

Officer Decision Record – Executive Decision

If Key Decision: Decision Ref. No.

B065/21

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 a contract for the provision of a Learning System and Catalogue with effect from April 2022*

“The identity of the successful bidder and the value of the contract awarded to them is included in Annex A which will be uploaded following the expiry of the conclusion of the call in period/call in process”

Type of Decision: Executive/Non-Executive
(Please delete as applicable)

Key Decision (Executive Functions only): Yes
(Please delete as applicable)

Executive Member/Committee Chairman: Bob Deering

Portfolio (Executive Functions only): Resources & Performance

Officer Contact: Sally Hopper, Assistant Director – HR Services

Tel: 01992 555000

April 2020

1. **Decision**

The contract is to be awarded to the only viable bidder (other bidders were not successful in the evaluation process) for the provision of a Learning System, Online Catalogue and Authoring Tool with effect from May 2022.

2. **Reasons for the decision**

The bidder was the only successful provider to be able to meet the requirements during the evaluation process of an open and fair procurement procedure. The bidder outlined how they will deliver the best quality service to The Council, whilst offering a good price.

3. **Alternative options considered and rejected**

All other bidders who submitted their evaluation documents were all considered and rejected after careful evaluation and moderation of their responses.

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

Was any Councillor consulted? **No** (*delete as applicable*)

If yes:

(a) Comments of Executive Member/Committee Chairman (*delete as applicable*)

(b) Comments of other consultees

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

No

(If a Councillor declares a conflict of interest DO NOT PROCEED without seeking advice from Democratic Services or Legal Services).

April 2020

6. **I am proceeding with the proposed decision.**

To award the Learning System, Online Catalogue and Authoring Tool contract.

Signed: Sally Hopper

Title: Assistant Director of Human Resources

Date: 27 August 2021

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	Executive Functions: Consult relevant Lead Executive Member and, where appropriate, Local Councillor Non-Executive Functions: Relevant Committee Chairman and, where appropriate, Local Councillor
Local	No	Executive Functions: Inform Lead Executive Member and Local Councillor Non-Executive Functions: Inform Local Councillor
Local	Yes	Executive Functions: Consult Lead Executive Member and Local Councillor Non-Executive Functions: Consult Local Councillor
General or County-wide	No	Executive Functions: Consult relevant Lead Executive Member (s) Non-Executive Functions: Consult relevant Committee Chairman

General or County-wide	Yes	Executive Functions: Consult relevant Lead Executive Member (s) and the Leader of the Council Non-Executive Functions: Consult relevant Committee Chairman/Leaders all Political Groups
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