

Officer Decision Record – Executive Decision

If Key Decision: Decision Ref. No.

B032/24

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: Decision to award tender for the Family Support Service contract

Type of Decision: Executive

Key Decision (Executive Functions only): Yes

Executive Member/Committee Chairman:

Fiona Thomson

Portfolio (Executive Functions only):

Children, Young People and Families

Officer Contact: Sally Orr

Tel: 01992 555680

1. Decision

- 1.1 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 the information.

- 1.2 Subject to 1.1 above, awards the Family Support Service contract as part of the Family Centre Service to: **See Annex A**

2. Reasons for the decision

A procurement process, following an Open Procedure under the PCR 2015, 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	15%
Quality	85%

3. Alternative options considered and rejected

The Council issued an Invitation to Tender following a Contract Notice being placed on the Government Contract Finder on 5 February 2024. Following a number of clarifications raised by bidders, and addressed by the Council, five tenders were submitted by the deadline of 28 March 2024.

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 tenderer is set out in Annex A.

4. Consultation (see Summary of Requirements below)

Was any Councillor consulted? No

If yes:

(a) Comments of Executive Member/Committee Chairman

none

(b) Comments of other consultees

none

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

None

6. I am proceeding with the proposed decision.

Signed: Miranda Gittos

Title: Director of Specialist Services, Children Services

Date: 13 June 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