

DECISION NOTICE - OFFICER/ MAYORAL

To grant a permission or a licence, affect the rights of individuals, to award a contract or incur expenditure over £250k, to amend budgets, or apply a Key Decision over £500k.

DECISION INFORMATION – to be completed by Project Owner for all Decisions		
1. DECISION TITLE	Strategic support from SOCITM to provide support to enable the Combined Authority to go to market to procure a long-term IT Managed Service that can meet its current and future needs.	
2. DECISION No.	ODN343-2022	
3. DECISION DATE	14 December 2021	
4. FORM AUTHOR	Robert Parkin, Chief Legal Officer and Monitoring Officer robert.parkin@cambridgeshirepeterborough-ca.gov.uk	
5. DESCRIPTION OF DECISION	Purchase of strategic support from SOCITM, the Combined Authority's current IT service providers	
6. AUTHORITY FOR DECISION	Chapter 17, para 2.1.1 – Chief Officer Delegation	
7. DECISION TYPE	Officer	
8. DECISION OWNER	Monitoring Officer Chief Finance Officer	
9. KEY DECISION INFORMATION (only complete where implementing the delegated authority of a Key Decision)	FORWARD PLAN DATE	
	FORWARD PLAN NUMBER	
	DATE OF DECISION	
	DATE REPORT PUBLISHED	
	APPROVAL HYPERLINK	
	IMPLEMENTATION DATE	
	EXEMPT INFO/ ANNEX	
DECISION OVERVIEW – to be completed by Project Owner for all Decisions		
10. SUMMARY OF REQUIREMENTS	To appoint a consultancy to assist the CPCA with the project described at 11, below.	

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11. PROJECT BACKGROUND	<p>To enable the CPCA to confidently go to market and procure a long-term IT Managed Service that can meet its current and future needs, some strategic outputs are needed which can be provided by the Authority's current IT service provider, SOCITM. These outputs are</p> <ul style="list-style-type: none"> • A Target Operating Model with underpinning architecture • A set of non-technical and technical requirements for tender <p>This programme of work will be delivered to ready the CPCA to go to market by March 2022 with the objective of new contract being awarded for July 2022.</p>	
12. FINANCE INFORMATION	VALUE OF DECISION	£34,000 (excl. VAT)
	BUDGET CODE(S)	CX0042
	BUDGET DESCRIPTION(S)	IT
	FUNDING TYPE	REVENUE
	FUNDING APPROVAL	DATE BOARD/ PROCESS
	FUNDS AVAILABLE	£
	OTHER COMMENTS	
13. PROCUREMENT CONSIDERATIONS	DIRECT AWARD JUSTIFICATION	This is to give procurement the necessary support needed to gather the user requirements and the technical requirements to help maintain and inform the sourcing strategy and procurement of the new ICT service.
	REGULATION RISKS	None
	VFM JUSTIFICATION	Procure a service that is fit for CPCA purpose
14. LEGAL CONSIDERATIONS	LEGAL RISKS	
	CONTRACT/ GRANT INFORMATION	

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15. CONFLICTS OF INTEREST/ MITIGATION		
16. SUPPORTING DOCUMENTATION	A copy of SOCITMs proposal is attached	
17. CONFIDENTIAL INFORMATION		
DECISION APPROVAL/ CONSULTATION- to be completed by consulted officers for all Decisions		
PROCUREMENT	NAME	Henry Okolieh
	DATE	14/12/2021
	COMMENT	This is to give procurement the necessary support needed to gather the user requirements and the technical requirements to help maintain and inform the sourcing strategy and procurement of the new ICT service. It will also allow CPCA to procure a service that is fit for CPCA as it continues to involve.
FINANCE	NAME	Anya Hughes
	DATE	24/12/2021
	COMMENT	Following ODN agreement there is sufficient budget for this work to take place in 21/22.
LEGAL	NAME	Konstantinos Vertsonis
	DATE	14/12/2021
	COMMENT	SOCITM is the incumbent provider of IT Services to CPCA and would be in a position to allow us to avoid duplication of costs and also to start work immediately on a low value piece of work. Also, this is done to allow CPCA time to compliantly procure this service. Given the above, I believe the direct award is justified from a procurement perspective. The Legal agreement used will be SOCITM's standard Terms with their approved proposal as schedule. These terms have been reviewed and approved previously for other matters/contracts.
	NAME	R Parkin

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CHIEF OFFICER/ DIRECTOR	DATE	04.01.22
	COMMENT	Approved.
OVERALL APPROVAL		
DECISION MAKER	NAME	Robert Parkin
	DATE	04.01.22
	COMMENT	

**Please ensure all red guidance notes are removed before final sign off and adding to the ODN/
Contract Register**

TO BE COMPLETED BY LEGAL/ PROCUREMENT POST APPROVAL

ACTION	DATE	COMPLETED BY
Reported to board		
Published on Website		
Contract award notice published on contracts finder		
Contract award notice published FTS		
Notification to Framework Owner		
Decision added to Decision Register		
Contract signed		
Contract added to Contract Register		