

DECISION NOTICE

Decision author and proposer: Dave Byrne

Subject:
Extension of InPhase Contract for 12 months

Type of decision:			
Deputy Mayor's decision		Chief Officer's decision	X

In all case this will need to be approved by the Assistant Director Police, Crime, Criminal Justice and Fire.

<p>The decision is that: The InPhase licence be extended for a period of 12 months from 29th August 2018.</p>
<p>The reasons for the decision are: InPhase is a software package currently used to manage the correspondence, grants and volunteer schemes for the Police and Crime Team within GMCA. The current contract is due to expire on 28th August 2018.</p> <p>Discussions have been held with GMCA IT to agree that the functions of InPhase around correspondence management will be migrated over to the new GMCA correspondence management system once live later in 2018.</p> <p>An extension is therefore required to ensure continuance of business and to provide suitable time to plan and implement the effective migration of data onto the new GMCA system once ready. The extension will also allow time to assess options for the management of grants and volunteer information moving forward.</p>
<p>This decision will contribute to the priorities of the Greater Manchester strategy in the following ways: Extension of the software licence will enable the continued management of correspondence for the Deputy Mayor, ensuring duties are performed efficiently and effectively.</p>

Financial comments:

The Director of Finance (Police and Crime) has been consulted and is satisfied that the proposal falls within the resources available.

Legal comments:

The contract will require 3 months' notice prior to termination. This will need to be triggered by 28th May 2019.

Risk Assessment:

N/A

Is safeguarding of children relevant and has this been considered:

N/A

Is safeguarding of vulnerable adults relevant and has this been considered:

N/A

Agreed by Director of Finance (Police and Crime)

Signed.....

Date.....23/5/18

Agreed by Assistant Director – Police, Crime, Criminal Justice and Fire

Signed.....

Date.....23/5/18

Agreed by Deputy Mayor

Signed:

Date:

Contact Officer:

Dave Byrne
Partnerships Officer
dave.byrne@greatermanchester-ca.gov.uk

GROUNDS FOR EXEMPTION REPORT

Contract Reference	Extension of InPhase Contract - £14,940
Report For	<£50,000 = Chief Officer
Contract Value	£14,940
Report Author	Dave Byrne (Police and Crime Team, GMCA)
Date	16.08.18

In line with the GMCA's Constitution and as stated in the Contract Procedure Rules under Part B, section B, point 3.2 of the Constitution, a Chief Officer may (subject to the Head of Paid Service and Treasurer's written approval where the Total Value is likely to exceed **£50,000**) waive any requirements within these Contract Procedure Rules, where they are satisfied that one of the following applies;

If seeking a waiver from the Contract Procedure Rules, then please indicate which of the grounds for exemption applies in the table below, along with an explanation that outlines the reason why a waiver is being sought.

Grounds For Exemption	Tick as appropriate
Goods are to be bought at auction and the GMCA's best interest will be served by purchase through auction and has agreed an upper limit for bids.	
Only one contractor can provide the goods, services or works required and there is no reasonable alternative contractor.	X
The need for the goods, services or works is so urgent that the time needed to comply with these Contract Procedure Rules would be prejudicial to the GMCA's interests.	
There are value for money reasons justifying a waiver.	

Supporting Information
<p>InPhase is a software package currently used to manage the correspondence, grants and volunteer schemes for the Police and Crime Team within GMCA. The current contract is due to end on 28th August 2018.</p> <p>Discussions have been held with GMCA IT to agree that the functions of InPhase around correspondence management will be migrated over to the new GMCA correspondence management system once live later in 2018.</p> <p>An extension is therefore required to ensure continuance of business and to provide suitable time to plan and implement the effective migration of data onto the new GMCA system once ready. The extension will also allow time to assess options for the management of grants and volunteer information moving forward.</p>

The completed request form must be sent to the procurement team in the first instance via email to procurement@manchesterfire.gov.uk. The procurement team will provide their comment and view as to whether they agree that the request for a waiver from the Contract Procedure Rules is a legitimate request and return the form to the originator. If the procurement team acknowledge and agree that a waiver is appropriate, then the originator must then send the form, incorporating the procurement comments on to the appropriate approver as advised for formal approval.

In the case of any doubt: Richard Paver, the Treasurer of the Combined Authority, via email to richard.paver@greatermanchester-ca.gov.uk

PROCUREMENT COMMENT	<p>This 12 month extension to the existing arrangement is necessary to allow time for this functionality to be absorbed into the Correspondence Management software currently being procured by ICT for the whole CA. This contract will then be terminated, generating a saving.</p> <p>The contract will be managed locally and coordination with the ICT project will ensure the appropriate notice to terminate will be given.</p>
NAME AND POSITION	Sam Pickles, Partner Risk, Sustainability & Procurement
DATE	14/08/2018
SIGNATURE	<i>S. Pickles</i>

APPROVED BY	Eamon Boylan
POSITION	GMCA Chief Executive
DATE	
SIGNATURE	