**CONTRACT AMENDMENT RECOMMENDATION REPORT**

**FOR**

**CONTRACT VARIATION FOR FLEET PORTAL (PDMS)**

**CONTRACT REFERENCE: CCZX26B91**

**CONTRACT FOR**

**CROWN COMMERCIAL SERVICES**

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# Contracting Authority

|  |  |
| --- | --- |
| Authority Name: | Crown Commercial Services |
| Customer Lead: | REDACTED TEXT under FOIA Section 40, Personal Information. |
| Position: | Digital Vendor Manager |

# CONTRACT DETAILS

|  |  |
| --- | --- |
| Contract Reference and Title: | Fleet Portal System Hosting & Support |
| Route to Market: | Single Tender Award |
| Supplier: | REDACTED TEXT under FOIA Section 40, Personal Information. |
| Start Date: | 1st April 2018 |
| End Date: | 31st March 2023 |
| Options to Extend: | Twelve (12) Month Extension |
| Total Contract Value Including extension options (excluding VAT): | £333,865.00 |

# Background

**REDACTED TEXT under FOIA Section 40, Personal Information** run and maintain the Fleet Portal for **REDACTED TEXT under FOIA Section 40, Personal Information** under Fleet category. There is a 5-year contract in place for this at present.

As part of the Conclave project and in particular the Public Procurement Gateway, **REDACTED TEXT under FOIA Section 40, Personal Information** have selected the Fleet Portal to be **REDACTED TEXT under FOIA Section 40, Personal Information** first system integration to test the Conclave Single Sign On. The technical work to allow this to happen requires the Fleet Portal to be adapted, for it to integrate easily with the Public Procurement Gateway. The user experience needs to be as seamless as possible to ensure there is no degradation in service and that the Fleet Portal can be easily accessed.

This is highly complex work and **REDACTED TEXT under FOIA Section 40, Personal Information** has no option other than to ask the existing provider to make the changes as it is a bespoke system built for **REDACTED TEXT under FOIA Section 40, Personal Information** by **REDACTED TEXT under FOIA Section 40, Personal Information** and maintained by them under contract to **REDACTED TEXT under FOIA Section 40, Personal Information**. The technical work for the change single sign-on access is new to **REDACTED TEXT under FOIA Section 40, Personal Information**, it is therefore envisaged the experience of this integration will help with further system integrations in the wider Conclave Project.

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| --- | --- | --- |
| Commencement date of original contract | 01/04/2018 | |
| Annual value of extension | **REDACTED TEXT under FOIA Section 43 Commercial Interests**. | |
| Term of contract | 5 years | |
| Are there extension options in the contract? | Yes - 12 months | |
| Will this variation result in: | Mark as X where applicable | |
| Extension of time |  |
| Increase in costs | X |
| Change to scope | X |

Value of Contract

|  |  |
| --- | --- |
| Contract Value | £ |
| Original contract value | **REDACTED TEXT under FOIA Section 43 Commercial Interests**. |
| Estimated annual spend | **REDACTED TEXT under FOIA Section 43 Commercial Interests**. |
| Estimated total spend | £333,865.00 |
| Forecasted spend under contract extension | **REDACTED TEXT under FOIA Section 43 Commercial Interests**. |

# Options Appraisal

## The Contracting Authority has no desire to re-procure due to already having extension options built into original five (5) contract with a twelve (12) month extension.

## The Contracting Authority has no desire to take onboard an additional contract with another provider due to already having built in extension options with the current supplier. See 4.1.

## **REDACTED TEXT under FOIA Section 40, Personal Information** estimated the 850 hours of work at an hourly rate of £100. This hourly rate is broadly in line with what **REDACTED TEXT under FOIA Section 40, Personal Information** would pay technical interim contractors, so is a reasonable benchmarked cost. At the outset it could not be exactly known how much time this would take. The work though would be a blend of development, testing and broader project delivery. **REDACTED TEXT under FOIA Section 40, Personal Information** were able to progress their work, but then started to liaise with **REDACTED TEXT under FOIA Section 40, Personal Information** delivery partners because they were unable to get the two systems to link. These unexpected technical difficulties have led to cost overruns and additional resources are now needed at circa 250 hours costing £25K. This cost has now been included in project forecasts and agreed with the finance business partner. The contract variation is £110K, as the Contracting Authority have already spent £85K.

# RISKS and ISSUES

## Due to the original contract being a Single Tender Action the Customer signs up to the Suppliers terms and conditions. This however is mitigated if there is a direct conflict with the Suppliers terms and conditions the Framework terms and conditions will take precedence.

## Single Tender action is a Direct Award to a single supplier meaning there is no competition.

# RECOMMENDATION

## It is recommended that the needs of the requirement are met by Contract Variation to the original **REDACTED TEXT under FOIA Section 40, Personal Information** Contract for the Provision of Fleet Portal System Hosting & Support 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 Recommendation Report enabling **REDACTED TEXT under FOIA Section 40, Personal Information** 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 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 under FOIA Section 40, Personal Information | REDACTED TEXT under FOIA Section 40, Personal Information | 20/06/2022 |