

Officer Decision Record – Executive Decision

If Key Decision: Decision Ref. No.

B119/24

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: Proposal to procure a contract via G-Cloud for the provision of SAP Software Maintenance to commence from 1 January 2025

Type of Decision: Executive

Executive Member: Bob Deering

Portfolio (Executive Functions only):Resources and Performance

Officer Contact: Anna Morrison

Tel: 01992 588282 (Internal: 28282)

1. Decision

1.1 That the Director of Improvement and Technology has determined that Annex A to this Decision Record 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.

1.2 Subject to 1.1 above to procure the contract for the SAP Software Maintenance, to commence from 1 January 2025 until 31 December 2026.

2. Reasons for the decision

The current maintenance contract is ending on 31 December 2024. SAP Software support is still needed; therefore HCC is procuring a new direct contract for the service from 1 January 2025. To this end It was decided to award a contract via G-Cloud 13.

3. **Alternative options considered and rejected**

Not having SAP consultancy and support was not an option.

Various routes to market were considered but rejected. Gcloud 13 provided a viable route to market with Cloud Support services for SAP. Our key search terms required for the contract were entered into G-Cloud 13 and service offers returned were assessed against our specification for suitability.

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

Was any Councillor consulted? Yes

If yes:

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

(b) Comments of other consultees

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

No

6. **[Following consultation with the Executive Member/Committee Chairman,] I am proceeding with the proposed decision.** *(delete words in square brackets if no requirement to consult the Executive Member/Committee Chairman)*

Signed: ...Anna Morrison.....

Title: ...Director of Improvement & Technology

Date: 08/11/2024

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