

**REPORT TO:** CITY GOVERNANCE COMMITTEE - 3 MARCH 2025

**REPORT ON:** SPYDUS LIBRARY MANAGEMENT SOFTWARE RENEWAL

**REPORT BY:** EXECUTIVE DIRECTOR OF CORPORATE SERVICES

**REPORT NO:** 47-2025

## **1.0 PURPOSE OF REPORT**

- 1.0 The purpose of this report is to present a sourcing strategy and seek approval to award the contract for purchase of library management software.

## **2.0 RECOMMENDATIONS**

- 2.1 It is recommended that the Committee:
- (a) approves the purchase described, and delegates to the Head of Digital and Customer Services to make the purchase based on the sourcing strategy detailed in Appendix 1. The procurement route is specified in Section 4.8.

## **3.0 FINANCIAL IMPLICATIONS**

- 3.1 The total cost of the purchase is £174,542 for 4 years and 11 months, from 1 May 2025 to 31 March 2030. This cost will be met from provision within the Digital and Customer Services budget. The annual cost of the contract is £35,500, with a cost of £32,542 for the final 11 months until the co-terminus end date of 31 March 2030.

## **4.0 BACKGROUND**

- 4.1 This report supports the Council's IT Strategy which was approved at the City Governance committee on 4 March 2024 (Article VIII of the meeting of the committee refers). The Councils IT strategy sets out to deliver secure, robust, and affordable IT platforms. Helping to enable digital services, mobile and flexibly accessible services with best value technology products and a cloud first approach.
- 4.2 Leisure and Culture Dundee currently use Civica Spydus integrated library management system in all Dundee libraries. Civica are a leading provider of library management software and this has been used within Dundee libraries for many years. The software is used to manage the library resources, lending and bookings for the public.
- 4.3 Civica Spydus is a flexible, user-centric library management system that is used widely across Scotland. The management and administration features of the software ensure that library staff have a modern digital solution to help improve operational efficiencies with increased self-service options for library users.
- 4.4 Civica have redeveloped the software and changed the licensing and support to a subscription model. Part of this process involves migrating the software to cloud, which helps to streamline support and provide an easier upgrade path for new software versions. The new cloud software version will provide improvements on the current software, with a new reporting tool and the latest features.
- 4.5 The new software version will introduce a mobile app for members of the public to better interact with library services. Providing library users with a personalised experience on a smartphone app, their loan and account details, alerts, title recommendations based on borrower profile and their borrowing history, as well as the ability to add reviews and link to social media.
- 4.6 The new contract with Civica will include upgrading to the latest release of the software. The upgrade will be carried out within the first year of the contract. The upgrade process is included within the pricing of the new contract.

4.7 The current license expires on 30 April 2025. The license cost has increased from £31,579 in 2022 to £33,1226 in 2024. The contract will fix the cost until 31 March 2030, which will provide best value.

4.8 The software will be procured through Crown Commercial Services compliant framework RM6259 and directly awarded to Civica UK Limited.

## 5.0 POLICY IMPLICATIONS

5.1 This report has been subject to the Pre-IIA Screening Tool and does not make any recommendations for change to strategy, policy, procedures, services or funding and so has not been subject to an Integrated Impact Assessment. An appropriate senior manager has reviewed and agreed with this assessment.

## 6.0 RISK ANALYSIS

6.1 There are four standard risks in any procurement and for public sector regulated procurements, a fifth is added, that of the procurement exercise itself breaching the public contract regulations and leaving the Council open to a legal challenge:

Key Risks			
Description of Risk	Probability (L/M/H)	Impact on DCC (L/M/H)	Actions required to manage Risk
<b>Commercial Risk</b> - That either the price objectives are not achieved up front or there are other costs that arise during the contract and diminish the overall benefits.	Low	Low	Benchmarked costs and requirements are known as there are existing licenses in place.
<b>Technical Risk</b> - This concerns the difficulty in being able to specify the desired outcome and on the market being unable to deliver to the specification	Low	Low	Continuation of current software service has no technical risk.
<b>Performance Risk</b> - This concerns the ability of suppliers to perform consistently over the life of the contract to deliver the planned benefits	Low	Low	Current supplier will be maintained. The service provided is known and well established.
<b>Contractual Risk</b> - Being able to remedy the 's shortcomings in the contractor's performance without severely damaging the contract and about avoiding reliance on the contracted supplier as the contract develops.	Low	Low	Contract management will be put in place as part of the ongoing service from the supplier.
<b>Procurement Risk</b> - where a procurement is found unsound in law, through the public procurement rules	Low	Low	A compliant framework will be used to award the contract directly to the software supplier of choice.

## 7.0 CONSULTATIONS

7.1 The Council Leadership Team were consulted in the preparation of this report.

## 8.0 BACKGROUND PAPERS

8.1 None.

**ROBERT EMMOTT**  
**EXECUTIVE DIRECTOR OF CORPORATE SERVICES**

**3 MARCH 2025**

**APPENDIX 1**

<b>SOURCING STRATEGY</b>	Purchase of Spydus library management software renewal.
<b>PROJECT NUMBER</b>	
<b>PROJECT INFORMATION</b>	The contract will be awarded directly Civica via the Crown Commercial Services G-Cloud 14 framework agreement for supply of cloud software and infrastructure.
<b>PROPOSED CONTRACT DURATION</b>	1 May 2025 to 31 March 2030.
<b>RECOMMENDATION</b>	(a) It is recommended that the Committee: approves the purchase described, and delegates to the Head of Digital and Customer Services to make the purchase based on the sourcing strategy detailed in Appendix 1.
<b>FINANCIAL IMPLICATIONS</b>	The total cost of the purchase is £174,542 for 4 years and 11 months, from 1 May 2025 to 31 March 2030. This cost will be met from provision within the Digital and Customer Services budget. The annual cost of the contract is £35,500, with a cost of £32,542 for the final 11 months until the co-terminated contract end date of 31 March 2030.
<b>POLICY IMPLICATIONS</b>	There are no issues.
<b>BACKGROUND PAPERS</b>	IT Strategy as approved by the City Governance Committee on 4 March 2024 (Article VIII of the meeting of the Committee refers).

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