

10.5. Tender 10/2024 - Shorelink Library Management System

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ENDORSED BY	Luke Harvey, Director Corporate Services
ATTACHMENTS	Nil
CSP LINK	4. Our Social Vitality 4.1 North Sydney is connected, inclusive, healthy and safe 4.2 A centre for creativity and learning

PURPOSE:

The purpose of this report is to provide Council with recommendations following the tender process for Tender 10/2024, provision of a Library Management System for the Shorelink Library Network.

EXECUTIVE SUMMARY:

- As the Agent Council for the Shorelink Libraries, North Sydney Council has been authorised by the Shorelink Management Committee to undertake the procurement process for a Library Management System on behalf of the three member Councils (North Sydney, Lane Cove, Mosman).
- Tenders were called and received until 3pm Tuesday 6 August 2024, for the provision of a Library Management System that would best deliver on the technical requirements and strategic direction of the Shorelink Libraries.
- On review of the submissions, the evaluation panel determined that the tender responses provided do not present the best outcome for the Shorelink network.
- Given this, the evaluation panel and Council's Procurement Panel, recommend that Council reject all tenders and undertake a subsequent request for quotation process following a review of the system requirements provided to vendors.

RECOMMENDATION:

- 1. THAT** In accordance with Section 178(3e) of the Local Government (General) Regulation Act 2021, Council rejects all current tenders for tender 10/2024 for the provision of a Library Management System.
- 2. THAT** a new request for quotation process be initiated, following a review of the system requirements provided to vendors.
- 3. THAT** Council grants the Chief Executive Officer the authority to negotiate with Shorelink's current Library Management System vendor for an extension of the service contract, if necessary, to allow for the RFQ process to be undertaken.

Background

The Shorelink Library network links the three council libraries of Lane Cove, Mosman, and Stanton (North Sydney), operating under a Deed of Agreement signed in December 2017.

Shorelink's current Library Management System (LMS) contract with Aurora Information Technology (AIT) ends on 30 June 2025. The Library Management System is the central operating software that enables the three Shorelink libraries to deliver services to the community.

Under the Shorelink Deed of Agreement (Clause 4.2), North Sydney Council as the Agent Council may (where authorised) enter contracts for the supply of goods and services.

In the March 2024 meeting of the Shorelink Management Committee meeting it was resolved:

- 1. THAT the Shorelink Committee endorse the decision not to extend the current Library Management System contract with Aurora Information Technology in June 2025.*
- 2. THAT the Shorelink Committee authorise North Sydney Council to initiate a request for quotation process for procurement of a Library Management System for Shorelink, to commence July 2025.*

Tender 10/2024 for the provision of a Library Management System for Shorelink closed on Tuesday 6 August 2024. Five submissions were received and evaluated by a panel consisting of the Library Managers from the three library services, and the Shorelink Network Coordinator.

Tenders were evaluated against their ability to meet the current and emerging operations and strategic needs of the network, as well as their ability to deliver a software solution that meets Council's technical and data security requirements.

On review of the submissions, the evaluation panel determined that the tender responses provided do not present the best outcome for the Shorelink network. Given this, the evaluation panel and Council's Procurement Panel recommend that Council reject all tenders and undertake a subsequent request for a quotation process, following a review of the system requirements provided to vendors.

To allow the revised request for quotation process to take place, a need may arise to extend the contract with the current provider beyond 30 June 2025. This will be assessed in line with the timeframes proposed in the quotation responses.

Rejection of submissions and direct negotiation

Clause 178(3) of the Local Government (General) Regulation Act 2021 gives a Council six options where it either accepts none of the submitted tenders or receives no tenders. The options are:

- postpone or cancel the proposal for the contract;

- invite fresh tenders, either open or selective, based on the same or different details; invite fresh applications by public advertisement (clause 168) from persons interested in tendering for the proposed contract;
- invite fresh applications from recognised contractors listed by council (clause 169) interested in tendering for contracts of the same kind as the proposed contract;
- enter into direct negotiations with any person with a view to entering into a contract in relation to the subject matter of the tender or
- carry out the requirements of the proposed contract itself.

Council’s procurement advisory body, the Procurement Panel, agreed that refining requirements and initiating a new request for quotation process would result in the best outcome for Council, with a software solution that meets the technical and strategic priorities of the Shorelink Libraries.

Consultation requirements

Community engagement is not required.

Financial/Resource Implications

Funding for this system is covered by the Shorelink budget and accounted for in the Shorelink budget estimates, prepared by North Sydney Council for adoption by the Shorelink Management Committee annually in March.

The total annual subscription cost of the Library Management System is divided proportionally between the three Councils, based on the usage requirements of each site. Each Council's contribution is calculated annually and presented in Shorelink’s budget estimates.

Original Project Program

Contract Sign-off:	December 2024
Implementation program start:	January 2025
System ‘Go-Live’:	1 July 2025
Responsible Officer:	Kate Stewart, Manager Library Services (Shorelink Agent Librarian)

Revised Project Program

RFQ open:	January 2025
RFQ close:	February 2025
Evaluation:	March 2025
Contract Sign-off:	June 2025
Implementation program start:	August 2025
System ‘Go-Live’:	March 2025
Responsible Officer:	Kate Stewart, Manager Library Services (Shorelink Agent Librarian)