

OFFICER DECISION RECORD SHEET

Name of decision maker: Assistant Director – Natasha Beresford.

Service Area: Housing Operations & Safe Communities

Title of Decision: Approval to award 2 year extension for InForm, Housing Support Software.

Decision made and reasons:

Decision:

The approval to award contract extension for InForm, Housing Support Software.

Reason:

InForm is a case management system used by Supported Housing, Welfare and Sustainment and Safeguarding. The system enables the teams to effectively manage cases#, many of which are high risk in terms of vulnerability

Commissioning process:

The current contract went through the full commissioning process. Pre Market Engagement activity was undertaken to help shape the original specification. Following this activity a full tender specification was submitted to the market and interested parties submitted bids. Following a comprehensive evaluation process Homeless Link were selected as the preferred provider.

The decision to exercise the 2 year extension was presented at Commercial Board and this was supported by all.

Tender process:

This contract was originally tendered in 2018 for an initial period of 5 years with the option to extend for a further 2 years. The contract was awarded to Homeless Link with a start date in February 2019. The two year extension is compliant with the original tender process.

Commercial Board:

Commercial Board approved the report on 12 December 2023.

Reports considered:

Commercial Board report 12 December 2023

Officers/Councillors/Ward Councillors/Stakeholders Consulted:

- ICT
- Commercial Board

Financial Comments:

This is an existing contract so has already been budgeted for. An inflationary increase has been included as part of the budget process for 2024-25. This will offset the inflation increase in the contract.

J Bowden

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Accountant

Deputy Monitoring Officer Comments:

No further comments to add to this report.

S151 Officers Comments:

The reprocurement is budgeted for.

Implications

Value for Money:

The tender evaluation process considered value for money, Homeless Link were selected accordingly. The system continues to offer value for money when compared to other providers.

Financial:

Cost already budgeted for as existing contract.

- 04/12/2023 - 03/12/2024- £19,827.74 (Incl VAT)
- 04/12/2024 - 03/12/2025- £20,776.02 (Incl VAT)

This is based on confirmed inflation increase for the financial year 24-25 which is 5% for In-Form licences and no increase to Spanning licence costs. It also assumes no change in licence numbers.

Risk: If this contract is not awarded

If we do not exercise the opportunity to extend the current contract for a further 2 years we will be creating risk. The services that use InForm provide support and case management for vulnerable people and the system is a vital tool to enable the services to safeguard those individuals and households.


Officer Signature:

Date: 22 February 2024