

OFFICER DELEGATION SCHEME RECORD OF OPERATIONAL DECISION



TO BE UPLOADED TO THE E-MEETINGS MANAGER

Date:	26 th November 2020	Ref No:	2059
Type of Operational Decision:			
Executive Decision	<input checked="" type="checkbox"/>	Council Decision	<input type="checkbox"/>
Status:			
For publication			
Title/Subject matter:			
Award of contract for the provision of consultancy support, data migration and configuration for the implementation of ContrOCC			
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]:

Consultancy, data migration and configuration support is required for the implementation of ContrOCC, the Council's Adult Care Financial Management System.



A procurement exercise was undertaken utilising Crown Commercial Services G-Cloud framework and following evaluation it is recommended that the contract is awarded to the following company as providing best overall value to the Council.

Futures
19 New Street
Horsforth
Leeds
LS18 4BH

The value of the contract is £94,435.00 excluding VAT, which is made up of £74,992.50 plus a contingency of £19,442.50.

The contingency has been added to the contract to ensure that if, for any reason, additional support is required above the 3 days per week, then a further tender or exemption is avoided. The contingency may not be required.

The Crown Commercial Services G-Cloud framework is compliant with Public Contract Regulations 2015 and the Council's Contract Procedure Rules.

Decision taken by:	Signature:	Date:
Director or Chief/Senior Officer		4.12.2020
Members Consulted [see note 1 below]		
Cabinet Member/Chair		4.12.2020
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.**