NORTH LONDON WASTE AUTHORITY

REPORT TITLE:

WASTE MANAGEMENT DATA SYSTEM

REPORT OF:

HEAD OF WASTE STRATEGY AND CONTRACTS

FOR SUBMISSION TO: **AUTHORITY MEETING**	**DATE:** **10th February 2012**

SUMMARY OF REPORT:

This report updates members on the need for the Authority to procure a Waste Management Data System.

RECOMMENDATION:

The Authority is recommended to agree that the Head of Waste Strategy and Contracts shall run a tender process for a Waste Management Data System.

**Signed by Head of Waste Strategy
and Contracts**

Date: 1st February 2012

1. BACKGROUND

1.1. Currently the Authority collects information via computerised weighbridge systems, collated by the Authority in 'Excel' format and sent to constituent borough council officers on a weekly, monthly and quarterly basis or as required. Data is provided to the Authority in its most raw form and has to be further developed to suit Borough needs, which consumes much officer time in primary work and error checking. Under the current system stakeholders do not have direct access to their waste data; rather they must request information from the NLWA. As demands for accurate, up to date, waste data increase in order to meet statutory reporting requirements, to inform strategic and financial planning, and to manage contractual obligations and risks, this situation is predicted to become more intense.

1.2. Therefore, ahead of the procurement of a new waste services contractor the Authority requires an integrated system to measure performance and share information; information that can potentially come from various disposal/recycling sites as well as the nine household waste recycling centres in north London.

2. PROPOSAL

2.1. It is proposed to procure and implement a Waste Management Data System (WMDS) to meet the waste data, contract management, and strategic needs of the Authority and the constituent borough councils. The system will collate information on the type and amount of waste and recyclables collected by the constituent borough councils and delivered to the various waste/recycling sites under contract to the Authority as well as those under the auspices of the constituent borough councils. Information needs to be centrally collected, maintained and communicated effectively and efficiently to provide constituent borough councils with bespoke reports and access to data as quickly as possible.

3. STRATEGIC RATIONALE

3.1. A WMDS is needed at this point in time as the current data systems, comprised of a suite of manually compiled Excel spreadsheets, are becoming too inefficient to meet the increasingly diverse data needs of the Authority and its stakeholders. It is important that we ensure the updated systems are in place ahead of the award of new contracts, and all staff from the Authority and constituent borough councils are familiar with relevant new procedures.

4. STAKEHOLDER CONSULTATION

4.1. In order that the system provides maximum value for the constituent borough councils, Authority officers met with officers from each Borough in order to identify their data needs. These meetings took place throughout October and November 2011.

4.2. Key issues identified were:

i. A facility to manage fleet lists within the WMDS was consistently sighted as being greatly beneficial. A number of Boroughs also requested that the ability to assign collection round/beat numbers to vehicles was included within the system.

ii. Most Boroughs receive waste data from multiple sources, and over different timescales (daily, weekly, monthly etc). In most cases data is provided in Excel format.

iii. All Boroughs currently use a suite of Excel spreadsheets to produce waste statistics for reporting purposes. Additionally, one Borough also uses an Access database, however this was identified as being very labour-intensive to maintain, and consequently the Borough in question is seeking to phase the system out in the near future.

iv. A number of Boroughs are approaching phases of re-tendering for waste contracts. Consequently they request that a specification is provided detailing how data should be provided for efficient upload to the WMDS.

v. A built in WasteDataFlow module was consistently identified as being a key benefit of the proposed system.

vi. NI191 and NI192 scores were the most commonly used reporting method.

vii. Next day or 'real time' data was requested by several boroughs.

viii. Officers from all seven boroughs were supportive of the proposed system.

4.3. The NLWA procurement team has advised that reporting arrangements are under discussion in the negotiations, and will become more detailed. Liaison between the teams will continue with a view to ensuring that: the system details are included in dialogue with bidders for the Waste Services and Fuel Use Contracts with the aim of using the system for its anticipated life and that the consultation with boroughs is taken into account when agreeing reporting arrangements with bidders for those contracts.

4.4.   A system overview has also been discussed with Haringey ICT and their recommendations will be carried forward into the system specification.

5.   OBJECTIVES

5.1.   The Waste Management Data System will:

   i.   create a central repository for all Authority and constituent borough councils' waste data;

   ii.   provide a secure WMDS and web portal developed for the needs of the Authority and constituent borough councils;

   iii.   include reporting and financial templates;

   iv.   provide a custom reporting facility for use by the Authority and (individually) the constituent borough councils in various formats;

   v.   allow immediate access for Authority officers to waste data as soon as it is submitted to the system;

   vi.   have the ability to upload data to WasteDataFlow for the WDA and WCAs without the need for manual data entry, saving time and reducing errors;

   vii.   provide secure web based access complete with different user level criteria;

   viii.   provide the ability to amend transactions dependant on user level (Authority-only control) to ensure accurate master control of data;

   ix.   facilitate performance management of contractors in relation to KPIs;

   x.   include financial criteria to verify contract prices, deductions and invoice reconciliation;

   xi.   store a comprehensive and clearly defined audit trail of all waste data;

   xii.   be sufficiently user-friendly to allow basic operation with an initial one day training session to operate the system, and potentially a further one day's training for the reporting function;

   xiii.   provide fleet list management capability; and

xiv. ensure compliance with EA best practice for the management of waste data.

5.2. Although there will still be substantial Authority officer time spent in administering the system this will be largely offset by reduced time in data processing which would also apply to constituent borough council officers, with everyone having the benefit of more powerful data analysis tools, and access to an up to date authority-wide waste dataset.

6. OUTLINE ESTIMATES OF TIME AND COST

6.1. Subject to Authority approval the system is expected to 'go live' approximately twelve months after project commencement (the 2012/13 draft budget allows for the cost of procuring the new WMDS).

6.2. Estimated project milestones are:

i.	February 2012 -	Project commencement (contingent on Authority approval)
ii.	March 2012 -	Finalise system requirements and prepare contract documentation.
iii.	April 2012 -	Finalise PQQ
iv.	April 2012 -	Place adverts and issue PQQ
v.	June 2012 -	Evaluate PQQs
vi.	July 2012 -	Issue ITT to selected tenderers.
vii.	August 2012 -	Tenderers ITT Return Deadline
viii.	August 2012 -	Evaluate tenders
ix.	September 2012 -	Contract Award (contingent on Authority approval)
x.	October 2012 -	System Development
xi.	February 2013 -	System Implementation
xii.	March 2013 -	System Live

6.3. Following investigation of a similar system which is currently in use, the cost of procuring the WMDS is expected to be circa £100,000, with maintenance costs expected to be circa £40,000 over the contract term.

6.4. Costs above are considered justified given that the system will be used to manage Authority contracts worth approximately £32,000,000[1] and rising, as well as the constituent borough councils own contracts, whilst providing significant benefits in terms of performance management.

7. TENDER PROCESS

7.1. The Authority is seeking to contract with a WMDS provider for five years plus extension options. The Authority is not bound to advertise the contract in the Official Journal of the European Union ("OJEU") as the anticipated overall cost of the contract is below the OJEU threshold, however, the process will follow the treaty principles of transparency and fairness.

7.2. The restricted procedure in accordance with the Public Contracts Regulations 2006 and the tender requirements of the Authority Standing orders will also be followed. The tender will be advertised on the website Lets Recycle and/or an appropriate public technology website.

7.3. Tenders will be invited following a "pre-qualification questionnaire" ("PQQ") stage and award will be based on the "most economically advantageous tender" ("MEAT").

7.4. As part of the tender process bidders will be required to detail an 'exit strategy' for the system designed so that the Authority is not disadvantaged in any way and that if required there is a smooth transition to any new data management arrangements, with tenders being evaluated on this basis.

7.5. As well as being part of the evaluation team for this procurement, Haringey ICT will continue to be consulted to provide advice on technical aspects of the system, and its interfaces with existing IT infrastructure.

8. CONCLUSION

8.1. The Authority and the constituent borough councils are being faced with increasing demands to manage data on waste services as set out above. Current reliance on multiple spreadsheets within the eight partner authorities is recognised by all as inefficient, and all have said they would welcome a single point of tonnage data for the many waste services being provided.

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[1] Figure based on 2010/11 end of year accounts.

8.2. The procurement of a waste management data system as set out in this report is therefore recommended, noting that the contract is expected to have a value greater than the threshold in Standing Orders that requires final contract award at an Authority Meeting, but less than the threshold that requires a formal European procurement.

9. RECOMMENDATION

9.1. The Authority is recommended to agree that the Head of Waste Strategy and Contracts shall run a tender process for a Waste Management Data System.

10. COMMENTS OF THE FINANCIAL ADVISER

10.1. The Financial Adviser has been consulted in the preparation of this report and has no further comment to add.

11. COMMENTS OF THE LEGAL ADVISER

11.1. The estimated total contract value does not exceed the Public Contracts Regulations 2006 ("EU Regulations"); therefore the contract does not need to be tendered via a full OJEU procedure. The report confirms a voluntary restricted procedure will be completed on the basis of the most economically advantageous tender.

11.2. CSO 4.3 requires contracts above £50,000 to be let following a competitive tendering process in accordance with the procedures set out in the Contracting Standing Orders and any guidelines or codes of practice issued from time to time under these Contracting Standing Orders and must comply with the EU competition principles or equality, non-discrimination and transparency.

11.3. CSO 11.4 requires the Authority to award all contracts above £100,000 unless the matter is urgent.

11.4. Tendering requirements and Conditions of Contract must also comply with the CSO requirements. Further legal advice should be obtained in relation to the procurement and the conditions of contract.

Local Government Act 1972 – Access to information

Documents used: None

Contact Officers: Andrew Lappage, Head of Waste Strategy & Contracts
Mark Partlett, Contracts Manager
Lee Valley Technopark
Unit 169, Ashley Road
Tottenham
N17 9LN

Tel: 020 8489 5730
Fax: 020 8365 0254
E-mail: post@nlwa.gov.uk

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