

Officer Decision Record – Executive Decision

If Key Decision: Decision Ref. No.

B105 /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: Award of Mini Competition for the Supply of A4/A3 Cut Paper

Type of Decision: Executive

Key Decision (Executive Functions only): Yes

Executive Member/Committee Chairman: Chris Lucas

Portfolio (Executive Functions only):

Resources & Performance

Officer Contact: Glenn Facey

Tel: 01707 292364

1. Decision

- 1.1 That the Executive Director of Resources; has determined that 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 Mini Competition for the supply of A4 Cut Paper to the following Supplier:

See Annex A

2. Reasons for the decision

A procurement process has been carried out to award a Mini Competition for the supply of A4 Cut Paper based on the most economically advantageous tender when evaluated against the following criteria.

Price 100%

Quality 0%

This is in accordance with the framework agreement HCC2012361: The Supply of Cut Paper, Card and Copier Paper.

3. Alternative options considered and rejected

The Council issued a Mini Competition for the supply of Cut Paper, Card and Copier Paper, for which 5 contractors submitted a bid.

Each of the bids was evaluated against the pre-disclosed price/quality evaluation criteria. Details of the unsuccessful suppliers are detailed in **Annex A**.

1 tenderer is awarded the contract based on the evaluation criteria detailed above. This is in relation to the framework agreement titled HCC2012361: The Supply of Cut Paper, Card and Copier Paper.

The names of the successful tenderer are 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 (*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: G Facey

Title: Head of Herts FullStop

Date: 24/09/2025

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