



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 award a contract to DPR Holdings Ltd for the design, development, implementation, hosting, support and maintenance of a Video HUB without inviting competitive tenders, pursuant to paragraph • 3.1a(i) - goods, materials or services are of a unique or specialised nature; and • 3.1a(iii) - the protection of exclusive rights, including intellectual property rights of the Authority’s Contract Standing Orders.														
Officer name	Jon Butlin														
Job title	Area Commander - Prevention														
Date decision taken	14/10/2026														
Reasons for the decision	The proposed video platform will provide a dedicated area within the Authority's existing comms hub application, enabling bite size training content to be delivered in the form of digital video. The solution will be accessible through desktop, tablet and mobile devices and integrated with existing user authentication systems. DRP Holdings Ltd has consistently met performance expectations under the existing communications hub contract and has delivered a high-quality solution which aligns with the Authority's objectives within the Digital and Data Strategy 2025-2030. Following an open tender process in December 2023, DRP Holdings Ltd was awarded the communications hub contract (HWFRS/172) as the most advantageous tender (MAT). The opportunity was advertised through the Bluelight EU supply e-tendering portal. The proposed video platform contract is supplementary to and dependent upon the existing communications hub agreement. Accordingly, the contract period shall be co-terminous with contract HWFRS/172 and shall expire 4th February 2027, with the option to extend for 24 months in 12 month increment.														
Details of decision	The indicative delivery timeline for the Video Platform Extended Feature is: <table><tr><th>Phase</th><th>Duration</th><th>Dates (2026)</th></tr><tr><td>Planning & Definition</td><td>2 weeks</td><td>15 October – 23 October</td></tr><tr><td>Design & Implementation</td><td>6 weeks</td><td>26 October – 4 December</td></tr><tr><td>Testing & Deployment</td><td>2 weeks</td><td>7 December – 18 December</td></tr></table>			Phase	Duration	Dates (2026)	Planning & Definition	2 weeks	15 October – 23 October	Design & Implementation	6 weeks	26 October – 4 December	Testing & Deployment	2 weeks	7 December – 18 December
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	Ongoing Support & Optimisation	From go live	Until the Expiry Date (as part of Comms Hub support)
	The total investment required for the design, development, implementation, hosting and support of the Video Platform Extended Feature is £38,900 (excluding VAT) for the first 4 months		
	Investment	Budget exc VAT	Resource (days)
	Planning & Scoping	£3,250.00	5.00
	UX & Interface Design	£2,600.00	4.00
	Development & Implementation	£16,250.00	25.00
	QA and Testing	£5,200.00	10.00
	Project Management	£7,800.00	12.00
	Design & development sub-total	£35,100.00	56.00
	Hosting within the Comms Hub environment (£100.00 per month)	£400.00	–
	Ongoing support package (annual, based on 2 days’ resource @ £650)	£1,300.00	2.00
	Domain & SSL	n/a – shared with Comms Hub	–
	Video CDN licence (Vimeo Enterprise recommended)	Excluded – Authority licence	–
Total – first 4 months	£36,800.00		
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	HWFRS/172 Digital Service Bulletin Tender Documents		

A handwritten signature in black ink, consisting of several overlapping loops and strokes, positioned above the word "Signed".

Signed

Date: 14th October 2026