

**AGENDA FOR A MEETING OF THE TENDERS SUBCOMMITTEE TO BE HELD IN THE
MANUKAU ROOM AT WAITAKERE CENTRAL, 6 HENDERSON VALLEY ROAD,
HENDERSON, WAITAKERE, ON FRIDAY, 19 FEBRUARY 2010,
COMMENCING AT 9.00 AM**

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1 APOLOGIES



2 URGENT BUSINESS

Section 46A(7) of the Local Government Official Information and Meetings Act 1987 provides that where an item of business is not on the agenda, it may only be dealt with at the meeting if:

- (i) the Committee by resolution so decides; and
- (ii) the Chairman has explained at the beginning of the meeting (when open to the public) that the item will be raised for discussion and decision, why the item is not on the agenda, and why it cannot be delayed until a subsequent meeting.

The Committee may make a decision on a matter determined to be urgent.

NOTE: Urgent Business need not be dealt with now and may be delayed until later in the meeting.



3 CONFLICTS OF INTEREST

The Council has acknowledged in its Code of Conduct that Members need to be vigilant to stand aside from decision making when a conflict arises between their role as a Member of the Council and any private or other external interest they might have. This note is provided as a reminder to Members to check that no such conflicts arise in relation to any items on this agenda.



4 CONFIRMATION OF MINUTES

Meeting Minutes - 5 February 2010

RECOMMENDATION

It is recommended that the Tenders Subcommittee resolve to:

Receive the minutes of the meeting of the Tenders Subcommittee held on Friday, 5 February 2010, as circulated, and that they be taken as read and now be confirmed.



5 **CONTRACT NO. CW09009E - HOSTING AND MANAGEMENT OF THE GREENSTONE MEDIA SOFTWARE - APPROVAL TO EXTEND**

GLOSSARY

Rodney District, North Shore City, Waitakere Councils	(ROWANS)
Libraries for a Greater Auckland Region	(eLGAR)
Datacom Systems Limited	(Datacom)
Millennium Library Management System	(Millennium LMS)

EXECUTIVE SUMMARY

The purpose of this report is to seek approval from the Tenders Subcommittee to extend Contract No. CW09009E - Hosting and Management of Greenstone Media Software for 24 months to 13 March 2012.

RECOMMENDATIONS

It is recommended that the Tenders Subcommittee resolve to:

1. **Receive** the Contract No. CW09009E - Hosting and Management of the Greenstone Media Software - Approval to Extend report.
2. **Approve** that Contract No. CW09009E - Hosting and Management of the Greenstone Media Software as awarded to Datacom Systems Limited be extended for the sum of \$31,336.00 excluding GST for the period 12 March 2010 to 13 March 2012.
3. **Approve** the commitment of \$5,222.64 excluding GST for the period 12 March 2010 to 30 June 2010 in the Annual Plan 2009/2010 and for inclusion of \$15,668.00 excluding GST into the draft Annual Plan 2010/2011 and for the commitment of \$10,445.28 excluding GST in the 2011/2012 financial year for Contract No. CW09009E - Hosting and Management of the Greenstone Media Software.
4. **Approve** subject to recommendation 5 below, that authority to enter into Contract No CW09009E - Hosting and Management of the Greenstone Media Software on behalf of the Council be delegated to the Group Manager: Library and Information Services.
5. **Agree** that recommendations 2 to 4 above for Contract No. CW09009E - Hosting and Management of the Greenstone Media Software are subject to final confirmation by the Auckland Transition Agency.

BACKGROUND

1. In 2007, Rodney District, North Shore City, Waitakere Councils (ROWANS) jointly undertook an evaluation process to select software to provide a platform to host and access the newspaper indexes, digital images, oral histories and community information databases of the three library systems. Greenstone Media software was chosen from a short-list of three media management software solutions.
2. The initial contract period was for three years from 20 March 2007 to 13 March 2010 with multiple rights of renewal.

3. A contract period of three years was initially sought as it was intended to undertake a further review of software platforms for hosting and access to heritage images, documents and databases that would conform to the requirements of the, originally five, now six Libraries for a Greater Auckland Region (eLGAR) libraries. The review was to include consideration of the continuation of the Greenstone software in use by the ROWANS partners to extend to all of the eLGAR libraries as well as an investigation of the Media Management module of the Millennium Library Management System (Millennium LMS). The Millennium LMS is being used by six of the seven local authorities in the Auckland region (the eLGAR partners) although the Media Management module is not currently part of the suite of modules in use.
4. However, with the transition to the new Auckland Council, the project to undertake this investigation has been postponed until after the transition has been completed. Consequently, the ROWANS partners have concluded that a renewal of the existing contract will be required to ensure continuity of service until a project to review the software platform and server hosting can be undertaken after the transition to the new Auckland Council.

DECISION MAKING

5. Contract CW09009E - Hosting and Management of the Greenstone Software 2010/2012 is a two year contract renewal with an expiry date of 13 March 2012. The contract also has provision for multiple extensions based on the satisfactory performance by the Contractor and subject to the Council's approval.
6. A selection process undertaken in the 2006/2007 year to select the software solution was conducted by a project team formed of officers from the three partner libraries. An open-source software solution called Greenstone was selected from the final three identified options:
 - Fedora;
 - Koha; and
 - Greenstone.
7. The decision criteria was based solely upon functionality, as each of the software solutions was open-source and consequently had no direct cost for software purchase. However, in evaluating the software, project implementation costs and ongoing maintenance costs were identified. For this reason, Fedora was eliminated as its complexity meant that the cost of staff time to implement this solution would have been higher than either Koha or Greenstone.
8. The outcome of the evaluation process was the collective decision to implement Greenstone on a platform hosted by Datacom Systems Limited (Datacom).
9. The decision to have Datacom undertake the hosting arose because neither the Millennium Systems Support Team in conjunction with eLGAR at Auckland City Council who are currently responsible of the operation and maintenance of the joint Millennium LMS, nor any of the three Information Management / Information Technology departments of each of the eLGAR partner councils had the current capacity to undertake the role of hosting and maintaining the joint system.
10. As there were minimal capital costs and the ongoing operating costs were being met by savings from the discontinuation of the previous software solution used for hosting the heritage databases a preferred supplier solution was chosen rather than a tender process for the selection of hosting services.

11. Revision to all funding tables and templates for this contract are in line with revised contract periods.
12. There was no escalation of the contract price between the current contract and the rate for the contract extension. As migration to a new software platform and the selection of a new hosting and management supplier would be a significant body of work, with capital costs for the migration, it was considered most beneficial to the Council to extend the contract for a further 24 months.
13. The total accumulation of this contract and contract extensions approved, and now sought, showing the cost of the contract sum to date are shown in Table 1 below:

2007/2010 ⁽¹⁾	Original Contract Sum	\$47,004.00
2010/2012 ⁽¹⁾	Extension 1	\$31,336.00
	Total	\$78,340.00

Table 1 - Total accumulative amount - Waitakere share

- ⁽¹⁾ Note: The sums quoted are for the Waitakere only costs. The total value of the contract includes the Rodney District libraries and the North Shore City libraries equal third share. Therefore, the total value of the contract for all three ROWANS partners is shown in Table 2 below.

14. Table 2 below shows the total value of the contract for all three ROWANS partners.

2007/2010	Original Contract Sum (for all partners)	\$141,012.00
2010/2012	Extension 1 (for all partners)	\$94,008.00
	Total	\$235,020.00

Table 2 - Total accumulative amount - Waitakere share

15. Datacom has confirmed in writing that they are willing to carry out the contract for a further 24 months.

CONTRACTOR'S PERFORMANCE

16. An evaluation of Datacom's performance to date contains the following features:
 - During the course of the contractor relationship with the Council, there have been no performance related issues;
 - Confirmation that the rationale for extension provides ability for the Council to retain institutional knowledge over the period of transition, and to ensure certainty of service delivery over the period of transition;
 - They have developed a good working relationship with relevant Council officers;
 - They are a well resourced company;
 - They respond quickly to customer complaints;
 - They have a strong focus on health and safety; and
 - Their workmanship is generally to a very good standard.

CREDIT CHECK

17. A credit check on Datacom dated 03 February 2010 revealed no adverse information.

JOB COSTS

18.		excl. GST
	Contract sum (24 months) - Datacom	\$31,336.00

	Total Job Cost	\$31,336.00

SOURCE OF FUNDING

19. All of the funding for the extension of this contract is in the Annual Plan 2009/2010 and the Long Term Council Community Plan 2009-2019.
20. Source of funding is shown in Table 3 below:

Budget Description	Codes	Budget	Committed to other projects	Allocation to this project	Un-allocated balance	Potential surplus
Computer Bureau Charges Annual Plan 2009/2010	1860/ 7200	\$538,000.00	\$532,777.36	\$5,222.64 ⁽¹⁾	nil	nil
Computer Bureau Charges Draft Annual Plan 2010/2011	1860/ 7200	\$538,000.00	\$522,332.00	\$15,668.00	nil	nil
Computer Bureau Charges LTCCP 2009-2019 2011/2012 ⁽²⁾	1860/ 7200	\$538,000.00	\$527,554.72	\$10,445.28 ⁽²⁾	nil	nil
	Total			\$31,335.92		

Table 3 - Source of Funding

- ⁽¹⁾ Note: This figure is for the partial year from the expiry of the original contract (CCLB06183A - Hosting and Management of the Greenstone Media Software) which will occur on 12 March 2010 until the end of the 2009/2010 financial year.
- ⁽²⁾ Note: This figure is for the partial year from 1 July 2011 until 13 March 2012 when the extension of the contract CW09009E - Hosting and Management of the Greenstone Media Software expires.

IMPLEMENTATION ISSUES

21. There are no implementation issues expected with this contract.

AUCKLAND COUNCIL TRANSITION ISSUES

22. The Local Government (Tamaki Makaurau Reorganisation) Act 2009 imposes restrictions on Waitakere City Council's decision making capabilities in respect of Section 31; Subsection 5(d) as the contract extends beyond 30 June 2011 and the total contract value for ROWANS partners combined is \$94,008.00 (excluding GST) per annum for the two year period of the contract.

Report prepared by: Su Scott, Group Manager: Library and Information Services.

