

OFFICER DECISION RECORD

Lead Officer: Shaun Beales, Procurement Manager	Service: Finance (Procurement)
CMT Officer: Amy Brown, Assistant Director	Delegated Power Being Exercised: Part 3 - Responsibilities for Functions; Tables 4 and 5
Subject of Decision: To approve the appointment of In-Tend as the Councils new term contractor for supply of a Procurement Portal.	

Decision to be Taken: To award a contract to enable the authority to undertake electronic procurement using a procurement portal as required under the procurement Act. Contract Term 4 years, full contract value over 4 years, circa £20K.	
Decision: Shaun Beales (Procurement Manager) has considered all options available and after consultation with the Assistant Director (Amy Brown) has decided to award a Cambridgeshire Wide Collaborative Contract to In-Tend Ltd.	
Reason for the Decision: A full Procurement Act tendering exercise has been carried out by Cambridgeshire County Council on behalf of the Cambridgeshire Authorities. The cost is to be shared by the six participating Authorities. Cost given is FDC share.	
Alternative Options Considered (if appropriate): Remain with the existing supplier in isolation from the other Cambridgeshire Authorities. Discounted as no economies of scale and would make integration and collaboration more difficult.	
Background/Reports/Information considered: CCC Tender Pack and Evaluation Documents.	
Lead Officer's Signature: Shaun Beales, Procurement Manager	Date: 11 November 2025

Please forward to Democratic Services upon completion

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Date copy passed to Democratic Services 12/11/25	Implementation Date: 12/11/25 (if not called-in) (Allow 5 clear working days after publication of decision)

Circulation: Democratic Services, Portfolio Holder, Officer and Accountancy.