

DECISION RECORD ¹

Officer Key Decisions are subject to the Council's Call-In Procedure (Annex 9 of the Council's Constitution) **Council's Constitution**

Subject: Implementing an assistive technology pilot across Learning Disabilities Services.

Staff Contact: Helen Maneuf

Executive Member: **Colette Wyatt-Lowe**

Tel: 01438 845502 (Comnet 55502)

Portfolio: Adult Care and Health

1. Decision ²

To award Alcove a contract under direct award for circa £35,000 to work with the authority and its key partners to pilot new digital assistive technology solutions as an integral part of an individual's care plan across 3 in-house LD settings across Hertfordshire. The proposed settings are: Wood Lane End; Tannerswood Close; Heronswood Road. After a period of time, evaluate its effectiveness to inform a future County-wide Assistive Technology procurement.

2. Reasons for the decision ³

The Assistive Technology market is an emerging market with many of the present providers being classed as SMEs. Alcove has a good recent record of delivering modern digital assistive technology solutions especially in a setting/supported living environment. It has been agreed to offer Alcove a direct award under section C7.3 of contract regulations (Proprietary Item - Goods, Services or Works, which have unique characteristics which alone meet the required realistic performance Specification).

This is in accordance with HCC's Assistive Technology Strategy agreed by Members in June 2017.

3. Alternative options considered and rejected ⁴

A recent quotes tender process has been completed for a larger scale pilot (decision reference – B051/18) and this pilot is now progressing. Alcove made a submission under this process which demonstrated their particular skills in using technology in group settings. This is one of a number smaller pilots (along the same themes but focusing on different care needs) being planned and these will be awarded to alternative providers via a direct award (single tender action).

4. Consultation

(a) Comments of Executive Member ^{5 6}

(b) Comments of other consultees ⁷

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

Signed: 

Title: Iain MacBeath, Director of Adult Care Services

Date: 26 September 2018

6. **Copies of agreed document to:**

- All consultees
- All members of the County Council (Democratic Services to send)
- Hard & electronic copy (for public inspection both at County Hall and on hertfordshire.gov.uk) to the Democratic Services Manager - Room 213 County Hall; democratic.services@hertfordshire.gov.uk

¹ Please refer to the Call-in and Contract Award Process for officers to determine if notice on this decision record for successful and unsuccessful bidders is exempt information and is therefore subject to inclusion in Annex 'A'

² If this decision relates to the award of contract, please provide a summary of the evaluation process and reasons for the award of contract to the successful bidder.

³ for guidance see Chief Legal Officer's note "Taking Decisions"

⁴ details of any alternative options considered and rejected by the officer at the time the decision was made

⁵ record any conflict of interest declared by any Executive Member consulted. If an Executive Member declares a conflict of interest DO NOT PROCEED without taking advice from the Chief Legal Officer

⁶ 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

⁷ 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 email) 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.