

Report to Cabinet
08 July 2020
Report of Director of strategy, communications and culture
Subject The award of contract for the procurement of the printing services framework

Item

11

KEY DECISION

Purpose

To seek approval to delegate authority to award a contract/s for the procurement of the printing services framework

Recommendation

To delegate authority to the director of strategy, communications and culture in consultation with the portfolio holder for resources to award a contract/s for the printing services framework for a period of four years.

Corporate and service priorities

The report helps to meet the corporate priority Inclusive economy

Financial implications

The value of the contract is likely to be circa £260,000 based on recent spending.

Any spend against the contract will be within agreed budgets.

Ward/s: All Wards

Cabinet member: Councillor Kendrick - Resources

Contact officers

Nikki Rotsos, director of strategy, communications and culture 01603 212211

Sharon Page, communications manager 01603 212336

Background documents

None

Report

Background

1. The council has a requirement to provide a wide variety of printing services across the whole authority. Some printing takes place in house but as the capabilities are limited, there is a need to supplement this with some external printing.
2. Analysis of printing requests across the council over the last four years shows external spend to be around £260,000. The printing requirements are likely to fluctuate depending on the council's needs. Therefore, this level of volume/expenditure has not been guaranteed to suppliers.
3. Along with the in house service, this service provides the council with the means of achieving its targets and deadlines to deliver print services to customers across all service areas.
4. Currently the council has a framework of suppliers to deliver its print services. This arrangement has proved successful and has offered the council access to a pool of suppliers offering different skills and specialisms. This contract is now coming to an end and needs renewing.
5. It has been agreed to repeat the current arrangement and appoint up to six suppliers per category who will be able to fulfil the diverse range of printing needs of the council to form a standing list of suppliers, covering the four categories of specified print requests.
6. Each printing requirement per category will be subject to a mini-competition using the suppliers attached.

Procurement process

7. It was decided between communications and procurement to wait until the market for printing services were more accessible; as a result of Covid-19, before placing the tender advertisement. This would give us more opportunity for more suppliers to tender. As a result the award had to be delegated authority to comply with the new contract start date; which is 1 August 2020.
8. A contract notice was placed on the council's e-procurement website and Contracts Finder national portal on 8 June 2020 to ensure an open competitive tendering process. The advertisement is for the full four weeks expiring on 6 July 2020.
9. Suppliers have been asked to provide details of their printing methods (including digital availability) and to provide quotes for Norwich City Council's requirements (examples of print requests provided to them).

Integrated impact assessment



NORWICH
City Council

The IIA should assess **the impact of the recommendation** being made by the report

Detailed guidance to help with the completion of the assessment can be found [here](#). Delete this row after completion

Report author to complete

Committee:	Cabinet
Committee date:	8 July 2020
Director / Head of service	Nikki Rotsos, director of strategy, communications and culture
Report subject:	The award of contract for the procurement of the printing services framework
Date assessed:	23 June 2020

	Impact			
Economic (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Finance (value for money)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This procurement process ensures the council achieves the best value for money.
Other departments and services e.g. office facilities, customer contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICT services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The recommended option will not impact on our ICT systems
Economic development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Financial inclusion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Social (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Safeguarding children and adults	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>S17 crime and disorder act 1998</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Human Rights Act 1998	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Health and well being	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Impact			
Equality and diversity (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Relations between groups (cohesion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Eliminating discrimination & harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advancing equality of opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Transportation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Some companies may be local – reduction in carbon footprint
Natural and built environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waste minimisation & resource use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pollution	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Possible reduction in carbon footprint.
Sustainable procurement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	E-procurement
Energy and climate change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Impact			
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Risk management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Having a standing list of suppliers reduces risk of the council being unable to deliver its print services

Recommendations from impact assessment
Positive
Reduction in carbon emissions as some suppliers could be local contributing to our overall reduction target. The open tendering process gives assurance of value for money services
Negative
No negative impact
Neutral
Issues