

To: **EXECUTIVE MEMBER FOR CULTURE, DELIVERY & PUBLIC PROTECTION**
Date of Meeting – 16th June 2020

LIBRARY STRATEGIC PROCUREMENT PLAN FOR BOOKS & AV SUPPLY CONTRACT
Executive Director: Delivery

1 PURPOSE OF REPORT

- 1.1 To approve the Procurement Plan (attached as 'Restricted and not for Publication' at Annex 1) and Contract Award for the supply of library books and audio-visual material for the Library and Information Service.

2 RECOMMENDATION(S)

- 2.1 **That the Executive Member approves the Procurement Plan and Contract Award.**

3 REASONS FOR RECOMMENDATION(S)

- 3.1 It is a requirement of Contract Standing orders that the Executive member approves Procurement plans with a value in excess of £400,000.

4 ALTERNATIVE OPTIONS CONSIDERED

4.1 A range of options has been considered to ensure that the Council's buying power is maximised and the strategy most likely to deliver the best possible value for money is selected. These options are as follows:

4.1 Advertise own Framework:

Purchases for the past eight years have been via the Central Buying Consortium (CBC) framework awarded in 2012. The option to advertise a single authority framework is potentially extremely labour intensive, the effort required is not felt to be justified by the potential results in terms of value for money or discount received. For this reason, this option is not recommended by the project team.

4.2 Public Sector Frameworks (Recommended Option):

Framework agreements properly advertised and set up by central buying organisations offer reduced implementation timescales and potential cost savings through economies of scale to the contracting authorities. The strength of using a framework is the aggregated spend of all participating authorities ensures greater discounts. The fundamental requirement for using any available framework agreement is that the Council is specifically (or generically) mentioned as a contracting authority in the OJEU contract notice.

5 SUPPORTING INFORMATION

- 5.1 The current CBC framework agreements for the supply of library stock expires at the end of March 2020.

- 5.2 If the stock fund is reduced, then expenditure would be reduced proportionally. There is no contractual requirement for a minimum spend by the Council, and the same level of discounts would apply.

6 CONSULTATION AND OTHER CONSIDERATIONS

Legal Advice

6.1 Provided by Sanjay Prashar, Borough Solicitor

Procurement through the CBC framework is consistent with the Council's preferred approach for repetitive supplies and services as referenced in paragraph 1.3 of the Contract Standing Orders.

Financial Advice

6.2 Provided by Laura Cooper, Finance Business Partner (Delivery)

The financial implications are contained within this report and will be met from within the existing budget. Any opportunity to reduce ongoing spend and release savings is to be explored and actioned where appropriate to do so.

Other Consultation Responses

6.3 Procurement comments provided by Jo Alderson, Head of Procurement

Utilising the CBC framework allows the Council to benefit from economies of scale that we could not achieve as a single Council and it also reduces the officer workload.

Equalities Impact Assessment

- 6.4 EIA exists for the Resource Management Policy for the Library and Information Service. An EIA has been completed for the Procurement Plan.

Strategic Risk Management Issues

- 6.5 None anticipated.

Background Papers

Annex 1 – Procurement Plan

Contact for further information

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