

STATEMENT OF OFFICER DECISION UNDER DELEGATED AUTHORITY

DECISION TO AWARD A CONTRACT

TITLE OF REPORT/DECISION:	Award of Interim Contract for Electoral Services Stationery and Printing Services
WARDS INVOLVED:	All
DECISION MAKER:	Jon Bunt, Strategic Director of Finance and Investment
DATE OF DECISION:	TBC
DECISION(S) MADE:	Seeking approval to award the provision of Individual Electoral Registration (IER) stationery and printing arrangements with Corporate Mailing Solutions (CMS) for a term of six months whilst a tender process for a new contract is carried out.
IS THIS A KEY DECISION?	No
VALUE:	6 month Interim Contract - £28,800.
AUTHORITY FOR DECISION:	Under Delegated Authority
REASON(S) FOR DECISION:	Procurement Board on 7 December 2015 approved the award an interim contract with Corporate Mailing Solutions (CMS) in respect of the provision of stationery and printing in connection with Individual Electoral Registration (IER) to allow time for this requirement to be tendered via an Open EU Tender process.
ALTERNATIVE OPTIONS CONSIDERED AND REJECTED:	<p><i>Do Nothing.</i> This option has been rejected because there is an ongoing need for the requirement and to allow existing arrangements to continue without an agreed contract established would place the Council in a non-compliant position.</p> <p><i>Utilise Internal Print Service:</i> Whilst some standard printing work will continue to be dealt with in house, for the purposes of this contract this option has been rejected due to the specialised nature of the print work that cannot be accommodated by the internal print service.</p> <p><i>Procure via a framework:</i> This option has also rejected as there is no suitable framework.</p>
ANY CONFLICT OF INTEREST	Not applicable

DECLARATION BY ANY CABINET MEMBER CONSULTED?	Not applicable
ANY DISPENSATION GRANTED BY CHIEF EXECUTIVE IN RESPECT OF ANY DECLARED CONFLICT OF INTEREST?	Not applicable

For completion by Democratic Services	
Date decision published	
Date decision implementable	

This Decision Sheet to be submitted to Democratic Services within three days of the decision being made

**OFFICER DECISION UNDER DELEGATED AUTHORITY
CONTRACT AWARD REPORT**

Title: Award of Interim Contract for Electoral Services Stationery and Printing Services	
Key Decision:	Wards Affected:
No	All
Decision Maker: Jon Bunt, Strategic Director of Finance and Investment	
Responsible Officer: John Dawe, Group Manager, Democratic Services	
Recommendations:	
That approval be given to award an interim contract for the provision of Electoral Services Stationery and Printing Services to Corporate Mailing Solutions (CMS) for a term of six months from 8 December 2015 for a period of up to six months with a total contract value of £28,800.	
Reason(s) for decision	
<p>From June 2014, each person in the Borough has been required to register to vote individually, rather than by the previous household system. This is known as Individual Electoral Registration (IER). Under the new system, residents have to provide identifying information, such as dates of birth and national insurance numbers. This enables their application to be verified before they are added to the Electoral Register.</p> <p>The introduction of IER and statutory requirements associated with the process means the Council is required to make sure processes and procedures are in place to facilitate continuing registration on a day to day basis. To that end in order to meet statutory requirements and provide for full compliance with the Council's Contract Rules, it is proposed that by way of a waiver the current arrangements with Corporate Mailing Solutions (CMS) to provide stationery and printing in connection with IER continues for a period of up to six months to ensure continuity of service while a tender process for a new four year contract (2016-2020) is undertaken in accordance with EU Regulations via an open EU tender process.</p>	
1. Background	
<p>1.1 The Procurement Board on 7 December approved the award of an interim contract to Corporate Mailing Solutions (CMS) to provide stationery and printing in connection with IER continues to ensure continuity of service while a tender process for a new contract is undertaken in accordance with EU Regulations using the Council's e-tendering system.</p>	

1.2 The proposed new contract will consist of multi-lots containing up to 3 operators and will combine Electoral Services overall stationery, printing and registration services.

2. Summary of the works, goods or services procured.

2.1 The interim contract for which the waiver is sought will allow CMS to provide Electoral Service's stationery and printing needs in connection with the annual production of the Register of Electors and ongoing IER. This provision will involve printing and production of:

- Household Enquiry Forms (HEFs)
- Individual Electoral Registration Forms (IERs)
- Associated Reminder Forms for HEFs and IERs
- C5 outer envelopes
- C5 business reply envelopes
- Household confirmation letter

2.2 The Council uses the Xpress software system for its electoral services. Therefore CMS must be able to provide a mechanism for an electronic and seamless exchange of all necessary data between parties which is secure and comply with all relevant legislation.

3. Value of the interim contract.

3.1 The total value of the interim contract, including the value of any uplift or extension period is estimated to be £28,800.

4. Does the Contract Value of the awarded contract differ from the Contract Value estimated in the PSR? If so, provide details and reasons for the difference.

No

5. Is this within the allocated budget for this contract?

Yes

6. Duration of the contract

6.1 The interim contract including options for extension will operate for a period of 6 months commencing on 8 December 2015.

7. TUPE, other staffing and trade union implications.

7.1 TUPE not applicable.

8. Criteria and Evaluation

8.1 Not applicable.

9. Standstill

9.1. Not applicable.

10. Waiver

10.1. The Council is bound by statutory obligations to ensure there are processes and procedures in place to enable residents to register. Therefore in accordance with clause 6.6.8 of the Council's Contract Rules a waiver of clause 28.4 of the Rules was approved by the Procurement Board on 7 December 2015 to allow for the existing arrangements to continue for a period of six months with Corporate Mailing Solutions (CMS) in respect of the provision of stationery and printing in connection with IER to allow time for this requirement to be tendered via an Open EU Tender process. .

11. Risk and Risk Management

11.1 In order to be compliant to legislation and Council Contract Rules, it is necessary to conduct a procurement process for this requirement. The interim arrangement will allow for a tender process to be undertaken in compliance with EU legislation and the Council's Contract Rules.

12. Consultation


12.1. Not applicable.

Consultee	Name/Title	Date consulted
Portfolio Holder		
Procurement Board		
Corporate Directors		
Other required Officer(s)		
Others (Specify)		

13. Corporate Procurement

Implications completed by: Gillian Shine, Category Manager

13.1 The proposed award of the interim contract will allow time for this requirement to be tendered via EU Open Procedure which will widen the competition as current market

<p>research demonstrates that there are not many providers able to provide this. This procurement route will provide best competition to get best value for money for the Council and will be compliant with the Council's Contract Rules and EU Regulations.</p>	
<p>13.1 The financial mechanism of the contract between the Council and Elevate will be agreed by both parties.</p>	
<p>14. Financial Implications</p> <p>Implications completed by: <i>Kathy Freeman, Group Manager, Corporate Finance</i></p>	
<p>14.1 The funding to meet the cost of the waiver for the Council to continue with the existing Individual Electoral Registration (IER) stationery and printing arrangements with Corporate Mailing Solutions (CMS) for approximately six months whilst a tender process for a new contract is carried out comes from a combination of existing budgets and Section 31 Government grant. The Cabinet Office has already made two payments to LBBD in the current financial year of £8,885.60 and £21,452.65 as a contribution towards the cost of transition from household to individual registration introduced in June 2014.</p>	
<p>15. Legal Implications</p> <p>Implications completed by: <i>Kayleigh Eaton, Contracts and Procurement Solicitor Legal and Democratic Services</i></p>	
<p>15.1 Not applicable as the value of the waiver is below £100,000.</p>	
<p>Officer decision</p>	<p>Having reviewed and taken account of the matters stated and documents appended to this report and having consulted with the persons/bodies identified in this report, and being satisfied that the decision(s) is/are in the best interests of the Council, I hereby agree and approve the Recommendations set out in this report.</p> <p>Signed </p> <p>Officer Title STRATEGIC DIRECTOR OF FINANCE AND INVESTMENT</p> <p>Date <i>23/12/15</i></p>

List of appendices: None
Previous Reports/Decisions Procurement Strategy Report was presented and approved by Procurement Board on 7 December 2015.
Report Author: Gillian Shine, Category Manager Tel: 020 8227 3836 E-mail: gillian.shine@elevateeastlondon.co.uk