



**Decision Ref. No.**

**B080/18**

## DECISION RECORD <sup>1</sup>

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:**

*Provision of Occupational Health and Employee Assistance Programme with effect from April 2019 – Award of contract*

Staff Contact: Sally Hopper

Executive Member: Ralph Sangster

Tel: 01992 555692

Portfolio: Resources and Performance

### 1. Decision

The contract is to be awarded to the highest scoring bidder for the provision of Occupational Health and Employee Assistance Programme services with effect from April 2019.

### 2. Reasons for the decision

The bidder achieved the highest score during the evaluation process of an open and fair procurement procedure. In order to achieve this score the bidder outlined how they will deliver the best quality service to The Council, whilst offering the best price.

### 3. Alternative options considered and rejected <sup>2</sup>

All other bidders who submitted their evaluation documents were all considered and rejected after careful evaluation and moderation of their responses. Some bidders failed elements of the mandatory pass/fail requirements and others scored lower on pricing and quality and so were deemed unsuitable for Contract Award.

### 4. Consultation

(a) Comments of Executive Member <sup>3 4</sup>

None available - It was agreed by Legal that this is an officer decision on the basis that it is 'business as usual'.

(b) Comments of other consultees <sup>5</sup>

None available

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

Signed: ...

Title: Sally Hopper – Assistant Director of HR

Date: 19/10/18

## DECISION RECORD

### 6. Copies of agreed document to:

- All consultees
- Chairman, and Vice-Chairmen of the Overview and Scrutiny Committee
- hard & electronic copy (for public inspection both at County Hall and on Hertsdirect) Democratic Services Manager - Room 213 County Hall.

---

<sup>1</sup> for guidance see Chief Legal Officer's note "Taking Decisions"

<sup>2</sup> details of any alternative options considered and rejected by the officer at the time the decision was made

<sup>3</sup> record any conflict of interest declared by any Executive Member consulted. If an Executive Member declares a conflict of interest DO NOT PROCEED without seeking advice from the Chief Legal Officer

<sup>4</sup> 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

<sup>5</sup> 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 e mail) 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.