

	<p>ACTION TAKEN UNDER DELEGATED POWERS BY OFFICER 5th April 2016</p>
<p>Title</p>	<p>Authorisation to procure Open+ technology system from Bibliotheca for installation and implementation at the Colindale Library</p>
<p>Report of</p>	<p>Commissioning Director (Children and Young People)</p>
<p>Wards</p>	<p>Colindale</p>
<p>Status</p>	<p>Public</p>
<p>Enclosures</p>	<p>None</p>
<p>Officer Contact Details</p>	<p>Andrew Merritt-Morling – Programme Manager andrew.merritt-morling@barnet.gov.uk</p>

<p>Summary</p>
<p>This report is to seek permission to procure third-party specialist equipment from Bibliotheca to allow the new Colindale Library (the replacement for the existing Grahame Park Library) to be technology enabled. This would use the same system as that adopted for the pilot at Edgware Library, which started at the end of July 2015.</p> <p>The new Colindale Library building is due to be completed and handed over to Barnet Council on the 11 July 2016. Paragraphs 2.1 to 2.4 set out the reason for the need to procure the technology enabled equipment system at Colindale Library ahead of the planned procurement of technology enabled opening for the wider library estates.</p>

<p>Decisions</p>
<p>To authorise the procurement of Open+™ technology from Bibliotheca, for technology enabled opening at the new Colindale Library building at a one-off installation cost of £24,379 with an annual revenue cost of £1,500 per annum (for a maximum of 60 months) to cover support and maintenance.</p>

1. WHY THIS REPORT IS NEEDED

- 1.1 On the 4 April 2016, the council approved proposals to offer technology enabled opening at all core and core plus libraries as part of its strategy to reshape the library service. Future procurement of technology-enabled opening across the other eight Core and Core+ library sites will be subject to a full and open tender process, in-line with European procurement rules.
- 1.2 However, Grahame Park library is currently being replaced and relocated to a new, modern, fit for purpose building on Lanacre Avenue. The construction is well advanced, with completion scheduled for July 2016 and therefore time is of the essence. To ensure that the library can offer technology enabled opening, the system needs to be procured and installed in line with the building programme, ahead of the borough-wide procurement.

2. REASONS FOR DECISIONS

- 2.1 The new building that will house Colindale Library is scheduled to reach practical completion and handover on 21 July 2016. The Council considered and approved the proposals for technology enabled opening, set out in the *Future of Barnet's Library Service* report on 4 April 2016. In view of the construction timetable for the new Colindale building, a single-tender action has been identified as the right approach for procurement of technology-enabled opening in this instance since (a) the timeline for building completion, handover and opening cannot be delayed and (b) the costs for provision at this site are below the £25,000 and with additional maintenance costs the contract value is beneath the OJEU threshold.
- 2.2 Bibliotheca requires a 10-week lead-in time to supply the relevant equipment. Ten weeks from the date of Full Council (4 April 2016) would be 6 June. This puts the council on a critical path with the library build programme, with all external and internal works relating to technology enabled opening (TEO) needing to be completed during May. Therefore, the procurement process for Open+™ needs to be commenced as soon as possible following council approval of the library strategy.
- 2.3 A request to procure has not been able to be submitted prior to committee approval.
- 2.4 Failure to procure the technology-enabled opening as soon as possible after committee approval will mean that the council runs a risk of incurring expensive (and disruptive) retrospective works to a brand new building if the hardware cannot be ordered and installed before building completion.

3. ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- 3.1 The alternative option is to procure technology enabled opening at Colindale as part of the borough-wide procurement for the other eight sites. This is not

advised as it would result in incurring expensive (and disruptive) retrospective works to a brand new building.

4. IMPLICATIONS OF DECISION

4.1 Resources (Finance & Value for Money, Procurement, Staffing, IT, Property, Sustainability)

4.1.1 A quote from Bibliotheca provides a total cost of £24,379 for both the provision and installation. Funding for the capital expenditure will be funded from the Library Service Review transformation capital budget.

4.1.2 A further £1,500 will be payable for the annual support and maintenance of the system. The initial contract will be for a maximum period of 60 months making the total amount payable £7,500. The ongoing support and maintenance costs will be covered from the Library Service revenue budget.

4.2 Legal and Constitutional References

4.2.1 The commissioning of this work will be carried out in accordance with Barnet Council's Contract Procedure Rules and Procurement Code of Practice.

4.2.2 This procurement and authorisation is in accordance with the Constitution, Article 22 (Contract Procedure Rules), paragraph 17 Appendix 1 (Table A).

4.2.3 Article 22 of the Constitution (Contract Procedure Rules), paragraph 12.1, requires every contract to be in a form approved by the Monitoring Officer (in consultation with HB Public Law), or delegated officer, if its value exceeds £25,000 or where appropriate to the nature of the contract.

4.3 Risk Management

4.3.1 There is a risk that the installation of the technology enabled opening cannot be aligned with the building programme for the new Colindale library. A detailed schedule of works has been submitted to the building contractor.

4.3.2 Due to the planned procurement, it is not yet known who the main supplier of technology enabled opening systems will be. Bibliotheca currently provide technology enabled opening at Edgware library and therefore arrangements for more than one provider will need to be made in any event.

4.4 Equalities and Diversity

4.4.1 The Equality Act 2010 and the Public Sector Equality Duty outlined at section 149, require the council and all other organisations exercising public functions on its behalf to pay due regard to the need to eliminate discrimination,

harassment, victimisation and any other conduct that is prohibited by or under the Act; advance equality of opportunity between those with a protected characteristic and those without; promote good relations between those with a protected characteristic and those without. The relevant protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation. It also covers marriage and civil partnership with regard to eliminating discrimination.

- 4.4.2 A full Equalities Impact Assessment (EIA) and Needs Assessment has been carried out as part of the Library Service Review considered by Council on the 4th April 2016. Completing the EIA as part of the process identified a range of potential adverse impacts on particular protected characteristics. These are set out in brief in paragraphs 5.9.7 to 5.9.15 of the main committee report (link below), and given more consideration in Appendix D, attached to the main report.

5. BACKGROUND PAPERS

Barnet's future Library Service – report to CELS Committee (23 March 2016):
<https://barnet.moderngov.co.uk/ieListDocuments.aspx?CId=697&MId=8261&Ver=4>

6. DECISION TAKER'S STATEMENT

- 6.1 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.

7. OFFICER'S DECISION

I authorise the following action:

- 7.1 To commence a procurement exercise for the purchase of the Open+™ Technology system from Bibliotheca as an extension to their current contract for Edgware Library.
- 7.2 The value of this will be £24,379 for provision and installation. A further £1,500 per year will be required to provide annual support and maintenance. The capital costs associated with provision and installation will be financed from the existing Library Service Review transformation capital budget. The costs for support and maintenance have been profiled into the Library Service revenue budget.

Signed

Commissioning Director (Children and Young People)

Date

5th April 2016