

Officer Decision Record – Executive Decision

If Key Decision: Decision Ref. No.

B048 / 25

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: Proposed Contract Award for the Provision of an Applicant Tracking System Provider with effect from 1 April 2026.

Type of Decision: Executive

Key Decision (Executive Functions only): Yes

Executive Member/Committee Chairman: Chris Lucas

Portfolio (Executive Functions only): Resources & Performance

Officer Contact: Richard Taylor, Director of People

Tel: (01992) 555000

1. Decision

To enter into a contract for the provision of an Applicant Tracking System from 1 April 2026. The contract will be for an initial term of two years and six months with the option to extend for a further two periods of one year each. This includes an implementation and mobilisation phase of approximately six months estimated to occur between September 2025 and 28 February 2026. Therefore, the maximum duration of this contract could be four years six months.

- 1.1 That the Director of People 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 provision of an Applicant Tracking System as set out in Annex A and approves the signing of the contract.

2. Reasons for the decision

- 2.1 Following guidance from SPG and Legal, the Council concluded that using the Competitive Flexible Procedure was the most suitable approach, as it allowed the procurement process to be tailored to specific characteristics of this market.
- 2.2 The supplier specified in Annex A achieved the highest score through a transparent and competitive two-stage procurement process. The Supplier demonstrated how they would deliver a high-quality service to the Council, offer the most competitive pricing and make the most efficient use of budgets.

3. Alternative options considered and rejected

- 3.1 All submitted tenders were subject to a thorough evaluation and moderation process. Consequently, bidders were not selected for contract award as their scores in both pricing and quality criteria were lower than those of the successful bidder.

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

Was any Councillor consulted? **No**

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

N/A

6. I am proceeding with the proposed decision

Signed: RichardTaylor

Title: Director of People

Date: 07.08.25

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
--	--	--