

**Proposed Officer Key Decision to be taken by the
Strategic Director of Resources Group
on or after 10th February 2014**

**Procurement for Warwickshire County Council Records
Management Services**

Recommendation

That the Strategic Director for Resources Group approves the re-letting of the Records Management contract using the Government framework contract RM1689, as the most cost effective solution to meet Warwickshire County Council's paper archive document storage requirements over the next seven years.

1.0 Key Issues / Background

- 1.1 The Records Management Service operates a paper archive storage, retrieval and disposal service for WCC records, which we are legally obliged to operate. The service is a mandatory service for all WCC functions and has been operating using both our own store at Wedgnock House (which is now full to capacity), with additional secure storage provided off-site via a specialist document management supplier.
- 1.2 The current contract was tendered through the EU procurement route on a three-year, plus two-year, extension basis. The current contract expires in August 2014 and must be now be re-procured in order to meet the deadline.
- 1.3 The volume of paper archives stored off-site due has continued to increase due to WCC's Property Rationalisation Programme.
- 1.4 Three options have been investigated as part of the internal Information Management Strategic Commissioning review, assuming a continued increase in volumes forecast until 2019, namely:
 - Option 1 – Retain the current hybrid operation.
 - Option 2 – Bring all RM storage, retrieval and disposal services back in-house.
 - Option 3 – Outsource all RM storage, retrieval and disposal services to a commercial document management service provider.

2.0 Preferred Option

- 2.1 The most cost-effective was found to be Option 3 – to outsource all archives. Operational costs are an estimated 35% lower than the current hybrid model and 60% lower than if we were to bring everything back in-house. As part of WCC's Property Rationalisation Programme, our intention is to exit the leasehold on Wedgnoek House in the 2014/15 financial year, so Option 1 is not available now. In addition, we need to move to a new supplier before the end of September 2014. **Fully outsourcing the storage and retrieval to one supplier is the recommended option.**
- 2.2 As the value of the contract is estimated to be up to £700,000 over the seven years of the proposed contract, it is a Key Decision and has been submitted to the Forward Plan and for approval by the Strategic Director of Resources, as per Contract Standing Orders and Scheme of Delegation.

3.0 Procurement and Timescales

- 3.1 In line with WCC Procurement advice and central Government policy, we should procure via the existing Government Crown Commercial Service (CSS) Framework [Contract RM1689](#). An earlier option reviewed for the supplier to manage both on-site and off-site archives is no longer available as we vacate our own store, so we are only able to procure via Lot 1 of the RM1689 framework. The sole supplier will consolidate and manage all WCC paper archives off-site at their premises.
- 3.2 Having compared the rate cards available from other Lots and also looked at our current provider's costs, the Lot 1 sole supplier is still the most cost effective option. Future rates will be re-negotiated by CCS. Lot 1 is used by all the public sector including local authorities.
- 3.3 In order to meet the timescales for exit from Wedgnoek House, the contract needs to be awarded in February 2014 to give the new supplier time to extract all boxes from both our premises and the incumbent supplier premises.

Background Papers (if any)

None.

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