

**RECORD OF EXERCISE OF DELEGATED AUTHORITY BY OFFICER PURSUANT TO
REGULATION 13 OF THE LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS)
(MEETINGS AND ACCESS TO INFORMATION) (ENGLAND) REGULATIONS 2012 &
THE OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014**

<u>SUBJECT OF DECISION</u>	
Award of contract for a procurement e-tendering system (3 years).	
<u>DECISION REFERENCE</u> DO/57/2025 (MW)	<u>SOURCE OF AUTHORITY AND REFERENCE</u> (i.e. Committee/ Constitution/Minute No. etc. 3D.2 b) Invite and accept tenders or quotations for contracts, subject to contract standing orders, financial standing orders, financial regulations and financial instructions. Cabinet 19 th February 2025 – CB91 - CB91 General Fund Budget 2025/26 & Full Council 19 th February 2025 - CL56 Recommendations from Cabinet and Other Committees - vi) General Fund Revenue Budget 2025/26
<u>DATE OF DECISION</u> 17/10/2025	<u>DECISION MAKER (Name and Job Title)</u>  Matthew Wallbank – Assistant Director – Democracy and Governance.
<u>RECORD OF THE DECISION</u>	
a) The issue Provision of a new e-tendering system contract. The current contract expires at the end of October 2025.	
b) The Decision To award a 3 year contract to In-Tend following a three written quote process undertaken in accordance with the Contract Procedure Rules.	

REASON FOR THE DECISION

Appointment follows a three written quote process undertaken in accordance with the Contract Procedure Rules. Furthermore, it will allow the Council to ensure it has a solution which will:

Cost avoidance (internal resource non-cashable costs) – an e-tendering system will maintain efficiency compared to having no e-tendering solution in place. It means less process time, manual overhead from negotiations, and paper involved and can generate significant savings compared to the manual process.

A structured, transparent process - Opportunities, documents, and notices can all be posted on the platform used, allowing for easy collaboration with suppliers. Changes, updates, and questions can all be time-stamped too for audit purposes. It will also store all contract key information allowing reports and automation of prompts when planning for contract extensions and new procurements.

Transparency and auditability – the system will create and log a full audit trail for every action, giving complete visibility. It also allows us to central record, log and share contractual information across the authority.

It also ensures we align with the procurement regulations, which require electronic communication, as well as providing a supplier portal for suppliers to access tender and quote opportunities.

A report commissioned by the LGA which was published February 2016 stating that following a survey to all Heads of Procurement (or equivalent), a total of 353 Councils with a 31% response rate, confirmed 95% per said their council used electronic means for tendering processes. It is therefore highly likely, especially considering the Procurement Act 2023 provisions and the Central Digital Platform, this will have increased further.

<https://www.local.gov.uk/sites/default/files/documents/national-procurement-strategy-10a.pdf>

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED IN MAKING THE DECISION

Do Nothing Option

Whilst e-tendering solutions are common across the public sector, the other alternative is to result back to undertaking procurements via email and storing data in a spreadsheet. This would unfortunately undo the benefits outlined on the previous page and put the Council backwards.

Utilise Existing Agresso System

Another alternative is to consider using the module on the current Agresso finance system. However, the finance team are currently going through the transition to the Cloud solution over the next 2 years or so that will mean we are unable to setup, test and implement that option in time. This would mean resulting to emails, no database and spreadsheets for the process. This poses a risk from a compliance perspective as the system automates the process based on defined workflows. Furthermore, the Agresso ERP solution is not widely known to have the functionality of a traditional e-tendering solution. Therefore, this would pose a risk from a compliance, functionality and capacity perspective. Also, the now expired ESPO Framework Agreement (ref 774) had the following suppliers: Asite Solutions, BIP Solutions, Bravo Solution, Due North, EU-Supply, European Dynamics, In-tend & Science Warehouse but not Agresso/Unit 4, suggesting that Agresso/Unit 4 cannot supply/compete with these systems for an e-tendering solution.

WARD RELEVANCE

None directly.

FINANCIAL AND BUDGET IMPLICATIONS

Within budget. The 2025/2026 budget accounted for this contract ending and a need for an increased budget. The awarded supplier is within the budget and business case approved. The cost is no more than £3,500 per annum, resulting in a total contract value no more than £10,500 over the term of the contract.

CONSULTATION UNDERTAKEN WITH MEMBERS/OFFICERS

Senior Leadership Team (approval of business case)

Several service areas who review and support the business case process:

- Transformation
- IT
- Finance
- Legal

Portfolio Holder – Resources and Central Services

ANY CONFLICT OF INTEREST DECLARED BY ANY MEMBER CONSULTED

None.

<u>IN RESPECT OF ANY DECLARED CONFLICT BY A CABINET MEMBER, ANY DISPENSATION GIVEN BY THE HEAD OF PAID SERVICE</u> (Note if the decision is a non-executive decision, no dispensation can be given). Not applicable
<u>EQUALITIES IMPLICATIONS (including any Equality Impact Assessment)</u> None identified following review by the officer.
<u>HUMAN RESOURCES IMPLICATIONS</u> None. However, if the decision was to 'do nothing', this would have an impact on resources due to manual and time consuming processes.
<u>FINANCIAL IMPLICATIONS</u> See Financial and Budget implications section above.
<u>HEALTH EQUALITIES IMPLICATIONS</u> None directly.
<u>SECTION 17 CRIME & DISORDER IMPLICATIONS</u> None directly.
<u>RISK MANAGEMENT IMPLICATIONS</u> As set out in the 'Reasons for the decision' section, it provides cost avoidance, transparency, auditability and a structured process, all of which reduce risk to the Council, the team and the procurement process.
<u>SME (SMALL/MEDIUM ENTERPRISES) & LOCAL ECONOMY IMPLICATIONS</u> None directly.
<u>ENVIRONMENTAL IMPLICATIONS</u> None directly, but use of a cloud based e-tendering system reduces paper usage via automation and use of electronic means for communication. As its cloud based, it also means the system is not hosted on Council servers.
<u>LEGAL IMPLICATIONS</u> Whilst the procurement is below the Procurement Act 2023 threshold, the Contract Procedure Rules have been followed.
<u>ANY OTHER COMMENTS</u> Not applicable.

**PLEASE RETURN TO THE MONITORING OFFICER AS SOON AS A DECISION IS
MADE OR AS REASONABLY PRACTICABLE THEREAFTER**