

## Officer Decision Record – Executive Decision

If Key Decision: Decision Ref. No.

**B021/23**

### OFFICER DECISION RECORD <sup>i</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:** Advocacy and Independent Visitor Service for Hertfordshire Children and Young People – Proposed award of contract

**Type of Decision:** Executive

**Key Decision (Executive Functions only):** Yes

**Executive Member/Committee Chairman:**

Fiona Thomson

**Portfolio (Executive Functions only):**

Childrens Services

**Officer Contact:** Martha Moroney

**Tel:** 01992 588967

## **1. Decision**

Award the contract for Children and Young Persons Advocacy Service on behalf of Hertfordshire, Bedford and Luton Borough Councils to the winning bidder and approves the signing of the contract.

## **2. Reasons for the decision**

A procurement process has been carried out to award a contract for Children and Young Persons Advocacy Service. There was one bid which met the Council's price and quality criteria:

Price	40%
Quality	60%

The bid has been deemed of a quality to meet the Council's requirements.

This is a joint contract with Luton and Bedford Borough Councils, both have agreed to proceed with the award process

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

The service is statutory and there is no current alternative service or provider within Hertfordshire from 1 April 2024.

Hertfordshire conducted a tender in February 2023, but had no submissions thus resulting in an abandoned procurement. Other procurement exercises were considered, but not possible because of regulations given the value of the contract.

As a result, Hertfordshire partnered with both Luton and Bedford to make the contract offer more attractive and valuable to providers. Hertfordshire have led the procurement, is the awarding authority but all three councils will be funding services to the children in their individual authorities.

The Council issued an Invitation to Tender following a Contract Notice being placed with 'Find a Tender'.

One tender bid was received in response to the Invitation to Tender and was evaluated against a pre-disclosed robust set of evaluation criteria.

The successful bid passed all three stages of the process when evaluated against the evaluation criteria.

4. **Consultation** (see Summary of Requirements below)

**Was any Councillor consulted?      Yes**

**If yes:**

- (a) Comments of Executive Member/Committee Chairman  
*'From the information provided I have no objection to the decision record being submitted to Democratic Services.'*

5. **Any conflict of interest declared by a councillor who has been consulted in relation to the decision**

N/A

6. **Following consultation with the Executive Member I am proceeding with the proposed decision.**

To award the above contract to National Youth Advocacy Service (NYAS)

Signed: Miranda Gittos

Title: Director of Specialist Services and Commissioning

Date: 4 January 2024

Copies of record to:

- All consultees
- hard & electronic copy (if required to be made available for public inspection) to Democratic Services Manager - Room 213 County Hall.<sup>ii</sup>

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**Summary of Requirements to Inform/Consult Councillors**

<b>Significance of Proposed Action</b>	<b>Controversial</b>	<b>Relevant Councillor(s) to be Consulted</b>
Technical/Professional/ Routine	No	No need to inform or consult councillors
Technical/Professional/	Yes	<b>Executive Functions:</b>

Routine		Consult relevant Lead Executive Member and, where appropriate, Local Councillor <b>Non-Executive Functions:</b> Relevant Committee Chairman and, where appropriate, Local Councillor
Local	No	<b>Executive Functions:</b> Inform Lead Executive Member and Local Councillor <b>Non-Executive Functions:</b> Inform Local Councillor
Local	Yes	<b>Executive Functions:</b> Consult Lead Executive Member and Local Councillor <b>Non-Executive Functions:</b> Consult Local Councillor
General or County-wide	No	<b>Executive Functions:</b> Consult relevant Lead Executive Member (s) <b>Non-Executive Functions:</b> Consult relevant Committee Chairman
General or County-wide	Yes	<b>Executive Functions:</b> Consult relevant Lead Executive Member (s) and the Leader of the Council <b>Non-Executive Functions:</b> Consult relevant Committee Chairman/Leaders all Political Groups