

Delegated Decision Notice

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 checked="" 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	City Development		
Contact person:	James Hirst	Telephone number: 0113 3787458	
Subject²:	Authority to Procure the UTMC Support for Bus Priority in SPRUCE and additional System Development and waiver of Contracts Procedure Rule 15.2(c).		
Decision details³:	What decision has been taken? The Chief Officer, Highways and Transportation: <ol style="list-style-type: none"> a) approved the open tender procurement and evaluation of subsequent submissions for the UTMC Support for SPRUCE Developing Bus Priority Strategies Contract (the 'Contract'). The Contract is expected to commence on 1st July 2024 to 30th June 2025 with the option to extend the contract for a further 12 months to 30th June 2026 using the evaluation criteria set out in the tender documentation. b) approved a waiver of Contracts Procedure Rule (CPR) 15.2(c) to allow for the combined Price/Quality split to be evaluated on 70% Quality and 30% Price. c) Noted the estimated contract value is £45,000 per annum (total estimated value £90,000). 		
	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) <ol style="list-style-type: none"> 1 Leeds City Council is committed to expanding the implementation of bus priority through traffic signals across the network. Bus priority is an important tool for achieving quicker and more reliable bus journey times. To achieve this, additional resource is required to develop the relevant strategies and, to 		

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>develop more effective systems, further development of the UTMC systems is essential.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>2 A waiver of Contract Procedure Rules (CPRs) 8.1 and 8.2 to enter into a contract without seeking competition was considered but dismissed as there was no guarantee only one supplier could provide the service.</p> <p>3 A market sounding exercise (MSE) was considered to determine the level of competition in the market to see if a waiver was viable, but it was determined that aggregating waivers is not in line with the CPRs, and an open competitive tender should be conducted.</p> <p>4 Given the importance of continued work on SPRUCE, bus priority and the new optimiser, it is deemed appropriate for the Council to proceed with this open tender exercise to ensure a supplier is procured in line with the Councils CPRs.</p>
Affected wards:	N/A
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 N/A
Implementation	<p>Officer accountable, and proposed timescales for implementation</p> <p>5 James Hirst and the Highways Procurement team will aim to have the contract awarded in June 2024, with a start date of 1st July 2024.</p>
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:


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

	If published late relevant Executive member's approval	
	Signature	Date
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 Kate Morris, Head of Transport Planning	
	Signature 	Date 15/05/2024

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.