

## Record of operational decision

<b>Decision title:</b>	<b>Award contract for the provision of video conferencing solution in fourteen of the Plough Lane site meeting rooms</b>
<b>Date of decision:</b>	30 March 2022
<b>Decision maker:</b>	Director of Finance and Assurance (Chief Finance Officer)
<b>Authority for delegated decision:</b>	<p>Decision taken by key cabinet member on 28th February 2022 to give delegated authority to the section 151 officer following consultation with the appropriate director to move funding between approved schemes within the Covid Recovery plan to ensure that any underspend can be maximised.</p> <p><a href="#">Decision - To give Delegated Authority to the Section 151 officer in consultation with the appropriate director to move funding between the approved schemes within the agreed COVID Recovery plan - Herefordshire Council</a></p>
<b>Ward:</b>	Countywide
<b>Consultation:</b>	Herefordshire Council senior management team Flexible futures project board
<b>Decision made:</b>	To award a contract for the provision of equipment, installation and support services for a video conferencing solution in fourteen meeting rooms in Plough Lane at a total three year cost of £132,925.83
<b>Reasons for decision:</b>	<p>Detailed requirements have been provided by Herefordshire Council staff to enable hybrid meetings where some of the attendees are in the meeting room and others are working at remote locations.</p> <p>An easy to use but high quality, reliable solution has been sought and demonstrations held by suppliers of their recommended solutions which they felt met the requirements.</p> <p>Procurement has been carried out using the CCS Framework RM3808 Lot 10 – Networking Solutions which has a product catalogue which allows a direct award which is in accordance with the contract procedure rules.</p> <p>An initial pilot with detailed success criteria has been carried out in the three of the Plough Lane meetings rooms the Hereford, Leominster and Goodrich rooms. These three rooms provided opportunity to test the equipment fully ahead of this further procurement.</p>
<b>Highlight any associated risks/finance/legal/equality considerations:</b>	Timescales for implementation may be impacted by delivery issues, this will be mitigated by maintaining the current solution until the new solution is implemented.
<b>Details of any alternative options considered and rejected:</b>	Solutions from three other suppliers were considered prior to the pilot stage which were discounted as they were either too complicated resulting in a long supply chain or the cost was higher without additional benefit. Additionally changes have been considered to the solution to reduce the cost however it was agreed that this would have a significant and detrimental impact on the solution and its usability.
<b>Details of any declarations of interest made:</b>	None

Signed

Andrew Lovegrove  
Director of Resources and Assurance

Date: 30 March 2022