

Record of operational decision

Decision title:	Variation of contract previously awarded for the provision of room and desk booking solution
Date of decision:	5 January 2023
Decision maker:	Head of Strategic Finance (Deputy S151 Officer)
Authority for delegated decision:	Herefordshire Council's Constitution (19 May 2017) Scheme of Delegation, Part 3: Section 7 – Officer Functions: 3.7.5 Operational decisions. Procedure Rules Part 4: Section 7. Chief Executive Scheme of Delegation – Updated 29 September 2020 SA78
Ward:	Countywide
Consultation:	Consultation carried out with internal consultees
Decision made:	To issue a variation form to the contract awarded to Cloudbooking for the provision of a room and desk booking solution
Reasons for decision:	<ul style="list-style-type: none"> • The original contract awarded to Cloudbooking provided a solution used in all Herefordshire Council sites but both Herefordshire Council and Hoople staff. The original procurement was carried using the Crown Commercial Services G-Cloud framework 12. • A decision has been taken to add the Nelson House building as an additional site with 9 meeting rooms and 24 bookable desks. • To ensure a consistent user experience it has been agreed that this site should also have the same solution to that provided in the other sites. • The original contract value was £53,930 • The additional cost due to the variation is £4,721
Highlight any associated risks/finance/legal/equality considerations:	None
Details of any alternative options considered and rejected:	None
Details of any declarations of interest made:	None

Signed

Rachael Hart
Head of Strategic Finance (Deputy S151 Officer)

Date: 5 January 2023