

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 contract for the Provision of Overnight Short Breaks for Children and Young People Ages 8 – 18 with SEND and/or Complex Health Needs.

(Please use the same title as provided in the Forward Plan)

Staff Contact: Julie Reddish
Tel: 01992 588967

Executive Member: Teresa Heritage
Portfolio: SEND Commissioning

1. Decision

- 1.1 That the Head of Family and Health Services Commissioning 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 contracts for the Provision of Overnight Short Breaks and approves the signing of the contracts.

2. Reasons for the decision

A procurement process has been carried out to award a contract for the Provision of overnight short breaks based on the most economically advantageous tender when evaluated against the following criteria:

Price	40%
Quality	60%

3. Alternative options considered and rejected ²

The Council issued an Invitation to Tender following a Contract Notice being placed on the Government Contract Finder on 8th July 2021. Following a number of clarifications raised by bidders, and addressed by the Council, two tenders were submitted by the deadline of 15th September 2021.

Each tender bid 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 tenderers is set out in Annex A.

4. Consultation

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

DECISION RECORD

EMB 2nd November 2021 - decision was made by Theresa Heritage and Jo Fisher that the tender award is an Officer decision so does not need to go to Cabinet.

However, Theresa has asked that CYP Panel is updated in the New Year, for information.

(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: Operations Director Specialist Services Date: 8th November 2021

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.