RECORD OF DELEGATED DECISION BY HEAD OF NEIGHBOURHOODS

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| Delegated Decision by Sarah Troman | Date of Decision: 8/6/2021 |
| Title: Upgrade to Administration System (BACAS) at the Crematorium |
| Consultee member (if applicable): N/A |
| Key Decision – No  | Delegation Reference: 21/15/NS |
| Report and background  | Yes✓ | Public  | Exempt | Confidential  |
| Record of Decision: To Award Contract for the upgrading of the Cremation and Burial Administration System for Mansfield Council for the Mansfield District. Quotations have been received for new systems as well as upgrade options from BACAS with the upgrading work favouring entering in to a new contract with larger expenditure.  |
| Reasons for decision: Full Quotations have been submitted by 3 separate suppliers in this field of industry and recorded. A 5 year contract plus an extension of 1 year is sufficient to ensure longevity of the system and to provide a sustainable service for the bereaved and funeral directors as well as providing financial stability for the council/service for this time. The upgrades to the current system allows further web based services to be used by the client as well as secure financial monitoring at all times. This allows the service to generate much needed income for the Authority to continue to provide a high standard and well established service. The constitution provides at 3.01.11 that all Chief Officers are authorised to: 3.01.11.1 Put in place arrangements and to make all necessary decisions for the management of the Directorate/Service to ensure the efficient delivering of services. All such decision must be made in accordance with the Financial Regulations, Procurement Rules and agreed policies and procedures. The Head of Neighbourhood Services is defined as a Chief Officer and has at 3.01.18 of the Constitution delegated this authority to the Crematorium and Cemeteries Manager |
| Other options considered but rejected: Other quotations were sourced from other suppliers in the market (2other suppliers as the market is a small market in UK which in term is deemed bespoke to the industry). The other quotations were on average £12K higher than the upgrade quotation from BACAS due to the service already having the BACAS system in place. Other suppliers would have to install a brand new system on site, provide full training to al operators and had an average lead time of 12 months to install. BACAS can install upgrades straight away and provide a fit for purpose system at a fraction of the cost of a new one.  |
| Decision subject to call in: No |
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Signed: Sarah Troman Date: 8th June 2021

Name Sarah Troman

Contact Officer: Dave Clay