

SHEFFIELD CITY COUNCIL
OFFICER DECISION RECORD

The following decision was taken on 24/04/2024 by the **Director of Operational Services**

1. Title of Decision

Operational Services – Commissioning – Mail Services

2. Decision Taken

- a) Approved the commissioning of a service with an external provider to collect and deliver mail and parcels for the Council over a 4-year period with an estimated value of £3,700,000.

3. Reasons For The Decision

The decision will help enable the Council to continue to have access to a mail and parcel delivery service. The procurement of the contract will ensure the Council is operating in accordance with the Public Contract Regulations 2015 and achieving best value in its procurement of the services.

4. Alternatives Considered and Rejected

Do nothing – This option has been excluded as there is a requirement for mail and parcel services and we have a legal duty to procure a contract for its supply.

Self-Deliver - this is not an option; the Council has neither the capacity nor appetite to deliver its own mail.

Further extend existing contract – this is not an option as we do not currently have a contract.

5. Documents Used In Making Decision:

- a) Officer decision report 'Operational Services – Commissioning – Mail Services'

6. Any conflict of interest declared by any Policy Committee Chair who is consulted by the Officer when making the decision.

No

6.1 **Any dispensation granted by the Head of Paid Service**

No

7. **Respective Director Responsible for implementation**

Director of Operational Services – Tom Smith

8. **Decision Taker's Signature:**

Date: 24/04/2024

A handwritten signature in black ink, appearing to be 'TS' or similar initials, written in a cursive style.

Print Name: Tom Smith