

Nottingham City Council Delegated Decision



Nottingham
City Council

Reference Number:	2287
Author:	Paul Ritchie
Department:	Resources
Contact:	Paul Ritchie (Job Title: Procurement Category Manager, Email: paul.ritchie@nottinghamcity.gov.uk, Phone: 01158764194)
Subject:	Corporate travel and accomodation contract
Total Value:	£925,000 (Type: Revenue)
Decision Being Taken:	<ol style="list-style-type: none">1. To approve an extension to the end of December 2015 of the current arrangements, with a maximum value of £25,000, and approve dispensation from Contract Procedure Rule 5.1.1 in accordance with Financial Regulation (3.29) (Operational Issues) for the extension.2. To award a 3 year contract (to end November 2018), with a maximum value of £900,000, to Click Travel Limited.
Reasons for the Decision(s)	<p>Corporate travel and accomodation is required by some officers of the Coucil in the performance of their duties. Their existing arrangements have expired and required a new contract to ensure compliance and best value.</p> <p>For the new contract award: The Procurement Team have evaluated the CCS travel and accomodation framework (ref RM1034). This is an EU compliant framework that the Council can benefit from. By comparing the prices of the proposed supplier on RM1034 against the incumbant supplier we are expected to save £16,000 over the 3 year period of the contract on a like for like basis.</p> <p>This contract will also include the added value of collection of tickets on departure at train stations at no additional cost to the authority.</p>
Other Options Considered:	<ol style="list-style-type: none">1. Do nothing - as the current contractual arrangement has expired this would expose the Council to a risk of higher costs and for this reason this option was rejected.2. Advertise and run a competitive tender exercise - this is not deemed to be best value due to the adminstrative costs and time involved. In addition, the market has already been tested by CCS and a framework has been set up to prevent duplication of effort accross Government in general and for this reason this option nwas rejected.

Background Papers:	None
Published Works:	None
Affected Wards:	Citywide
Colleague / Councillor Interests:	None
Dispensation from Financial Regulations:	Yes
Consultations:	Those not consulted are not directly affected by the decision.
Crime and Disorder Implications:	There are no Crime and Disorder implications.
Equality:	EIA not required. Reasons: The decision does not relate to new or changing policies, services or functions.
Social Value Considerations:	The Government's Green Agenda was considered when writing the contract service specification.
Decision Type:	Portfolio Holder
Subject to Call In:	No
	The call-in procedure does not apply to the proposed decision because the delay likely to be caused by the call in process would seriously prejudice the Council's or the public's interests. The Chair of the Overview and Scrutiny Committee (or Vice-Chair) in his/her absence has been consulted and agreed both that the decision proposed is reasonable in all circumstances and that it should be treated as a matter of urgency.
	Person Consulted: Cllr Brian Parbutt
	Consultation Date: 23/12/2015
	To enable the extension to be enacted and providers to be paid for services delivered.
Advice Sought:	Legal, Finance, Procurement

Legal Advice:

This advice raises no significant legal issues.

Advice provided by Andrew James (Team Leader Contracts and Commercial) on 21/10/2015.

Finance Advice:

Based on the last three years actual expenditure over the term of the proposed contract the estimated cost of this contract will be £900k.

An analysis has been undertaken of previous expenditure and this has shown that Departments that use this service fund the activity using a range of budget codes therefore it has not been possible to establish the budgets held within each Department to align to this activity.

In order to compare the cost of the proposed contract with the current cost with the existing provider a Framework (Ref RM1034) has been used and this indicates that over the contract period of 3 years there will be an estimated saving of £16k. This is based on current levels of use.

As Services use various budget lines to fund this activity there will be a need for those Services to ensure there is adequate budget provision prior to using this service.

Advice provided by Steve Hales (Finance Analyst) on 18/11/2015.

Procurement Advice:

The contract proposed to be awarded to Click Travel Limited has been procured through an EU compliant process undertaken by the Procurement Team. The contract will offer improved value for money and savings compared with the previous arrangements for corporate travel and accommodation. Therefore these recommendations are supported from a procurement perspective.

Advice provided by Jo Pettifor (Strategic Procurement Manager) on 07/10/2015.

Signatures

Graham Chapman (PH for Resources and Neighbourhood Regeneration)

SIGNED and Dated: 22/12/2015

Glen O'Connell (Corporate Director for Resilience)

SIGNED and Dated: 16/12/2015

Theresa Channell (Head of Corporate and Strategic Finance) - Dispensation from Financial Regulations

SIGNED and Dated: 11/12/2015

Chief Finance Officer's Comments: