RECORD OF DELEGATED DECISION BY HEAD OF NEIGHBOURHOODS

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| Delegated Decision by Sarah Troman | Date of Decision: 8/6/2021 |
| Title: To Continue with Current media Supplier for Mansfield Crematorium  |
| Consultee member (if applicable): N/A |
| Key Decision - No | Delegation Reference: 21/16/NS |
| Report and background  | Yes✓ | Public x | Exempt | Confidential  |
| Record of Decision: To Award Contract for the continuation of the Media System at Mansfield Crematorium for Mansfield Council. Quotations have been received for new system as well as upgrading current provision and continuation of current provision on site.  |
| Reasons for decision: Full Quotations have been submitted by 2 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 web based services to be used and modified by the client as well as secure financial monitoring at all times by the service providing value for money. This allows the service to generate much needed income for the Authority to continue to provide a high standard and well established service. Staff on site already are fully trained in the use of the equipment and Funeral directors all have access and had a full brief of using the system which they are currently using and working well. Various elements require upgrading of this system in time as technology moves on however this is planned as part of the refurbishment programme or the whole crematorium going forward. 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 (1 other supplier as the market is a small market in UK which in term is deemed bespoke to the industry). The other quotation was on average £30K higher than the upgrade/continuation quotation from Orbitus due to the service already having this system in place. The other supplier would have to install a brand new system on site, provide full training to all operators and had an average lead time of 8 months to install. Orbitus can continue with the current contract and install upgrades as and when required by the service 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