

## RECORD OF INDIVIDUAL EXECUTIVE DECISION MADE BY A CABINET MEMBER

| Decision Maker   | Decision Type                     | Date                          |
|--|-----------------------------------|-------------------------------|
| Cllr Jabbar, Cabinet Member for Finance & Corporate Services | Delegated Cabinet Member Decision | 18 <sup>th</sup> January 2022 |

### Approval to Award the Contract for a Travel Management Booking System

#### Decision (s)

To direct award to Click Travel Ltd using the NEPO framework for Travel Management Services (NEPO507). This will continue to provide a portal-based travel management system where staff can easily book travel arrangements. The direct award route offers a quick and efficient route to market.

|                            |  |    |
|----------------------------|--|----|
| Exempt/Confidential Report |  | No |
| Key Decision               |  | No |

#### Reasons for the decision(s)

To seek approval to award a 2-year contract for a Travel Management Booking System.

#### Options/Alternatives considered

Option 1 (Recommended): To direct award to Click Travel Ltd using the NEPO framework for Travel Management Services (NEPO507). This will continue to provide a portal-based travel management system where staff can easily book travel arrangements. The direct award route offers a quick and efficient route to market.

Option 2: To not approve the direct award option to appoint Click Travel Ltd. Due to the value of the contract an alternative procurement process will need to be undertaken increasing officer time and resources and reducing the risk of not achieving a 1<sup>st</sup> April 2022 start date.

#### Conflict of Interest declared



**(Councillor Signature and portfolio)**

**In consultation with**

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**(Executive Director Signature)**

**Decision made pursuant to:**

- a) Delegation to Cabinet Member under the Council's scheme of delegation. Contract £100,000 - £250,000 and Key decisions.**