

## Officer Decision Record – Executive Decision

**If Key Decision: Decision Ref. No.**

**N/A**

### 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:** Award of contract for the provision of an Income Management System (via G-Cloud Framework)

**Type of Decision:** Executive

**Key Decision (Executive Functions only):** No

**Executive Member:** Bob Deering

**Portfolio (Executive Functions only):** Resources & Performance

**Officer Contact:** Steven Pilsworth

**Tel:** 01992 555737

**April 2020**

## 1. **Decision**

To award the contract for the provision of an Income Management System to Access PaySuite (The Access Group).

The total contract value is £490k.

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

The Council's current Income Management System contract with Civica ends on 29<sup>th</sup> September 2025.

An Income Management System is still needed therefore the Council is procuring a new contract from 06<sup>th</sup> January 2025. A phased implementation is planned to overlap with the existing contract to ensure no service disruption.

The Income Management System was procured through the G-Cloud Framework in order as considered to be the most efficient procurement route in the time available.

The contract length will be 36 months plus an optional 12-month extension.

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

- i. Do nothing: was not an option as an Income Management System is needed to process payment transactions.
- ii. Develop a replacement system inhouse: the Council does not have the necessary technical expertise to create an Income Management System inhouse. Pre-procurement market engagement (P.P.M.E.) revealed that there are value for money options available on the market.
- iii. Extend current contract: legal advice was to not extend the current contract.
- iv. Procure as Individual contracts (lots) per type of income method, e.g. online payment provider, chip and pin provider, telephone payment provider: feedback from the market was that individual contracts are likely to be more expensive than a singular contract. Procuring multiple contracts will take more time and resource. Implementation and contract management of multiple suppliers will be more complex.
- v. Procure via a full procurement – discounted because a full procurement process can be time-consuming and complex, requiring significant resources to manage effectively. Using the G-Cloud Framework was considered to be the most efficient procurement route in the time available.

**April 2020**

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

**Was any Councillor consulted?            No**

**If yes:**

(a) Comments of Executive Member/Committee Chairman (*delete as applicable*)

N/A

(b) Comments of other consultees

N/A

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

N/A

*(If a Councillor declares a conflict of interest DO NOT PROCEED without seeking advice from Democratic Services or Legal Services).*

6. **I am proceeding with the proposed decision.**

Signed: 

Title: Director of Finance

Date: 12<sup>th</sup> September 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>

## 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/ Routine	Yes	<b>Executive Functions:</b> 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