

## Record of operational decision

<b>Decision title:</b>	<b>Award of contract for room and desk booking solution</b>
<b>Date of decision:</b>	14 April 2022
<b>Decision maker:</b>	Director Resources and Assurance
<b>Authority for delegated decision:</b>	Herefordshire Council's Constitution Scheme of Delegation, Part 3: Section 7 – Officer Functions: 3.7.5 Operational decisions Chief Executive Scheme of Delegation – updated 7 June 2021 – SA86 Transformation – Assistant Director Strategy (role now transferred to Director of Assurance and Resources).
<b>Ward:</b>	Countywide
<b>Consultation:</b>	Consultation carried out with internal consultees
<b>Decision made:</b>	Award of contract for a room and desk booking, and visitor management solution to Cloudbooking Ltd in the sum of £53,930.
<b>Reasons for decision:</b>	<p>As a result of Covid-19 and the move to remote and hybrid working, the Flexible Futures project was asked to consider potential benefits of the functionality of a room and desk booking system.</p> <p>Members of the project team attended demonstrations from four suppliers to understand what a modern system could offer and a detailed specification was written which fully outlined the requirements of a system including ability to book desks and rooms, make arrangements for visitors on site and to monitor the use of the facilities available. The solution should integrate with Microsoft Outlook to allow bookings to be made at the same time and in the same process as the meeting is arranged. The solution also needs to have the ability to confirm that a facility that has been booked has in fact been used, this will allow us to monitor usage.</p> <p>The current room and desk booking solution available via the intranet is an in-house developed system which has worked well since implementation to deliver basic booking. However the desired functionality is now significantly beyond the existing tool and to develop the current system to meet the revised specification will be both time consuming and costly, and has been excluded as an option.</p> <p>Using the G-Cloud 12 procurement framework a long list of suppliers and a short list was created. This resulted in a single supplier being identified who could meet our detailed requirements. An evaluation of the costs of their solution was then carried out and it was determined that the cost was within the originally estimated cost. The use of the G Cloud 12 framework is in accordance with the council's contract procedure rules.</p>
<b>Highlight any associated risks/finance/legal/equality considerations:</b>	The Chief Executive and wider management board have approved this project.

<b>Details of any alternative options considered and rejected:</b>	Developing the existing solution by Hoople was considered however this would require significant resource which would be costly and a development period which would be outside of the timescales of the Flexible Futures project delivery.
<b>Details of any declarations of interest made:</b>	None

Signed

Date: 14 April 2022

Andrew Lovegrove  
Director for Resources and Assurance