



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 provision of Payroll Bureau Services for a period of 3 years from April 2020 with an option to extend for a further 24 months in 12 month increments
Officer name	Anna Davidson
Job title	Assistant Director- Prevention
Date decision taken	05/12/2019
Reasons for the decision	HWFRS current Payroll Services are due to expire in March 2020, a Payroll service with the necessary IT software is still required. The Service has moved away from a four-weekly to a monthly pay frequency for our Wholetime and Control employees.
Details of decision	This was undertaken as an open tender under EU threshold, via the Bluelight EU Supply e-Tendering Portal and Warwickshire County Council was awarded the contract due to being the Most Economically Advantageous Tender (MEAT).
Details of alternative options considered and rejected (if any)	Warwickshire County Council was awarded the contract, this was evaluated based on Quality 20%, Governance/Compliance including Audit 15%, Management and Account Information 10% System/Software 10%, Compliance and Resilience 5% Price 30%, and Presentation 10% alongside 7 tenders (in total).
Any interests declared by a Member or Officer	N/A
Links to relevant background documents or information	N/A

Signed:  Anna Davidson
Date: 08.12.21

For decisions regarding spend of £100,000 and above

To be completed by Information Governance & Committee Services
Log No