**DECISIONS DELEGATED TO OFFICERS**

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| **Decision title:** | Award of a contract to Class Affinity for fixed telephony provision |
| **Decision date:** | 15.02.23 |
| **Source of delegation:** | Cabinet, [on 10 November 2021](https://mycouncil.oxford.gov.uk/ieListDocuments.aspx?CId=527&MId=5791&Ver=4), resolved to:   1. Delegate authority to the Executive Director for Communities, in consultation with the Cabinet Member for Citizen Focused Services, the Head of Financial Services and Head of Law & Governance, to conduct the procurement and award of new Telephony contracts for five years (3+2) using the [Crown Commercial Services Network Services 2 framework (RM3808 Lot 10] (fixed line and mobile), and all other necessary or ancillary agreements with the successful bidder(s) in accordance with the strategy set out in the report. |
| **What decision was made?** | To award a contract for fixed telephony provision to Class Affinity following a procurement mini competition on framework RM3803 Lot 5.  The contract is for 3 years + 1 + 1 and has a total value of £686,000 over five years. |
| **Purpose:** | This is one of two contracts (the other being Mobile Telephony, awarded to Telefonica) which combined amount to £974,000, delivering a saving of over 50% on the previous equivalent contract. |
| **Reasons:** | Class Affinity was the successful bidder in the mini-tender. |
| **Decision made by:** | Stephen Gabriel  Executive Director (Communities & People) |
| **Other options considered:** | Not to procure a contract for fixed telephony provision. This option was rejected as the Council requires a fixed telephony contract. The contract award followed a compliant procurement process, in accordance with the [Cabinet decision of 10 November 2021](https://mycouncil.oxford.gov.uk/ieListDocuments.aspx?CId=527&MId=5791&Ver=4). |
| **Documents considered:** | None. |
| **Key or Not Key:** | Key (as a part of the combined Fixed and Mobile telephony replacement) with expenditure over £500,000. |
| **Wards significantly affected:** | None. |
| **Declared conflict of interest:** | None. |
| **This form was completed by:**  **Name & title:**  **Date:** | Rocco Labellarte  Chief Technology and Information Officer  9th February 2023 |

**Approval checklist**

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| ***Approver*** | ***Name and job title*** | ***Date*** |
| **Decision maker** | Stephen Gabriel  Stephen Gabriel  Executive Director (Communities and People) | 15.02.23 |

**Consultee checklist**

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| ***Consultees*** | ***Name and job title*** | ***Date*** |
| **Senior officer** | Helen Bishop  Head of Business Improvement | 10.02.22 |
| **Head of Financial Services** | Nigel Kennedy, Head of Financial Services | 14.02.23 |
| **Head of Law and Governance** | Susan Sale, Head of Law and Governance | 14.02.23 |
| **Cabinet Member** | Councillor Nigel Chapman, Cabinet Member for Citizen Focused Services | 10.02.23 |