

REQUEST FOR DIRECTOR DECISION – DD366

Title: IDOX Information Services

Executive Summary:

To approve the subscription financial spend to IDOX Information Services for this year 1st November 2010 to 31 October 2011 at £2,310 with the option to extend the subscription for a further 2 years until October 2013 which is subject to review by the Information Services team.

To approve an exemption from the requirement to seek three or more quotations under the Section 5 of the Contracts Code in relation to the clause that 'A limited number of suitable suppliers exist'. The Planex database is a unique database that is produced and supplied by IDOX Information Services **only**. The subject content is specific and is not available from another supplier. Information Services will review and monitor the content and supply if this subscription to ensure that we are getting value for money, quality and efficient access to their database.

There has been no previous Director's Decisions on this annual subscription but it was advised by TfL Procurement to seek approval as the total financial spend will exceed the threshold after a number of years and therefore the Director's Decision is required to keep this in line with the GLA contracts code and procurement guidelines.

Decision:

Approval for an exemption from the Contracts and Funding Code for the annual subscription to IDOX Information Service which gives GLA Information Services access to the Planex Database and a series of alerting bulletins.

AUTHORISING DIRECTOR/HEAD OF UNIT

I have reviewed the request and am satisfied it is correct and consistent with the Mayor's plans and priorities.

It has my approval.

Name Jeff Jacobs

Position Executive Director, Communities and Intelligence

Signature

Date

PART I - NON-CONFIDENTIAL FACTS AND ADVICE

Decision required – supporting report

1. Introduction and background

Approval is sought for the renewal of our subscription to IDOX Information Services from 1st November 2010 to 31st October 2011, with the option to extend the subscription for a further two years until October 2013 which is subject to an annual review by the Information Services team.

In the past, we have been subscribing for the last few years without a DD. However, with the advice from TfL Procurement, we have been asked to seek approval as the annual subscription is £2,310 (price at Oct 2010) and if renewed, for the future 2 years we would be near the spend threshold for a supplier.

The subscription will give Information Services access to the Planex database and a series of alerting bulletins with access to up-to-date and reliable information on current practice and policy from a very wide variety of sources via the Planex Database. The Planex database is a unique database that is produced and supplied by IDOX Information Services **only**. The subject content is specific and is not available from another supplier. We will monitor and review the services for quality, access and content each year prior to renewal of our subscription.

We will cease to subscribe to these services for example, if the standards are not maintained, documents cannot be accessed easily, more than above average price increases, budgetary constraint from our GLA Information Services budget or any other reasons that we deem valid after consultation with Information Services staff.

This spend is covered by Information Services online budget and there are no issues with access or the services provided on this subscription by the supplier in recent years.

In conclusion, Information Services would like to confirm that we would like to subscribe to IDOX Information Services for 2010/2011 with the option to extend the subscription for a further 2 years until October 2013 after an annual review.

2. Issues for consideration

a) Links to strategies and Strategic Plan

As part of its work in providing information resources and services to meet the GLA's needs, Information Services coordinates provision of online resources for the GLA. This online resource will be a useful information and knowledge resources for Information Services in preparing bulletins and alerts for preparing and implementing GLA strategies.

The Strategic Plan Delivery Form reference number that relates to this proposal is:
N/A

b) Impact assessments and Consultation

Internal consultation has been conducted with Information Services staff, the TfL Legal and Procurement teams. An annual review will be conducted in Sep/Oct 2011 prior to subscription renewal in Oct 2011 and subsequent years. Further consultation is not considered necessary in this case.

- c) Risk
There are no significant risks associated with this subscription renewal. The annual review will be conducted to assess the quality, reliability and access to the information provided via this subscription. There is no long term binding contract and Information Services can discontinue the subscription on expiry.

3. Financial Comments

- 3.1 Approval is sought for the renewal of the subscription to IDOX Information Services from 1st November 2010 to 31st October 2011 for access to the Planex database and a series of alerting bulletins, with the option to extend the subscription for a further two years until October 2013.
- 3.2 The price of the annual subscription from 1st November 2010 to 31st October 2011 is £2,310 and will be contained within the Information Services budget for 2010-11 and 2011-12. If the subscription is extended for a further 2 years until October 2013, the cost of the subscription will have to be contained within the Information Services budget, subject to the budget process for each subsequent financial year.
- 3.3 As the subscription period falls in two financial years (2010-11 & 2011-12), the full subscription will be paid in 2010-11, with the proportion attributable to 2011-12 being treated as a prepayment for 2011-12 (approximately £1,348). The possible extension of the subscription for a further 2 years will also require making prepayments and will have to be accounted for in the same manner.
- 3.4 In order to facilitate the prepayments at year-end, the Information Services Team will have to ensure that the requisite paper work is completed and submitted to the Finance Team at year-end for processing (including the years in which the subscription may be extended up to the end of October 2013).
- 3.4 All appropriate budget adjustments will be made.
- 3.5 The Information Services Team will undertake annual reviews of the subscription before deciding whether or not to renew.
- 3.6 Any changes to this proposal, including budgetary implications will be subject to further approval via the Authority's decision-making process.
- 3.7 The Information Services Team within the Intelligence Unit will be responsible for managing this contract.

4. Legal Comments

- 4.1 Section 30 of the Greater London Authority 1999 ("the Act") provides the Mayor with the power to do anything which the Authority considers will further one or more of its principal purposes, which are: the promotion of economic development and wealth creation, the promotion of social development and the promotion of the improvement of the environment in Greater London.
- 4.2 Section 34 of the Act allows the Authority, acting by the Mayor, to do anything which is calculated to facilitate, or is conducive or incidental to, the exercise of any functions of the Authority exercisable by the Mayor. In this case, the subscription to the services may reasonably be seen as being calculated to facilitate and conducive and incidental to the GLA performing its' various functions.

- 4.3 Section 32 of the Act provides that the power under section 30 is exercisable only after consultation with such bodies or persons as the Authority considers appropriate in the particular case.
- 4.4 Section 33 of the Act requires the Authority, when exercising a section 30 power, to make appropriate arrangements with a view to securing that there is due regard to the principle that there should be equality of opportunity for all people.
- 4.5 Section 30(5) of the Act provides that the Authority should exercise its section 30 powers in the way which it considers best calculated to promote the improvement of health of persons in Greater London and to contribute towards the achievement of sustainable development in the United Kingdom, except to the extent the Authority considers not reasonably practicable.
- 4.6 Section 3 of the Contracts and Funding Code (the 'Code') allows the Director to authorise an exemption from the requirement for a competitive process under section 5 of the Code if the prescribed criteria are satisfied. In this case, on the basis of the information given in paragraph 1 above, the grounds claimed for the exemption appears to be there being a limited number of suitable suppliers.

On that basis, provided that:

- (a) the GLA has complied with its obligation to secure value for money; and
- (b) the contract has not already been offered to the contractor either expressly or impliedly;

then the Director may authorise the exemption if satisfied with the grounds and justification for it.

5. Background/supporting papers

None

Public access to information

Information in this form is subject to the Freedom of Information Act 2000 (FOI Act) and other legislation. Information on this decision will be included in the Mayor's report and decision list. The form will be available publically from then. Any facts and advice that should not be made automatically available on request should not be included in Part 1 but instead on the separate Part 2 form. Deferment is only applicable where release before that date would compromise the implementation of the decision being approved.

Is the publication of this approval to be deferred? NO

If yes, for what reason:

Until what date:

Is there a part 2 form – NO

ORIGINATING OFFICER DECLARATION:

Tick to indicate approval

Legal Advice:

✓

The Commercial Law and Projects team have commented on this proposal.

Financial Advice:

✓

The C&I finance team has commented on this proposal on behalf of the Assistant Director of GLA Finance.

Executive Director, Resources

I have been consulted about the proposal and confirm that financial and legal advice have been taken into account in the preparation of this report.

Signature

Date