

## DECISION RECORD <sup>1</sup>

Officer Key Decisions are subject to the Council's Call-In Procedure (Part 4 of the Council's Constitution [Part 4e - Overview and Scrutiny Procedure Rules \(stevenage.gov.uk\)](https://www.stevenage.gov.uk/part-4e-overview-and-scrutiny-procedure-rules))

<b>Subject:</b> Architect Appointment for Housing Site HO4	
Staff Contact: Simon Nuttall	Executive Member: Jeanette Thomas
Tel: 01438 242968	Portfolio: Housing and Housing Development

### 1. **Decision**

The decision is to appoint Kyle Smart Associates to carry out Architects services for the proposed Local Plan site HO4.

### 2. **Reasons for the decision**

Following a competitive procurement exercise, Kyle Smart Associates were the successful tenderers, scoring 1<sup>st</sup> on quality, 10<sup>th</sup> on price and 1<sup>st</sup> on social value.

The tender was advertised on the Council's In-tend portal, and was an open procurement so available to the whole market. The opportunity was listed on the 4<sup>th</sup> December 2023, and was available for 44 days. Tenderers all had access to the ITT and Response Document, as well as a detailed specification. The successful contractor will sign up to a standard High Value Services Contract which was also included within the tender.

### 3. **Alternative options considered and rejected <sup>2</sup>**

The option to not appoint following the procurement was considered, however this was rejected as the successful bidder represents good value for money.

### 4. **Consultation**

(a) Comments of Executive Member <sup>3 4</sup>  
Cllr Thomas confirmed that she is content

(b) Comments of other consultees <sup>5</sup>  
Procurement exercise was supported Corporate Procurement who are content with the manner in which the procurement exercise was undertaken. Executive agreed to conduct the tender activity as part of an Executive report from the November Executive.

### 5. **Following consultation with, and the concurrence of the Executive Member, I am proceeding with the proposed decision.**

## DECISION RECORD

Signed: ...[ SIGNATURE REDACTED ].....

Title: .....Ash Ahmed (Assistant Director - Housing Development).....

Date: ...14/02/2024.....

### 6. PLEASE RETURN COMPLETED/SIGNED FORM TO CONSTITUTIONAL SERVICES FOR PUBLICATION

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<sup>1</sup> for guidance see Borough Solicitor's note "Taking Decisions"

<sup>2</sup> details of any alternative options considered and rejected by the officer at the time the decision was made

<sup>3</sup> record any conflict of interest declared by any Executive Member consulted. If an Executive Member declares a conflict of interest DO NOT PROCEED without seeking advice from the Borough Solicitor

<sup>4</sup> If the matter has general significance for the Council and/or is, or is likely to be, controversial, then the officer shall consult the appropriate Executive Member before proceeding. In some cases it will be necessary to consult more than one Executive Member, and in some cases the Leader of the Council will need to be consulted

<sup>5</sup> If the matter has local significance, but no general significance for the Council and no controversial aspects, the officer shall consult or inform the local member in writing (or by e mail) and proceed. It is essential that all officers responsible for delivering services ensure that local members are kept well briefed on issues affecting their areas.