

SHEFFIELD CITY COUNCIL

EXECUTIVE DIRECTOR DECISION RECORD

The following decision was taken on 3rd December 2021 by the Executive Director, Resources.

Date notified to all members: 6th December 2021

The end of the call-in period is 4:00 pm on 10th December 2021

Unless called-in, the decision can be implemented from 13th December 2021

1. **TITLE**

Personal Protection Equipment (PPE) Tender

2. **DECISION TAKEN**

That the Executive Director for Resources:

1. Approves the procurement and award of the contract to the successful tender submitted for the provision of Personal Protection Equipment across Sheffield City Council; and
2. Delegates authority to the Director of Finance and Commercial Services and the Director of Legal and Governance take all other decisions necessary in order to meet the aims, objectives and outcomes of this report which are not already covered by existing delegations in the Leaders Scheme of Delegation.

3. **Reasons For Decision**

The Council has a legal obligation to ensure its staff are able to undertake their duties in a safe and protected manner.

The Council has a responsibility to the general public to ensure it undertakes it's duties in a safe and protected manner.

The route to market is determined by the spend levels and the need to compete the requirement across an appropriate supply base.

By opting for a full tender over a 3rd party framework we will ensure we compete this procurement across a wider range of potential suppliers and that we are able to include local suppliers in the opportunity increasing the possibility of increases in the local economy and job opportunities for residents.

4. Alternatives Considered And Rejected

As this is third party spend at a level that triggers a procurement under the Public Contracts Regulations 2015 and the Standing Orders of the Council there is no opportunity to consider options other than the route to market.

There is an option to do nothing however, this will leave us without a compliant route to purchase PPE which will result in either no future protection equipment being available for staff or if colleagues continued to order with the current provider off contract could leave us open to risk and challenges from suppliers and the public under the Freedom of Information Act through the obligation to publish spend data.

Options considered have therefore been whether or not to do a full open tender in our own right or compete this via a further competition under a pre-existing compliant 3rd party framework such as YPO.

The option of a full tender run in-house will allow for a bid from the incumbent supplier and other local companies where a further competition under a framework would not.

The pre-existing 3rd party framework is only available for spend under £10k and is therefore not suitable for our requirements.

5. Any Interest Declared or Dispensation Granted

None

6. Respective Director Responsible for Implementation

Executive Director, Resources

7. Relevant Scrutiny Committee If Decision Called In

Overview and Scrutiny Management Committee