Decision Pathway – Report

PURPOSE: Key decision

MEETING: Cabinet

DATE: 03 October 2023

TITLE	**Asset Management Software Contract**
Ward(s)	Citywide
Author: Keith Featherstone	**Job title:** Senior Asset Management Engineer
Cabinet lead: Cllr Craig Cheney, Deputy Mayor - City Economy, Finance and Performance	**Executive Director lead:** John Smith, Interim Executive Director Growth and Regeneration
Proposal origin: BCC Staff	
Decision maker: Cabinet Member **Decision forum:** Cabinet	
Purpose of Report: To seek approval for the procurement of an asset management software system contract via the government digital marketplace framework (G-Cloud).	
Evidence Base: 1. The current G-Cloud contract for an asset management system is with Brightly for a software system called Confirm. Confirm is the asset management, customer relationship management and maintenance reporting software used by teams across the Growth and Regeneration service. Confirm meets all the statutory requirements of the departments using the system. The existing contract has been running since 1 February 2021 and is due to end in January 2025. Under G-Cloud contract rules no further extensions are permitted beyond this point (2+1+1 max length). The annual cost of this contract is estimated at £286k; the overall cost will be therefore approximately over £1m based on a 4 year (2+1+1) contract from 1 February 2025 until 31 January 2029. 2. Council assets within the Growth and Regeneration directorate make up a large majority of the city's infrastructure and green spaces. Maintaining these assets is crucial to ensure goods, services, people and communication networks can continue to operate within the city and wider region. 3. An asset management software system is essential to deliver an effective and efficient approach to asset management. A software system should allow for the recording of detail against an asset including but not limited to: - Value of the asset - Lifespan of the asset - Repair works carried out - Cost of the repair works - Public enquiries logged against the asset - Condition of the asset - Location of the asset. 4. By recording this detail in an asset management software system the council is able to: - Meet its statutory reporting requirements - Coordinate works on the infrastructure network to ensure minimal disruption to movements and utility services across the city	

- Present evidence in court against claims
- Spend public money more efficiently through strategic repair and replacement schemes based on an assets condition and history
- More effectively plan and deploy resource using data analytics and mobile technology.

5. There are currently 450,000 assets in the existing asset management software system, Confirm, belonging to several teams across Growth and Regeneration.

6. The government digital marketplace framework (G-Cloud) is not a direct award platform. A detailed set of requirements will be gathered from stakeholders and then weighed against available suppliers on the G-Cloud framework. A key part of the requirements will be ensuring a software system meets the council's Digital Transformation Programme.

7. It should be noted that a change from the existing asset management software system, Confirm, would require at least 18 months to migrate data and processes to a new system. A cheaper alternative software system provider may be gained through G-Cloud procurement. However, the internal cost will be greatly reduced by re-procurement of the same system. The benefits of re-procuring of the existing asset management software solution, Confirm, through G-Cloud are outlined below along with the risks/costs of switching to a new system.

8. Benefits of re-procuring Confirm:
- Ensure continuity and strengthening of the project, Works and Asset Management System (17EN157) - to migrate all departments, within scope, to a single corporate digital solution to asset management and promote standardised best practice across the council.
- No additional costs associated with data/process migration and staff training.
- Confirm meets the BCC IT strategy of moving software 'out of house' and decommissioning unsupported systems, files and folders
- Confirm works for statutory needs of departments including, but not limited to, section 41 of the Highways Act, Bridge Condition Indicator scores. Energy Extract report, export of National Street Gazetteer records.
- Efficiencies gain by use of mobile working module in Confirm.
- Extensive Confirm knowledge base and support network within BCC that is shared across departments.

9. Risks/Costs of switching system to an alternative:
- Additional cost to be paid to existing supplier to extract all data within Confirm ready for import into a new system.
- Additional cost to be paid to a new supplier to configure the new system to meet BCC processes and reporting requirements.
- Cost of training staff at BCC to use the new system.
- Cost of setting up new integrations with third party systems.
- Challenge of staff engagement with a new system for those that have recently migrated, or are currently migrating, onto Confirm as part of project Works and Asset Management System (17EN157).

Cabinet Member / Officer Recommendations:
That Cabinet:

1. Authorises the Executive Director of Growth and Regeneration in consultation with the Cabinet Member for City Economy, Finance and Performance to procure and award the contract necessary for the implementation of an asset management software system via the government digital marketplace framework (G-Cloud) 2+1+1 years, in-line with the procurement routes and maximum budget envelopes outlined in this report.

2. Authorises the Executive Director of Growth and Regeneration in consultation with the Cabinet Member for City Economy, Finance and Performance to invoke any subsequent extensions/variations specifically defined in the contract(s) being awarded, up to the maximum budget envelope outlined in this report.

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Corporate Strategy alignment:

Procuring an asset management software system will provide data and analysis used in part to assess the Transport and Connectivity framework of measures as part of the Corporate Strategy, and by planning and policy makers to enable strategic decisions to be taken for Bristol and the wider region as part of the Joint Local Transport Plan 2020-2036.

Asset management systems allow for asset life-cycle modelling to predict the most economically viable points before it reaches the end of its operational life. This is a key objective in section TC4, Physical Infrastructure, of the Corporate Strategy.

The procured software solution will align with the council's Digital Transformation Programme by utilising cloud-base software environments and providing secure storage and well-planned disaster recovery processes with suppliers. An asset management software system collects digital data to allow decision makers to supplement knowledge and make well-informed choices. This is a key goal of section ED04, Data Driven, of the Corporate Strategy.

City Benefits:

A single asset management software system used across Growth and Regeneration standardises ways of working and allows for:
- Easier sharing of data for individual teams, providing cost savings on infrastructure works through improved coordination.
- Mobile working via an asset management software system allows citizen enquiries to reach staff directly in real-time, reducing the time taken to carry out remedial works where a defect could cause accident or injury.
- Greater success against claims where defending evidence presented by the council has been recorded in an asset management software system.

Asset management software allows proactive monitoring of the condition and usage of our assets. Providing data led intelligence to prioritise and allocate funding resources to maintain them, balancing risk and performance in short, medium and long term. Data gathered ensures we can monitor, report, and deliver on statutory duties and their associated targets to ensure the safety of our communities. Where the whole life history of an asset is recorded, continual improvement and performance management can be monitored ensuring the safety of our staff, contractors, and the public. Managers can use the data gathered to make decisions to improve assets and the processes of maintaining them for the community.

Consultation Details:

Growth and Regeneration Divisional Management Team 8 June 2023.
Initial look at potential suppliers on the government digital marketplace framework (G-Cloud) in spring 2023 by subject matter experts within Management of Place Directorate. A new version of G-Cloud will be in place autumn 2023 where contractual terms will be review against the previous version of G-Cloud. Stakeholders will be consulted to produce a list of functional and non-functional software requirements after cabinet, 3 October 2023.

Background Documents:

1. Current Government digital marketplace framework (G-Cloud) G-Cloud 13 - CCS (crowncommercial.gov.uk)
2. Confirm software if fully compliant with BCCs IT and Digital Transformation Programme IT and digital transformation at the council (sharepoint.com)
3. Joint Local Transport Plan 2020-2036 Joint Local Transport Plan 4 2020-2036 (westofengland-ca.gov.uk)
4. Corporate Strategy 2022-2027 Corporate Strategy 2022-27 (bristol.gov.uk)

Revenue Cost	£286,000	Source of Revenue Funding	Annual virements by departments to recharge the cost based on their software licence numbers.
Capital Cost		Source of Capital Funding	

One off cost ☐	Ongoing cost ☒	Saving Proposal ☐	Income generation proposal ☐

Required information to be completed by Financial/Legal/ICT/ HR partners:
Finance Advice: This report requests approval to procure an Asset Management Software (AMS) System contract via the government digital marketplace framework. The existing contract has been running since February 2021 and is due to end in January 2025 (maximum 4-year contract). The service is looking to procure a new contract on the same time frame of 4-years, from February 2025 until January 2029. It is estimated that over this timeframe this will represent c. £1.1m to a third-party supplier, with an estimated annual cost of £0.286m to the Council. The cost of the contract will be recovered from the users of the system via internal recharges based on the number of licence users each department holds. The cost recharged to users will be funded from various departmental budgets currently held by users. The new contract will need to fit the existing budget envelope available, any risk of cost increases resulting from any contract variation or extension will need to be discussed and agreed with system users to ensure appropriate funding is in place. Otherwise, alternative cost mitigation mechanisms will need to be found to preserve the maximum budget envelope. The Service will need to work with finance colleagues to ensure the system is configured to fully meet its data and information requirements in relation to financial management reporting and in particular asset disclosure and valuation requirements for the Council's annual Statutory Accounts. Routine processes will need to be put in place to ensure the cost of the licenses held by each area are recharged as appropriate to ensure costs are allocated in accordance with system license use. The Service is expected to put in place robust and proportionate contract management processes to ensure the Council achieves good value for money from the contract and the system fully meets the Councils business requirements.
Finance Business Partner: Stuart Booth, Interim Head of Financial Planning and Improvement 12 September 2023
2. Legal Advice: The procurement process must be conducted in line with the 2015 Procurement Regulations and the Councils own procurement rules. Legal services will advise and assist officers with regard to the conduct of the procurement process and the resulting contractual arrangements.
Legal Team Leader: Husinara Jones, Team Manager/Solicitor 21 September 2023
3. Implications on IT: IT are supportive of the proposal and will be keen to work with Transport on this. Having worked on procurements using G-Cloud extra time should be allowed for to ensure BCC requirements can be met by the suppliers. IT are available to aid in progressing relevant work and can be engaged through the existing work request process.
IT Team Leader: Alex Simpson – Lead Enterprise Architect 11 September 2023
4. HR Advice: No HR implications evident in the proposals.
HR Partner: Chris Hather, HR Consultancy Manager 11 September 2023

EDM Sign-off	John Smith, Interim Executive Director Growth and Regeneration	28 June 2023
Cabinet Member sign-off	1. Cllr Donald Alexander, Cabinet Member for Transport 2. Cllr Craig Cheney, Deputy Mayor - City Economy, Finance and Performance	1. 13 July 2023 2. 11 September 2023
For Key Decisions - Mayor's Office sign-off	Mayor's Office	21 September 2023

Appendix A – Further essential background / detail on the proposal	NO

Appendix B – Details of consultation carried out - internal and external	**NO**
Appendix C – Summary of any engagement with scrutiny	**NO**
Appendix D – Risk assessment	**YES**
Appendix E – Equalities screening / impact assessment of proposal	**YES**
Appendix F – Eco-impact screening/ impact assessment of proposal	**YES**
Appendix G – Financial Advice	**NO**
Appendix H – Legal Advice	**NO**
Appendix I – Exempt Information	**NO**
Appendix J – HR advice	**NO**
Appendix K – ICT	**NO**
Appendix L – Procurement	**NO**