

## **Reports and Notices received by the Chair of Overview and Scrutiny Committee as required under the Constitution or Law.**

### **1. Items referred to the Chair of Overview and Scrutiny Committee under Contract Standing orders and Standing orders for dealing with Land**

Notifications received where it has not been possible to obtain 3 quotations for a contract estimated to be between £10,000 and £50,000.

- The contract relates to the installation and maintenance of a new software within the existing Capita (Pay 360) system to support legislative changes in the way card payments are taken. Every payment made by cheque, online, via the automated payment line or by telephone to Customer Services at the Civic Centre is processed through this system. As the Pay 360 system is provided by Capita, only Capita can provide the new software to support compliance with the new regulatory requirements to reduce fraud and make online payments more secure. Therefore it has not been possible to obtain three other quotes as no other company or entity can provide this service.
- The current supplier of the mayoral chauffeuring and mayoral support service has been in place since 2016. Arrangements for services delivered under the contract have been working well and the supplier is trusted to deliver an excellent service. As the budget has reduced significantly for this current year, officers have only obtained one quote for the following reasons. Successive openly advertised procurements between 2016 and 2019 saw no interest from the market and on these occasions only one quotation, from the existing supplier, was forthcoming. Soft market testing proved that there are very few local providers with the required licences and experience in this fairly niche area of business. It is proposed to enter into a contract with the current provider in accordance with the quotation received. The contract will run for one year with an option to extend for a further year.

Please note that the above list may not be exhaustive; items may be referred at short notice to the Chair of Overview and Scrutiny Committee.