



Vale of White Horse

District Council

**Local Government Act 2000 and the Local Authorities
(Executive Arrangements) (Access to Information) (England)
Regulations 2000**

RECORD OF DECISION OF EXECUTIVE MEMBER OR KEY DECISION OF OFFICER			
1	Name of Decision maker	Councillor Richard Webber	
2	Type of Decision (Please <input type="checkbox"/> as appropriate)	Key	Other Yes
3	Date of Decision (This should be the same as the date form signed)	20 July 2010	
4	The Decision	To agree the award of a three year contract for the management and maintenance of a Citizens' Panel, jointly with South Oxfordshire, to Plus Four Market Research Ltd.	
5	Reasons for Decision	<ol style="list-style-type: none"> 1. The tendering process followed the European Restricted procedure. 2. Eight companies tendered for the joint contract, and their submissions were evaluated according to criteria as set out in the tender documentation. 3. 60 per cent of the scoring was based on cost in line with the councils' current policy. 4. The costs ranged from £129,000 to £298,000. 5. In addition to cost, tenders were evaluated on project design, experience of the provider, project management / quality controls and ideas for developing the panel further. 6. Plus Four Market Research Ltd. achieved the highest overall score, and their estimated contract cost is £129,000. 	
6	Alternative Options Rejected	<ol style="list-style-type: none"> 1. Eight companies tendered for the contract and all were evaluated. 2. The highest score went to Plus Four Market Research Ltd. 3. The remaining companies were rejected primarily because of higher contract costs than Plus Four. 	

7	Resource Implications	The contract will be managed by the shared Corporate Consultation Officer post.
8	Legal implications	The procurement followed the EU restricted procedures, and in line with the councils' policy and advice from our internal Legal team throughout the process; there should therefore be no legal implications as a result of the appointment.
9	Financial implications	The total cost of the three year contract is estimated to be £129,000, £68,000 of which is allocated to Vale. The slightly higher percentage of cost allocated to Vale is due to the need to re-recruit to the Vale panel as it has not been used regularly over the past 2 years
10	List of Consultees (See guidance below)	During the procurement process, the following were consulted on the scoring of the PQQs and tender documents submitted: Finance Human Resources Sustainability Equality and Diversity Legal advice was sought throughout.
11	Reports and Background Papers Considered	None
12	Date of receipt of Reports	Not applicable
13	Declarations of Interests	None
14	Dispensations	None
15	Is this decision confidential and if so, under which Exempt category?	No
16	"Call in" Waived?	No
17	Signature and Date	<i>R.J. Walker</i> Decision maker 20/7/10 Dated
18	This form must be physically	Note: The date and time at which this form is received will be recorded by the Head of Democratic Services. The decision will

	<p>handed to a member of the Democratic Services Team</p>	<p>then be published and is subject to "call in".</p> <p><i>[Signature]</i></p> <p>Date <u>20-7-10</u> Time <u>14:30</u></p> <p>Head of Democratic Services Date and Time Form Received</p> <p><i>pp</i></p>
19	<p>Details of Publication on the Web and date of expiry of "Call In"</p> <p>Note: This part of the Form will be completed by Democratic Services</p>	<p>Date of Expiry of "Call In" <u>27-7-10</u></p> <p>Date Published <u>20-7-10</u></p> <p>Date hand delivered to Chair of Scrutiny <u>20-7-10</u></p> <p><i>emailed</i></p>