

Officer Decision Record – Executive Decision

If Key Decision: Decision Ref. No.

B104 /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 an Employee Benefit Platform with effect from May 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, Director of Human Resources

Tel: 01992 555000

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1. **Decision**

The contract is to be awarded to the highest scoring bidder for the provision of an Employee Benefit Platform with effect from May 2022.

2. **Reasons for the decision**

The bidder achieved the highest score during the evaluation process of an open and fair procurement procedure. In order to achieve this score the bidder outlined how they will deliver the best quality service to The Council, whilst offering the best 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. Some bidders failed elements of the mandatory pass/fail requirements and others scored lower on pricing and quality and so were deemed unsuitable for Contract Award.

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

**Was any Councillor consulted? Yes, via email 29th
December 2021 and copied to Deputy Chief Executive and
Director of Resources and Director of Finance**

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).

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

To award the Employee Benefit Platform contract.

Signed:

Title: Director of Human Resources

Date: 29th December 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

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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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