

## Officer Decision Report

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**Title:** Digital Documentation Management Contract Extension Review – Energy from Waste

**Date decision taken:** 31<sup>st</sup> October 2019

**Author:** Lisa Gibson

**Contact officers:** Lisa Gibson, Senior Waste Contracts Officer, Waste Delivery Unit, Transport Economy Environment  
[lgibson@buckscc.gov.uk](mailto:lgibson@buckscc.gov.uk)

Roger Seed, Waste Contracts Team Leader, Waste Delivery Unit, Transport Economy Environment  
[rseed@buckscc.gov.uk](mailto:rseed@buckscc.gov.uk)

**Local Members Affected** All

### Decision

To approve the extension of the following contract by two years, from 19 December 2019 to 18 December 2021.

Ser	Contract Name	Supplier
01	PFI Deal Books / Project Bibles in Intelligent Document Format	Affinitext

This will be the last available extension under the existing contract; the new unitary council will need to undertake a new procurement exercises/alternative arrangements for the digital management of the Energy from Waste (EfW) contract's documentation to continue to meet its contractual obligations.

### Reasons for the decision

Buckinghamshire County Council (BCC or "the Council") is the Waste Disposal Authority (WDA) for Buckinghamshire. To manage the residual waste generated by households within the county, BCC entered into a 30 year operational contract on 17<sup>th</sup> April 2013 with FCC Environment to build and operate an EfW plant at Greatmoor in North Buckinghamshire. The 30 year contract started following completion of build of the facility in 2016. To support the contract internally, BCC procured a software package (Affinitext) to manage the associated



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documentation. Initially, BCC signed a contract with Affinix, running from 18<sup>th</sup> December 2015 for a period of 2 years, which was then renewed for a further 2 years. The existing contract performs at a high quality level and continues to deliver value for money (VfM) for the Council. The latest review undertaken by officers during autumn 2019 indicates that it will be advantageous for the Council to extend the contract by the final two years (from 19<sup>th</sup> December 2019 to 18<sup>th</sup> December 2021).

**Other options available, and their pros and cons**

To assess whether or not an extension of the Affinix contract was preferable, three options were considered, as follows:

**Outline Discussion of the Contract Extension Options Available**

Option	Pros	Cons
<p>Option 1 (No extensions)</p>	<p>None identified.   <b>This option is not being recommended.</b></p>	<ol style="list-style-type: none"> <li>1. The Council will not be able to instantly access the EFW contract and use Affinix’s system functionality to navigate documentation quickly and efficiently. This will impact on BCC’s ability to contract manage effectively and would require officers to use a hard copy as an alternative.</li> <li>2. The procurement of an alternative document management system (DMS) to be in place for 18th December 2019 onwards will take several months, including its design and implementation. This would likely result in a period where there is not a useable DMS. In addition, it will place demands on the Council’s officers in the run up to the unitary commencement date of April 2020. This will not be a desirable situation and will not enable the Council’s officers to focus on the more important priorities of achieving “safe and legal” unitary transition and consider wider future opportunities.</li> </ol>
<p>Option 2 (1 year extension)</p>	<ol style="list-style-type: none"> <li>1. This option will only be beneficial in the unlikely event that the new unitary Council can quickly mobilise a new DMS arrangement that can deliver better VfM than the existing contract before the current contract ends in December 2019.</li> </ol>	<ol style="list-style-type: none"> <li>1. A partial extension lasting 12 months would require a new procurement exercise/ alternative arrangement to be undertaken to replace the Affinix system. This would be at a critical time when the transition to unitary Council status, and the bedding in period following this, will still be</li> </ol>

Option	Pros	Cons
	<p><b>This option is not being recommended.</b></p>	<p>ongoing. This could have an impact on the EfW contract if the alternative arrangement cannot be mobilised in time or does not meet the new Council's objectives.</p> <p>2. A new procurement exercise will result in additional demands on staff time, when they could be focussing on achieving safe and legal unitary transition and developing a joined-up strategy for waste services delivery across the new unitary Council.</p>
<p><b>Option 3 (2-year extension)</b></p>	<ol style="list-style-type: none"> <li>1. A 2-year extension will enable the Council to continue to benefit from a high-performing and VfM DMS until the final expiry date of 18<sup>th</sup> December 2021.</li> <li>2. Will provide suitable stability and services continuity for the EfW contract and will enable the Council to achieve "safe and legal" transition to unitary status.</li> <li>3. The option avoids the need for a new procurement exercise in the months soon after unitary commencement in April 2020. This will ensure that the Council's staff resources can be optimised for the delivery of other more urgent unitary transition activities.</li> <li>4. The two-year extension of the contract to 18<sup>th</sup> December 2021 does not bind the new unitary Council to a further contractual arrangement with Affinix. This gives the new Council suitable flexibility to review and retain or adopt the most suitable DMS option going forward.</li> </ol> <p><b>This is the Preferred Option being put forward for consideration and potential approval.</b></p>	<p>None identified.</p>

A two-year extension of the contract to 18<sup>th</sup> December 2021 (i.e. Option 3) will be the most suitable option for the Council. This option will give the Council service continuity and flexibility during the transition to unitary. It will also provide enough time for the Council to identify and procure the most suitable option for managing the EfW contract beyond December 2021.

The following recommendation is being put forward for consideration and potential approval:

***It is recommended that the Affinitext contract - covering online document management of the EfW contract - is extended by two years from 19th December 2019 to 18th December 2021.***

**Authority to take this decision**

This decision has been delegated to an authorised officer following consultation with the Cabinet Member for Planning and Environment.

**Conflicts of interest**

No conflict of interest has been identified or declared.

**Feedback from Consultation**

Cllr Bill Chapple, BCC's Cabinet Member for Planning and Environment has been provided updates on the contract review process. The Cabinet Member supports the decision.

**Your questions and views**

*If you have any questions about the matters contained in this paper please get in touch with the Contact Officers whose email addresses are given at the head of the paper.*

**Decision Approved**

**Signature**



**Roger Seed, Waste Contracts Team Leader, Transport Economy Environment**

**Date 31<sup>st</sup> October 2019**