

Delegated Decision Notice

This form is the written record of a key, significant operational or administrative decision taken by an officer.

Decision type	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
Approximate value	<input type="checkbox"/> Below £500,000 <input type="checkbox"/> £500,000 to £1,000,000 <input type="checkbox"/> over £1,000,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000 <input checked="" type="checkbox"/> £100,000 to £500,000 <input type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
Director¹	Neil Evans Director of Resources		
Contact person:	Sonya McDonald		Telephone number: 0113 37 88693
Subject²:	Approval for the direct award of a contract to a supplier assessed as the most economically advantageous on the YPO 1001 Office Supplies Framework for the provision of office supplies, stationery and printer paper for a period of 24 months with the option to extend for two further 12 month periods commencing on 31 st August 2021. The potential anticipated value over the life of the contract is approximately £384,000		
Decision details³:	<p>The Director of Resources approved the direct award of a contract to Lyreco UK Ltd under the YPO 1001 Office Supplies Framework for the provision of office supplies, stationery and printer paper.</p> <p>The contract will be for a period of 2 years effective from 31st August 2021 with the option to extend for two further 12 month periods.</p> <p>The Council has determined that a direct award to a supplier on the YPO 1001 Office Supplies Framework is the correct course of action, following consideration of value-for-money, and the need to maintain a reliable and consistent service whilst dealing with the ongoing disruption to normal business caused by the Covid-19 pandemic.</p> <p>The current contracted supplier, Lyreco UK Ltd, represents the most economically advantageous choice based on a weighted assessment of quality, sustainability/social value, and price criteria for suppliers on the framework. Furthermore, the contracted supplier has continued to meet Leeds City Council's requirements over the past 12 months despite the significant disruption caused by the Covid-19 pandemic.</p> <p>Lyreco have confirmed that pricing will be held at levels applicable prior to the April 2021 annual refresh for a fixed-term period of 12 months from the contract start date.</p>		

¹ Give title of Director with delegated responsibility for function to which decision relates.

² If the decision is key and has appeared on the list of forthcoming key decisions, the title of the decision should be the same as that used in the list

³ Simply refer to supporting report where used as these matters have been set out in detail.


	Following the annual refresh of YPO 1001 Office Supplies Framework core basket prices, Lyreco achieved first ranking and continue to represent the most economically advantageous choice for Leeds City Council.		
Affected wards:	None		
Details of consultation undertaken⁴:	Executive Member – N/A		
	Ward Councillors – N/A		
	Others		
Implementation	Tony Newbould, Assistant Head of BSC Contract Start Date 31 st August 2021		
List of Forthcoming Key Decisions⁵	Date Added to List:-		
	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision		
	If Special Urgency Relevant Scrutiny Chair(s) approval Signature _____ Date _____		
Publication of report⁶	If not published for 5 clear working days prior to decision being taken the reason why not possible:		
	If published late relevant Executive member's approval Signature _____ Date _____		
Call In	Is the decision available ⁷ for call-in?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If exempt from call-in , the reason why call-in would prejudice the interests of the council or the public:		
Approval of	Neil Evans, Director of Resources		

⁴ Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

⁵ See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

⁶ See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

⁷ See Executive and Decision Making Procedure Rule 5.1. Significant operational decisions taken by officers are never available for call in. Key decisions are always available for call in unless they have been exempted from call in under rule 5.1.3.

Decision		
	Signature 	Date: 15/04/21