

## Record of an officer making an executive decision



Name of officer and title	Peter Beer, Estates and Property Services Manager
Subject matter:	Procurement of Property Asset Management System (PAMS)
Date of decision:	22 May 2018
Decision:	To award the contract for the Property Asset Management System to the preferred supplier, following a procurement / tendering process.
Reasons for decision:	<p>The Estates and Property teams within commercial property and regeneration do not currently have a fit-for-purpose PAMS. The Council's property and assets are currently managed using a combination of spreadsheets, PDF files stored on Box and the Uniform Built Environment system used by planning, building control and licencing. The Uniform system is being decommissioned and an alternative product is required to effectively manage our assets. This was identified as a critical requirement in the sector review for commercial property.</p> <p>The procurement utilised Crown Commercial Services G-Cloud 9 Framework which negated the need to go down a full procurement route. Instead a mini-competition was run in-line with the framework's conditions on draw-down. Three suppliers were selected in the mini-competition, which led to a preferred supplier being selected who could also offer the most economically advantageous tender.</p> <p>The name and costs of the suppliers are confidential, as the process is still at the procurement standstill period.</p> <p>The Digital Delivery team was engaged to provide assurance of compliance with IT standard specification and system integration.</p>
Alternative options considered	<p>Alternative proposals were received from two other suppliers as part of the tendering / procurement process.</p> <p>A further option which was discounted was to continue to manage the estate through a system of spreadsheets and files. This presents huge risks in missing important deadlines around services of legal notices, rent reviews and security of tenure. It would also require further intensive staff time and costs upwards of £30,000 per year to manually manage these records and processes, particularly around rent billing and recovery.</p>

Any conflict of interest declared by a Cabinet Member who is consulted and any dispensations granted to them:	None.
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