

e-Procurement Decision Record

Reference: DR110120196

Reference number:: DR110120196

Contract title:: Active Withernsea Artist/Animator

Directorate:: ADULTS HEALTH AND CUSTOMER SERVICES

Section:: PUBLIC HEALTH SERVICES

Department responsible:: PUBLIC HEALTH SERVICES

Description of contract (9 characters):: Sport England has provided funding for a project that is designed to encourage communities to improve their wellbeing by becoming more active. An artist is required to produce pictures and animations to feed information back into the community.

characters: 9

Is the procurement ICT related ie. software and/or hardware?:No

Select the appropriate Primary Category Group:: Health and care

Select the most appropriate Category Code (CPV)::85000000-9 - Health and social work services

Contract start date:: 01/04/2019

Contract end date:: 31/03/2020

Contract value:: 35000.00

HelperContractValue: 75000

Under or Above 75000: Under

HelperContractFinder: 25000

ContractFinderAward: Notice

Name of Recommended Supplier:: Sarah Smizz

Address:: 56 Welfare Road,
Woodlands,
Doncaster,
South Yorkshire

Postcode:: DN6 7QF

Is the Recommended Supplier a :: Not applicable

Is this contract awarded to more than one supplier?:No

Summary: Contract Name - Active Withernsea Artist/Animator

Department responsible - PUBLIC HEALTH SERVICES

Description - Sport England has provided funding for a project that is designed to encourage communities to improve their wellbeing by becoming more active.

An artist is required to produce pictures and animations to feed information back into the community.

Name of supplier - Sarah Smizz

Contract value - £35000.00

Full name:: Jim Wallis

Job title:: Planning and Procurement Officer

Email address:: james.wallis@eastriding.gov.uk

Contact telephone number::6425

Does an in-house service, corporate contract or framework arrangement exist within the Council that can provide equivalent services/supplies/works?: No

Authorised Procuring Officer:: Andy Kingdom

Authorised Procuring Officer email:: andy.kingdom@eastriding.gov.uk

authorisedProcuringOfficerName: Andy Kingdom

Authorised Procuring Officer's procurement limit:: Unlimited

Authorised Procuring Officer's procurement limit:: 100000000.00

Are you seeking an exclusion from the Contract Procedure Rules (CPRs)?: Yes

ValueandExclusion: UnderExclusion

Supplier name:: Sarah Smizz

Quote value:: 35000.00

Is the supplier local?: No

Primary cost code:: 81G104

Are multiple cost codes to be used?:No

supplierlocalsum:

supplierlocalvalid:

QuoteCount:

ContainQuote:

If you would like to add further quotations, please click on the button 'Add another supplier':

Upload any additional information::**uploadcount:****successmessage:** No**Price::** 100**Quality::****sum_quotation:** 100

Reason for exclusion:: Where there is no market or competition for the proposed contract, ie sole supplier

Justification for exclusion:: East Riding Public Health have been funded by Sport England to implement a project to combat issues associated with deprivation and inactivity that can lead to long term health conditions and social issues such as mental health problems or isolation. The key principle to this project is encouraging the community to do things differently, and this has included the need to ensure that members of the community receive information on the impact of the project in a form that is engaging and accessible. Using animation and other associated artistic formats is agreed by Sport England to be a community-centric method of dissemination.

On 5 March 2019, a request for quotations was issued to three potential providers of appropriate artistic services identified by the East Riding Public Health Lead Officer. This tender opportunity ended on 12 March with no submissions received. However, after this deadline, one of the providers contacted the Council to say that she had not seen the RFQ email as it had been sent to an address that she does not monitor regularly.

This provider, Sarah Smizz, has confirmed that she is able to provide the service as per the specification originally issued with the RFQ documentation.

On the basis that we have tested the market with the original request for quotes exercise, and in so doing have identified that there is an absence of competition for the tender, we request authority to award a contract to Sarah Smizz by exclusion to the Council's Contract Procedure Rules, as per clause 21.1 "competition is absent for technical reasons".

businessmanagement:

Select the Head of Service	Head of Service title:	Head of Service email:
Yvonne Rhodes	Head of Business Management and Commissioning	yvonne.rhodes@eastriding.gov.uk

Date:: 20/03/2019**HOSName:** Yvonne Rhodes**HOSTitle:** Head of Business Management and Commissioning**HOSEmailAddress:** yvonne.rhodes@eastriding.gov.uk

Procurement consultant email address:: planningandprocurement@eastriding.gov.uk

Legal consultant email address:: legal.procurement@eastriding.gov.uk

Finance consultant email address:: finance.procurement@eastriding.gov.uk

ICT consultant email address:: ict.procurementdr@eastriding.gov.uk

documentReviewEmail: planningandprocurement@eastriding.gov.uk

Email address for Further Action Required email - Document Review:
planningandprocurement@eastriding.gov.uk

emailYear: 2019

documentreviewapproval:

Reviewer's first name:	Reviewer's last name:	Reviewer's email address:
iona	Sapcote	iona.sapcote@eastriding.gov.uk

I have reviewed this e-PDR and accept its contents::Yes

Additional comments::

Authorised procuring officer name:: Andy Kingdom

I approve this e-PDR::Yes

AgreeandExclusion: AgreeExclusion

Additional comments:: approved

Date:: 25/04/2019

procurementConsultation:

Procurement representative first name:	Procurement representative last name:	Procurement representative email address:
Lindsay	Collingwood	Lindsay.Collingwood@eastriding.gov.uk

I support this submission::Yes

Additional comments::

legalConsultation:

Legal representative first name:	Legal representative last name:	Legal representative email address:
Elisabeth	Wimbles	elisabeth.wimbles@eastriding.gov.uk

I support this submission::Yes

Additional comments::

auditConsultation:

Finance representative first name:	Finance representative last name:	Finance representative email address:
John	Morrell	john.morrell@eastriding.gov.uk

I support this submission::Yes

Additional comments:: Written confirmation from Sport England that the unspent grant in 2018/19 can be used in 2019/20 for a continuation of the programme work. The 2018/19 is sufficient to fund this contract.

Additional comments::

Head of Service name:: Yvonne Rhodes

Head of Service directorate: Head of Business Management and Commissioning

Date:: 24/05/2019

I approve this submission and the exclusion (if applicable)::Yes

Additional comments::

HOSAmend:

DirectorEmailAddress:

bcc:

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- to prevent and/or detect crime and to carry out enforcement action (where required)
- to check your details are correct across our services
- identify other services that may benefit you

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