

## **Report to Director of Finance and Support Services**

**October 2021**

### **Award of Contract: Data Migration Service**

### **Report by Interim Deputy Director of Finance**

**Electoral divisions: All**

---

#### **Summary**

In March 2021, the then Cabinet Member for Economy & Corporate Resources approved a proposal via decision ECR07 20-21 to procure a data migration service to support the implementation of a Business Management Solution. As part of the decision, the Cabinet Member delegated authority to the Director of Finance and Support Services to progress the procurements.

As part of the approved proposal a budget sum of £950,000 was set aside to procure data migration services to extract and transform data currently held within the SAP system prior to it being loaded into the new Business Management Solution.

The procurement process to identify and select a supplier for data migration services has now concluded and this report seeks approval to award the contract.

**Recommendation:** That the Director for Finance and Support Services approves the award of a contract to Egress Limited (Company Number 05967014) to provide data migration services. The value of the proposed contract is £907,000 based on a 2-year term with services being delivered between 01 November 2021 until 30 October 2023.

---

#### **Proposal**

##### **1 Background and context**

- 1.1 The Smartcore Programme is integral to achieving the Council's priority outcomes, notably "Making best use of resources". The replacement of the current Enterprise Resource Planning (ERP) system is an integral part of this programme, as a result of the procurement process initiated after cabinet member decision ECR01 19-20 the Oracle Fusion solution was chosen to replace the existing SAP ERP system, which has reached the end of its useful life.
- 1.2 Data migration from the existing SAP ERP system involves the extraction, transformation and loading of data into the new Oracle Fusion ERP. This involves specialised work and skills, underpinned by a series of trial cycles to ensure confidence, accuracy and reliability before the final cycle is completed.

## **2 Proposal details**

- 2.1 The purpose of this report is to seek authority to award a contract for the delivery of data migration services specifically relating to the implementation of Oracle as part of the SmartCore project.
- 2.2 The data migration services involve "live data" rather than historic archive services which will be dealt with as a separate procurement.
- 2.3 The proposed award to Egress Limited is based on a call-off contract from the Crown Commercial Services (CCS) G-Cloud 12 Framework Agreement (lot 3 Cloud support), a national procurement approach which provides assurance in relation to the quality of the process whilst allowing other organisations, such as West Sussex County Council, to benefit by not having to duplicate procurement work.
- 2.4 A thorough evaluation selection process was undertaken by the technical team against a set of requirements and searches on G-Cloud, consistent with the data migration strategy developed for the programme. Following technical "best fit" shortlisting, the terms and conditions and commercials were assessed. Egress Limited were selected as the most economically advantageous tender in terms of technical fit and value for money.
- 2.5 The contract value has been capped at £907,000 and will operate on time and materials basis that adjusts and responds to the needs of the Programme.
- 2.6 The proposed contract term is 2 years with services to complete within this period.

## **3 Other options considered (and reasons for not proposing)**

- 3.1 The following options were considered:
  - a. Option 1: Selection using the G-Cloud 12 framework (preferred and recommended sourcing strategy)
  - b. Option 2: Full open tender approach – discounted due to time and resource constraints and market best practice.
  - c. Option 3: Do it internally – discounted due to capacity and capability of internal resource. Would incur delay and cost to commission through existing IT supplier.

## **4 Consultation, engagement and advice**

- 4.1 Consultation has been carried out with the following parties

### *Internal*

- Cabinet Member for Support Services and Economic Development
- Smartcore Programme Board
- Commercial Panel
- IT Services
- Legal Services

- 4.2 The consultation has recognised

- a. The requirement for specialist data migration services with proven experiences in ERP data migrations
- b. A flexible arrangement that ensures resource is available from the service provider to meet the needs of a complicated programme.

## 5 Finance

- 5.1 The recommended tender was submitted for a value of £907,000 which is within the budget set of £950,000.
- 5.2 The effect of the proposal:

### (a) How the proposal represents good value

The contract has been subject to a commercial evaluation using a recognised Framework Agreement and was determined to represent the most economically advantageous tender in terms of technical fit and value for money.

### (b) Future savings/efficiencies being delivered

The successful data migration from the existing SAP ERP to the replacement Oracle Fusion ERP will underpin the successful on-going delivery of Human Resources, Payroll and Finance services. It is anticipated that the replacement Oracle Fusion ERP will create the circumstances to deliver improved business processes and the supply of more timely, relevant and reliable management information, which in turn will support decision making to release efficiencies and improve service delivery.

### (c) Human Resources, IT and Assets Impact

Human Resources is a fundamental part of the ERP system and the replacement Oracle Fusion ERP will offer opportunities to develop and improve service delivery, including self-service opportunities for staff and managers which will benefit efficient delivery of services.

## 6 Risk implications and mitigations

Risk	Mitigating Action (in place or planned)
Data migration is not successfully achieved.	A data migration strategy has been developed and adopted within the SmartCore programme to underpin the delivery of these services. This includes provision for a series of trial migrations which will increase both the volume and complexity of the sample sizes incrementally, to support learning, effective governance and assurance ahead of the final migration of "live" data.
Insufficient resources available to support the delivery of the data migration.	The appointment of a specialist provider provides greater assurance of capacity and capability than if the task had been undertaken within existing resources. A data migration lead officer is established within the programme team to oversee developments and delivery with both

Risk	Mitigating Action (in place or planned)
	Egress and the solutions partner implementing Oracle Fusion.
Data migration may not be completed in line with the implementation of the Oracle Fusion ERP.	Data migration forms an integral part of the implementation programme plan, with governance provided by the Programme Manager, a Delivery Board and the Programme Board.

## 7 Policy alignment and compliance

- 7.1 The replacement of the SAP ERP will ensure that the Council has a sustainable and appropriate Business Management Solution or ERP at its core, underpinning strategic and operational management decisions in relation to Finance, Human Resources, Payroll and Procurement & Contract Management, which in turn supports Outcome 4 'Value of Money' under the Priority 'Making best use of resources'.
- 7.2 It is not anticipated that there will be an impact on any individuals with a protected characteristic. However, the Smartcore Programme Board will monitor and review any emerging issues and ensure a plan is in place to provide for any relevant consultation and mitigations as required.
- 7.3 The proposed procurement has been conducted in accordance with the Public Contracts Regulations 2015 and WSCC Standing Orders on Procurement and Contracts.
- 7.4 The proposal has no implications under the Human Rights Act 1998.
- 7.5 There are no foreseeable crime and disorder implications to this proposal.

Alistair Rush  
**Interim Deputy Director of Finance**

**Contact Officer:** Alistair Rush, Deputy Director of Finance, Tel: 0330 222 7116, alistair.rush@westsussex.gov.uk

### Appendices

None

### Background papers

None