

**Public**  
**Key Decision - No**

## HUNTINGDONSHIRE DISTRICT COUNCIL

**Title/Subject Matter:** Single Tender Awards

**Meeting/Date:** Corporate Governance Committee – 24th March 2021

**Executive Portfolio:** Executive Councillor for Corporate Services

**Report by:** Assistant Director for Transformation and Head of 3C ICT

**Wards affected:** All

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### **Executive Summary:**

It is a requirement within the Council's Constitution, under the Code of Procurement, that the approval of single tenders/quotes by a Head of Service/Assistant Director are to be reported to the next quarterly meeting of the Corporate Governance Committee.

Two tenders have been approved as follows:

<b>Details</b>	<b>Approved by</b>
Trusted Expert on LPWA	Assistant Director, Transformation
Hybrid Committee Meeting Technology for Civic Suite	Head of 3C ICT

Further details are provided within this report.

### **Recommendation:**

The Committee is invited to comment and note the contents of this report.

## 1. PURPOSE OF THE REPORT

- 1.1 To notify the Committee of single tenders/quotes approved by a Head of Service/Assistant Director.

## 2. WHY IS THIS REPORT NECESSARY/BACKGROUND

- 2.1 Two single tenders have been approved by the Assistant Director, Transformation and Head of 3C ICT:

<b>Trusted Expert on LPWA (Low Power Wide Area) Networks</b>		
<b>Details</b>	<b>Value</b>	<b>Approved by</b>
It is in the Council's best interest to engage a locally based subject matter expert who is familiar with both the technology and location. There is a requirement to rapidly onboard an expert to ensure delivery of CPCA funded projects.	Max £25,000 but cost based on day rate of services required.	Assistant Director, Transformation

<b>Supply of hybrid meeting equipment and services to equip the Civic Suite.</b>		
<b>Details</b>	<b>Value</b>	<b>Approved by</b>
The proposed supplier has fitted the existing equipment within the Civic Suite and will be extending this system.	£22,748.60 funded by COVID-19	Head of 3C ICT

- 2.2 Paragraph 6.4 (e) of the Code of Procurement, contained in the Council's Constitution, states that a single tender/quote can be approved:

“where the Head of Service/Assistant Director considers a single quote is in the Council's best interests and:

- ◆ the total value is less than £25,000; and
- ◆ the details and justification are reported to the next quarterly Corporate Governance Committee”.

### **3. REASONS FOR THE RECOMMENDED DECISIONS**

- 3.1 It is a requirement within the Council's Constitution, under the Code of Procurement, that the approval of single tenders/quotes by a Head of Service/Assistant Director are to be reported to the next meeting of the Corporate Governance Committee.

### **4. LIST OF APPENDICES INCLUDED / BACKGROUND PAPERS**

None.

### **CONTACT OFFICERS**

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