

Report to Deputy Leader & Cabinet Member for Transportation

Decision to be taken on or after 22 August 2019

**Decision can normally be implemented at least
3 working days after decision has been signed.**

Cabinet Member Report No. T24.19

Title: Client Transport - Software Commissioning Project

Date: 14 August 2019

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Local members affected:

For press enquiries concerning this report, please contact the media office on 01296 382444

[Guidance can be found on the intranet at the following link:

<https://intranet.buckscc.gov.uk/how-do-i/member-services/decision-making/>

Is the report confidential? Please contact Democratic Services.]

There is a confidential appendix to this report, which is exempt by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 because it contains information relating to the financial or business affairs of any particular person (including the authority holding that information).

Summary

The current client transport management software provision 'Routewise' supplied by Trapeze is due to expire on 30th April 2020.

This business case will provide the rationale for the commissioning of a replacement client transport management system. ***see appendix 1 – Confidential Business Case for additional details**

The approval of the recommended option specified in the business case will initiate the commencement of the client transport system commissioning project.

To provide continuity of business critical operations it is imperative that we commence the commissioning process of a replacement system by August 2019.

The client transport service manages 11,000 clients transport requirements on behalf of Adult Social Care, Mainstream Education and Special Educational Needs.

With the end of the current contract provision it is an opportune time to complete an end to end process analysis of the client transport software requirements. It is also necessary to explore the opportunities/ options of integrating with existing client systems.

Recommendation *see appendix 1 – Confidential Business Case for additional details

Business Option:

Option 5: Commission a Client Transport System which is fully integrated with preferred existing systems. Recommended option.

Procurement Option:

Option 2: Recommended Option. Undertake a quotation process. Identify a minimum of 3 suitable providers to quote in accordance with the Councils quotation process. The contract value including any extension option and potential additions must not exceed the EU threshold for goods/services, currently £181,302.

The award of the contract will be a key decision. We recommend at this business case stage the Cabinet Member approved delegation of the award of contract decision to an Officer.

A. Narrative setting out the reasons for the decision

To approve Option 5: Commission a Client Transport System which is fully integrated with preferred existing systems. Recommended option. ***see appendix 1 – Confidential Business Case for additional details**

B. Other options available, and their pros and cons

Option	Risk Description	Mitigating Action
1	➤ Inability to provide Client Transport Management	No available mitigation
2	➤ Not in line with the Improvement Programme Improvement recommendations. ➤ Identified issues with current provision not resolved	No available mitigation Provision of current service delivery – operating as is.
3	➤ Could end up with similar product to current therefore similar functionality issues	Provision of current service delivery – operating as is.
4	➤ Dependent on functionality of products on the Market/ System Specification feasibility. ➤ Phased development approach would require resource investment at agreed stages – would need to define resource schedule.	Specification based on feasible product functionality – detailed evaluation and agreement on ‘must have’ technical requirements. Comprehensive phased plan agreed with Tech Services, Suppliers, Client Transport Team, and Business Unit

		Stakeholders.
5	<ul style="list-style-type: none"> ➤ Feasibility of resource need for implementation deadline. ➤ Cost ➤ Limited products on Market 	<p>Commission additional resource.</p> <p>Business case for additional funding. Value for Money assessment based on improved service delivery.</p>

***see appendix 1 – Confidential Business Case for additional details**

C. Resource implications

***see appendix 1 – Confidential Business Case for additional details**

D. Value for Money (VfM) Self Assessment

***see appendix 1 – Confidential Business Case for additional details**

E. Legal implications

Legal Implications

BCC's Standing Orders state that where the value of a contract is between £25,000 and the EU threshold, a minimum of three written quotations must be requested. HBPL can assist with drafting appropriate terms and conditions as required.

F. Property implications

N/A

G. Unitary Council

Unitary Council

Transport is a County Council responsibility; there will be no direct effect to the provision of a Client Transport system post Unitary. The County Council and the new Unitary Council should be named in the contract.

Background Papers

***see appendix 1 – Confidential Business Case for additional details**

Your questions and views

If you have any questions about the matters contained in this paper please get in touch with the Contact Officer whose telephone number is given at the head of the paper.

If you have any views on this paper that you would like the Cabinet Member to consider, or if you wish to object to the proposed decision, please inform the Democratic Services Team by

5.00pm on 21 August 2019. This can be done by telephone (to 01296 382343), or e-mail to democracy@buckscc.gov.uk