

## Delegated Decision Notice (DDN)

This form is the written record of a key, significant operational or administrative decision taken by an officer.

<b>Decision type</b>	<input checked="" type="checkbox"/> Key Decision	<input type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
<b>Approximate value</b>	<input type="checkbox"/> Below £500,000 <input type="checkbox"/> £500,000 to £1,000,000 <input checked="" type="checkbox"/> over £1,000,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000 <input type="checkbox"/> £100,000 to £500,000 <input type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
<b>Director<sup>1</sup></b>	Children and Families		
<b>Contact person:</b>	Sarah Johal		Telephone number:
<b>Subject<sup>2</sup>:</b>	Tender for National Adoption Learning and Development: Dynamic Purchasing System and Electronic Market Place and the award of contracts following a further competition process		
<b>Decision details<sup>3</sup>:</b>	<p>What decision has been taken? (Set out all necessary decisions to be taken by the decision taker including decisions in relation to exempt information, exemption from call in etc.)</p> <p>The Director of Children and Families approved the following:</p> <ul style="list-style-type: none"> <li>• The establishment of a Dynamic Purchasing System (DPS) and an Electronic Market Place (EMP) in support of the National Adoption Strategy that will be used to award contracts through a further competition process as and when required.</li> <li>• The spend of up to £300,000 to be awarded through the DPS and £525,000 to be awarded through the EMP over the initial contract term period of 3 years. Estimated contract value, including extensions, has been estimated at £500,000 under the DPS and £875,000 under the EMP. Both contracts are to commence on 1<sup>st</sup> April 2022 and finish on 31<sup>st</sup> March 2025, with the option to extend for a further two years (dependent on funding being available).</li> <li>• The acceptance onto the DPS and the EMP of all suppliers who successfully pass the Standard Selection Questionnaire (SSQ) and meet the quality threshold in their method statement submission.</li> <li>• The subsequent award of contracts to those suppliers who are successful in the further tender competitions under the DPS and EMP as detailed in this report.</li> </ul>		

<sup>1</sup> Give title of Director with delegated responsibility for function to which decision relates.

<sup>2</sup> If the decision is key and has appeared on the list of forthcoming key decisions, the title of the decision should be the same as that used in the list


<sup>3</sup> Simply refer to supporting report where used as these matters have been set out in detail.

	<p>A brief statement of the reasons for the decision (Include any significant financial, procurement, legal or equalities implications, having consulted with Finance, PACS, Legal, HR and Equality colleagues as appropriate)</p> <p>Please refer to Delegated Decision Report.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>Please refer to Delegated Decision Report.</p>
<b>Affected wards:</b>	N/A
<b>Details of consultation undertaken<sup>4</sup>:</b>	Executive Member On 2 <sup>nd</sup> September 2021 the Executive Member for Children, Families and Adult Social care have been consulted about this decision.
	Ward Councillors
	Others
<b>Implementation</b>	<p>Officer accountable, and proposed timescales for implementation National Adoption Strategic Lead</p> <p>The intention is to publish these tenders in December 2021 for the DPS and EMP to be in place from 1<sup>st</sup> April 2022.</p>
<b>List of Forthcoming Key Decisions<sup>5</sup></b>	Date Added to List:-  7/9/2021
	<b>If Special Urgency or General Exception</b> a brief statement of the reason why it is impracticable to delay the decision
	<b>If Special Urgency</b> Relevant Scrutiny Chair(s) approval  Signature _____ Date _____
<b>Publication of report<sup>6</sup></b>	If not published for 5 clear working days prior to decision being taken the reason why not possible:
	If published late relevant Executive member's approval

<sup>4</sup> Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

<sup>5</sup> See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

<sup>6</sup> See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

	Signature	Date	
<b>Call In</b>	Is the decision available <sup>7</sup> for call-in?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	<b>If exempt from call-in</b> , the reason why call-in would prejudice the interests of the council or the public:		
<b>Approval of Decision</b>	Authorised decision maker <sup>8</sup> Sal Tariq, Director of Children and Families		
	Signature 		Date: 7/12/21

<sup>7</sup> See Executive and Decision Making Procedure Rule 5.1. Significant operational decisions taken by officers are never available for call in. Key decisions are always available for call in unless they have been exempted from call in under rule 5.1.3.

<sup>8</sup> Give the post title and name of the officer with appropriate delegated authority to take the decision.