

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 type="checkbox"/> £100,000 to £500,000 <input checked="" type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
Director¹	Director of Strategy and Resources		
Contact person:	Mandy Snaith	Telephone number: 0113 37 82332	
Subject²:	Direct award of contract 76830 to various organisations for the repair of specialist vehicle and equipment		
Decision details³:	<p>What decision has been taken?</p> <p>In accordance with Contracts Procedure Rule 10.2, the Chief Officer Civic Enterprise Leeds approved the direct award of contract 76830 to various organisations (listed within Appendix 1) for the repair of specialist vehicles and equipment, from 1st November 2023 to 31st October 2027 by using Regulation 32 (2) (a) of the Public Contracts Regulation 2015. The estimated total value for the direct award is £2,200,000. The decision is taken on the grounds that no 'suitable tenders' were received in response to the Council's previously tendered invitation to tender for supply of repairs to specialist vehicles and equipment with 16 lots.</p> <p>A brief statement of the reasons for the decision</p> <p>A procurement was undertaken for the repair of vehicles and equipment, but unfortunately only x2 compliant bids were received. This was not sufficient for the contract to deliver the required services. A direct award via Regulation 32 (2) (a) of the Public Contracts Regulations was selected for to provide a compliant and timely solution.</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
Affected wards:	
Details of consultation undertaken⁴:	Executive Member
	Ward Councillors
	Chief Digital and Information Officer ⁵
	Chief Asset Management and Regeneration Officer ⁶
	Others Procurement and Commercial Services
Implementation	Officer accountable, and proposed timescales for implementation Mandy Snaith – new contract to be in place for 1 st September 2023
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:
	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:		
Approval of Decision	Authorised decision maker ¹⁰ Sarah Martin		
	Signature		Date: 05.09.2023

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.