

DECISION RECORD ¹

Officer Key Decisions are subject to the Council's Call-In Procedure (Annex 9 of the Council's Constitution <https://www.hertfordshire.gov.uk/about-the-council/freedom-of-information-and-council-data/open-data-statistics-about-hertfordshire/who-we-are-and-what-we-do/who-we-are-and-what-we-do.aspx>)

Subject: Award of Contract for Provision of Recruitment Advertising and Statutory Notices

(Please use the same title as provided in the Forward Plan)

Staff Contact: Brenda McMahon

Executive Member:

Tel: 01992 556104

Portfolio:

1. Decision

- 1.1 That the Assistant Director Human Resources; has determined that Annex A to this Decision Record should not be disclosed to the public as it contains exempt information as defined by Section 100 of the Local Government Act 1972, Schedule 12A, the public interest in maintaining the exemption outweighing the public interest in disclosing that information;
- 1.2 Subject to 1.1 above, awards the contract for the Provision of Recruitment Advertising and Statutory Notices to the preferred supplier set out in Annex A and approves the signing of the contract.

2. Reasons for the decision

A procurement process has been carried out to award a contract for the Provision of Recruitment Advertising and Statutory Notices based on the most economically advantageous tender when evaluated against the following criteria:

Price **40%**
Non-Price **60%**

3. Alternative options considered and rejected ²

The Council issued an Invitation to Tender as a Further Competition under Lot 1 – Recruitment Advertising & Related Services and Lot 2 – Public Notices Advertising of ESPO's Advertising Solutions Framework (reference 3A_16).

Four tenders were received in response to this Invitation to Tender and each was evaluated against a pre-disclosed robust set of evaluation criteria.

The successful tender achieved the highest score when evaluated against the evaluation criteria.

The name of the successful tenderer is set out in Annex A.

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4. Consultation

(a) Comments of Executive Member ^{3 4}

None.

(b) Comments of other consultees ⁵

None required.

5. Following consultation with, and the concurrence of the Executive Member, I am proceeding with the proposed decision.

Signed: ..

Title: As:

of HR

Date: 25/05/17

6. Copies of agreed document to:

- All consultees
- Chairman, and Vice-Chairmen of the Overview and Scrutiny Committee
- hard & electronic copy (for public inspection both at County Hall and on Hertsdirect) Democratic Services Manager - Room 213 County Hall.

¹ for guidance see Chief Legal Officer's note "Taking Decisions"

² details of any alternative options considered and rejected by the officer at the time the decision was made

³ record any conflict of interest declared by any Executive Member consulted. If an Executive Member declares a conflict of interest DO NOT PROCEED without seeking advice from the Chief Legal Officer

⁴ If the matter has general significance for the Council and/or is, or is likely to be, controversial, then the officer shall consult the appropriate Executive Member before proceeding. In some cases it will be necessary to consult more than one Executive Member, and in some cases the Leader of the Council will need to be consulted

⁵ If the matter has local significance, but no general significance for the Council and no controversial aspects, the officer shall consult or inform the local member in writing (or by e mail) and proceed. It is essential that all officers responsible for delivering services ensure that local members are kept well briefed on issues affecting their areas.