

## \*PART A

**Report to:** Cabinet  
**Date of meeting:** 19<sup>th</sup> January 2015  
**Report of:** Jane Custance, Head of Regeneration and Development  
**Title:** WiFi Connectivity Project – Delegation of Authority to Portfolio Holder

### 1.0 SUMMARY

1.1 The WiFi connectivity project was submitted to Cabinet on 1<sup>st</sup> December and the recommendation to proceed to procurement of a wireless concession contract was approved. It was proposed that the project be brought back to Cabinet for final approval following the procurement phase but before any contract is awarded. However the timeframe for procurement and the schedule for Cabinet meetings in Spring and early Summer do not align. Therefore this report recommends that authority be delegated to the Portfolio Holder to make the decision to award a contract, if a tender is deemed acceptable post evaluation and satisfactorily meets requirements.

### 2.0 RECOMMENDATIONS

2.1 The Portfolio Holder for Regeneration and Development is given the delegated authority to award the contract.

**Contact Officer:**

For further information on this report please contact: Cherie Norris, Economic Development Officer, 01923 278029 [cherie.norris@watford.gov.uk](mailto:cherie.norris@watford.gov.uk)

**Report approved by:** Jane Custance, Head of Regeneration and Development

### 3.0 DETAILED PROPOSAL

3.1 As outlined in the Cabinet report 1<sup>st</sup> December, much of the detail surrounding a wireless concession contract will be determined through the procurement phase, because the bidders will propose solutions based upon what they deem viable. Our ITT documentation will outline ours, and our partners aspirations for wireless connectivity across the town, (Watford Community Housing Trust, Town Centre

Partnership, Safer Watford, West Herts College), and bidders will respond with what they proposed to deliver based upon these aspirations. The evaluation process will focus on the quality of the solution (70%), including operational requirements, technical requirements and a high weighting towards coverage and customer experience, and also the commercial proposal (30%).

Once the evaluation and moderation panel have fully assessed the bids, a recommendation will be brought to the Portfolio Holder for a decision to award a contract.

#### 4.0 **IMPLICATIONS**

##### 4.1 **Financial**

4.2 There are no financial implications to delegating authority to the Portfolio Holder

4.1.1 There is no comment from the Director of Finance

##### 4.2 **Legal Issues** (Monitoring Officer)

4.2.1 The Head of Democracy and Governance comments that the process for selecting a suitable contractor complies with the contract procedure rules.

##### 4.3 **Equalities**

4.3.1 Not applicable in relation to this item

##### 4.4 **Potential Risks**

|                                                                                                                                                                           | <b>Potential Risk</b>                                                                  | <b>Likelihood</b> | <b>Impact</b> | <b>Overall score</b> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|-------------------|---------------|----------------------|
| 4.5                                                                                                                                                                       | The Portfolio Holder is not provided with sufficient information to make the decision. | 1                 | 4             | 4                    |
|                                                                                                                                                                           |                                                                                        |                   |               |                      |
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|                                                                                                                                                                           |                                                                                        |                   |               |                      |
|                                                                                                                                                                           |                                                                                        |                   |               |                      |
| Those risks scoring 9 or above are considered significant and will need specific attention in project management. They will also be added to the service's Risk Register. |                                                                                        |                   |               |                      |