

Record of decision taken under delegated powers by a council officer



Title:	Schools Information Management System (SIMS)
Divisions Affected:	Resources Directorate
Key Decision:	No
Reason Key:	Not a key decision
Decision taken under delegation by virtue of:	Committee decision – Cabinet 17 December 2019 Min ref: 218/19 Annual Procurement Forward Plan 2020-21 – authority delegated to relevant Executive Director or Head of Service (as appropriate) to make contract award decision.

Summary

Capita SIMS is used by the majority of Schools within the region and acts as the central IT management system for the school, storing all data in relation to performance, attendance, behaviour etc relating to the students, as well as management information relating to staffing. There is also an included finance package that covers school finance requirements.

This solution has been used in schools since the early 1990's and is considered to be the market leader and most complete solution. Due to its legacy licensing arrangement, Local Authorities purchased a perpetual maintained license for the application back in the 90's that allows schools to use the application by accessing this central license. However Schools are also required to purchase 'Annual Entitlement' licenses which are based on the number of pupils within the school. With schools accessing this central maintained license, it is necessary for the council to order the Annual Entitlement licenses on behalf of the schools.

The existing contract for the provision of Annual Entitlement licenses is coming to an end, so it is necessary to put a new contract in place to provide continuation.

An initial contract term of 3 years has been chosen as there is an expectation that services will be required throughout that period. By contracting for this period, we have been able to achieve more attractive financial terms. The option of the further 1+1 years will be assessed in the final year of the initial contract period. A decision will then be made based on the demand for services and commercial alternatives available at that stage.

The contract is flexible with no minimum purchase commitment, whereby the council is contracting for the ability to purchase licenses on behalf of schools. Each year, schools that wish to take licenses are confirmed and numbers of pupils are counted for each. This creates a cost for each school based on their individual license requirements. Surrey County Council (SCC) then place an order on the basis of the schools licensing

requirements. The school is then recharged for the licenses.

The provision of the Schools Information Management System required by the participating schools is only available from a single supplier (Capita ESS), who are available as a direct award through the KCS National Framework for the Supply of Software Products & Associated Services.

Capita ESS are recommended as the preferred supplier.

Decision made

Decision made:

It was AGREED that:

1. a Direct Award contract be formed with Capita ESS for an initial 3 year term with further extension option of 2 further years. This would be accessed via the KCS framework.

Reasons for Decision:

The award of the contract to Capita ESS represents the most economically advantageous outcome for Surrey County Council to purchase the products and services required by the Surrey Schools.

Decision taken by:	Leigh Whitehouse
Decision taken on:	23 rd March 2021
To be implemented on:	1 st April 2021

Alternative options considered

Options considered are included in the attached Procurement Report.

Summary of any financial implications

The financial implications of this contract are included in the attached Procurement Report.

Declarations of conflicts of interest

There are no conflicts of interest

Consultation/Process Followed

Consultation and processes followed have been as required by the Procurement and Contract Standing Orders (Part 5(4) of the Constitution).

These include:

- Dr Zully Grant-Duff, Previous Cabinet Member for Corporate Support
- Nicola O'Connor, Strategic Finance Business Partner, Improvement & TPP/Resource,
- Nathaniel Burrows, Procurement Partner IT&D and Corporate
- Kelly Duffus, Strategic Procurement Manager.
- Mike Patrick, Solicitor, Contracts Team, Procurement and Special Projects.

Background Documents

Exempt:

Procurement Report

Yes