



**Decision Ref. No.**

*(Please enter)*

**B011/19**

## **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:**

The Supply of Exercise Books and Paper for Herts FullStop: Award of Contract

Staff Contact: Louise Bagley

Executive Member: David Williams

Tel: 01707 292431

Portfolio: Resources, Property & The Economy

### **1. Decision**

That a Framework Agreement for the Supply of Exercise Books and Paper for Herts FullStop be awarded to the following suppliers:

**See Annex A**

It has been determined that the Award of contract 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

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

Price 60%  
Quality 40%

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

Details are contained in the Tender document file reference **HCC1810375 held In Hertfordshire County Council's Archive Facility**

### **4. Consultation**

(a) Comments of Executive Member <sup>3 4</sup>  
**No Comments**

(b) Comments of other consultees <sup>5</sup>  
**Not required**

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

Signed: ...

Title: **Head of Herts FullStop**

Date: .....11/6/19.....

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.

<sup>1</sup> for guidance see Chief Legal Officer's note "Taking Decisions"

<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.