

NORTH EAST JOINT TRANSPORT COMMITTEE
RECORD OF DELEGATED DECISION BY OFFICER

1. Subject of decision

Procurement Award – Supplier to carry out a public attitudes survey to support delivery of the regional Active Travel Fund Tranche 2 programme.

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.

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2. Name and Title of Decision Maker

Tobyn Hughes, Managing Director, Transport North East

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

None

4. Executive Summary

A procurement exercise has been carried out to procure a consultant who will carry out a public attitudes survey to support delivery of the regional Active Travel Fund Tranche 2 programme.

The tender process was carried out in line with Durham County Council's procurement process, using their procurement contractor Bloom. Seven potential suppliers were invited to make a tender submission. Three suppliers submitted responses.

The tender price falls within the available budget of £40,000 and offers excellent value for money as it enables the full specification to be delivered.

5. Decision(s)

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

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

6. Alternative options considered

There were no alternative options.

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7. Reasons for the Decision(s)

To support the region's Active Travel Fund tranche 2 programme and future programmes involving active travel infrastructure.

8. Contact Officer

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9. Date of Publication

10. Date of Call-In Deadline

n/a (not a key decision)

11. Implementation Date

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.