

**ROTHERHAM METROPOLITAN BOROUGH COUNCIL**

**RECORD OF OFFICER EXECUTIVE DECISION**

Date of Decision:	17 <sup>th</sup> September 2025
Title:	Procurement of an Information Technology Service Management (ITSM) and Information Technology Asset Management (ITAM) system.
Decision Maker: (Including Job Title)	Luke Sayers; Assistant Director of Customer, Information and Digital Services (CIDS)
Details of Specific Delegation  or  Delegation contained in the relevant Sub-Scheme of Delegation.	<a href="#">Sub-Scheme of Delegation - Strategic Director of Finance and Customer Services</a>  Procurement (c) To make decisions in relation to commissioning and procurement activity. Such activity should be carried out in accordance with the Finance and Procurement Procedure Rules.  Page 16 refers.
Decision:	To award a 3-year contract, with an option to extend by a further 2 years and appoint Specialist Computer Centres to provide the Council's ITSM and ITAM system, at a value of £375,672 (5-year term).
Reasons for the Decision:	Following evaluation of the procurement options against the Council's requirements, the Council decided to run a further Competition through Crown Commercial Services (CCS), Technology Services 3 (RM6100) framework. Following evaluation of compliant tender submissions, Specialist Computer Centres was determined the most economically advantageous.
Details of alternative options considered and rejected:	Above threshold open and restricted options were considered, however, they were discounted due to the time it would take to complete the procurement process which would not meet the Council's timeline for replacement.  A direct award was considered via Crown Commercial Services (CCS), Technology Services 3 (RM6100) framework and was discounted as the conditions for making a direct award could not be met.
Conflicts of interest declared by any	No conflicts of interest raised

Cabinet Member consulted by the decision maker which relates to the decision:	
Dispensations Granted: (If any)	N/A
Conflicts of interest declared by the Decision Maker if they sit as a Cabinet appointed representative to an outside body which relates to the decision:	No conflicts of interest raised
Dispensations Granted: (If any)	N/A
Reports or parts of reports relevant to the decision being taken:	The procurement business case was used to determine and agree the most appropriate procurement route. The tender evaluation process and accompanying report was used to make the decision.

**I certify that this is a true record of the executive decision:**

*To award a contract and appoint Specialist Computer Centres to provide the Council's ITSM and ITAM system.*

**I confirm that in making this decision, due regard was given to the seven principles of public life.**

**Signed by the Decision Maker:**



**Dated:** 17/09/2025

**Name:** Luke Sayers

**Job Title:** Assistant Director – Customer, Information and Digital Services