

OFFICER DECISION RECORD SHEET

Name of decision maker: Assistant Director – Linda Roberts

Service Area: Chief Executive Unit – Human Resource & Organisational Development Department

Title of Decision: Approval to award contract for Learning Management System (LMS)

Decision made and reasons:

Decision: The approval to award contract for 3 years to SkillGate Ltd

Reason:

The existing LMS contract with Learning Pool is due to end on 31 March 2019, having been extended for an additional year from 1 April 2018 to enable the HR and OD team to undertake a procurement exercise to ensure we have a system that provides both functionality and value for money.

The evaluation was based on a 60% quality and 40% cost split. The evaluation team included staff from Organisational Development and Procurement to ensure all requirements within the evaluation specification were met. IT had also been involved providing guidance on the technical specifications and evaluating the IT aspects of the tender returns.

Following the evaluation process, SkillGate LMS functionality was simple and user friendly. It offers far more flexibility in the ability to apply different (and more appropriate) learning methodologies and approaches enabling DBC to tailor its e-learning offering as well as gaining access to a comprehensive online learning library service at a very competitive price.

SkillGate own all of their course content, which is produced in-house with the ability for DBC to format the course to our requirements. There are also solutions for embedding learning, tutor led webinars etc.

Reports considered:

The procurement report is attached.

Officers/Councillors/Ward Councillors/Stakeholders Consulted:

HR and OD Team Leader
HR and OD Lead Officer
Organisational Development Training Officer
Procurement Officer
IT Operations Team Leader

Financial Comments.

The budget in 19/20 for Learning Management System (LMS) is £16,150. The 3 year Total SkillGate contract is £19,700, so an annual cost of £6,566.67.

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Monitoring Officer Comments:

Officers should ensure that an appropriate service contract is in place prior to commencement of the services.

Deputy S151 Officers Comments:

The award of the Learning Management System contract to SkillGate is within approved budget levels for this service.

Implications:**Value for Money:**

The contract offers excellent value for money being a far more cost effective option than any of its competitors in the tender. It has an extensive and flexible e-learning library with content that both delivers the Council's mandatory training elements as well as courses that can be edited/enhanced to align with other training courses, These can either complement classroom based courses or, in time, potentially replace them.

Financial:

With the saving on the new contract, we are able to explore other e-learning providers for a more blended learning approach.

Risk: If this contract is not awarded

The Council will not have the facility to monitor a learner's development/training nor the ability to be able to deliver the e-learning requirements that are mandatory requirements for some of the Council's services.

It is an integral part of eLearning

Officer Signature:

Date: