

RECORD OF DECISION MADE UNDER DELEGATED AUTHORITY

***PART 1 – PUBLIC DOCUMENT**

SERVICE DIRECTORATE: *Customers*

1. DECISION TAKEN

1.1 To enter into a contract with Adept for the provision of network services.

2. DECISION TAKER

2.1 Chris Jeffery – Customer Service Manager

3. DATE DECISION TAKEN:

3.1 31/12/22

4. REASON FOR DECISION

4.1 The previous contract expired on 31 December 2022. A new contract needed to be in place to ensure that the Council is able to continue operating as normal in regard to its phone lines and network services.

5. ALTERNATIVE OPTIONS CONSIDERED

5.1 The alternative would have been to use InTend for the procurement process, however as the Council has specific requirements that can be obtained through the CCS framework RM3808 lot 3, it was not deemed necessary to use InTend on this occasion.

6. CONSULTATION (INCLUDING THE EFFECT ON STAKEHOLDERS, PARTNERS AND THE PUBLIC)

6.1 The Executive Member for Customer Services has been consulted and is supportive of this approach.

7. FORWARD PLAN

7.1 This decision is not a key Executive decision and has therefore not been referred to in the Forward Plan.

8. BACKGROUND/ RELEVANT CONSIDERATIONS

8.1 In 2016 the Council procured and implemented a completely new corporate telephone system. In order to facilitate that change and to generate cost savings, a new contract was also procured for the provision of SIP telephone lines. This included a primary and resilient / back up service which made the service superior of that which had previously been in place.

- 8.2 The contract with Adept has enabled us to significantly reduce expenditure relating to the line rental /service charges and call charges.
- 8.3 The service we receive from Adept is far superior to that of the previous supplier and includes a stable and reliable service with an additional resiliency / back up service in the event of a failure on the main site.
- 8.4 Adept have been the provider of this service since 2016 and each contract has followed an appropriate procurement exercise at the time. Contract 1 was from 2016 – 2018 with a further extension of 12 months (which was within the provision of the contract). Contract 2 was from 2019 – 2021 with a further extension of 12 months (which again was within the provision of the contract). Both contracts were awarded via a framework and due diligence was carried out at the time.
- 8.6 As the contract approached the end of the extension, a desktop evaluation was completed using details provided on CCS framework RM3808 lot 3. This showed that Adept would continue to provide best value for money for the Council. As Adept have continued to provide a stable and reliable service since 2016, the decision was made to procure the contract with them via a direct award for another 3 years.

9. LEGAL IMPLICATIONS

- 9.1 Under the terms of reference 14.6.4(a)(ii) of the Constitution, the Service Directors are delegated the following functions, powers and duties for their respective service areas to, amongst other things: entering into contract to carry out works and / or for the supply of goods and services within approved budget.
- 9.2 Under terms of reference 14.6.6 (a)(i) of the Constitution, the Service Director Customers has delegated authority to manage, direct and control all resources allocated to the Directorate in line with the Councils policies and procedures.
- 9.3 Contracts must be let in accordance with the Contract Procurement Rules and paragraph 7.13 of the rules requires the publication of a Decision Notice for any contract with a value of above £50,000.

10. FINANCIAL IMPLICATIONS

- 10.1. There are no direct financial implications to the Council. The budget associated with the contract is already in place.

11. RISK IMPLICATIONS

- 11.1 There are no obvious risks associated with this decision.

12. EQUALITIES IMPLICATIONS

- 12.1 In line with the Public Sector Equality Duty, public bodies must, in the exercise of their functions, give due regard to the need to eliminate discrimination, harassment, victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.
- 12.2 There are no equalities implications.

13. SOCIAL VALUE IMPLICATIONS

- 13.2 As the recommendations in the report relate to a contract below £100,000 the “go local” policy has not been applied because the procurement process followed did not result in the best value offering being from a local company.

14. ENVIRONMENTAL IMPLICATIONS

14.1. There are no known Environmental impacts or requirements that apply to this report.

15. HUMAN RESOURCE IMPLICATIONS

15.1 There are no known Human Resources implications in this report.

16. BACKGROUND PAPERS

16.1 None.

17. APPENDICES

17.1 None.

NOTIFICATION DATE: 13 January 2023

Signature of Executive Member Consulted 

Date ...11/01/2023.....

Signature of Decision Taker 

Please Note: that *unless urgency provisions apply* EXECUTIVE decisions cannot be implemented until 5 clear working days have elapsed after the decision has been taken to allow for scrutiny call-in.

Call-in does not apply to NON-EXECUTIVE DECISIONS