

Yorkhill Housing Association Ltd

Agenda Item 5

Report to: Management Committee 14th November 2019

Prepared by: Gary Watson Finance Manager and Stewart Pattison Compliance Manager

Subject: Information Technology Consultant Services- **FOR APPROVAL**

Purpose of Report

The purpose of this report is to seek approval from the Management committee to conduct a tendering exercise to appoint an appropriate external IT (Information Technology) consultant from February 2020.

Tender Exercise

The Association seeks an expert in Information Communication Technology (ICT) who will assist us to explore our options, identify our business needs and develop an ICT Strategy. The Association wishes to embrace digital transformation and other innovative solutions.

The intended outcome of the process is to provide assurance to the Management Committee that the association has sound business systems and that the association is effectively managing its ICT activities.

We require the successful bidder to appraise the Business System which is currently supplied by Castleton PLC. Our current support and maintenance contract ends on 10/02/2021 and the Association has not yet decided to upgrade to the latest version of Kypera Hometeam. The Kypera Hometeam business software supports our Housing Management, Property Services and Factoring activities. The Association upgraded to the latest version of Kypera Financials in 2018.

IT Consultancy Services/Providers

The Association approached GWSF to gain insight into experience gained from other Housing Associations and a circular was issued to all members. Several Association's responded with positive comments.

Based on the recommendations received from other forum member's the Association contacted the relevant firms to enquire if they would be interested in tendering for the work. The following consultancy firms confirmed an expression of interest:

Steve Bromley IT Consultancy Services

Steve Bromley has been providing independent advice and consultancy services to Social Housing Providers throughout the UK since 1993. Services include systems procurement, system reviews, implementation project management, strategy and policy development, business process reviews and general project management.

ITS Foundations

Founded in 2000, IT Foundations have earned a reputation as a provider of trusted, IT services in Edinburgh and throughout Scotland. The company embraces the power of the Internet and potential for linking systems together, automating processes and providing our customers with bespoke software solutions that solved specific business problems for numerous Housing Associations.

Arnell Johnston

Established 1996, Arnell Johnston is a leading housing consultancy in Scotland with a wealth of experience in developing practical, innovative solutions for its clients. The company was established with the aim of providing quality consultancy services in housing, finance and ICT to the public sector in Scotland.

Scott Moncrieff

Scott-Moncrieff was founded in 1792 and is based in Edinburgh, United Kingdom. As of April 17, 2019, Scott-Moncrieff operates as a subsidiary of Campbell Dallas LLP.

The firm in addition to providing Accountancy Services they also provides information technology strategy and management; systems procurement and selection; technology risk management; security management and business development services.

Proposed Timetable

The indicative timescales for the tender award process are set out below:

October 2019

- Finance manager invites expressions of interest from relevant parties.
- Finance manager/Compliance Manager prepare brief and tender documentation.

November 2019

- Finance Manager seeks approval from Management Committee to tender for IT Consultancy Services
- Tender documents advertised through Procurement Scotland Quick Quotes

December 2019

- Tender documents are returned and evaluated

January 2020

-Interviews scheduled with selected candidates

February 2020

-Appointment of IT Consultant confirmed and ratified by Management Committee

Recommendation

Members are requested to note the contents of the report and to approve the tender exercise for selection of IT Consultant.
