

Officer Decision Record – Executive Decision

If Key Decision: Decision Ref. No.

B190/23

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: Procurement of a Record Management Storage and Retrieval System

Type of Decision: Executive

Key Decision (Executive Functions only): Yes

Executive Member/Committee Chairman: Councillor Bob Deering

Portfolio (Executive Functions only): Resources and Performance

Officer Contact: David Campbell – Head of Information Governance

April 2020

1. Decision

To approve the award of a contract to Compass Mineral Storage and Archives Ltd t/a Deepstore for document storage, management and retrieval services. The contract will be let for a period of 5 years with the option to extend for a further 2 periods of 1 year each at a cost of £400,000.00 per year (Exclusive VAT)

2. Reasons for the decision

Following a competitive procurement process, Compass Mineral Storage and Archives Ltd t/a Deepstore were identified as the preferred bidder to provide these services to the Council.

Their tendered price offers savings of £93,926 per year. These savings are achieved by a 15% reduction in storage costs. Storage costs currently account for 70% of the annual cost for the service.

3. Alternative options considered and rejected

An extension of the current contract with Oasis. However, the existing contract was let in 2016 and it was agreed that a competitive process would result in greater savings.

Framework contracts were considered but were not value for money when compared to prices offered by Oasis – the current service provider.

4. The services

HCC has outsourced storage and retrieval of records since 2003. The contract was last tendered in 2016. Our incumbent provider is OASIS. At the end of July 2023 we stored 67,719 boxes of records. Storage levels are expected to increase in the run up to the move to Farnham House, Stevenage. It was therefore key that volume discounts were worked into a procurement process.

The preferred bidder offers storage facilities, as well as a scan back service. The scan back service would allow for records to be scanned and emailed back within specified time periods. This will ultimately reduce transport costs and retrieval times for officers – thus offering a more efficient service. A standard service would be up to twenty files will be available to download by 11:30 when requested before 15.00 two working days prior. The same day service is available for up to two files between 09.00 and 17.00 on a working day when requested two hours in advance.

If the contract is awarded as recommended, mobilisation and transfer of existing records from Oasis would begin on 01 March 2024, with full service provision commencing on 01 May 2024.

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

Was any Councillor consulted? No

If yes:

(a) Comments of Executive Member

(b) Comments of other consultees

None

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

N/A

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

Signed: *Scott Crudgington*

Title: Scott Crudgington, Deputy Chief Executive & Director of Resources

Date: 01/03/2024

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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