Buckinghamshire & Milton Keynes Fire Authority

MEETING	Overview and Audit Committee
DATE OF MEETING	9 March 2016
OFFICER	Julian Parsons, Head of Service Development
LEAD MEMBER	Councillor Andy Dransfield
SUBJECT OF THE REPORT	**Business and Systems Integration Project: Progress Report**
EXECUTIVE SUMMARY	The procurement process is moving forward on target. Since the last Overview and Audit Committee meeting there has been the following activity: • The tender response window closed on the 8 January. (See Appendix A for tender structure) • 5 responses have been received across both Tenders. (See Appendix A for supplier information) • 4 responses have been through a 2 stage scoring process including a half day presentation of their system, one supplier was rejected due to non-compliance. At the time of completing this report the current activities are underway in relation to procuring the necessary software: • Final supplier selection is planned for 12 February 2016. • Work will start with the chosen suppliers on the 1 March 2016 to include initial work on the project & resource plan.
ACTION	For information.
RECOMMENDATIONS	That the report is noted.
RISK MANAGEMENT	The project risks will be contained within a project risk register. Current project risks can be seen in Appendix B – Highlight report – January 2016. The governance of this register, including escalations will be in line with existing service policy.
FINANCIAL IMPLICATIONS	There are no further financial implications related to the project identified in this paper.

LEGAL IMPLICATIONS	There are no further legal implications related to the project identified in this paper.
CONSISTENCY WITH THE PRINCIPLES OF COLLABORATION	Opportunities for collaboration have been actively sought and considered during this procurement phase of the project.
	Collaboration has been explored with RBFRS and OXFRS. Further collaboration was explored with Oxford City Council and Reading Council. None of these potential collaborations have led to formal agreements due to various issues around differing needs and timings. RBFRS have been named on our tenders as a future partner.
	Agreements of information sharing have been made with the other potential partners.
HEALTH AND SAFETY	No Health and Safety implications perceived at this time.
EQUALITY AND DIVERSITY	No Equality and Diversity implications identified at this time.
USE OF RESOURCES	The project is now managed by the Project Manager. The Project Manager is proactively using existing skills and experience within the workforce to move the project forward.
	A decision has been made to delay the recruitment of the Business Analyst until a supplier is chosen. This will ensure we recruit the most suitable candidate.
	A resource plan will be created once a supplier has been selected.
	As per our agreed governance arrangements a team of staff from across the organisation who are end users of the new software will be carrying out the evaluation of tenders through a two stage process (technical scoring followed by presentations with a question and answer session).
	Staff are being kept abreast of progress through the i:drive and blogs. A full communication strategy will be implemented as part of the roll out of the new systems and in line with the project plan which has to be agreed with the suppliers.
PROVENANCE SECTION & BACKGROUND PAPERS	**Background**
	As part of the ICT Strategy 2014-2019 an independent review of systems integration was commissioned. An external consultant undertook this task and delivered a business case which was formally agreed to be progressed by the Executive Committee Meeting 29 July 2015.
	The project is scheduled to be delivered in phases

	over a two year period. **Background Papers** • ICT Strategy 2014-2019 • Business and Systems Terms of Reference • Business and Systems Integration Business case • Business and Systems Integration Project: Governance Reporting Arrangements (18 November 2015)
APPENDICES	Appendix A: Tender Structure and response Appendix B: Highlight Report – January2016 Appendix C: Highlight Report – November 2015
TIME REQUIRED	5 minutes.
REPORT ORIGINATOR AND CONTACT	Anne-Marie Carter acarter@bucksfire.gov.uk 07966 886689

Appendix A: Tender structure and responses

Tender Structure:
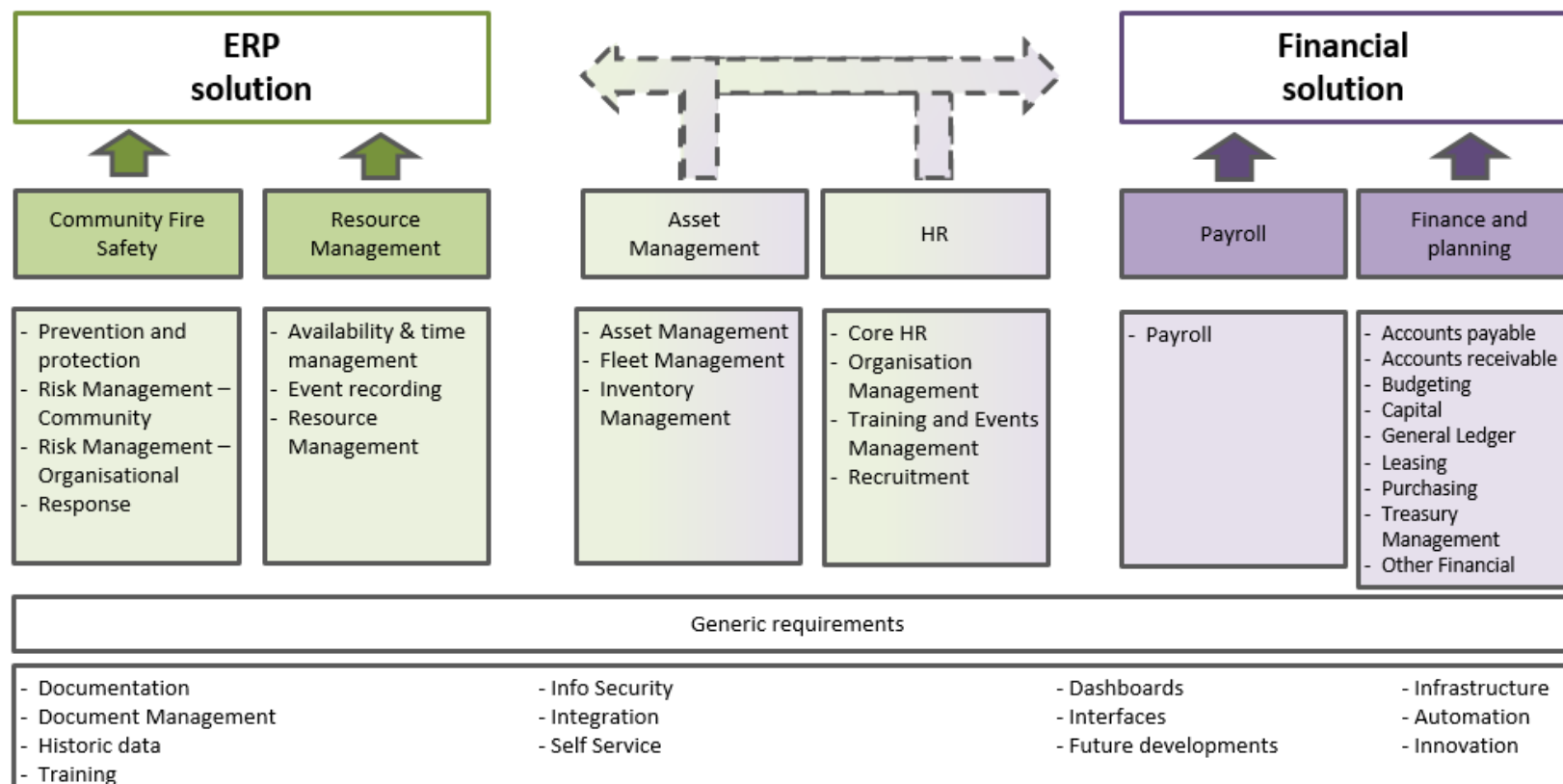
The table below shows the suppliers that have responded to the tenders and the elements they could offer

Supplier		Community Fire Safety	Resource Management	Asset Management	HR	Payroll	Finance
Infographics -Firewatch	ERP	Y	Y	Y	Y		
Genesis Business Systems	ERP	Y	Y	Y	Y		
Method – Unit 4	Finance					Y	Y
Capita	Finance				Y	Y	Y
Bramble Hub - Technology One	Finance			Y			Y

Business & Systems Integration project – Jan 2016

		Project Objectives:	**Overall RAG**
Business Owner:	Julian Parsons	To streamline, automate and integrate systems and business processes across:	
Project Manager:	Anne-Marie Carter	- Community Fire Safety, Resource Management, Asset Management, HR, Payroll, Finance & Planning	
Business Sponsors:	Lynne Swift	Data duplication with be reduced and the efficiency and effectiveness of both our processes and MI will increase	
	David Sutherland		

Finance	●	Plan	●	Risks & Issues	●	Scope	●	Resources	●

Exec Summary – Past Period's Activities

Tender
- Tender now closed - 5 responses in total
  - 2 for ERP element– Infographics and Genesis Business Systems
  - 3 for Finance element – Capita, Methods and Bramble Hub
- 1st round scoring complete
- Supplier presentations complete

Finance
- £20k spent to end of Jan, £20k projected to end of year - £40k total

Other
- Communication plan drafted
- Work started on cleansing SSRA database in prep for transfer

Priorities for Next Period - Feb

Tender
- Gain sponsor agreement on evaluation groups choice
- Suppliers chosen

Sign off Communication Paper
Update at Officers' day

Next Business Sponsors Meeting – 8th Feb – Tender update

Key Milestones

Milestone	Forecast/ Actual	RAG
Supplier scoring and review	11th Jan – 9th Feb	
Supplier Chosen	12th Feb	
Start Contract (allows for 10 day standstill)	1st Mar	
Next BTB	28th Jan/31st Mar	
Next O&A	9th Mar/27th Jul	

Key Decisions Required:
- What would Sponsors like to see in the tender update?
- Gather feedback on Communication plan

Risks & Issues

Risk/ Issue	RAG	Description	Mitigating Action	Next Action
R		Suppliers do not respond	4 tender received	Closed
R		Suppliers aren't able to provide what we need	Most requirements have been met across the tenders	Closed
R		Resource availability	Once supplier chosen share timescales with stakeholders	Mar
R		People continue to want best in class	Review as work progresses	Feb
R		Tender Costs are over budget	Review tender responses cost v's delivery	Feb

Business & Systems Integration project – Nov 2015

Business Owner: **Project Manager:** **Business Sponsors:**	Julian Parsons Anne-Marie Carter Lynne Swift David Sutherland	**Project Objectives:** To streamline, automate and integrate systems and business processes across: - Community Fire Safety, Resource Management, Asset Management, HR, Payroll, Finance & Planning To reduce data duplication and increase the efficiency and effectiveness of both our processes and Management Information

Overall RAG 🟢

Finance 🟢	Plan 🟢	Risks & Issues 🟢	Scope 🟢	Resources 🟢

Exec Summary – Past Period's Activities

Tender
- ERP tender sent out 4th Dec, Financial Tender sent out 7th Dec
- Amended the lots within each tender to allow flexibility when choosing the supplier
- We have reviewed collaboration with both Berkshire and Oxfordshire. The ERP tender will be sent out with no other services but Berkshire will be named on the finance tender

Finance
- £10k spent to end of Nov, £30k projected to end of year - £40k total
- Software/hardware costs/breakdown to be confirmed once supplier is chosen

Resources
- Team engagement complete
- Business analyst role on hold until the new year

Priorities for Next Period
- Communication plan – who, how, when & what
- Continue with Tender

Proposed Next Business Sponsors Meeting – w/c 18th Jan

Key Decisions Required:
Meeting Frequencies:
- Sponsors – Monthly/prior to BTB/O&A
- Senior Stakeholders – Monthly
- NWT – Monthly until Feb, then fortnightly with relevant people

New Systems:
- Do we want new systems/suppliers being used as an interim before BASI?
  - Trials to happen and feedback captured.
  - Before moving on bring back to governance group to review against BASI timescales

Key Milestones

Milestone	Forecast/ Actual	RAG
Tender Sent out	4th Dec/7th Dec	🟩
Tender deadline	8th Jan '16	🟩
Supplier scoring and presentations	11th Jan – 9th Feb	🟩
Supplier Chosen	12th Feb	🟩
Start Contract (allows for 10 day standstill)	1st Mar	🟩
Next BTB	17th Dec	🟩
Next O&A	9th Mar	🟩

Risk/ Issue	RAG	Description	Mitigating Action	Next Action
R		Suppliers do not respond		31st Jan
R		Suppliers aren't able to provide what we need		31st Jan
R		Resource availability		Feb
R		People want best in class		Jan/Feb
R		Tender Costs are over budget		31st Jan