

Delegated Decision Notice (DDN)

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 type="checkbox"/> £100,000 to £500,000 <input checked="" type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
Director¹	Director of Strategy and Resources		
Contact person:	Sam Bailey, Service Centre Manager	Telephone number: 0113 336 8700	
Subject²:	Managed Print Service – CCS Framework Award (RM6174)		
Decision details³:	<p>What decision has been taken? (Set out all necessary decisions to be taken by the decision taker including decisions in relation to exempt information, exemption from call-in etc.)</p> <p>The Chief Digital and Information Officer gave approval to award the contract for the Managed Print Service to Canon (UK) Limited to the value of £939,978.94 for the initial 3-year term. The contract start date will be 26th July 2024 and will expire 25th July 2027.</p> <p>The contract for the Managed Print Service will run until 25th July 2027, under the terms of the CCS Framework (RM6174) with an option for two further one-year extensions. The total value of the contract, including the 3 year initial term and the 2 x 12 month extensions, is £1,446,803.91.</p> <p>A brief statement of the reasons for the decision (Include any significant financial, procurement, legal or equalities implications, having consulted with Finance, PACS, Legal, HR and Equality colleagues as appropriate)</p> <p>Leeds City Council has identified the need to update its existing print infrastructure to meet the modern demands of secure, efficient and environmentally friendly printing solutions.</p> <p>The selected vendor Canon (UK) Limited, demonstrated a robust technical capability, a clear understanding of the council's needs. Canon (UK) Limited also presented the most cost-effective solutions that aligns with our sustainability goals. This award is crucial for enhancing operational efficiency, ensuring data security and supporting the council's environmental objectives.</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.

	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>Alternative procurement methods and solutions were considered including extending current contracts and upgrades to existing devices. However, these options did not offer the comprehensive benefits, cost savings or sustainability improvements provided by the selected proposal.</p>
Affected wards:	N/A
Details of consultation undertaken⁴:	Executive Member Consultation with Councillor Coupar, with approval for the Managed Print Service project.
	Ward Councillors N/A
	Chief Digital and Information Officer ⁵ This work is being commissioned via the CDIO.
	Chief Asset Management and Regeneration Officer ⁶ N/A
	Others N/A
Implementation	<p>Officer accountable, and proposed timescales for implementation</p> <p>Mark Okun, Deputy Head of Cloud & Platforms, is the accountable officer. Proposed timescales for implementation are from July 2024 onwards.</p>
List of Forthcoming Key Decisions⁷	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 report⁸	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 _____


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

⁵ See Officer Delegation Scheme (Executive Functions) CDIO must be consulted in relation to all matters relating to the Council's use of digital technology

⁶ See Officer Delegation Scheme (Executive Functions) CAMRO must be consulted in relation to all matters relating to the Council's land and buildings.

⁷ See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

⁸ See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

Call-in	Is the decision available ⁹ for call-in?	<input type="checkbox"/> Yes	<input checked="" 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 Decision	Authorised decision maker ¹⁰ The Director of Strategy and Resources – Mariana Pexton		
	 Signature	Date 1/5/24	

⁹ 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.

¹⁰ Give the post title and name of the officer with appropriate delegated authority to take the decision.