



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	To Authorise the direct award of a contract to Access Maintain for a Facility Management System without inviting competitive tenders, pursuant to paragraph 3.1(e) of the Authority's Contract Standing Orders. <i>"For the supply of goods, materials or services in any other circumstances where the Chief Fire Officer/Chief Executive is satisfied that there are proper service reasons for not tendering and that there would be no financial disadvantage to the Fire Authority as a result".</i> Approve total expenditure of £45,000 over a 3-year term, £15,000 per annum
Officer name	Adrian Elliott
Job title	Assistant Chief Fire Officer - Director of Protection
Date decision taken	14 th May 2026
Reasons for the decision	The Authority has successfully outsourced its Facilities Management service to the PCC for a number of years. Notice has now been issued, with the strategic intention to bring the service back in-house with a go live date of 1st April 2027. To support a smooth transition and minimise disruption, it is proposed that the current facilities management system (used for logging and managing jobs) will be retained and transferred. This will be achieved via an exemption to Contract Standing Orders, on the basis that: • The system is already actively used; so is tried and tested solution meeting the Authorities need • Transferring staff are familiar with the system, reducing training requirements • Existing data will be transferred, ensuring continuity of service and avoiding loss of information, which is imperative • The approach supports a seamless operational transition with minimal risk to service delivery • Reduced timescale by not having to run a procurement process • Value for Money: Previous contract pricing indicates that the proposed cost is reasonable and avoids additional mobilisation and implementation costs associated with a new system, ensuring the service is ready for go-live with minimal disruption In addition, the system has been secured at a reduced annual cost through negotiated savings, delivering a financial saving: • Current cost: £23,000 per annum • New cost: £15,000 per annum

For decisions regarding spend of £100,000 and above

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	• Annual saving: £8,000 Furthermore, there is no licensing and no maintenance costs attached to the contract Costs included within approved service transition budget
Details of decision	With limited resources available to the Authority, our approach is focused on maximising continuity of service through the transfer of the existing system, ensuring a seamless transition, and enabling staff to use familiar technology to effectively undertake their roles from day one. This approach is further underpinned by the Authority's Digital Strategy, which promotes efficient, streamlined services, the effective use of technology, and sustainable long-term delivery. A future competitive procurement exercise is planned within the initial contract period. The proposed contract award will be undertaken in accordance with the Public Contracts Regulations 2023, specifically ensuring the relevant notices are published UK5 Transparency Notice Legal Services will review and approve the contract prior to execution.
Details of alternative options considered and rejected (if any)	To run an open tender process/or further competition via a Framework for a Contractor to supply a Facility Management System. This has been discounted due to its unlikelihood that alternative providers would provide the service for less than the amount we are able to validate and the high risk of service disruption during transition. There is no guarantee that the costs would remain as-is due to the time to run a process and the nature of the market, its vulnerability and rising costs. Waiving the Contract Standing Orders for this contract would allow work to progress; reduced disruption to operations whilst a maintain service delivery and expected levels of expenditure.
Any interests declared by a Member or Officer	N/A
Links to relevant background documents or information	N/A

Signed.......... Date.....14/05/2026.....

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