



OFFICER DECISION NOTICE (ODN)/MAYORAL DECISION NOTICE (MDN) FORM

NOTE: Please read process sequence on page 6 before completing this form. Please hover over the text box for instructions on completion.

1. Officer Decision or Mayoral Decision No.	ODN240-2020
2. Decision Title	Extension of contract with Andy Luff for ESIF consultancy support
3. Name of Officer/Mayor making the decision	Robert Parkin, Monitoring Officer
4. Date of decision	03/12/2020
5. Responsible Director, if applicable. Please leave blank if this is a decision to be made by the Mayor.	John T Hill, Director Business & Skills
6. Form author and contact details:	Steve Clarke – steve.clarke@cambridgeshirepeterborough-ca.gov.uk 07715 653901
7. Does your form include exempt or confidential information?	No All completed forms will be published on the CA website. NOTE: Put any confidential/exempt information as an appendix and state this is not for publication. Include the exemption category on the appendix. Please note that it is the responsibility of the Monitoring Officer to determine whether information is exempt or confidential.
8. Is it a key decision?	No If YES, please complete Question 9.
9. KEY DECISIONS ONLY	Section 9 only needs to be completed if the decision is a key decision.
Insert forward plan ref number	Click or tap here to enter text. The key decision must be on the forward plan for at least 28 days before the decision is made. Please insert reference number from the published forward plan. If it is not in the forward plan, please contact the Governance Team for advice.



Date of decision	<input type="text" value="Click or tap here to enter text."/> <p>Insert the date when the decision intends to be made. The date should be the date it is published on the website. it is your responsibility to ensure it is on the website. The decision cannot be implemented on the date of publication as it is subject to call in. Normally only the Mayor can make a key decision.</p>
Date report published on the website	<input type="text" value="Click or tap here to enter text."/> <p>Send a copy of the form to the Scrutiny Officer for circulation to the Overview and Scrutiny Committee</p>
Implementation Date	<input type="text" value="Click or tap to enter a date."/> <p>Insert the proposed date for implementation. The decision cannot be implemented until 5 clear working days after the date the decision was taken and published on the website. The decision is subject to call in during that period, so you need to check with the Scrutiny Manager that it has not been called in at the end of the call in period.</p>
Does the report have an annex that contains exempt information?	<input type="text" value="Choose an item."/> <p>If yes, specify number of exempt annex (eg Annex 1), the reason for exemption and explain the application of the public interest test. Keep the exempt information separately from this form on the shared drive.</p>

<p>10. Description of decision/proposal</p> <p>Please consult with Legal prior to completing this section.</p>	<p>Decision to extend current ESIF consultancy support contract with ACL European Ltd (Andy Luff) which expires shortly when the remaining days are utilised within the existing contract.</p> <p>Contract extension would be for 25 additional days of consultancy support towards securing the two ERDF grant funding agreements and then mobilisation of the already contracted ESF project and the two ERDF projects within the Business Growth Service.</p> <p>This decision requires exemption from the Procurement Contract Rules to extend above 10% of existing contract.</p>
<p>11. Authorisation</p> <p>Please consult with Legal Team prior to completing this section.</p>	<p>This decision has been taken under:</p> <p>1. Quote chapter and paragraph in constitution</p> <p>Chapter 16, Para 46.2 (d) the Monitoring Officer may approve an extension in excess of 10% for services where the extension demonstrates Value for Money and is in the best interest of the CPCA</p> <p>Click or tap here to enter text.</p> <p>OR</p> <p>2.For delegated decisions, please reference the delegation given</p>



	<p>including meeting date and minute reference.</p> <p>Click or tap here to enter text.</p>
12. Background Information	<p>CPCA ran a procurement for an ESIF support consultancy back in March 2020 and the selected bidder was ACL European Ltd (Andy Luff). The contract awarded in early April 2020 was for a set number of days consultancy and is soon to expire as the last 10 days remaining on the contract are due to be worked in November and December 2020.</p> <p>There is a need for the consultancy to continue as CPCA has two bids into ERDF which still require support to achieve the award and then work to get the grant funding agreement followed by mobilisation set up for delivery.</p> <p>Also there is one ESF project which has been already been successful to the grant funding agreement stage for CPCA and this project requires support on mobilisation to start delivery as well.</p> <p>Both the ERDF and ESF projects noted above are integral elements of the Business Growth Service which is preparing for mobilisation to launch strands of delivery during December 2020 to March 2020.</p> <p>The Consultancy support that is required is very specialist in nature and therefore would not be easily found at very short notice and continuity is important at this critical time for the £5m ERDF bids and BGS contract.</p> <p>The contract represents good value for CPCA as a new reduced day rate of £400 for this expert consultancy support has been negotiated and agreed for any new or extended contract. The rate for the original contract was £500 a day and the procurement in March all other bids considered were above the £500 per day.</p> <p>At procurement in March the two other quotes (other than ACL European Ltd which was £500 per day) were as follows:</p> <p>Bavester Associates = £520 per day</p> <p>Deyton Bell = £550 per day</p>



<p>13. Alternative options considered.</p>	<p>List alternative options considered and rejected including the reason for rejection. NOTE: Do not leave this section blank or put 'None'. There is always an alternative even if it is to do nothing.</p> <ol style="list-style-type: none"> 1. <i>Not continue with any form of consultancy expert support and use Officers own limited knowledge and resources. Not chosen option as this route risks not completing on the two ERDF bids to grant offer stage to a value over £5m.</i> 2. <i>Run new procurement to secure another contractor for the work. Not chosen option as the time lost at this critical stage would also impinge on securing the bids.</i> 3. <i>Extend existing contract with ACL European Ltd to cover period of securing the awards and mobilisation of projects. Preferred option.</i> 	
<p>14. Financial Implications</p>	<p>Please include as applicable:</p> <ul style="list-style-type: none"> • The total costs and how the project will be funded. • Budget codes for your directorate. • Indicate the total cost and how it will be funded either from revenue or capital. • If revenue, indicate budget codes for your directorate. • If capital, give details including approvals from any previous capital budget approvals <p>The cost for extension will be £10k to contract for 25 days consultancy at £400 per day. The funding is coming from CX0142 Strengthening LEPS' £5k – and £5k from CX0107 Trade & Investment</p>	
<p>15. Comments from Finance Team</p>	<p>The additional funds for this project will be allocated as shown above, and are existing budget lines within the MTFP.</p>	
<p>16. Comments from Legal Team</p>	<p>Legal Services have reviewed the terms and conditions of contract and confirm the extension accords with the contract and CPCA's purpose</p>	
<p>17. Consultation</p> <p>Please retain emails to show the relevant officers have approved the decision/proposal.</p>		<p><i>Please insert the name of consultee and date of written approval or insert N/A</i></p>
	<p><i>Chief Executive</i></p>	<p><i>N/A</i></p>
	<p><i>Responsible Director/Chief Officer</i></p>	<p><i>John T Hill, 24/11/2020</i></p>
	<p><i>Monitoring Officer</i></p>	<p><i>Rochelle Tapping, 24/11/2020</i></p>
	<p><i>S73</i></p>	<p><i>Robert Emery, 24/11/2020</i></p>
	<p><i>Lawyer</i></p>	<p><i>David Cox, 24/11/2020</i></p>
	<p><i>Other</i></p>	<p><i>Vanessa Ainsworth / Heidi Parker 24/11/2020</i></p>
<p>18. Declarations/Conflicts of Interests (only if the decision falls under the 'Express authorisation' category)</p>	<p>None</p>	

<p>19. Supporting documentation - please include any relevant reports</p>	<p>Click or tap here to enter text.</p> <p>N/A</p> <p><i>NOTE - all of this information must be retained for public inspection for a period of at least 4 years – there is no provision for the release of exempt/confidential information).</i></p>	
<p>20. Officer/Mayor signature</p>	<p>Signature: R Parkin.</p> <p>Name: Robert Parkin</p>	<p>Date</p> <p>11/12/2020</p>
<p>21. Please send the completed, signed form to Sue Hall. The Decision will be recorded on the Decision Notice Register and published on the website.</p>		