

## DECISION RECORD <sup>1</sup>

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>)

<b>Subject: Community Short Breaks Tender: Award of contract</b>	
Staff Contact: Julie Reddish Tel: 07580 743466	Executive Member: Fiona Thomson Portfolio: Children, Young People and Families

### 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 Short Breaks 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:

<b>Price</b>	<b>30%</b>
<b>Quality</b>	<b>70%</b>

### 3. Alternative options considered and rejected <sup>2</sup>

The Council issued an Invitation to Tender following a Contract Notice being placed on the Government Contract Finder on 5 October 2023. Following a number of clarifications raised by bidders, and addressed by the Council, thirteen tenders were submitted by the deadline of 19 December 2023.

Each tender bid was evaluated against a pre-disclosed robust set of evaluation criteria.

The successful tenders achieved the highest score when evaluated against the evaluation criteria.

The name of the successful tenderers are set out in Annex A.

**4. Consultation**

(a) Comments of Executive Member <sup>3 4</sup>

None

(b) Comments of other consultees <sup>5</sup>

None

**5. Following consultation with, and the concurrence of the Executive Member, I am proceeding with the proposed decision.**

Signed: Miranda Gittos

Title: Operations Director Specialist Services

Date: 20.03.24

**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.

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<sup>1</sup> for guidance see Director of Law and Governance's note "Taking Decisions"

<sup>2</sup> details of any alternative options considered and rejected by the officer at the time the decision was made

<sup>3</sup> 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 Director of Law and Governance's

<sup>4</sup> 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

<sup>5</sup> 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.