

## OFFICER DECISION RECORD SHEET

**Name of decision maker:** Assistant Director of Housing

**Service Area:** Housing Development

**Title of Decision:** Approval to award a contract for the role of Employers Agent on the Paradise Fields Housing New Build Development

**Decision made and reasons:**

**Decision:** The approval to award a contract to Calford Seaden for the Employers Agent role on the Paradise Fields Housing New Build Development scheme.

**Reason:**

The Council require an Employers Agent for the Paradise Fields New Build Scheme as we do not currently have the expertise in house to undertake this role.

The Council have utilised the Watford Community Housing Trust Consultancy Framework and undertaken a mini competition with all the members of the agreement.

Calford Seaden provided the best value for money submission of all the bids received.

**Reports considered:**

The procurement report is attached.

**Officers/Councillors/Ward Councillors/Stakeholders Consulted:**

Sam Bramley, Housing Development Team Leader

Ian Johnson, Senior Project Manager of Housing Development Team

David Barrett, Group Manager of Housing Development

Andrew Linden, Team Leader of Commissioning, Procurement & Compliance

**Financial Comments:**

The estimated cost of this contract has been accounted for within the total budget allocated to the scheme over the financial years 2019/20 to 2023/24.

Lucy Tash

Accountant - Housing

**Monitoring Officer Comments:**

Officers should ensure that an appropriate service contract is completed prior to commencement of the services.

**Deputy S151 Officers Comments:**

The costs of this contract have been budgeted for as part of the medium term new build capital programme.

**Implications**

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**Value for Money:** The Watford Communities Housing Trust Framework Agreements were set up in 2018. The agreement have been set up for use of local authorities and housing associations to provide a quicker route to market and provide value for money for its members.

The Council have undertaken a mini-competition with all the shortlisted companies on the framework with Calford Seaden providing the most cost effective solutions for the Council's requirements.

The mini competition looked at both price and qualitative criteria. This ensures that the Council does not look solely at the lowest priced tender, but takes into consideration other aspects of the requirement to ensure true value for money.

**Financial:** The total cost for the project (for RIBA stages 1-6) is £99,800.

**Risk:** If this contract is not awarded then the Council will not have a key role on this new build scheme which will add further risks to the project.

**Officer Signature:**

Date: