

Record of Urgent Decision taken by Head of Paid Service for the North East Combined Authority

Consultation and Agreement

The Chair and the Vice Chairs of the NECA have been consulted on this matter and have agreed that it is appropriate for the Head of Paid Service to use the delegated powers given to her by the Leadership Board of the NECA and to make an urgent decision.

The Chair and Vice Chairs agreed that this decision is urgent because of the need to progress matters in relation to the funding of the project set out below and that this matter cannot be left until the next Leadership Board meeting on 15th November 2016.

Consultation with the Chair of NECA on 28th September 2016

Consultation with the 1st Vice-Chair of the NECA on 23rd September 2016

Consultation with the 2nd Vice-Chair of the NECA on 23rd September 2016

Record of the Decision

1. Subject of Decision

Go Smarter (across the North East) 2016-17: Business Engagement – Appointment of Delivery Providers

2. Thematic Area

Transport
Economic Development and Regeneration

3. Executive Summary

A report was taken to North East Leadership Board on 20 September 2016 seeking approval to appoint JMP Consulting Ltd (2 lots) and WSP UK Ltd (3 lots) for Go Smarter to Work Business Engagement activities. Approval was given and the intent to award letters issued on 20 September 2016.

On 21 September 2016 a point of clarification was raised by WSP UK Ltd in relation to the procurement process and award as follows:

“Could you please clarify the assessment approach adopted (quality vs price). The Invitation to Tender states a 60/40 split. The tender assessment appears to have been based on a 70/30 split.”

Upon investigation, it became apparent that the scores had been inputted into a matrix with the incorrect weightings. With the correct weightings applied, WSP UK Ltd scored highest for all five lots.

On 21 September 2016 amended intent to award letters were issued to the bidders with a covering apology.

There is now a need for an urgent decision to be taken because the 2016/17 Go Smarter programme has already commenced. Whilst interim arrangements are in

place, these arrangements will end in late September and therefore the new provider needs to be appointed as a matter of urgency.

An urgent decision is now sought from the Head of Paid Service to permit the award of the contract for the Go Smarter to Work Business Engagement solely to WSP UK Ltd as delivery provider for the programme.

The Leadership Board will be made aware of the urgent decision and the reason for it at the next Leadership Board meeting on 15 November 2016.

4. **Alternative Options Considered**

Option 1 To appoint WSP UK Ltd as delivery provider for all five of the lots of the Go Smarter to Work Business Engagement.

Option 2 Not to appoint WSP UK Ltd as delivery provider for all five of the lots of the Go Smarter to Work Business Engagement.

5. **Decision: Not Exempt**

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6. **Reason for Decision**

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7. **Date of Consultation with the Monitoring Officer and their Comments**

23 September 2016:

A challenge was received to the proposed award of a contract by an unsuccessful bidder and an error identified in the evaluation process. This challenge has resulted in amended intent to award letters being sent out to the bidders. The decision of the Leadership Board on 20 September 2016 to award the contract to two bidders for this element of the programme was based on incorrect information provided to it. Due to the urgency (explained above) it is proposed that the Head of Paid Service makes a decision to award the contract to the successful bidder based on the correct information available at the conclusion of the procurement exercise.

8. **Date of Consultation with Chief Finance Officer and their Comments**

4th October 2016:

I agree to this urgent decision.

9. **Date of Publication**

6 October 2016

10. **Implementation Date**

6 October 2016