

**Bracknell Forest Council  
Record of Decision**

<b>Work Programme Reference</b>	<b>I107910</b>
---------------------------------	----------------

1. **TITLE:** Contract award - Specialist Printing for Electoral Services

2. **SERVICE AREA:** Delivery

3. **PURPOSE OF DECISION**

To approve a contract for specialist printing and postage services for elections and electoral registration.

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive Member for Culture, Delivery and Public Protection

6. **DECISION:**

That the contract is awarded to Tenderer C identified in confidential Annexe A.

7. **REASON FOR DECISION**

Tenderer C scored the highest overall points following the tender evaluation.

8. **ALTERNATIVE OPTIONS CONSIDERED**

- I. Undertaking all printing using in-houses services: There is not the required level of expertise or knowledge available deliver the specialist print services that are legally required.
- II. Utilising existing framework agreements: Those found to be available do not provide a comprehensive service required by the Council and there are no opportunities for collaboration with other public bodies.
- III. Dividing the contract to use multiple suppliers: It was seen as more cost effective, efficient, and easier to contract manage with just one supplier.

9. **DOCUMENT CONSIDERED:** Report of the Executive Director: Delivery

10. **DECLARED CONFLICTS OF INTEREST:** None

<b>Date Decision Made</b>	<b>Final Day of Call-in Period</b>
11 October 2022	18 October 2022