



Hereford & Worcester Fire Authority

Record of an Authority decision delegated to an Officer as required under Regulation 7 of the Openness of Local Government Bodies Regulation 2014

Subject of decision	Award the contract to DRP Holdings Ltd for the provision of Digital Service Bulletin. The Authority propose to enter into a Contract for a period of three (3) years with the Contractor and continue on automatically for successive periods of twelve (12) months on each anniversary date of this Contract unless terminated by either party upon twelve (12) months prior written notice to the other party. The contract is anticipated to commence in February 2024.
Officer name	George Marshall
Job title	Assistant Director/Area Commander -Protection
Date decision taken	30/01/2024
Reasons for the decision	Hereford and Worcester Fire Authority (the Authority) are seeking to digitise their current service bulletin (internal staff communication) to support current service strategy (Digital and Data), based on a 2022 an internal communications review was completed, which recommended development and improvements in digital internal communication.
Details of decision	Following an open tender process DRP Holdings Ltd have been awarded the contract due to being the Most Advantageous Tender (MAT). The opportunity was published via the Bluelight EU Supply e-Tendering Portal The total contract value £99,975 Year 1 £74,175 Year 2 £12,900 Year 3 £12,900 The tenders were evaluated based on Mandatory Questions- Pass/Fail Compliance with the Specification 45% Aftersales • Delivery/Implementation 10% • Contract Management and Performance Information Only • Document/Reports 10% • Training 5% • Warranty Information Only • Support and Maintenance 10% Price 20%

For decisions regarding spend of £100,000 and above

To be completed by Information Governance & Committee Services
Log No

	Two tenders were received Cite DMS Ltd and DRP Holdings.
Details of alternative options considered and rejected (if any)	N/A
Any interests declared by a Member or Officer	N/A
Links to relevant background documents or information	N/A

Signed.....  Date.....30.1.24.....

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