

DECISION RECORD ¹

Officer Key Decisions are subject to the Council's Call-In Procedure (Annex 9 of the Council's Constitution) **Council's Constitution**

Subject: Award a contract for the provision of a community HIV support service

(Please use the same title as provided in the Forward Plan)

Staff Contact: Jeni Beard

Executive Member: Cllr Colette Wyatt-Lowe

Tel: 01438 845900

Portfolio: Adult Care & Health Cabinet Panel

1. **Decision** ²

To award the contract for the provision of a community HIV support service to start on 1 August 2018 – 31 March 2021. [Details set out in annex A].

2. **Reasons for the decision** ³

A procurement process has been carried out to award a contract for the provision of a community HIV support service on behalf of the Community Well-Being team in Adult Care Services and Public Health to the value of £513,000.

This decision has been made following a full and open tender process which included the evaluation of a written tender submission.

3. **Alternative options considered and rejected** ⁴

None

4. **Consultation**

(a) **Comments of Executive Member** ^{5 6}

The Executive Member for Adult Care and Health was consulted and had no comments or objections to this decision.

(b) **Comments of other consultees** ⁷

No other consultees.

5. **Following consultation with, and the concurrence of the Executive Member, I am proceeding with the proposed decision.**

Signed: 

Title: Director – Adult Care Services

Date: 15 February 2018

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6. Copies of agreed document to:

- All consultees
- All members of the County Council (Democratic Services to send)
- Hard & electronic copy (for public inspection both at County Hall and on hertfordshire.gov.uk) to the Democratic Services Manager - Room 213 County Hall; democratic.services@hertfordshire.gov.uk

¹ Please refer to the Call-in and Contract Award Process for officers to determine if notice on this decision record for successful and unsuccessful bidders is exempt information and is therefore subject to inclusion in Annex 'A'

² If this decision relates to the award of contract, please provide a summary of the evaluation process and reasons for the award of contract to the successful bidder.

³ for guidance see Chief Legal Officer's note "Taking Decisions"

⁴ details of any alternative options considered and rejected by the officer at the time the decision was made

⁵ record any conflict of interest declared by any Executive Member consulted. If an Executive Member declares a conflict of interest DO NOT PROCEED without taking advice from the Chief Legal Officer

⁶ If the matter has general significance for the Council and/or is, or is likely to be, controversial, then the officer shall consult the appropriate Executive Member before proceeding. In some cases it will be necessary to consult more than one Executive Member, and in some cases the Leader of The Council will need to be consulted

⁷ If the matter has local significance, but no general significance for the Council and no controversial aspects, the officer shall consult or inform the local member in writing (or by email) and proceed. It is essential that all officers responsible for delivering services ensure that local members are kept well briefed on issues affecting their areas.