

DECISION RECORD ¹

Officer Key Decisions are subject to the Council's Call-In Procedure (Part 4 of the Council's Constitution <http://www.stevenage.gov.uk/content/committees/96416/Part4E-Overview-and-Scrutiny-Procedure-Rules-updated-October-2016.pdf>)

Subject: SBC0425 Soft Facilities Management Contract - Corporate Estate Provision of Cleaning and Physical Security Services	
Staff Contact: Gary Cupid (Facilities & Compliance Manager) Tel:	Executive Member: Councillor Tom Plater Portfolio: Cabinet Member - Resources and Performance

1. **Decision**

To award the Contract for SBC0425 Soft Facilities Management Contract - Corporate Estate Provision of Cleaning and Physical Security Services to the company as detailed with Annex A.

2. **Reasons for the decision**

The decision is required to approve the award of the Soft Facilities Management Contract for cleaning and physical security services following completion of a competitive flexible procedure. Tenders were assessed in accordance with the published award criteria and assessment methodology:

Quality: 50%

Social Value: 10%

Price: 40%

The recommended award is to the supplier that submitted the Most Advantageous Tender, having achieved the highest overall score against the stated criteria and demonstrated the best overall outcome for the Council's requirements.

3. **Alternative options considered and rejected ²**

Alternative options for the future provision of the service were considered as part of the procurement strategy approved by Cabinet prior to commencement of the procurement. That strategy established the preferred approach of procuring a new Soft Facilities Management Contract for cleaning and physical security services through a competitive process.

Having completed the competitive flexible procedure in line with that approved strategy, the alternative of not awarding the contract has been rejected, as this would not secure the required service provision or deliver the outcome of the procurement exercise. Award of the Decision Record

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contract to the supplier submitting the Most Advantageous Tender is therefore considered the appropriate course of action.

4. Consultation

(a) Comments of Executive Member ^{3 4}

I can confirm that I am content with the FM procurement, subject to the TUPE process being managed appropriately to ensure that staff currently employed by the existing providers are not disadvantaged.

(b) Comments of other consultees ⁵

5. Following consultation with, and the concurrence of the Executive Member, I am proceeding with the proposed decision.

Signed:

Title: Date:

6. PLEASE RETURN COMPLETED/SIGNED FORM TO CONSTITUTIONAL SERVICES FOR PUBLICATION

¹ for guidance see Borough Solicitor's note "Taking Decisions"

² details of any alternative options considered and rejected by the officer at the time the decision was made

³ record any conflict of interest declared by any Executive Member consulted. If an Executive Member declares a conflict of interest DO NOT PROCEED without seeking advice from the Borough Solicitor

⁴ If the matter has general significance for the Council and/or is, or is likely to be, controversial, then the officer shall consult the appropriate Executive Member before proceeding. In some cases it will be necessary to consult more than one Executive Member, and in some cases the Leader of the Council will need to be consulted

⁵ If the matter has local significance, but no general significance for the Council and no controversial aspects, the officer shall consult or inform the local member in writing (or by e mail) and proceed. It is essential that all officers responsible for delivering services ensure that local members are kept well briefed on issues affecting their areas.