



Decision Ref. No.

B067/21

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: The Supply of Envelopes: Award of Contract	
Staff Contact: Glenn Facey Tel: 01707 292364	Executive Member: Bob Deering Portfolio: Resources & 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 Framework Agreement for the Supply of Envelopes to the preferred suppliers set out in Annex A and approves the signing of the Framework Agreements.

2. **Reasons for the decision**

A procurement process has been carried out to award a Framework Agreement for the Supply of Envelopes based on the most economically advantageous tender when evaluated against the following criteria:

Price 80%
Quality 20%

3. **Alternative options considered and rejected ²**

The Council issued an Invitation to Tender following an FTS Contract Notice for the Supply of Envelopes.

3 responses were received to this Invitation to Tender and each was evaluated against a pre-disclosed evaluation criteria.

2 Bidders were successfully awarded a place onto the framework further details are set out in Annex A

4. **Consultation**

- (a) Comments of Executive Member ^{3 4}
None
- (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: Glenn Facey

Title: **Head of Herts FullStop**

Date: 08/09/2021

6. Copies of agreed document to:

- All consultees

Decision Record

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- 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.