

RECORD OF OFFICER EXECUTIVE DECISION

State if decision exempt from publication (EXEMPT IN PART)

Certain information may be exempt from publication if it falls under Schedule 12A of the Local Government Act 1972. However, these exemptions only apply so long as, in the circumstances, the public interest in maintaining the exemption outweighs the public interest in disclosing it.

No.	Date of Decision:	23/07/2024
1.	Name of Decision Maker and Job Title:	Debbie Jackson, ED- Regeneration, Economy & Planning
2.	Status of the decision (e.g. by Executive Director in consultation with Portfolio Holder under the Constitution):	Executive Director
3.	Specific Delegation from Executive (Leader, Cabinet or Cabinet Member) / Committee:	N/A
4.	Other Consultees involved. (i.e. Director of Law & Finance):	Finance Legal
5.	Material considered as part of the decision making process. Include how best value achieved and equality objectives met (as appropriate):	<p>[THIS MAY BE COVERED IN A REPORT WHICH CAN BE APPENDED TO THIS NOTICE, BUT IT MAY ALSO COVER OTHER MATERIAL]</p> <p>The proposed contract award is based on “the most economically advantageous tender (MEAT)”. The main award criteria are weighted:</p> <ul style="list-style-type: none"> • Quality – 60% (including 15% for responsible procurement/social value) • Price – 40% <p>The maximum value of the project will be £198,038 (ex VAT), £237,645.60 (inc VAT) this will be split equally between 4 Boroughs £49,509.50 (ex VAT), £59,411.40 (inc VAT) each. This full funding value will be used for the delivery of services and will exclude the management fee as this has been allocated separately. As part of the tender evaluation, bidders were informed of the budget, and were tested on value for money as part of the process.</p> <p>An Open procurement process was used with a “not to exceed” contract price of £200,000 (exclusive of VAT) communicated to tenderers, which is £240,000 (inclusive of VAT). This value cannot be exceeded due to the constraints of external funding and allocation for this element of business support.</p> <p>Bidders were invited to make suggestions on the number of businesses supported per borough, however, the tender documents indicated a strong minimum of 40 as we need to get the cost per beneficiary right. WCC wanted to see what could be provided with the available funding and if value could be driven by using this method (i.e. Economies of Scale). The recommended bidder has committed</p>

		<p>to support the minimum of 40 companies per borough totalling 160 in total.</p> <p>Responsible Procurement was scored as a split between Social Value deliverables distributed equally across all participating boroughs with unique challenges in eroding barriers facing female and disabled owned organisations and secondly how organisations will utilise their internal expertise and skilled volunteering to boost skills beyond the specification e.g., business advice and entrepreneur workshops schools & colleges, collaborations with authorities to assist small, micro and diverse led organisations.</p>
6.	Decision taken:	<p>Project - Central London Inclusive Growth - Collaborative Business Support Project - award of a contract for a service to provide meaningful scale-up support to eligible micro and small businesses, from a range of sectors, with a particular focus on female and disabled owned businesses. Funding will be spread across London boroughs Westminster City Council (WCC), Camden, Hackney and Tower Hamlets using funding through the Central London Inclusive Growth Strategic Investment grant, (funding which has already been secured) to deliver business support to micro and small businesses in those respective boroughs.</p> <p>The contract sums to be awarded to the preferred bidder: Newable Trade (London) Ltd (company reg 02233989) is £198,038 exclusive of VAT for a 9-month period.</p>
7.	Conflicts of interest declared by any Executive Member/ other Member or officer consulted by the decision maker which relates to the decision:	None
8.	Dispensations Granted: (If any)	None

I certify that this is a true record of the executive decision in relation to the above.

Signed by the Decision Maker

Dated 25/07/2024



Name: Debbie Jackson

Job Title: Executive Director for Regeneration, Economy & Planning (REP)

Signed by (Consultee if required)

Dated

Name

PART B

Rows 9-11 of the table below are exempt from publication on the basis that information is currently exempt from disclosure on the grounds that: [

- (i) it contains information relating to the financial or business affairs of any particular person and
- (ii) it contains information in respect of which a claim to legal professional privilege could be maintained in legal proceedings

under paragraphs 3 and 5 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.]

<p>9.</p>	<p>Reasons for the Decision must have regard to:</p> <ul style="list-style-type: none"> • Is this an essential service that needs to be maintained at all times. • Is the service one that can be brought in house while re-procurement takes place. • Is the service seasonal or capable of allowing for a short gap whilst re-procurement takes place. • Is the authority so close to the contract ending, with that contract not being extendable, that it is not possible to carry out a full procurement process on an expedited basis. • How long would it take to take to complete a compliant procurement process. • What time period to re-procure would be considered reasonable • Clear and concise documentation must be kept 	<p>[PROVIDE A SUMMARY OF THE REASONS WHY YOU ARE TAKING THIS DECISION]</p> <p>No – This is an additional one service to provide meaningful scale-up support to eligible micro and small businesses, from a range of sectors, with a particular focus on female and disabled owned businesses. The service cannot be brought in house. This is a one of procurement, funded by Central London Inclusive Growth Strategic Investment Funding external funding that cannot operate past 31st March 2025. Thus a maximum 9 month contract only. No re-procurement or extension is possible as the one of funding runs out on 31st March.</p>
<p>10.</p>	<p>Risk Analysis:</p>	<p>Pan Borough Contract – WCC is the lead and will have to undertake the Contract Management. Stakeholder advised of risks in managing a Pan Borough Contract. Stakeholder will utilise the new Contract Management Framework and seek advice & support from Contract Management Team to mitigate any risk.</p>
<p>11.</p>	<p>Details of alternative options considered and rejected:</p>	<p>No other option – was a set budget, open tender</p>