(CCC) Software

Please can you provide information on the authority's procurement
policies and thresholds as relevant to software licencing? In
particular:
Below what value threshold software licences can be purchased
without requiring a competitive tendering process (in £, specifying
whether this includes or excludes VAT), and whether this limit
applies annually, per individual transaction etc.
Up to what value threshold (in £, specifying whether this includes
or excludes VAT), single tender actions / direct awards can be
considered.
What the policy or process is for deciding whether to use a single
tender action / direct award.
Whether there is any requirement for software providers to the
authority to be members of any procurement frameworks e.g.
GCloud
If these questions can be most easily answered by sharing the
authority's overall procurement policy, please feel free to do so.

Response

Please can you provide information on the authority's procurement
policies and thresholds as relevant to software licencing? In
particular: Contract Value = Annual value x term of contract + additional 1st year
costsExample £5,000 per annum10 year contract£30,000 set up costs in first
year £5,000 x 10 + £30,000 = £80,000 £0 - £4,999 Direct Award£5,000 - £24,999
- 3 Quotes£25,000 - UK Threshold - RFQ/Simple TenderUK Threshold and above
- Full FTS Tender UK Threshold for Goods and Services is currently £177,897All
figures exclude VAT
Below what value threshold software licences can be purchased
without requiring a competitive tendering process (in £, specifying
whether this includes or excludes VAT), and whether this limit
applies annually, per individual transaction etc. Up to £5,000 can be direct award,
this must include all costs for the term of the contract, the contract cannot be split
in to annual transactions to avoid procurement thresholds
Up to what value threshold (in £, specifying whether this includes
or excludes VAT), single tender actions / direct awards can be
considered. Up to £5,000 can be direct award, this must include all costs for the
term of the contract, the contract cannot be split in to annual transactions to avoid
procurement thresholds
What the policy or process is for deciding whether to use a single
tender action / direct award. This can only be used if the contract is under £5,000
Whether there is any requirement for software providers to the
authority to be members of any procurement frameworks e.g.
GCloud The Authority assesses each requirement as they come up, the
procurement team offer advice on using frameworks, GCloud or going out to

market. Frameworks and GCloud are often the preferred route, however there is no requirement that software providers have to be on either, if we call to do a call off the supplier has to be registered to be considered, if we go out to market the documents will be accessible to all suppliers. The Authority has a waiver process in place to exempt a procurement from the procurement thresholds and route to market but only if they meet specific criteria for example, if there is only one supplier that meets the requirements, after a failed procurement process, a short term contract whilst the procurement is carried out.
If these questions can be most easily answered by sharing the authority's overall procurement policy, please feel free to do so.

Further queries on this matter should be directed to foi@cambridge.gov.uk