

Report of: Senior Business Partner**Report to: Head of Elections, Licensing and Registration****Date: 28th March 2017****Subject: Call-off contract against LCCITS160016: Scanning Services Framework.**

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 type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, access to information procedure rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of main issues

1. The Head of Elections, Licensing and Registration is requested to approve the placing of a Call-off contract for Registrars against the Scanning Services Framework.
2. Following a procurement exercise run in accordance with the Council's Contracts Procedure Rules and the Public Contract Regulations 2016, the Scanning Services Framework was awarded to Box-it Document Solutions Ltd, Winnall Down, Alresford Road, Winchester, Hampshire, SO21 1FP for a period of 4 years.

Recommendations

1. In line with Contract Procedure Rule (CPR) 3.1.8, the Head of Elections, Licensing and Registrations is requested to approve the placing of a Call-off contract for Registrars against the Scanning Services Framework.

1 Purpose of this report

- 1.1 This report seeks the approval for Registrars to place a Call-off contract against the Scanning Services Framework, which was awarded to Box-it Document Solutions.

2 Background information

- 2.1 Following a procurement exercise run in accordance with the Council's Contracts Procedure Rules and the Public Contract Regulations 2016, the Scanning Services Framework was awarded to Box-it Document Solutions.
- 2.2 The Call-off contract will enable births, deaths and marriage registers and corresponding index books to be digitised. From the digitised books, electronic certificates can be produced for a small fee for citizens of Leeds.
- 2.3 The benefits of digitising the register books are:
- Faster access to information leading to more efficient use of staff time
 - Reduction in long term staffing costs
 - Reduction in long term storage costs
 - Improved processing efficiency
 - Improving customer access
 - Creation of single repository
 - Generating additional income
 - Conservation of unique historical records
- 2.4 The duration of the Call-off contract is for 1 year.
- 2.5 The estimated value of the Call-off contract is £165,384

3 Main issues

- 3.1 The births, deaths and marriage records and corresponding index books are all currently held in paper format in numerous volumes and searching for and retrieving copies of relevant records is a time-consuming exercise.

By scanning and digitisation these records and placing them in a single digital repository, the time required to search, retrieve and print these records will be significantly reduced.

- 3.2 A separate report detailing the reasons why the Scanning Services Framework was awarded to Box-it Document Solutions Ltd was approved by the Director of Environment and Housing on 10th October 2016.

4 Corporate considerations

4.1 Consultation and engagement

4.1.1 No consultation has taken place with key stakeholders regarding the reasons why the framework was awarded to the winning tenderer, as this is determined by the evaluation of the tender received. However, consultation with key stakeholders was undertaken when the particular procurement route was chosen including:

- Leeds City Council Information Management Board
- Leeds City Council Digital Information Project Board
- ICT Services
- Elected Members

4.2 Equality and diversity / cohesion and integration

4.2.1 An impact and equality assessment has been completed and it was found that there were no issues relevant to Equality and Diversity/ Cohesion and Integration with this decision.

4.3 Council policies and best council plan

4.3.1 The Call-off contract underpins the values in the Best Council Plan, in particular “becoming a more efficient and enterprising council”. In addition, the call off contract supports the vision for Leeds 2011- 2030 to be the best city for Business.

4.4 Legal Implications, access to information and call In

4.4.1 In line with the council’s constitution the Head of Elections, Licensing and Registration is authorised to make the decision to award a call off contract for Registrars against the Scanning Services Framework.

4.5 Risk management

4.5.1 The Call-off contract will be managed by an appointed contract manager who will implement a contract management plan.

5 Conclusions

5.1 The successful tenderer has demonstrated its ability to meet the Council’s requirement and represents value for money.

6 Recommendations

6.1 In line with Contract Procedure Rule (CPR) 3.1.8, the Head of Elections, Licensing and Registration is requested to approve the Call-off contract for Registrars from the Scanning Services Framework.

7 Background documents¹

¹ The background documents listed in this section are available to download from the Council’s website,

7.1 None

unless they contain confidential or exempt information. The list of background documents does not include published works.