

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

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

<b>Subject:</b> Hertfordshire Home Improvement Agency – Contractor Framework, award of contract	
Staff Contact: Michelle Abraham	Executive Member: Richard Roberts
Tel: 01992 588124	Portfolio: Adult Care Services

### **1. Decision <sup>2</sup>**

Award of framework contracts for disabled facilities grant works on behalf of the member authorities of the Hertfordshire Home Improvement Agency (HHIA), and residents in receipt of a grant. 20 contracts are to be awarded across 7 lots tendered. All lots are being awarded. See Annex A for the list of suppliers being awarded.

It has been determined that the Award of contracts 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.

### **2. Reasons for the decision <sup>3</sup>**

A procurement process has been carried out to award a framework agreement for the provision of a contractor framework for home adaptations on behalf of the Hertfordshire Home Improvement Agency based on the most economically advantageous tender when evaluated against the following criteria;

Price – Fixed Price

Quality – 100%

### **3. Alternative options considered and rejected <sup>4</sup>**

A total of 22 applications were received across the 7 lots. Unsuccessful bidders were rejected during the tender process, based on the published tender scoring criteria. Where works are required outside of the framework separate tender exercises will still be undertaken as necessary.

### **4. Consultation**

(a) Comments of Executive Member <sup>5 6</sup>

None.

(b) Comments of other consultees <sup>7</sup>

## DECISION RECORD

The framework has been endorsed by the member authorities of the HHIA.

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

Signed: .....  
\_\_\_\_\_

Title: .....Director of Adult Care Services...

Date: 6<sup>th</sup> May 2019

**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](http://hertfordshire.gov.uk)) to the Democratic Services Manager - Room 213 County Hall; [democratic.services@hertfordshire.gov.uk](mailto:democratic.services@hertfordshire.gov.uk)

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<sup>1</sup> 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'

<sup>2</sup> 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.

<sup>3</sup> for guidance see Chief Legal Officer's note "Taking Decisions"

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

<sup>5</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 taking advice from the Chief Legal Officer

<sup>6</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>7</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 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.