

## London Borough of Hammersmith and Fulham Record of Cabinet Member Decision

***The call-in has expired and this decision can be implemented.***

- ❖ Draft Decision List published on: 17 November 2022
- ❖ Confirmed Decision List published on: 22 November 2022

1. **TITLE:** Translation and Interpretation Services Procurement Strategy

2. **DECISION MADE BY:** Cabinet Member for Children and Education

3. **DECISION:**

The Cabinet Member for Children and Education approves:

1. This procurement strategy to recommission a new Translation and Interpretation service contract for a duration of three years with the option to extend for a further two years, at a forecasted contract spend of £250,000 per annum (based on current usage and current prices), bringing a total contract value after extension to £1,250,000.

4. **REASON FOR DECISION:**

The contract expired in September 2022 and there was no option to extend. In order to ensure the continuity of provision a short-term direct award was completed for a period of six months. There is now a need to go back out to the market to undertake a competitive tender process to ensure there is a high quality, value for money contract in place that has sufficient capacity to meet demand.

5. **ALTERNATIVE OPTIONS CONSIDERED:**

Option 1 – Let provision of translation and interpretation services end in March 2023. (Not recommended)

Option 2 – Not award a new contract and allow spot purchasing as and when need dictates. (Not recommended)

Option 3 – Undertake an open tender procedure. (Not recommended)

Option 4 – Tender via Crown Commercial Services Framework.  
(Recommended)

6. **CONFLICTS OF INTEREST DECLARED AND DISPENSATIONS GRANTED:**

None

Date of Decision
14 November 2022