

Executive Decision Making by an Officer with Delegated Powers

Decision to be taken by: Matthew Trebilcock, Head of Pensions

Pursuant to an Authorisation from: Pensions Committee on 22 September 2023: Procurement of Pensions Administration ICT System

Report title: Pensions Administration ICT System – Award of Contract

<p>The decision</p>	<p>Following the conclusion of the competitive procurement process in respect of a contract for the provision of Pensions Administration ICT Systems and having consulted with the Chair of the Pensions Committee and Section 151 Officer in accordance with the Pensions Committee decision of 22 September:</p> <p>DECISION</p> <p>To award a contract for the supply of Pensions Administration ICT Systems, under the ‘LGPS Pension Administration Software’ framework agreement to Heywood Limited. The proposed contract shall be for an initial period of 7 years and include an option to extend its term for a further period of not more than 3 years.</p>
<p>Background documents</p>	<p>Pension Committee Decision (22 September 2023): Procurement of Pensions Administration ICT System</p>
<p>Reasons for the decision</p>	<p>In line with the authorisation from the Pensions Committee on 22nd September 2023 a further competition process has been undertaken via the LGPS Pension Administration Software Framework Agreement.</p> <p>Following a robust evaluation process, Heywood Limited, were identified as the most competitive bidder as per the criteria set, offering good quality of provision and value for money to the Fund.</p> <p>Awarding the contract to Heywood Limited will allow the continuation of a functioning administration system and will assist in compliance with statutory regulations.</p>
<p>Resource implications</p>	<p>The total cost for the initial 7 year contract, included an estimate for RPI annual increases is £2,495,388.</p> <p>If the option to extend the contract for the full 3 years is exercised, the total contract value, including an estimate for RPI annual increases will be £3,796,640.</p>

<p>Who has been consulted?</p>	<p>Consultation can include internal consultation with:</p> <ul style="list-style-type: none"> ▪ Cllr Stowe, Chair of Pensions Committee and Cabinet Member for Finance and Change ▪ Paul Blacker, s151 Officer ▪ internal support services, such as: <ul style="list-style-type: none"> ○ Legal Services ○ Strategic Procurement ○ Finance ○ Information Management Service ○ ICT
<p>What were their comments?</p> <p>Cllr Stowe, Chair of Pensions Committee and Cabinet Member for Finance and Change has reviewed the report and supports the decision.</p> <p>Paul Blacker, s151 Officer has reviewed the report and supports the decision.</p> <p>Strategic Procurement have managed the procurement process. This included advice on the procurement route, evaluation criteria, structure and content of the tender document, as well as ensuring compliance with the tender process.</p> <p>The technical specification has been assured by the technical design authority within the Digital and ICT service.</p> <p>Finance have been consulted throughout the process and have ratified the financial costs.</p> <p>Legal Services have been consulted as part of the process and in the drafting of this report.</p>	
<p>Alternative options considered and why they were rejected</p> <p>Not to award the contract to Heywood Limited. This option was rejected on the basis that the Pensions Committee authorised the procurement of the ICT system. The preferred tenderer has been identified through a compliant further competition under the LGPS Pension Administration Software Framework Agreement and offers good quality and value for money to the Fund.</p> <p>Failure to award the contract would result in the Fund without a functioning administration system resulting in a reversion to a paper based system. This would result in a significant risk that statutory timeframes for the provision of information within regulation would not be met and the Fund would be subject to sanction by the Pensions Regulator.</p>	

Risk Analysis

Risk is considered low. The preferred tenderer was identified through a public procurement law compliant competitive process under the LGPS Pension Administration Software Framework Agreement

Equalities considerations

This will be part of an existing system used by staff, so any accessibility issues should have been identified and addressed already. However, the Council will continue to make reasonable adjustments to enable any affected employees with the protected characteristics to use the system. With this in mind, no separate Equalities Impact Assessment has been prepared in respect of this decision.

Has an Equality Impact Assessment been completed? No

If 'Yes', please see attached the signed Equality Impact Assessment.

Has any conflict of interest been declared by any Cabinet Member consulted on the decision?

The council's Monitoring Officer should be consulted, in the first instance, if any conflict of interest is declared by a Cabinet Member.

If any conflict of interest declared, was a dispensation granted by the Audit and Governance Committee of the Council?

No

Does this decision report form or any supporting papers provided contain confidential or exempt information?

(Refer to Democratic Services Unit for advice if necessary)

No

If Yes, please provide details of document(s) that are confidential or exempt

Does this decision need to be published on the GCC website?

(Refer to guidance on "Executive Decisions taken by Officers").

Yes

In coming to this decision I have given due and full regard to the requirements of the Public Sector Equality Duty contained in section 149 of the Equality Act 2010 ("the Act") by reference to the law itself and also the relevant Equality Impact Assessment, which was prepared in accordance with the requirements of the Act.

Having fully considered all available information, I have decided to reject any alternative options and take the recommended decision(s), for the reasons set out in this report.

Signed:



Name: Matthew Trebilcock

Title: Head of Pensions

Date 5 December 2023

Contact details for further information:

Officer: Andy Cunningham

Tel: 01452 583733