

Request for Delegated Authority Approval (Emergency Powers – 2020 COVID-19 Pandemic)

Completed form should be emailed to the Chief Executive

Directorate:	PLACE
Service:	Facilities Management
Subject:	Cashless Catering – Support and Maintenance Contract
Author:	Jennifer Rodden
Date of Request:	29 th March 2020
Background:	<p>The Council owns and operates a diverse range of key ICT systems, hardware and databases to support the operation of services, schools and customer interaction.</p> <p>The Cashless Catering system has been in use for a considerable period of time and is routinely updated by the vendor in line with enhancements, additional features and upgrades throughout the life of its operation.</p> <p>The Council is obliged to pay an annual support and maintenance fee to enable it to legally operate this system and to ensure access to hardware and software support as necessary.</p> <p>Standing Orders relating to Contracts (Section 22.1) ensure that contracts falling under either the Procurement Reform (Scotland) Act or the Public Contracts (Scotland) Regulations, and requiring negotiation without prior advertisement and competition, must obtain approval from Leadership Panel before negotiation and award.</p> <p>This request for Delegated Authority Approval addresses the Cashless Catering contract which is above the Standing Order (Section 22.1) threshold bale of £50,000 per annum, with the remaining larger volume covered via delegated powers.</p> <p>The two available Frameworks, provided by Scotland Excel and ESPO have expired and the Cashless Catering contract is not a viable for a quick renewal/award option.</p> <p>The options available within the expired frameworks are limited and the proposed 12 month extension provides greater time to properly invest in a strategy to renew and implement a more fit for purpose system.</p>

<p>Approval Sought For:</p>	<p>Approval is sought to extend the ongoing contractual obligation in respect of the support and maintenance of the Cashless Catering system for a period of 12 months from July 2020 to June 2021.</p> <p>The Cashless Catering contract has been identified as only being able to be supplied by specific providers, and due to its value, is also subject to the Procurement Reform (Scotland) Act and the Public Contracts (Scotland) Regulations.</p> <p>Approval is sought in accordance with Section 22.1 of Standing Orders relating to Contracts to renew this contract over the coming year (2020/21) without prior advertisement and competition.</p>
<p>Additional Information:</p>	
<p>Legal Implications:</p>	<p>There are no legal implications arising from this report.</p>
<p>Procurement Implications:</p>	<p>Renewal of the Cashless Catering contract is required in order for the Council to continue to utilise the systems, hardware and software currently in operation within Facilities Management. In accordance with paragraph 22.1 of Standing Orders relating to Contracts and Section 6 (1) (b) (ii) of the Procurement (Scotland) Regulations 2016, this renewal can be progressed without the need for prior advertisement and competition'</p>
<p>Financial Implications:</p>	<p>Cashless Catering support arrangements will continue to be funded from the existing Facilities Management service revenue budget on an ongoing annual basis. The total cost of the extended 12 month contract will be £79,513.18</p>

Chief Executive's Office use only:

<p>Name(s) of Elected Member(s) consulted:</p>	<p>Douglas Campbell, William Grant and Peter Henderson</p>
<p>Elected Member Feedback:</p>	<p>Approved – Jennifer has already discussed with Cllrs Grant and Henderson</p>
<p>Decision:</p>	<p>Approved</p>