

Summary Delegated Powers Report

TITLE	Award of contract for supply of Electoral Registration and Elections Management software system					
DATE OF DECISION	10 Feb 2017					
DECISION TAKER	Clair Green – Interim Assurance Director					
SUMMARY OF DECISION	<p>This report seeks authorisation to award a three year contract to Democracy Counts Ltd for the supply, maintenance, training and support of an Electoral Registration and Elections Management software system ('Elector8'). The contract will commence on 1 April 2017, with the option to extend the contract for one additional year subject to performance and budget.</p> <p>Three quotations were submitted via the procurement portal. The summary evaluation matrix is detailed below:</p>					
			Democracy Counts Ltd	Supplier B	Supplier C	
		Element	Weighting (%)	score	score	score
		Quality 75%				
	1	<i>Compliance with Specification</i> (LBB evaluation of Supplier's responses)	30	25.32	23.91	22.62
	2	<i>Compliance with Specification</i> (LBB evaluation – inc. evidence from 'live' system site visit and product demonstration from supplier)	30	28.29	20.51	21.23
	3	Support and Training	10	8	8	8
	4	Implementation and Project Management	5	4	4	4
		Overall Quality Total (%)	75	65.62	56.42	55.85
		Price 25%				
5	Pricing Schedule	25	19.17	19.43	25.00	
		TOTAL 100%	84.78	75.84	80.85	
	<p>The total cost of this contract is £43,500 for three years.</p> <p>The budget for the contract cost is contained within the Election Services budget. This procurement has been authorised and accepted in accordance with Contract Procedure Rules Appendix 1 Table A.</p>					
AUDIT TRAIL OF DECISION –	Full audit trail of DPR decision is retained by the Head of Electoral Services. The full audit trail of the procurement exercise undertaken (including full details of all					

RETAINED AND WHERE?

three competitive bids made via the Barnet Procurement Portal) is retained by LBB's Corporate Procurement.

DECISION TAKER'S STATEMENT

I have the required powers to make the decision documented in this report. I am responsible for the report's content and am satisfied that all relevant advice has been sought in the preparation of this report and that it is compliant with the decision making framework of the organisation which includes Constitution, Scheme of Delegation, Budget and Policy Framework and Legal issues including Equalities obligations.

I authorise the above decision

Signed Clair Green

Designation Interim Assurance Director

Date 10 February 2017