



# RECORD OF DECISION TAKEN UNDER DELEGATED POWERS OUTLINED IN THE CONSTITUTION – Part 3 Section 16

<b>DELEGATED OFFICER DECISION TAKEN BY: PORTFOLIO AREA:</b>	<b>Strategic Director Resources  Finance</b>
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**SUBJECT: Office & Associated Furniture Items – Corporate Contract**

## 1. DECISION

To approve the direct contract award for the provision of the supply, design, delivery, assembly /installation of office and related furniture items via the NHS Shared Business Services (SBS) framework, reference Design, Furniture and Appliances, SBS/29/MS/TYX/9363 (OJEU Reference Number 2019/S083-196614) for a period of up to 4 years with immediate effect.

## 2. REASON FOR DECISION

Blackburn with Darwen's current corporate contract has now expired (May 2021) and a new, compliant contract is required.

This supply area has been formally procured (via tender) on several occasions since 2007-2008.

Having considered a variety of options the most effective mechanism to efficiently procure this service now is via an existing accredited framework. The contract manager is very happy with continuing with the current supplier to ensure consistency of supply and maintain good quality customer service.

This route affords a well-established method of procurement which is further detailed below, enabling the Council to call-off the continued service required, ensuring continuity of range of goods supplied through the same supplier personnel and manufacturing aspect within the supply chain so that all service levels are met and continue to a high standard.

Advantages of using the SBS framework are:

- **OJEU compliant** - No formal tendering is required, saving valuable time and money in the procurement process for the Authority.
- **Increased efficiency of procurement** - Use of a framework agreement decreases the time and costs associated with a full competitive procurement, providing the ability to call-off urgent requirements quickly if required.
- **Competitive Pricing** - Capped ceiling pricing during the framework period to support budgeting and calculation of benefits realised by participating Authorities.
- **Direct Award** – The agreement gives freedom and flexibility for all participating Authorities to choose the suppliers they wish within the remit of the Agreement
- **Quality of service provision:** The experience, expertise and quality commitment of suppliers is assessed during the tender evaluation, with performance and the NHS Trusts' satisfaction monitored on an ongoing basis.

- **Common terms and conditions:** Both customers and suppliers need only familiarise themselves with one set of contractual terms and conditions, with the need for redrafting and/or renegotiating terms for each procurement exercise undertaken not being necessary.
- **Encouraging best practice:** NHS SBS has a greater ability to ensure that current best practice is incorporated into the terms and conditions of the framework agreement. Guidance on usage can advise further on best practice, such as ensuring customers have a detailed specification of requirement prior to embarking on a mini-competition.

Duration of this Framework Contract is 12/09/2019 – 11/09/2021 (with option to extend for up to a further 24 month period) and so Blackburn with Darwen BC can compliantly contract with the Supplier, on this framework for a period of up to 4 years from this point in time.

### 3. BACKGROUND

A full OJEU tender was completed in 2017-18, via the Procurement Section for this supply area with H Jenkinson being the highest scoring bidder and have provided the Authority with a consistent good standard of service since award.

The service requirements are for the design, supply, delivery, assembly and installation of commercial grade office and related furniture / equipment to the Authority.

Current expenditure for the twelve month period 01/04/20 – 31/03/21 inclusive being £74,929.66.

The range of core products previously tendered has now changed significantly as the Authority moves away from the more traditional style of office furniture to support and encourage the maximisation of more effective collaborative working opportunities within the Authority.

### 4. OPTIONS CONSIDERED AND REJECTED

Other frameworks were considered (Eastern Shires Procurement Organisation and North of England) – but were rejected as the SBS framework offers approved suppliers to both frameworks more flexibility to the Authority, which in turn supports ongoing cost effectiveness and also has the ability to direct award to the current supplier ensuring business continuity.

Tendering our own contract was also considered – officer time and resource would be considerable and take approx. 6 months to complete the process across a number of officers. There would be a risk of potentially not being able to match to the furniture purchased for the Town Hall refurbishment for phase 2 if the successful supplier did not have the current manufacturer within their supply chain which could lead to delays in completion of the Town Hall refurbishment.

***Further information is available via the following link [ ] or from the report author***


### 5. DECLARATION OF INTEREST

All Declarations of Interest of the officer with delegation and the any Member who has been consulted, and note of any dispensation granted should be recorded below:

<b>VERSION:</b>	<b>1</b>
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<b>CONTACT OFFICER:</b>	Maxine Edwards – Contracts and Procurement Officer
<b>DATE:</b>	16 <sup>th</sup> June 2021

<b>BACKGROUND DOCUMENTS:</b>	
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Signed:	
	
Director <b>PAUL FLEMING</b>	Date: 19 July 2021