

Contract Award Report – Printing Services for Electoral Services

Date: 13 October 2022

Report of: Head of Electoral Services

Report to: Chief Officer, Elections and Regulatory

Will the decision be open for call in? Yes No

Does the report contain confidential or exempt information? Yes No

Brief summary

This report seeks to award a contract in respect of tender 56054 – Printing Services for Electoral Services.

Electoral Services carry out all functions relating to the registration of electors and the conduct of elections on behalf of the Electoral Registration Officer and Returning Officer. Tom Riordan, Chief Executive, is appointed the Officer for both roles.

The contract is for the provision of expert electoral printing services for all election and electoral registration documents.

A thorough tender evaluation exercise has identified a preferred printer, who has scored highest overall.

Recommendations

- a) Following an open tendering opportunity and evaluation process, it is recommended that the Chief Officer, Elections and Regulatory approve the award of the contract to the highest scoring bidder, Print Image Network Ltd.
- b) The contract will commence on 01 December 2022 and expire on 30 November 2024. There is a 24 month extension option available under the contract.

What is this report about?

- 1 This report seeks to ratify the evaluation outcome of a tender process pertaining to the provision of printing services for Electoral Services and to award a contract to the successful supplier.

An open procurement process was followed, with the opportunity being advertised on Find a Tender and Contracts Finder. Four bids were received as part of the process. Evaluation was based on a price and quality combined methodology, with 60% of the points for quality and 40% of the points for price. Print Image Network Ltd scored the highest price and quality combined score.

What impact will this proposal have?

- 2 The award of the contract to the successful bidder will assist the Electoral Registration Officer and Returning Officer in fulfilling their statutory duties.

How does this proposal impact the three pillars of the Best City Ambition?

Health and Wellbeing Inclusive Growth Zero Carbon

- 3 The successful bidder has confirmed the production of documents will be undertaken in Leeds, which will reduce carbon emissions and contribute towards the local economy.

What consultation and engagement has taken place?

Wards affected:

Have ward members been consulted? Yes No

- 4 Not applicable.

What are the resource implications?

- 5 The value of the contract is an approximate figure based on previous years spend, although does depend on the number of elections/referendums to be held during the financial year. The estimated contract value is no more than £1m.

What are the key risks and how are they being managed?

- 6 The key risk is not having a contract in place in time for polls/registration activity held after the expiration of the current contract, resulting in failure to meeting statutory deadlines. Approval to award a new printing contract to the printer who has scored highest overall across qualitative and quantitative aspects will mitigate this risk.
- 7 The procurement was conducted in accordance with the Public Contract Regulations 2015 and the Council's Contract Procedure Rules. A standstill period has been incorporated to the process.

What are the legal implications?

- 8 This is a significant operational decision as a direct result of a key decision taken on 1/07/22 ref D55416 Re-procurement of the contract for the Council's Printing Requirements for Electoral Services

- 9 The procurement process that was undertaken was compliant with the Public Contracts Regulations 2015 and the Council’s Contract Procedure Rules. The bids were evaluated in accordance with the evaluation methodology as set out in the tender documentation.

A standstill period was observed for 10 days and no challenges were received.

Options, timescales and measuring success

What other options were considered?

- 10 Three other tenders were received, and all four tenders were assessed in accordance with approved evaluation methodology, which incorporated a split of 60% quality and 40% price.

How will success be measured?

- 11 The contract will be proactively managed and monitored regularly to ensure the benefits of the services are maximised. A draft contract management plan will be developed by 31 October 2022.

What is the timetable and who will be responsible for implementation?

- 12 Susanna Benton, Head of Electoral Services, is responsible for implementation. The decision will be implemented as soon as it is taken.

The timetable is as follows:

Task	Date
Standstill period	10 October – 20 October
Approval to award contract DDN	By 21 October 2022
Confirm award with successful bidder	w/c 31 October 2022
Draft contract management plan	By 31 October 2022
New service commences	1 December 2022

Appendices

- None

Background papers

- [Council and democracy \(leeds.gov.uk\)](https://leeds.gov.uk)N/A