



**If Key Decision: Decision Ref. No.**

*(Please enter)*

**B102/18**

*If not a Key Decision write n/a above*

## EXECUTIVE DECISION RECORD <sup>1</sup>

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:** B102/18 – HCC1911854 - The Provision of a Wholesale and Distribution Enterprise Resource Planning System including E-commerce Platform

*(If an Key Decision please use the same title as provided in the Forward Plan)*

Officer Contact: Steven Pilsworth

Executive Member: Ralph Sangster

Tel: 01992 555737

Portfolio: Resources and Performance

### 1. **Decision**

- 1.1 That the Director of 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 a Wholesale and Distribution Enterprise Resource Planning System including E-commerce Platform and approves the signing of the contract.

### 2. **Reasons for the decision**

A procurement process has been carried out to award the Contract, based on the most economically advantageous tender when evaluated against the following criteria:

<b>Price</b>	<b>35%</b>
<b>Quality</b>	<b>65%</b>

### 3. **Alternative options considered and rejected <sup>2</sup>**

The Council carried out a full OJEU compliant open tender process.

Six bids were received in response to this and each was evaluated against the pre-disclosed qualifying and 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.

## DECISION RECORD

### 4. Consultation

(a) Comments of Executive Member <sup>3 4</sup>

None.

(b) Comments of other consultees <sup>5</sup>

None.

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

Signed:

Title: Assistant Director – Finance

Date: 07/02/2020

Copies of record to:

- All consultees
- hard & electronic copy (if required to be made available for public inspection) to Democratic Services Manager - Room 213 County Hall.<sup>6</sup>

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<sup>1</sup> for guidance see Chief Legal Officer's note "Taking Decisions" and Annex 3 to the Constitution

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

<sup>3</sup> 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

<sup>4</sup> 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

<sup>5</sup> 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.

<sup>6</sup> The following Officer Decision Records and supporting documents need to be sent to the Democratic Services:

- Key Decisions
- Decisions made by officers pursuant to delegations from Cabinet
- All decisions which affect third parties or involve services to people other than the County Council (but not individual social care/education decisions)
- Any other decisions except decisions of a trivial or insignificant nature or which are part of general administration and cannot be regarded as closely related to a particular executive function