

**OFFICER DELEGATION SCHEME
RECORD OF OPERATIONAL DECISION**



TO BE UPLOADED TO THE E-MEETINGS MANAGER

Date: 30/10/2020	Ref No: LR071
Type of Operational Decision:	
Executive Decision <input checked="" type="checkbox"/>	Council Decision <input type="checkbox"/>
Status: For Publication	
Title/Subject matter: Provision of Laptops for Adult Learners	
Budget/Strategy/Policy/Compliance – Is the decision:	
(i) within an Approved Budget	Yes
(ii) not in conflict with Council Policy	Yes
(iii) not raising new issues of Policy	Yes
Equality Impact Assessment [Does this decision change policy, procedure or working practice or negatively impact on a group of people? If yes – complete EIA and summarise issues identified and recommendations – forward EIA to Corporate HR]	No

Details of Operational Decision Taken [with reasons]:


Bury Council's Adult Learning Service has received a grant of £19,000 with which to purchase a number of laptop computers suitable for student use and to facilitate delivery of remote video conference. The centre wishes to purchase the maximum number of laptop computers available for its budget.

Quotations were sought via Lot 1 (Supply of Hardware) of YPO Framework 979: Technology Hardware, Software and Services, in accordance with Contract Procedure Rule 4.1. Fifteen organisations were invited to quote and of these, six organisations submitted bids by the required closing date. Following evaluation of the submitted quotations, it is recommended that

ACS Business Supplies Ltd

Kismet Buildings
Otley Road
Baildon
West Yorkshire
BD17 7HB

Is accepted as the supplier providing best overall value to the Council.

Decision taken by:	Signature:	Date:
Director or Chief/Senior Officer		03.11.20
Members Consulted [see note 1 below]		
Cabinet Member/Chair		
Lead Member		
Opposition Spokesperson		

Notes

1. It is not generally a requirement to consult with any Members on Operational Decisions but where a Chief Officer considers it necessary to consult with the appropriate Cabinet Member and/or Lead Member, they must sign the form so as to confirm that they have been consulted and that they agree with the proposed action. The signature of the Opposition Spokesperson should be obtained to confirm that he/she has been consulted.
2. **This form must not be used for urgent decisions.**