

Record of operational decision

Decision title:	Approval to award a contract for PSN IT Health Checks												
Date of decision:	4 December 2020												
Decision maker:	Assistant Director, Corporate Support												
Authority for delegated decision:	Herefordshire Council's Constitution Scheme of Delegation, Part 3: Section 7 – Officer Functions: 3.7.5 Operational decisions. Chief Executive Scheme of Delegation to Officers Updated 29 September 2020 point SA75 ICT Commissioning and Strategy to Assistant Director Corporate Support.												
Ward:	Countywide												
Consultation:	N/A												
Decision made:	To award a contract to Sapphire to provide PSN IT Health Checks for Herefordshire Council for a period of 38 months for an approximate total contract cost of £54,576.												
Reasons for decision:	<p>Herefordshire Council consume various services via the Public Services Network (PSN). In order to hold a PSN certificate, mandatory requirements must be met to include testing and meeting technical requirements of the Herefordshire Community Network.</p> <p>This tender seeks to procure a supplier to provide the technical testing services in line with the PSN IT Health Check, and to test web applications against the OWASP to 10 web vulnerabilities.</p> <p>The tender also considers costs for other technical testing services such as DSPT, Cyber Essentials Plus, but these may or may not be consumed. A closed procurement process was undertaken in accordance with Herefordshire Councils Contract Procedure Rules where 3 (three) suppliers were invited to participate with this tender process. All 3 (three) suppliers submitted a bid by the tender close date.</p> <p>The bids were evaluated in accordance with the rules as stipulated within the tender document. This evaluation consisted of a mandatory pass/fail section and 100% price.</p> <p>A summary of the weighted evaluated scores along with the ranking is as follows:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Rank</th> <th>Name</th> <th>Weighted Score</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Sapphire</td> <td>100%</td> </tr> <tr> <td>2</td> <td>Supplier A</td> <td>96.26%</td> </tr> <tr> <td>3</td> <td>Supplier B</td> <td>86.84%</td> </tr> </tbody> </table> <p>Sapphire provided the most economically advantageous tender and are therefore recommended for award.</p>	Rank	Name	Weighted Score	1	Sapphire	100%	2	Supplier A	96.26%	3	Supplier B	86.84%
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Highlight any associated risks/finance/legal/equality considerations:	<ul style="list-style-type: none"> • There is a risk that if the PSN certificate of compliance is not in good standing, this would impact both Revenue's and Benefits and Elections teams from service delivery. • Statutory services as directed by central government would not be delivered.
Details of any alternative options considered and rejected:	<p>Should the contract not be awarded, an IT Health Check supplier could be sourced on an 'as required' basis. However, a 3 year procurement contract is the preferable option as this will save time and money in sourcing a new supplier every year.</p>
Details of any declarations of interest made:	<p>None</p>

Signed..... Date: 4 December 2020