

Decision Recording Form

Title	Leisure Management System	Decision Maker	Director – Operations & Place
Date of decision	23 rd September 2024	Source of authority	Constitution, Part 3, Section 5, Paragraph 8.2
Date of Publication			

Background and Reason for decision

Background

Ipswich Borough Council requires a Leisure Management System for effective digital operation of the Sport & Leisure Services.

A open tender was advertised through Suffolk Sourcing (IBC/17548). Two bids were received and following evaluation of the two bids received, weighted as 35% on quality and 65% on price, only one of these bids was evaluated as being compliant with the technical requirements.

Decision

To award a contract for the provision of a Leisure Management System contract to Xn Leisure Systems Ltd.

Contract Commencement: 7th January 2025

Contract Duration: 5 years

Contract Value: £156,000 over a 5 year contract period.

The costs will be managed within existing core service budgets

Internal consultees: Sports & Leisure, IT, Procurement, Legal, Finance teams

Conflict of interest	N/A	Relevant Portfolio(s)	Communities & Sport
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ALL WARDS	Y	<i>Use a Y in the table below to mark the wards affected if not all wards</i>					
NW	NE	CENTRAL		SW		SE	
Castle Hill	Bixley	Alexandra		Bridge		Gainsborough	
Whitton	Rushmere	St Margaret's		Gipping		Holywells	
Whitehouse	St John's	Westgate		Sprites		Priory Heath	
				Stoke Park			

Once complete the Decision Maker must send this form and any background documentation for publication to Monitoring.officer@ipswich.gov.uk

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