

OFFICER DECISION NOTICE



Reading
Borough Council
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This notice is to be used for the following types of officer decisions. (Select one option).

- A. Decisions taken by officers under a specific express delegation from Council or a Committee.
- B. Decisions taken by officers under a general delegation from Council or a Committee, which relates to (i) a permission or a licence, or (ii) the rights of an individual, or (iii) a contract or expenditure over which materially affects that relevant local government body's financial position.

1. Title of decision:	Allpay Limited Bill Payment Services Contract Award
2. Date of the decision:	08 April 2024
3. The decision maker:	Darren Carter, Director of Finance

4. Decision details:

It is the decision of the Director of Finance to award a service contract to Allpay Limited for the provision of bill payment services via the Post Office and PayPoint.

5. Reasons for the decision:

The proposed option is to re-enter into a three year contract with Allpay Limited using the [G Cloud Framework RM1557.13](#) and make a direct award.

The Framework agreement allows the Direct Award of a contract.

In accordance with Regulation 33(8)(a) of the Public Contracts Regulations 2015 (PCR 2015), direct award orders may be placed under this framework agreement provided the customer can meet any **one** of the following objective conditions:

1. Customer is satisfied that, following their own due diligence, they can identify the supplier that offers best value for their requirement
2. The supplier is able to supply the required goods/services within the customers timescales
3. The supplier scored the highest mark for price/quality in the framework agreement evaluation
4. Goods/services required are unique/exclusive to one vendor/supplier
5. Continuity of existing goods/services from an awarded supplier

This contract would 'qualify' under items 2 and 5.

The council is proposing a 3-year contract.

6. Alternative options considered (if any) and rejected:

None
7. List of open Background Papers: None
8. List of confidential or exempt Background Papers: Contractual agreement

9. Any other matters taken into consideration:	
<input type="checkbox"/> Legitimate expectation of consultation	<input type="checkbox"/> Procedural requirements
<input type="checkbox"/> Public Health implications	<input type="checkbox"/> Environmental or Climate Change
<input type="checkbox"/> Health and Safety	<input type="checkbox"/> Risk Management implications
<input type="checkbox"/> Transparency of Information (FOI etc)	<input type="checkbox"/> Privacy Impact Assessments
<input type="checkbox"/> Human Rights Act Duties	<input type="checkbox"/> Equality Impact Assessment
<input type="checkbox"/> Corporate Parenting	<input type="checkbox"/> Community Safety
<input type="checkbox"/> Regulatory duties	<input type="checkbox"/> EU withdrawal
<input type="checkbox"/> Armed Forces Covenant	<input type="checkbox"/> Other
Details of the matters taken into account:	

10. Legal considerations Legal (Nirender Clayton) has reviewed the framework and terms of the contract and has advised they are happy to proceed.
11. Financial considerations Funding for this contract renewal continues to be provided for in the Revenue budget and Housing budget. The annual cost based on current usage is approximately £44,000 per annum.
12. Internal consultations Procurement (Luana O'Neill) has reviewed the framework and terms of the contract and has advised they are happy to proceed.

Sections 13- 18: To be completed only for Decision A (express delegation from a Committee)

13. The name of the Committee:	
14. Date of the meeting:	Click or tap to enter a date.
15. Minute number:	
16. The delegation given by the Committee:	
17. The name of any member of the committee who declared a conflict of interest in relation to the decision:	
18. Any councillor or officer required to be consulted prior to the exercise of this delegation and details of their response.	