

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 checked="" type="checkbox"/> Key Decision	<input 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 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
Director¹	Director of Strategy and Resources		
Contact person:	Craig Simpson	Telephone number: 0113 37 85416	
Subject²:	Authority to procure to commence a procurement exercise for the supply and installation of Modular Ramps for Leeds City Council Public Sector Adaptations		
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 Director of Strategy and Resources approved an open procurement procedure to seek to appoint 1 contractor for works scheme for the supply and installation of modular ramps for the Council, the contract will be for an initial period of 2 years with the option to extend for a further 2 x 12 months. The estimated total value including the potential contract extensions available is approximately £2,200,000.</p>		
	<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> <ol style="list-style-type: none"> 1 This report seeks the approval from the Director of Resources to utilise an open procurement procedure as the proposed procurement route for the appointment of 1 contractor to undertake the supply and installation of modular ramps for public sector adaptations. 2 It is anticipated that annual expenditure will be £220,000 and will be delivered by to 1 contractor for an initial period of 2 years with the option 		

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.

	<p>to extend for a further 2 x 12 months.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>a) Do Nothing – This option was disregarded as LBS do not have the capacity undertake to this work. Doing nothing would result in a high level of off contract spend. Therefore, this is not a viable option.</p> <p>b) Call off from external Framework – Despite some research this has identified that they are no specific external frameworks available or appropriate for this work. Therefore, this is not a viable option.</p> <p>c) Conduct a Below Public Contracts Regulations 2015 Works Threshold Open Tender (Recommended option) – It is recommended that the tender opportunity be advertised externally on Yortender, this will allow the Council to obtain greatest exposure to the market. This route provides the maximum opportunity to reach the widest range of contractors to maximise competition for this tender process. Applicants will be required to complete a PAS91 document to demonstrate their experience and expertise to deliver these works. An open expression of interest has been carried out where 7 contractors registered their interest for this procurement, which further supports this recommended option.</p>
Affected wards:	Leeds Citywide
Details of consultation undertaken⁴:	Executive Member N/A
	Ward Councillors N/A
	Chief Digital and Information Officer ⁵ N/A
	Chief Asset Management and Regeneration Officer ⁶ N/A
	Others

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.

	N/A		
Implementation	Officer accountable, and proposed timescales for implementation Craig Simpson, Head of LBS It is expected the scheme will go out to tender in November 2023 with a proposed start date of April 2024 with a contract length of 2 years with 2 x 12 month extensions available.		
List of Forthcoming Key Decisions⁷	Date Added to List:- 19 th April 2023		
	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision N/A		
	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 _____		
Call-in	Is the decision available ⁹ for call-in?	<input checked="" type="checkbox"/> Yes	<input 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 The Director of Strategy and Resources – Mariana Pexton		
	Signature 	Date 16/11/23	

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

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.