


## DECISIONS DELEGATED TO OFFICERS

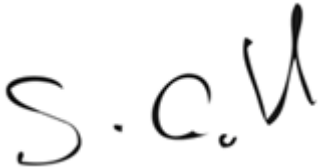
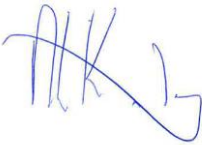
<b>Decision title:</b>	Award of a contract to carry out a strategic review of Oxford City Council's Housing Revenue Account
<b>Decision date:</b>	18 May 2023
<b>Source of delegation:</b>	This decision was delegated to officers under Part 4.4 of the Council's Constitution: all executive functions except those in Part 4.5, 4.6 and 4.7 are delegated to the officers in the senior management structure.
<b>What decision was made?</b>	<p>To award a contract to carry out a strategic review of Oxford City Council's Housing Revenue Account to Ark Consultancy, by way of delegated decision by the Head of Service due to fewer than the requisite number of quotations being received, and the value of the contract being below £100,000.</p> <p>The Council received two written quotes/proposals for the work. Both came in above £25,000. The bids were evaluated using the same evaluation tool. The award (subject to contact) has been awarded to the highest scoring provider.</p> <p>As it was believed that the contracted work would cost between £10,000 and £25,000, the procurement process chosen was to seek at least two written quotes.</p> <p>Competition for the work was sought before quotes were asked for by approaching four providers asking if they were able to carry out the work. Two organizations did not have the expertise to carry out the work; the other two were interested in providing a quote. The latter were then approached with an invitation to provide quotes and shared the full specification for the work.</p>
<b>Purpose:</b>	The appointed provider can now start the review of the Council's Housing Revenue Account.
<b>Reasons:</b>	The appointed provider can now start the review of the Council's Housing Revenue Account, which is needed to inform the budget setting process as well as the refresh of the Councils HRA Business Plan.
<b>Decision made by:</b>	Nerys Parry, Head of Housing Services
<b>Other options considered:</b>	Instead of the contract award being delegated to Head of Housing, the procurement portal could have been used to seek further bids. We believe this would have resulted in the same providers bidding for the work, for the same cost. However, this would have caused a significant time

	delay and bearing in mind the very tight deadlines for this work to be completed, this is was not a feasible option.
<b>Documents considered:</b>	Work specification (exempt due to commercial confidentiality) Proposals received (exempt due to commercial confidentiality)
<b>Key or Not Key:</b>	Not key
<b>Wards significantly affected:</b>	None
<b>Declared conflict of interest:</b>	None
<b>This form was completed by:</b> <b>Name &amp; title:</b> <b>Date:</b>	Ossi Mosley Senior Service Development Officer  18 <sup>th</sup> May 2023

#### Approval checklist

<i>Approver</i>	<i>Name and job title</i>	<i>Date</i>
<b>Decision maker</b>	Nerys Parry, Head of Housing Services 	18 <sup>th</sup> May 2023

#### Consultee checklist

<i>Consultees</i>	<i>Name and job title</i>	<i>Date</i>
<b>Senior officer</b>	Stephen Gabriel, Executive Director (Communities and People) 	12 <sup>th</sup> May 2023
<b>Head of Financial Services</b>	Nigel Kennedy, Head of Financial Services 	12 <sup>th</sup> May 2023