****

**Contract amendment REcommendation report**

**for**

 **Conclave IDAM SSO**

**Contract reference: CCSO20A10 - 1**

**CONTRACT for**

**Crown Commercial Service**

 **CONTENTS**

[1. Contracting Authority 3](#_Toc40103640)

[2. CONTRACT DETAILS 3](#_Toc40103641)

[3. Background 3](#_Toc40103642)

[4. Options Appraisal 4](#_Toc40103643)

[5. RISKS and ISSUES 4](#_Toc40103644)

[6. RECOMMENDATION 4](#_Toc40103645)

[7. Process to be followed 5](#_Toc40103646)

[8. Transparency 5](#_Toc40103647)

[9. approvals 5](#_Toc40103648)

# Contracting Authority

|  |  |
| --- | --- |
| **Authority Name:** | Crown Commercial Service |
| **Customer Lead:** | **REDACTED TEXT** |
| **Position:** | Digital Vendor Manager |

# CONTRACT DETAILS

|  |  |
| --- | --- |
| **Contract Reference and Title:** | CCSO20A10 – 1 Conclave IDAM SSO |
| **Route to Market:** | RM1043.6, Digital Outcomes and Specialists 4, Lot 1 - Digital Outcomes |
| **Supplier:** | Brickendon Consulting Limited |
| **Start Date:** | 3rd November 2020 |
| **End Date:** | 26th April 2021 |
| **Options to Extend:** | N/A |
| **Total Contract Value (excluding VAT):** | £695,035.00 (ex VAT) |

# Background

## It is requested that the scope of the contract be expanded to include the provision of a multi-phase adapter service to aid and support integration for other digital services with Conclave. The Adapter Service will enable differing digital services to speak to each other using the adapter, subsequently reducing time and effort required to integrate other digital platforms.

### The adapter will be usable to support CCS enterprise activity. The original contract was let by Crown Commercial Service following their standard operating procedures.

### The contract variation will increase the spend by a further £137,000.00 from the original contract value of £695,035.00.

## Four (4) Suppliers were invited to bid in a two stage procurement. Four (4) bids were received however, one (1) of the bids was later withdrawn by the Supplier.

## There were no issues or risks highlighted during the original procurement.

### It was noted that the opportunity has been issued via RM1043.6 Digital Outcomes and Specialists 4, Lot 1 Digital Outcomes, where the necessary financial reports have been completed prior to competition. This therefore minimises the financial risk of awarding the contract. The Authority may wish to conduct additional financial checks as they deem necessary.

## The contract was published under transparency and the variation would be subject to transparency requirements.

# Options Appraisal

## An alternative consideration would be to begin a new procurement to ensure that the Contracting Authority is getting best value for money. However, it is likely that this route would lead to increased spend facilitating the bidding process and a delay in delivery.

## It has been decided by the Contracting Authority and the Procurement Lead that a Contract Amendment will be more appropriate for this requirement.

# RISKS and ISSUES

## There is a risk that more Suppliers may have joined the replacement framework, Digital Outcomes & Specialist 5 - RM1043.7 with the required expertise for this project. However, this risk is mitigated by the commercial savings gained though not needing to provide resource to support a new procurement and completing the bidding process.

## In addition, changing the supplier at this stage may impact the overall delivery of the work and present a risk in the continuity in delivering the project.

# RECOMMENDATION

## It is recommended that the needs of the requirement are met by Brickendon Consulting Limited because it offers the Contracting Authority with the optimal solution that delivers value for money in line with the benefits outlined above.

## The Contracting Authority has confirmed that they have all the necessary approvals to proceed.

# Process to be followed

## The Contracting Authority is required to agree to this Contract Amendment Consideration Report enabling CCS to proceed;

## CCS will support the Contacting Authority to complete the amendment documentation.

## The Contracting Authority has confirmed that they have all relevant information to enable the Contract Amendment to be signed by both parties and that CCS should proceed on that basis.

# Transparency

## Following amendment finalisation, the Procurement Lead will handle the transparency commitments by undertaking the relevant commercial redactions and will;

### Ask the Contracting Authority to provide their technical redactions within the agreed deadline.

### Ask the supplier to confirm acceptance to the redactions made and/or request further redactions where there is a commercial reason.

# approvals

## The Contracting Authority is responsible for adherence to the Cabinet Office Controls, where applicable, and for securing all internal commercial and budgetary approvals.

## By signing this document the Contracting Authority confirms that:

### All necessary approvals to commence the amendment are in place;

### Any requirement for legal advice has been considered, where it has been enacted upon the Contracting Authority will share details of the advice received to form part of the audit trail.

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Name** | **Signature** | **Date** |
| Agreed By (Contracting Authority) | **REDACTED TEXT** | **REDACTED TEXT** | 22.02.2021 |