

OFFICER'S DECISION

Subject **Consultation Portal Contract**

Decision by Paul Najsarek, Chief Executive.

Non-key decision Non Key Decision (purchase less than £500,000)

Portfolios Regeneration and Transport (Cllr Julian Bell)

Environment & Highways (Cllr Mik Sabiers)

Authority

Paragraph 2.6.2 of Part 8 of the Constitution – Delegations to All Directors

To invite and evaluate quotations or tenders for works, supplies or services, and to award contracts up to a value of £500,000 per annum.

Paragraph 3.2 of Part 8 of the Constitution – Delegations to the Chief Executive

As required, to exercise any function delegated to any other officer of the council, with the exception of those delegated exclusively to the Chief Finance Officer or the Monitoring Officer

Purpose

The Council needs to urgently procure an online engagement platform to enable consultation with Ealing residents to comply with central government timescales and grant conditions on implementing Low Traffic Neighbourhoods (LTN).

The Council was already in the process of procuring an online engagement platform that can be used to facilitate consultation by all Council departments with Ealing residents, businesses and stakeholders about a variety of planning, transport and place-based projects and programmes.

The aim of procuring a the digital engagement platform is to assist the Council in engaging with more people, making consultation easier for people and reaching communities who may not typically have been involved in consultation for previous projects.

The Council is planning to use the main digital engagement platform for a variety of projects and programmes including the local plan making process and for transport and highways projects. For some projects and programmes e.g. the Local Plan there will be a series of consultation and engagement stages, each of which will need to present different content and may require different forms of feedback.

The procurement for the contract for the main platform is ongoing and as part of that process officers have at this stage identified and shortlisted three suppliers through the Crown Commercial Services G cloud framework for a three year contract. It is anticipated that officers will complete the process to select the successful bidder by the 9th October 2020.

The urgent requirement for a single project procurement before the 9th October has arisen as a result of the need for an urgent public consultation arising from the recent highway measures introduced from 22nd July as a six month pilot as part of Transport for London's Streetspace Plan funded by central government.

<http://content.tfl.gov.uk/lsp-interim-borough-guidance-main-doc.pdf>

Given the urgency of this specific consultation officers recommend that the Council awards a single project contract to Commonplace who are one of the three shortlisted bidders from the wider procurement. This is on the basis set out below.

Consultation Has taken place with the Commercial Hub and the Portfolio holders

Equalities Analysis Assessment

There are no specific equalities issues arising from this decision.

Decision

To award a contract to Commonplace for a single project at a total cost of £15,000

Reasons: The Council needs to undertake an urgent specific consultation on a the LTN project referred to above and Commonplace provides the quickest route to market and:


A) officers have had demonstrations of Commonplace and seen it used by other authorities for this purpose so have confidence in its practical capabilities and

B) it is the cheapest product for this use amongst the shortlisted products from G-Cloud

Commonplace is one of the three shortlisted companies who will be taking part in the larger procurement exercise. The wider exercise and selection process are unaffected by this decision.

It should be noted that a senior councillor in the Council is an employee of Commonplace but he has played no part in any part of the procurement exercise either as a councillor or an employee of Commonplace nor in the Council's decision to award to Commonplace.

Signature

A handwritten signature in black ink, appearing to read 'P. Naysmith', is centered within a light gray rectangular box.

Chief Executive

Date of decision 10th September 2020

NB Scanned copy of signed decision to be sent to cabinetreports@ealing.gov.uk