

Officer Decision Record – Executive Decision

If Key Decision: Decision Ref. No.

B072/20

If not a Key Decision write n/a above

OFFICER DECISION RECORD ⁱ

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 the Communicator Guide and Intervenor Service	
Type of Decision: Executive	Key Decision (Executive Functions only): Yes
Officer Contact: Gemma Brace Tel: 01438 845060	Executive Member/Committee Chairman: Richard Roberts Portfolio (Executive Functions only): Adult Care Services

1. Decision

To award a contract for the Communicator Guide and Intervenor Service and appoint a provider following a full competitive procurement process. The contract term is 3 years, plus an optional 2 years extension.

2. Reasons for the decision

A full competitive procurement process has been completed. This was due to the contracts coming to an end and the need to follow procurement regulations.

One bid was received and following evaluation, their combined cost and quality score was of a satisfactory level that we were able to award the contract.

The evaluation panel consisted of operational staff, commissioners and experts by experience, which offered a balanced perspective of service demands and technical ability.

April 2020

3. **Alternative options considered and rejected**

No other options considered, as procurement regulations needed to be carried out.

4. **Consultation** (*see Summary of Requirements below*)

Was any Councillor consulted? Yes

If yes:

(a) Comments of Executive Member - NONE

(b) Comments of other consultees – N/A

5. **Any conflict of interest declared by a councillor who has been consulted in relation to the decision**

NONE

6. **Following consultation with the Executive Member, I am proceeding with the proposed decision.**

Signed:

Title: Interim Director of Adult Care Services

Date: 17.12.2020

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.ⁱⁱ

Summary of Requirements to Inform/Consult Councillors

Significance of Proposed Action	Controversial	Relevant Councillor(s) to be Consulted
Technical/Professional/ Routine	No	No need to inform or consult councillors
Technical/Professional/ Routine	Yes	<p>Executive Functions: Consult relevant Lead Executive Member and, where appropriate, Local Councillor</p> <p>Non-Executive Functions: Relevant Committee Chairman and, where appropriate, Local Councillor</p>
Local	No	<p>Executive Functions: Inform Lead Executive Member and Local Councillor</p> <p>Non-Executive Functions: Inform Local Councillor</p>
Local	Yes	<p>Executive Functions: Consult Lead Executive Member and Local Councillor</p> <p>Non-Executive Functions: Consult Local Councillor</p>
General or County-wide	No	<p>Executive Functions: Consult relevant Lead Executive Member (s)</p> <p>Non-Executive Functions: Consult relevant Committee Chairman</p>
General or County-wide	Yes	<p>Executive Functions: Consult relevant Lead Executive Member (s) and the Leader of the Council</p> <p>Non-Executive Functions: Consult relevant Committee Chairman/Leaders all Political Groups</p>