

To: **Executive Member for Culture, Delivery and Public Protection**
5 October 2022

Specialist printing for Electoral Services – Contract Award
Assistant Director: Democratic and Registration Services

1 Purpose of report

- 1.1 To seek approval for the award of the Specialist Printing Contract – Electoral Services following completion of the requisite tender exercise.

2 Recommendation

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

3 Reasons for recommendation

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

4 Alternative options considered

- 4.1 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.
- 4.2 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.
- 4.3 Dividing the contract to use multiple suppliers: It was seen as more cost effective, efficient, and easier to contract manage with just one supplier.

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 due to come into effect over this period. The highest consideration has been given to the legal and statutory requirements governing electoral registration and activities.
- 5.2 Due to a limited number of suppliers in the marketplace capable of delivering the required specification the procurement method adopted was a single stage process with an Invitation to Tender issued alongside entry level questions.
- 5.3 The tender was advertised on the *Find A Tender Service, South East Business Portal and Contracts Finder*.
- 5.4 The tender evaluation was weighted with quality comprising 40% of the overall score and price comprising 60%.
- 5.5 The process undertaken to advertise the tender opportunity, evaluate submissions and select a supplier has been detailed in the confidential Annex A.

6 Consultation and other considerations

Legal advice

- 6.1 It is understood that a procurement process has been conducted which meets the requirements of the PCR 2015. The proposed award of this contract to the successful bidder should be recorded as a key decision on the Council's Forward Plan.

Financial advice

- 6.2 The financial implications are contained within the report. The new contract is expected to be of a similar cost to current costs and therefore will be contained within existing budget levels.

Equalities impact assessment

- 6.3 Completed as part of the Procurement Plan.

Strategic risk management issues

- 6.4 The delivery of elections and electoral registration is a key duty of the council and as such is recorded on the council's Strategic Risk Register. Failure to appoint a supplier capable of delivering the required statutory specification could cause serious financial and reputational damage to the council.

Climate change implications

- 6.5 The recommendations in Section 2 above are expected to have no impact on emissions of CO₂. With the same level of service being carried forward from the previous contract. Implications around climate change were also considered formally as part of the tender evaluation.

Health & wellbeing considerations

- 6.6 No issues around health or wellbeing have been identified as part of this procurement.

Background papers

None

Contact for further information

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