

Operational Decision Record

Publication Date 06/04/2023	Decision Reference Number 4913
Decision Title	
Agreement to extend the Contract Purchase Agreement (CPA) amount for the provider of a research in practice platform	
Decision Value	
Approximately £50,000	
Revenue or Capital Spend?	
Revenue	
Department	
People	
Contact Officer (Name, job title, and contact details)	
Rhiannon Gray, Integrated Workforce Development Consultant Manager, rhiannon.gray@nottinghamcity.gov.uk , 0115 8764821	
Decision Taken	
To agree the extension the contract purchase agreement of a provider of our research informed practice website whilst undertaking the tender process. The resource is the platform Research in Practice which we commission from Dartington Hall Trust.	
Reasons for Decision and Background Information	
<p>To maintain the delivery of our research in practice platform which offers a research platform combined with research informed training that is tailored to each authority.</p> <ul style="list-style-type: none"> • Ofsted commented that our training needs to include externally delivered elements so we do not become internally biased in our practice. They are a reputable organisation with a renowned reputation within the sector and are utilised across our service area. With Ofsted performing monitoring visits with our service following their decision we need to ensure that we maintain our provision of this much needed resource; • We will look to undertake a procurement exercise in the new financial year, to date we've spent approximately £13,458 to date since the contract began, but will need to continue to offer the platform whilst we follow the next steps in the procurement process; • Our annual payment with the supplier is now due as our contract is until 31st March and our renewal costs, £12,750, would take us over the £25k threshold so we are seeking agreement to extend the CPA so we can renew and continue the offer whilst we undertake a procurement exercise. 	

Total spent to date amounts to approximately £13,458 and this would increase the total spend with the provider to approximately £26,208.

Other Options Considered and why these were rejected

Option 1: Do Nothing, lose the platform and training undertaken until further advice is sought. This option is rejected as this is part of our Ofsted improvement journey. It will also cause a lack of access for staff to research to base their practice on.

Option 2: Increase the CPA and continue to use the current provider whilst the next steps in the tendering process are taken. This is the preferred option as this will ensure that staff are able to utilise the research and training to inform practice whilst we undergo the tendering process.

Reasons why this decision is classified as operational

The reason this decision is classified as operational is this spend is within an agreed budget and has been planned spend across this financial year, contract was first agreed on 1st April 2022.

It would not require any additional budget, this is to allow us to continue to use the provider whilst we gain further guidance on tender process.

The total value of the decision would fall between £25,000 and £150,000 with the anticipated cost totalling no more than £26,208 with approximately £13,458 already spent.

Additional Information

The annual cost of this decision is £26,208 and is fully funded by the Supporting Families grant provided by the Department for Levelling Up, Housing and Communities (DLUHC)

A full tender process should be undertaken to ensure Best Value for Money, however it is understood that the extension will be required in the meantime to maintain the delivery of the research in practice platform.

Advice provided by Ruby Barton - Commercial Business Partner 24th March 2023

Decision Maker (Name and Job Title)



Catherine Underwood - Corporate Director of People

Scheme of Delegation Reference Number

1

Date Decision Taken

3/4/2023

