

**ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS**

<b>1.</b>	<b>Meeting:</b>	<b>Cabinet Member for Regeneration and Environment</b>
<b>2.</b>	<b>Date:</b>	<b>1 November 2010</b>
<b>3.</b>	<b>Title:</b>	<b>Acceptance of a single quotation for a Technical and Product Information System Affects all Wards</b>
<b>4.</b>	<b>Directorate:</b>	<b>Environment and Development Services</b>

### **5. Summary**

Consent is requested to accept a single quotation for a technical and product information system because there is only one suitable supplier .

### **6. Recommendations**

**That approval is granted to accept a single quotation for a technical and product information system.**

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## **7. Proposals and Details**

EDS technical staff need ready access to a library of technical and product information, for example design guides, British Standards and product literature.

The Directorate gave up its paper-based system many years ago. Individual items were expensive to buy. Documents took up a lot of space and they were difficult to keep track of. Updates were a constant problem.

The current library service is delivered to technical staff through a website and paid for by a subscription to IHS (Global) Ltd. Any member of staff with a PC can use the service, at work or at home, so this method supports the WorkSmart agenda.

The current subscription expires in October 2010. In the last 12 months, staff downloaded and viewed 2,259 documents during 1,029 sessions.

This is a very specialist market. Since the last competitive tendering exercise, the only other comparable supplier, Barbour Indexes, has withdrawn from this market as they were unable to compete with IHS. This has left IHS in a monopoly position.

Consent is requested to accept a single quotation from IHS (Global) Ltd for £12,340.

## **8. Finance**

The cost will be met from various existing design budgets as in previous years.

## **9. Risks and Uncertainties**

If EDS does not subscribe to this system, design teams would need to purchase relevant documents in paper format. This would lead to significant funding, storage and document management problems.

Without a good technical library, the EDS quality system objectives would be at risk.

## **10. Policy and Performance Agenda Implications**

None.

## **11. Background Papers and Consultation**

There are no background papers.

The IHS service is appreciated by design staff and no complaints have been received.

Financial Services has been consulted and their comments have been incorporated into this report.

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