

Yorkhill Housing Association Limited**Agenda Item 7.1**

Report To: Management Committee

Date: 13th February 2020

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Subject: Quick Quote Report- IT Consultancy Services

1. Introduction

- 1.1 The Association seeks an expert in Information Communication Technology (ICT) who will assist us to explore our options, identify our business needs and perform an options appraisal of the business system.
- 1.2 The Management Committee approved the tender documents in November and they were duly issued via Public Contracts Scotland Quick Quotes on 19/11/2019.

2. Quick Quote Mail Box Opening

- 2.1 The following quick quote was opened with two committee members and two members of the Association's staff present on 19/12/2019.
- 2.2 Four companies were invited to quote and 2 submitted quotes.

3. Quick Quote entered in the tender register number 379 – IT Consultancy 19/12/2019**3.1 Contractors Submissions – Exclusive of VAT**

- IT Foundations £9,600
- Bromley Consultancy Services £14,500
- Scott Moncrieff and Arnell Johnston DID NOT RETURN

3.2 Following the arithmetical accuracy check the price submitted were found to be correct. The evaluation matrix is used to determine the best overall quote submission, via a combination of price and quality.

3.3 Both Bromley Consultancy Services and IT Foundations were invited for interview at the Association's offices on 31/01/2020. The tender panel consisted of Compliance Manager, Finance Manager and Neil McPherson Committee member.

- 3.4 As part of the quality submission both companies were asked to conduct a short presentation followed by interview questions. Through the presentation and during the interview process; Bromley Consultancy Services demonstrated a more thorough understanding of the Association's requirements, and more extensive experience in working within the Registered Social Landlord Sector.

3.5 Evaluation matrix results

		BROMLEY CONSULTANCY SERVICES	IT FOUNDATIONS
Quality	60%	60	41
Price	40%	26	40
		86	81

	Costs	Score
STEVE BROMLEY	£14,500.00	26
IT FOUNDATIONS	£9,600.00	40
<p>Lowest overall price will score maximum 40 Second received scores relating to difference in cost compared to lowest</p> <p>Best quality will score maximum of 60 Second received scores relating to difference in cost compared to lowest</p>		

- 3.6 It was noted that IT Foundations did not include costs relating to procurement of the business system as requested in the tender documentation.
- 3.7 Based on the total score calculated using the evaluation matrix Bromley Consultancy Services submitted the best Quick Quote return.

4. Recommendation

- 4.1 It is recommended that the Management Committee approve the appointment of Bromley Consultancy Services.