

Report of	Meeting	Date
Chief Executive (Introduced by the Executive Leader)	Executive Cabinet	8 December 2016

## **ELECTIONS AND ELECTORAL REGISTRATION PRINTING PROCUREMENT**

### **PURPOSE OF REPORT**

1. To seek member approval of the proposed process for appointing a supplier for the printing of elections and electoral registration stationary.

### **RECOMMENDATION(S)**

2. That the intention of the Elections and Electoral Registration Manager to seek a waiver to depart from the Council's Contract Procedure Rules be noted.
3. That a market testing exercise be undertaken to enable the Council to demonstrate best value in relation to supply contracts for printing for elections and electoral registration.
4. That the assessment of any quotations received for elections printing be assessed on the basis of 70% quality and 30% cost.
5. That the assessment of any quotations received for electoral registration printing be assessed on the basis of 60% quality and 40% cost.
6. That the authority to award the contract be delegated to the Chief Executive in their role as Returning Officer.

### **EXECUTIVE SUMMARY OF REPORT**

7. In 2013 the Elections and Electoral Registration Manager undertook a market testing exercise to demonstrate best value in relation to elections and electoral registration printing. At that time they committed to undertake the exercise again in 4 years.
8. Waivers have been granted each year to reappoint the successful bidder.
9. It is appropriate to revisit this exercise to ensure the current supplier remains competitive both in terms of quality and cost.
10. It is proposed to invite quotations from 3 different suppliers. These quotes will be assessed in terms of both quality and cost. Suppliers will be asked to quote for both elections and electoral registration printing.
11. This approach will be a departure from the Council's contract procedure rules. These require Intermediate Value Contracts (those between £10,000 and £75,000) to be placed upon the Council's e-Procurement Portal the Chest. In this instance it is proposed to approach 4 suppliers directly.
12. Suppliers will be asked to respond to the invitation to quote by 4pm on Monday 16 January 2017.
13. Quotes will be assessed and it is proposed that the decision to award the contract be taken by the Chief Executive in his role as Returning Officer.

<b>Confidential report</b> Please bold as appropriate	Yes	<b>No</b>
----------------------------------------------------------	-----	-----------

<b>Key Decision?</b>	Yes	<b>No</b>
----------------------	-----	-----------

Please bold as appropriate		
----------------------------	--	--

<b>Reason</b> Please bold as appropriate	1, a change in service provision that impacts upon the service revenue budget by £100,000 or more	2, a contract worth £100,000 or more
	3, a new or unprogrammed capital scheme of £100,000 or more	4, Significant impact in environmental, social or physical terms in two or more wards

**REASONS FOR RECOMMENDATION(S)**

**(If the recommendations are accepted)**

- 14. It is necessary to undertake a market testing exercise to demonstrate best value. There are few experienced elections printers and so it is appropriate to approach them directly rather than do an open process.

**ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

- 15. To continue with current provider.

**CORPORATE PRIORITIES**

- 16. This report relates to the following Strategic Objectives:

Involving residents in improving their local area and equality of access for all		A strong local economy	
Clean, safe and healthy communities		An ambitious council that does more to meet the needs of residents and the local area	X

**BACKGROUND**

- 17. The Council have a duty to demonstrate best value in the award of contracts. This can be done through a compliant procurement exercise.
- 18. For intermediate value contracts, those valued between £10,000 and £75,000, the council should request at least 3 written quotations for the contract which should be invited through the Chest, the council's e-procurement hub.
- 19. It is legitimate to procure a contract for a single year.
- 20. It is very difficult to estimate numbers for Elections and Electoral Registration Printing as the requirements are based on changing numbers and there is always uncertainty around the number of election events each year. It is appropriate to use a quotation route for estimated numbers as then the Council can compare like for like.
- 21. It is proposed to depart from the Council's contract procedure rules to allow for direct approaches to recognised Elections Printers rather than publishing through the Chest. There are nationally only around 6 printers who have relevant experience some of which are based in the South of England which prevents ease of attending premises for QA checks. The Council are therefore looking to direct approach 3 printers to ensure we get 3 written quotes. However this will be beyond a simple price testing exercise as we will include additional assessment of the quality of the delivery under the contract. This will include, but not be limited to, the product provided, data security, insurance and project management.

## ELECTIONS PRINTING

22. This will be assessed on the basis of 70 % quality vs 30% cost. This is because of the high importance in the printing being correct. Failure on this issue could lead to problems on polling day and ultimately lead to a requirement to re-run the election.

## ELECTORAL REGISTRATION PRINTING

23. This will be assessed on the basis of 60% quality and 40% cost. Whilst it remains of high importance that the printing is done correctly the risk in the event the printing is done incorrectly is lower.

## AWARD OF THE CONTRACT

24. Generally, a delegation would be granted to an Executive Member to approve the contract award. However, as this relates to elections printing and electoral registration printing it is proposed to delegate to the Returning Officer to make the decision.
25. There will be 2 separate contract awards one for each area.

## IMPLICATIONS OF REPORT

26. This report has implications in the following areas and the relevant Directors' comments are included:

Finance		Customer Services	
Human Resources		Equality and Diversity	
Legal		Integrated Impact Assessment required?	
No significant implications in this area	X	Policy and Communications	

## COMMENTS OF THE STATUTORY FINANCE OFFICER

27. The cost of the contracts will be contained within existing budgets.

## COMMENTS OF THE MONITORING OFFICER

28. The proposed procurement requires a small departure from the Council's contract procedure rules and therefore a waiver is required. The proposed award criteria is appropriate for type of contract.

Gary Hall  
Returning Officer

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Chris Moister	5160	***	***