

Officer Decision Record – Executive Decision

If Key Decision: Decision Ref. No.

B195 / 23

If not a Key Decision write n/a above

OFFICER DECISION RECORD ⁱ

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 support and accommodation for adults experiencing homelessness and multiple disadvantage – Proposed award of contract

- Broxbourne
- North Hertfordshire

Type of Decision: Executive

Key Decision (Executive Functions only): Yes

Executive Member/Committee Chairman: Tony Kingsbury

Portfolio (Executive Functions only): Executive Member, Adult Care, Health & Wellbeing

Officer Contact: Helen Gledhill

Tel: 01438 843617

1. Decision

Award of a contract for the provision of support and accommodation for adults experiencing homelessness and multiple disadvantage following a competitive tender process.

This process was split into 2 lot areas and award proposals as follows

Lot 1 – Broxbourne	Hightown Housing Association
Lot 2 – North Hertfordshire	One YMCA

2. Reasons for the decision

A procurement process has been carried out to award a contract for the provision of support and accommodation for adults experiencing homelessness and multiple disadvantage in Broxbourne and North Hertfordshire based on the most economically and quality-based tender when evaluated against the following criteria:

Quality 100%

3. Alternative options considered and rejected

The Council issued an Invitation to Tender following a Contract Notice being placed in the OJEU in February 2024

Eight tenders were received in response to this Invitation to Tender and each was evaluated against a pre-disclosed robust set of evaluation criteria.

The successful tenderers achieved the higher scores when evaluated against the evaluation criteria

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

Was any Councillor consulted? **Yes/No** *(delete as applicable)*

If yes:

(a) Comments of Executive Member

Cllr. Kingsbury received a verbal briefing in relation to this tendering programme of works. He endorsed the steps/decision outlined in a paper presented in July 2023, which included an update on the procurement approach.

(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. *(delete words in square brackets if no requirement to consult the Executive Member/Committee Chairman)*

Signed: Jackie Albery

Title: Director, Planning and Resources ACS

Date: 10 May 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.ⁱⁱ

Summary of Requirements to Inform/Consult Councillors

Significance of Proposed Action	Controversial	Relevant Councillor(s) to be Consulted
Technical/Professional/ Routine	No	No need to inform or consult councillors
Technical/Professional/ Routine	Yes	Executive Functions: Consult relevant Lead Executive Member and, where appropriate, Local Councillor Non-Executive Functions: Relevant Committee Chairman and, where appropriate, Local Councillor
Local	No	Executive Functions: Inform Lead Executive Member and Local Councillor Non-Executive Functions: Inform Local Councillor
Local	Yes	Executive Functions: Consult Lead Executive Member and Local Councillor

		Non-Executive Functions: Consult Local Councillor
General or County-wide	No	Executive Functions: Consult relevant Lead Executive Member (s) Non-Executive Functions: Consult relevant Committee Chairman
General or County-wide	Yes	Executive Functions: Consult relevant Lead Executive Member (s) and the Leader of the Council Non-Executive Functions: Consult relevant Committee Chairman/Leaders all Political Groups