books and verifies access to the online PC booking system. It underpins the service and is critical to all service operations. The new system will require last activity logging as opposed to only logging issue of items. This will provide elected members with more detailed information.

2.8 The ESPO Framework User Guide and the Invitation to Quote is available on request from the Service.

2.9 The Head of Finance, the Head of Commercial and Procurement Services within Business Services, the Head of ICT and the Monitoring Officer have been consulted and their comments are incorporated.

3 Equalities, Staffing and Financial Implications

3.1 The overall costs are estimated at £280,000 over the five year period of the contract (3 years initial contract with a provision to extend for a further 2 years) under the proposed call-off contract for the provision of a Library Management System. This is inclusive of any one-off costs at the point of implementation. This will be funded from the Libraries budget (Budget page 24, Line 23) currently used for the current system (Capita), centralised through Contract Management within ICT for all new software contracts. It should be noted that if the current supplier is not the successful bidder then the budget for those costs will cease and the new costs will become the current costs.

3.2 An equality impact assessment has been carried out as part of the development of the proposals set out above. DDA compliance was a mandatory requirement set out within the tender specification and any supplier unable to fulfil this requirement was excluded. All remaining systems are fully compliant and as such it has been determined that no further equalities impact assessment is required.

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