

NORTH EAST JOINT TRANSPORT COMMITTEE

RECORD OF DELEGATED DECISION BY OFFICER

1. Subject of decision

Procurement Award – Project management support for the Devolution Workstream

Delegation Reference (Refer to Meeting Minute Number or Delegation Scheme in the Constitution)

Joint Transport Committee Scheme of Delegation -- Proper Officer for Transport

3 Contracts and Accounts:

- (ii) The acceptance of the tender or quotation duly assessed as being the lowest or the most economically advantageous:
 - a) For the supply of goods, materials or services for which financial provision has been made in JTC's Revenue Budget up to a limit of £100,000 in value for any one transaction

This decision has been delegated to one or more officer(s) under:

- (a) A specific express authorisation was given to make and enter into appropriate contracts in relation to each project after specified consultation.

- (b) a general authorisation to take such decisions **and**, the effect of the decision is to:

- (i) grant a permission or license;

- (ii) affect the rights of an individual; or

- (iii) award a contract or incur expenditure which, in either case, materially affects the Authority's financial position.

2. Name and Title of Decision Maker

Managing Director, Transport North East (as Proper Officer for Transport).

3. Details of any Conflict of Interest and any Dispensation granted in respect of such Interest

None

4. Executive Summary

A procurement process has been carried out on behalf of Transport North East by Durham County Council using their procurement contractor Bloom for the project management support necessary to the devolution preparation workstream. The procurement was carried out via a competition and seven potential suppliers were invited to bid. Returns were assessed by three evaluators and independently moderated to ensure quality. The proposed supplier, Jacobs, offers the greatest quality and value for money. The tender price of £85,351 falls within the available budget of £109,875.

5. Decision(s)

Jacobs will be notified of the intention of Transport North East to award the contract and enter in to agreement. A contract will be prepared and sent for signature.

5(b) If Exempt or Confidential, please provide a reason:

6. Alternative options considered

There were no alternative options considered, as this is seen as an important piece of work in preparation for the implementation of the devolution deal for the north east region.

7. Reasons for the Decision(s)

To support and plan the large amount of preparatory work needed to prepare Transport North East for devolution. The devolution deal will unlock significant amounts of additional funding and give the region new transport powers that require forward planning to be delivered successfully.

8. Contact Officer

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9. Date of Publication

26/04/23

10. Date of Call-In Deadline

n/a (not a key decision)

11. Implementation Date

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Signature of the Decision-Maker



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Please return the following to Emma Reynard in Democratic Services (emmareynard@gateshead.gov.uk) **within 2 working days of the decision having been taken.**

- A Word version of the completed Delegated Decision report
- A Word version of the completed Delegated Decision Record
- A scanned PDF version of the completed and signed Delegated Decision Record

The Delegated Decision will be published by Democratic Services within three working days of it being taken, and it will then be open to call-in for a further five working days.

Decisions must not be implemented until the call-in process is completed. Democratic Services officers will advise report authors and decision makers of the relevant deadlines for call-in.