

**Report of** Chief Officer, ICT  
**Report to** Director of Resources  
**Date:** 3 April 2014  
**Subject:** Award of Contract for LCCITS130014 Managed Print (YORE-9D9J8Y)

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number: Appendix 1 – Tender Evaluation Report	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

### Summary of main issues

1. The Council has a contract with Specialist Computer Centres Plc for the delivery of the Managed Print service.
2. The contract commenced on 13<sup>th</sup> October 2008 and expires on 12<sup>th</sup> October 2014.
3. A procurement exercise has been completed using the Crown Commercial Services framework RM1599: Managed Print Services, Lot 2.
4. This report seeks approval to award a contract to Canon (UK) Limited to commence on the 13<sup>th</sup> October 2014 for a period of five years, ceasing on the 12<sup>th</sup> October 2019.

### Recommendations

5. The Chief Officer, ICT is recommended to confirm the award for a contract to provide Managed Print services in accordance with the provisions of Contract Procedure Rule 18 and subject to a voluntary 10 day standstill (Alcatel) period.

## **1 Purpose of this report**

- 1.1 This report is to seek approval to award a new contract for Managed Print for a period of 5 years.

## **2 Background information**

- 2.1 The Council has a contract with Specialist Computer Centres Plc for the delivery of the Managed Print service. This contract expires on the 12<sup>th</sup> October 2014 with no further options to extend.
- 2.2 A procurement exercise has been completed using the Crown Commercial Services framework RM1599: Managed Print Services, Lot 2.
- 3 This report seeks approval to award a contract to Canon (UK) Limited to commence on the 13<sup>th</sup> October 2014 for a period of five years, ceasing on the 12<sup>th</sup> October 2019.

## **4 Main issues**

- 4.1 The Council requires a contract to be in place for the provision on Managed Print services in council buildings; in addition, there are a number of ad-hoc provisions for public photocopying and desktop printers that will be incorporated under the new contract.
- 4.2 A secondary competition under Lot 2 of the Crown Commercial Services RM1599 Framework was undertaken and conducted electronically on the Council's procurement portal, Yortender.
- 4.3 The Invitation to participate in the secondary competition was published on 19<sup>th</sup> December 2013, with a return date of 29<sup>th</sup> January 2014, and sent to all eligible suppliers (as detailed within Appendix 1).
- 4.4 The evaluation team was comprised of eight experienced officers from ICT Services, City Development (Libraries) and Financial Management with the relevant experience to assess the technical, operational and commercial aspects of the submission. A matrix showing the evaluation team and the areas evaluated is detailed within Appendix 2.
- 4.5 Procurement support and moderation was provided by the ICT Strategic Sourcing team.

## **5 Corporate Considerations**

### **5.1 Consultation and Engagement**

- 5.1.1 The evaluation team was comprised of several experienced officers from ICT Services with assistance from colleagues from the Libraries Service. All had the relevant experience to assess the technical, operational and commercial aspects of the submission. Procurement support and moderation was provided by the ICT Strategic Sourcing team.

## **5.2 Equality and Diversity / Cohesion and Integration**

5.2.1 There are no Equality and Diversity / Cohesion and Integration Issues associated with this decision.

## **5.3 Council policies and City Priorities**

5.3.1 ICT is fundamental in enabling the Council to provide services to users, citizens and partners. Print is an important business function required across all departments.

## **5.4 Resources and value for money**

5.4.1 The costs to award the contract to Canon (UK) Limited are in-line with planned budgets and expected future costs for a similar service.

5.4.2 A key element of the award to Canon (UK) Limited is the cost saving nature of the future service. A key component being the requirement to assist the council in reducing the amount of printing taking place across the council.

## **5.5 Legal Implications, Access to Information and Call In**

5.5.1 The procurement was a secondary competition within Lot 2 of the Crown Commercial Services RM1599 Managed Print Services framework. This framework was approved by the Council's Chief Officer, ICT in accordance with the Contract Procedure Rules at the time the procurement commenced.

5.5.2 This decision is a key decision and subject to call-in.

## **5.6 Risk Management**

5.6.1 The contract will be managed in accordance with the contract management plan.

## **6 Conclusions**

6.1 Canon (UK) Limited's response has been adjudged to be the best received in both quality and cost.

## **7 Recommendations**

7.1 The Chief Officer, ICT is recommended to confirm the award for a contract to provide Managed Print Services to Canon (UK) Limited in accordance with the provisions of Contract Procedure Rule 18.

## **8 Background documents<sup>1</sup>**

8.1 Appendix 1 – Tender Evaluation Report

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<sup>1</sup> The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.