

Delegated Decision Notice (DDN)

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

Decision type	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
Approximate value	<input type="checkbox"/> Below £500,000 <input type="checkbox"/> £500,000 to £1,000,000 <input type="checkbox"/> over £1,000,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000 <input checked="" 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
Director¹	The Director of Resources		
Contact person:	Michal Kokot	Telephone number: 0113 5351921	
Subject²:	Approval to carry out a competitive tender exercise in accordance with the Council's Contract Procedure Rule (CPR) 9 for the procurement of a new Ergonomic and Assistive Technology Products and Services Framework Agreement.		
Decision details³:	<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 Chief Digital and Information Officer gave approval to carry out a competitive tender exercise in accordance with the Council's Contract Procedure Rule (CPR) 9 for the procurement of a new Ergonomic and Assistive Technology Products and Services Framework Agreement.</p> <p>The Council requires on-going use of a Framework to enable it to fulfil the needs of its users in a timely and cost-effective manner. To ensure compliance with Public Contract regulations 2015 (PCR's) and the Council's Contract Procedure Rules (CPR's) a new procurement will be commenced to award a new contract for the next 4 years with an anticipated total contract value around £420k.</p> <hr/> <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 report attached.</p>		

¹ Give title of Director with delegated responsibility for function to which decision relates.

² 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

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

	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision Please refer to report attached.
Affected wards:	N/A
Details of consultation undertaken⁴:	Executive Member N/A
	Ward Councillors N/A
	Chief Digital and Information Officer ⁵ 18/1/22 Consulted Deputy Chief Digital and Information Officer on 12/04/2022.
	Chief Asset Management and Regeneration Officer ⁶ N/A
	Others N/A
Implementation	Officer accountable, and proposed timescales for implementation Michal Kokot To be awarded by 31/08/2022 (current contract expiry date). Implementation from 01/09/2022.
List of Forthcoming Key Decisions⁷	Date Added to List:- N/A
	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision
	If Special Urgency Relevant Scrutiny Chair(s) approval Signature _____ Date _____
Publication of report⁸	If not published for 5 clear working days prior to decision being taken the reason why not possible: N/A
	If published late relevant Executive member's approval Signature _____ Date _____


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

⁵ See Officer Delegation Scheme (Executive Functions) CDIO must be consulted in relation to all matters relating to the Council's use of digital technology

⁶ See Officer Delegation Scheme (Executive Functions) CAMRO must be consulted in relation to all matters relating to the Council's land and buildings.

⁷ See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

⁸ See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

Call-in	Is the decision available ⁹ for call-in?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	If exempt from call-in , the reason why call-in would prejudice the interests of the council or the public: N/A		
Approval of Decision	Authorised decision maker ¹⁰ Chief Digital and Information Officer- Leonardo Tantari		
	Signature	Date 18/01/22	
			

⁹ 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.

¹⁰ Give the post title and name of the officer with appropriate delegated authority to take the decision.