



Decision Ref. No.

B 137/18

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 block contract for the provision of the Step Up to Social Work Post Graduate Diploma	
Staff Contact: Anthea O'Reilly	Executive Member: Teresa Heritage
Tel: 07812322664	Portfolio: Children, Young People and Families

1. Decision

- 1.1 That the Senior Learning and Development Officer; 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 Step Up to Social Work provision of a Post-Graduate Diploma in Social Work 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 Step Up to Social Work provision of a Post-Graduate Diploma in Social Work based on the most economically advantageous tender when evaluated against the following criteria:

Price	39.92%
Quality	45%

3. Alternative options considered and rejected ²

The Council issued an Invitation to Tender following a Contract Notice being placed in the OJEU.

Two 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.

DECISION RECORD

4. **Consultation**

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

(b) Comments of other consultees ⁵

None

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

Signed: 

Title: Ops Director, Specialist Services Date: 20.02.19

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.

Annex A - Confidential

Decision Record

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1. Decision

That the contract for the Step Up to Social Work provision of a Post-Graduate Diploma in Social Work be awarded to The University of Bedfordshire.

2. Alternative options considered

All tender bids received met the mandatory Stage 1 and Stage 2 criteria.

The compliant tender bids went on to be evaluated against the evaluation criteria for price and quality; the two tender bids received were from The University of Hertfordshire and the University of Bedfordshire.

AWARD CRITERIA	TENDERERS		
	University of Bedfordshire	University of Hertfordshire	Tenderer 3
Price 40%	39.92	40.00	0.00
Quality 60%	45.00	43.80	0.00
Total Weighted Score:	84.92	83.80	0.00
Order of Tenders:	1	2	3

