

Gloucester City Council

INDIVIDUAL OFFICER DECISION DECISION RECORD FORM

Date of Decision	30 August 2017
Subject	Multi-functional Devices (MFD's) contract
Wards affected	All Wards
Officer taking decision	Jon Topping, Head of Policy and Resources
Decision taken	To award a 24 month contract to The Apogee Corporation for the provision Multifunctional devices.
Delegated power used	None
Reason for decision	To allow time to fully review future options following the recent re-structure and intended re-location of the Council. This contract offers best value in the interim.
Alternative options considered	Re-tendering for a new contract.
Consultation Undertaken and Results of Consultation	Consultation with end users; some devices will be replaced were required.
People Impact Assessment (PIA)	Screening Stage completed: Yes/No Full PIA required, completed and attached: Yes/No
Any Conflicts of Interest	None
Declarations of Interest (including any dispensations granted):	None
Background documents:	None
Confidential or Exempt Information:	Yes/No
Name of document(s) which are confidential or exempt Final Report:	Quotation acceptance report

Decision Maker:

Date: 30 August 2017

A handwritten signature in black ink, consisting of several overlapping loops and a horizontal line, positioned below the 'Decision Maker' label.

Jon Topping, Head of Policy and
Resources