



**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

Officer Delegated Decision

8th April 2025

Richard Wyles, Deputy Chief Executive
and Section 151 Officer

Cash Receipting Software Contract

To enter into a new four-year contract with Adelante, providers of cash receipting Software complete with upgrade to latest version

Contact

David Scott, Assistant Director of Finance and Deputy S151 Officer

 David.Scott@southkesteven.gov.uk

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| Decision made by: | Deputy Chief Executive and s151 Officer |
| Decision: | To take out a new three-year contract with Adelante for the provision of Cash Receipting software, with the option of a one-year extension. As part of new contract there will be a need to upgrade to the latest version of Adelante – Version 6. Total cost for the contract inclusive of one optional one-year extensions, and system upgrade would be (+VAT): £124,649.49 |
| Public or Exempt: | Public |
| Reasons for exemption: | n/a |
| Conflicts of interest: | No |
| Policy compliant: | Yes |
| Details of delegation: | To manage services: a) In accordance with any policy decisions made by, or guidelines issued by, the Council b) Within budgets made or approved by the Council c) In compliance with all Rules of Procedure and Codes set out in the Constitution |

1. Implications

Taking into consideration implications relating to finance and procurement, legal and governance, risk and mitigation, health and safety, diversity and inclusion, safeguarding, staffing, community safety, mental health and wellbeing and the impact on the Council's declaration of a climate change emergency, the following implications have been identified:

Finance and Procurement

1.1 The total cost of the contract including upgrade is **£124,649.49**, broken down as follows:

Annual Support and Maintenance – totalling **£100,949.49**

- 22,616.00 – Year 1
- 24,425.28 – Year 2
- 25,917.41 – Year 3
- 27,990.80 – Year 4 (optional Extension)

In addition to this there are 2 one off costs – totalling **£23,700**:

- £16,800.00 for Professional Services days to support the upgrade process
- £6,900 to implement single sign on.

1.2 A direct award will be undertaken through the G Cloud Framework 14 which complies with the Council's contract procedure rules. The length of the contract is sensible to align with the potential Local Government Reorganisation timescales to avoid costly exit costs and if there are delays then the extensions periods cover that option also.

Completed by: *David Scott, Assistant Director of Finance (deputy s151 officer)*

Legal and Governance

1.3 The Deputy Chief Executive and s151 Officer has the necessary delegated authority to take this decision which, as reflected above, has gone through a compliant procurement process.

Completed by: *Graham Watts (Monitoring Officer)*

2. The Purpose of the Report

- 2.1 Adelante is a company who provides a payment and income management. This allows the council to receive payments however our customers want to pay.
- 2.2 The package is used by staff to take payments by phone using credit and debit cards. Card payments can also be taken over the internet or through a dedicated telephone line. It is also used to record all income coming into the council – this will include cash, cheques, allpay and bank items.
- 2.3 As part of the contract there will be a need to upgrade the system to a newer version. This will provide single sign on capabilities and also enhanced capabilities to have better control over how the council receives, and allocates its income.

3. Available Options Considered

- 3.1 To enter into a new contract.
- 3.2 To consider alternative providers but due to the timelines and potential cost plus LGR on the horizon this hasn't been considered value for money.

4. Preferred Option

- 4.1 To enter into a new three-year contract with option for a one year extension.

5. Reasons for the Decision

- 5.1 Although there are other providers on the market who provide cash management services the council have built up a good relationship with Adelante and the new upgrade will provide enhanced capabilities. They are also offering a discount of circa £3k per annum to provide premium support for the same price as standard support. The system is easy to use and trusted by staff. Therefore, it would not provide value for money by going out to the wider market as there would be a cost to changing providers, alongside a degree of learning that would be required to train staff on new software. There has also been work undertaken to ensure Adelante links to the new Unit 4 system which would also have an abortive cost.
- 5.2 There is no option available to develop an in-house solution.
- 5.3 It appears to be prudent to enter into a contract which will fit into any potential time scales for Local Government Reorganisation
- 5.4 The cost of the upgrade has already been paid for when the council originally entered into the contract. This means that the only part of the upgrade that will need to be paid is the professional services days and any additional modules.

Signed by: Richard Wyles

8 April 2025
