

NORTH EAST JOINT TRANSPORT COMMITTEE

RECORD OF DELEGATED DECISION BY OFFICER

1. Subject of decision

Procurement Award – Transport North East Engagement Strategy Marketing Research

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

Tobyn Hughes, Managing Director, Transport North East

NORTH EAST JOINT TRANSPORT COMMITTEE
RECORD OF DELEGATED DECISION BY OFFICER

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 supplier to carry out research to understand the barriers that currently prevent more journeys in the region being made by sustainable travel and where additional support is required. It includes a review of existing available reports, research data and best practice; analysing where there are gaps; and then carrying out marketing research involving North East residents in general, the region's harder to reach audiences, and North East employers. The tender process was carried out in line with Durham County Council's procurement process, using their procurement contractor Bloom. Ten potential suppliers were invited to make a tender submission. One supplier submitted a response.

The tender price of £11,985 falls within the available budget of £12,000 and offers value for money as it enables the full specification to be delivered.

The research work is expected to be completed by the end of March and will be required to provide insight for the development of the TNE Engagement Strategy.

5. Decision(s)

Bluegrass Research Ltd 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.

NORTH EAST JOINT TRANSPORT COMMITTEE
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7. Reasons for the Decision(s)

To carry out desktop research, gap analysis, and market research to support the development of a Transport North East Engagement Strategy and to help meet the vision and objectives of the North East Transport Plan.

8. Contact Officer

Name: Simon Jobe
Title: Specialist Transport Planner
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9. Date of Publication

4 February 2022

10. Date of Call-In Deadline

n/a (not a key decision)

11. Implementation Date

4 February 2022

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.