

**TO: EXECUTIVE MEMBER FOR CULTURE, CORPORATE SERVICES AND PUBLIC PROTECTION
19 JANUARY 2017**

**SPECIALIST PRINTING FOR ELECTORAL SERVICES
Corporate Services – Democratic and Registration Services**

1 PURPOSE OF REPORT

- 1.1 To seek approval for the award of the framework agreement for specialist printing services for Electoral Services.

2 RECOMMENDATION

- 2.1 That the contract is awarded to Tenderer A.

3 REASONS FOR RECOMMENDATION

- 3.1 Tenderer A provided the lowest priced option and also scored highly during quality evaluation.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 Prior to the tender process three alternative models were considered to deliver the required print services. These were the following:

(i) Utilising existing in-house print services to deliver all electoral and registration printing. Upon investigation it was identified that current arrangements could not deliver the specialist printing requirements.

(ii) Utilising existing framework arrangements to deliver the required services. However, no suitable framework could be identified.

(iii) Undertaking a full procurement process to appoint a framework supplier by a competitive contest. This was the agreed option in the Procurement Plan.

5 SUPPORTING INFORMATION

- 5.1 The specification developed was based on expected electoral activity over the next four years with consideration given to potential process changes currently being trialled in other local authorities with highest consideration given to the legal and statutory requirements governing electoral and registration activity.
- 5.2 Due to the limited number of suppliers in the marketplace capable of delivering the required specification the procurement method adopted was a single stage process, issuing an Invitation to Tender with entry level questions.
- 5.3 The tender was advertised on South East Business Portal and Contract Finder and in the Official Journal of the European Union (OJEU).
- 5.4 The tender evaluation was weighted with quality comprising 35% of overall score and price comprising 65%.

Unrestricted

- 5.5 The process undertaken to advertise the tender opportunity, evaluate submissions and select a supplier has been detailed in exempt Annex A.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

- 6.1 This Framework is being procured in compliance with the provisions of the Council's Contract Standing Orders and the Public Contract Regulations. Once approved and following notification of the award to Tenderer A there will be a mandatory standstill period of at least ten calendar days before the contract can be formally entered into.

Borough Treasurer

- 6.2 The financial implications are set out in Annexe A which indicates the likely level of savings against current costs, subject to future postage costs which are not controllable by the Council or the supplier.

Equalities Impact Assessment

- 6.3 Completed as part of the Procurement Plan.

Strategic Risk Management Issues

- 6.4 None identified.

7 CONSULTATION

Principal Groups Consulted

- 7.1 Internally affected teams, Procurement, Finance and Legal Services.

Method of Consultation

- 7.2 Face to face meetings and email.

Representations Received

- 7.3 None

Background Papers

None

Contact for further information

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