

**Report of Deputy Electoral Services Manager**

**Report to Head of Elections, Licensing & Registration**

**Date: 7 August 2017**

**Subject: Elections & Registration Printing - Permission to Procure**

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:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

**Summary of main issues**

1. Electoral Services held a contract for the printing of all statutory documents in connection with the 2 main functions of the service. The current contract expired in June 2017. A project team has been established to undertake a new procurement exercise which is now required to ensure a new contract is in place for all future elections/referendums and registration activities.
2. The project team are looking towards a new contract via competitive tender. It is envisaged that the contract will be awarded to commence on 2 January 2018, this is because the service is at present undertaking the annual canvass for the publication of the revised register on 1 December 2017.
3. The contract will be awarded to one supplier for a period of 4 years, expiring in 2022
4. The value of the contract will be approximately £400k per annum.

**Recommendations**

**1 Purpose of this report**

- 1.1 The Head of Elections, Licensing & Registration is recommended to provide permission to procure a new printing contract via competitive tender. The contract will be for 4 years, commencing on 2 January 2018 and expiring in 2022. The approximate value of the contract will be £400k per annum.

## **2 Background information**

- 2.2 The contract is for the production of all documents required for all types of elections and referendums and electoral registration administered by the Leeds City Council Electoral Services Section.
- 2.3 The register of electors currently comprises of around 565,000 electors and 340,000 properties. We currently have approximately 120,000 electors that have an absent voting preference in place.
- 2.4 The printing of all documents which for the elections/referendums includes:-
- ballot papers
  - poll cards (ordinary, proxy & postal)
  - postal vote packs
  - polling station stationery (corresponding numbers list, polling station registers)
  - envelopes
- 2.5 The printing of all documents in connection with the electoral registration includes:
- statutory registration forms
  - postal/proxy application forms
  - confirmation of registration/opt out letters
  - PI refresh
  - envelopes

## **3 Main issues**

- 3.1 The contract that was in place expired in June 2017. Due to the unexpected announcement of the General Election all work to begin a procurement exercise was placed on hold.
- 3.2 Due to the specialised printing of statutory documents the contract will be awarded to one supplier only with the requirements that the supplier has employees who are members of the professional body (The Association of Electoral Administrators).
- 3.3 The value of the contract is an approximate spend based on previous years spend, although does depend on the no. of elections/referendums to be held during the financial year.
- 3.4 The tender will be evaluated on price and quality: 60% quality and 40% price.
- 3.5 The tender evaluation will comprise of:
- Selection questions – first stage.
  - Written tender questions – second stage.
  - Interview & Presentation – final stage.
- 3.7 The evaluation panel will comprise of:

- Susanna Benton, Electoral Services Manager – Leeds City Council.
- Sue Wolfe, Deputy Electoral Services Manager – Leeds City Council.
- John Beevor, Senior Electoral Administrator – Leeds City Council.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

4.1.3 A project team has been established which include representatives from the Electoral Services team and Procurement.

4.1.4 Details of the requirement for the tender was included in the key decisions list and published on [www.leeds.gov.uk](http://www.leeds.gov.uk) for the required period of 28 calendar days.

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

4.2.5 An equality impact screening form has been completed and is attached as appendix 1. There were no issues raised by the screening.

### **4.3 Council policies and Best Council Plan**

This contract will support the best council plan with the priority Civic Enterprise. Ensuring that those who are entitled to be included in local democracy are fully able to engage in doing so.

### **4.4 Resources and value for money**

4.4.1 The tender will be evaluated on price and quality: 60% quality and 40% price.

4.4.2 The value of the contract has been estimated on previous year spend at approximately £400k per annum.

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

4.5.1 This contract is subject to call in under the provisions made in the Council Constitution

### **4.6 Risk Management**

4.6.1 A risk register will be used should it be considered beneficial to the procurement

## **5 Conclusions**

5.1 There is a need to have a contract in place to ensure that the printing requirements of Leeds City Council's Electoral Services are adhered to and the project team consider the best approach is to undertake a competitive tender exercise to procure a supplier to fulfil the printing requirements.

## **6 Recommendations**

6.1 The Head of Elections, Licensing and Registration is recommended to provide permission to procure a supplier to provide printing requirements to the Electoral Services section by way of competitive tender.

**7 Background documents<sup>1</sup>**

7.1 N/A

**8 Appendices**

8.1 Equality screening form

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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.