

CABINET

DATE	9 th December 2020
REPORT OF	Councillor Stan Shreeve, Portfolio Holder for Finance and Resources
RESPONSIBLE OFFICER	Sharon Wroot, Director of Resources and Governance
SUBJECT	Procurement of the Printing and Publications Framework
STATUS	Open
FORWARD PLAN REF NO.	CB 11/20/01

CONTRIBUTION TO OUR AIMS

Procurement of a Printing and Publications Framework contributes towards the strategic aim of all people in North East Lincolnshire enjoying and benefitting from a strong economy by giving local businesses the opportunity to take part in the Invitation to Tender.

EXECUTIVE SUMMARY

The Council's current Printing and Publications framework expired on the 31st March 2020. In order for the Council to remain compliant with the Public Contracts Regulations 2015 and ensure continuity of service, a replacement needs to be procured.

The replacement arrangements will comply with the Public Contracts Regulations 2015, the Council's Contract Procedure Rules, and ensure that the Council achieves its duty of Best Value.

The Council's estimated whole life spend of the replacement arrangement is £500,000, although this will fluctuate depending on usage.

RECOMMENDATIONS

It is recommended that the Cabinet:

1. Approves the commencement of a procurement exercise for the Printing and Publications Framework;
2. Delegates authority to the Director of Resources and Governance in consultation with the Portfolio Holder for Finance and Resources to deal with all matters leading to and including the award of the framework for Printing and Publications;
3. Authorises the Chief Legal and Monitoring Officer to complete and execute all legal documentation in connection with the award.

REASONS FOR DECISION

The decision allows the Council to commence a procurement exercise for the Printing and Publication Framework and allow the Council to award the framework.

1. BACKGROUND AND ISSUES

- 1.1 The Council's internal Print Unit (The Print Hub) produces and sources material on behalf of the Council, as well as seeking contracts with external customers for its work. As part of that work, and as The Print Hub only maintains a certain level of printing equipment, there is a need for a framework of suppliers to provide additional, specialised print and publications support as required. That work is managed through staff in The Print Hub.
- 1.2 The Council's current framework for external printing and publication jobs expired on the 31st March 2020. In order for the Council to remain compliant with the Public Contracts Regulations 2015 and ensure continuity of service, a replacement needs to be procured.
- 1.3 The purpose of the framework is to allow the Council's Print Hub to compliantly source and produce all the Council's printing and publication requirements which it is unable to undertake using the in-house equipment.
- 1.4 The framework will consist of a number of suppliers covering both print and publications. Individual print and publication jobs will be awarded under the framework based on the call-off procedure specified in the framework. The hope is that local print and publication suppliers will be interested in tendering to be on the framework.
- 1.5 The framework will look to cover all the printing and publications jobs that The Print Hub cannot undertake in-house.
- 1.6 A formal Invitation to Tender and award criteria will be developed, and the procurement will be undertaken in line with the requirements of the Public Contracts Regulations 2015, and the Council's Contract Procedure Rules, and ensure that the replacement framework represents value for money for the Council.
- 1.7 A project team has been established in readiness to undertake the procurement which consists of officers from The Print Hub and the Procurement Team. Advice will be sought from Legal Services in relation to development of the terms and conditions and formation of the contract.

2. RISKS AND OPPORTUNITIES

- 2.1 The replacement arrangement(s) will look to address the following risks:
 - a) There is a need to bring all the Council's spend with external print and publications companies under one framework in order to keep the Council compliant with the Public Contracts Regulations 2015.
 - b) There is a need to ensure consistency of quality of printed and

publications materials being produced by and on behalf of the Council.

- c) There is a need to ensure the Council continues to get best value for its externally sourced printing and publications materials.

2.2 The replacement arrangement(s) will look to take advantage of the following opportunities:

- a) Access to a number of potential print and publication suppliers
- b) Efficiency's in the printing process.

3. OTHER OPTIONS CONSIDERED

3.1 **Do Nothing.** This option will leave the Council non-compliant with the Public Contracts Regulations 2015.

3.2 **Undertake all printing and publications jobs in-house.** This would require a significant capital investment from the Council and would not represent value for money as the market is already set-up to meet the Councils individual requirements with out the need for the Council to invest any capital.

4. REPUTATION AND COMMUNICATIONS CONSIDERATIONS

Producing high quality printed materials for residents, businesses and other audiences is important in terms of maintaining the Council's reputation. Failure to do so will result in the potential for the Council's printed materials to be ineffective in their aims and inefficient in terms of impact. In addition, statutory requirements have to be considered when producing materials for public audiences.

5. CLIMATE CHANGE AND ENVIRONMENTAL IMPACTS

The replacement framework will look to minimise the impact of the printing on the environment.

6. FINANCIAL CONSIDERATIONS

6.1 The proposal will be financed through existing service area budgets, or on occasion through capital funding if printing and publications jobs are needed as part of specific capital projects.

6.2 The procurement process will ensure that the Council achieves value for money when purchasing individual print and publication jobs under the framework.

7. CONSULTATION WITH SCRUTINY

No scrutiny consultation is planned on this matter.

8. FINANCIAL IMPLICATIONS

The procurement process will ensure the Council obtains value for money. The financial implications are assessed as part of the evaluation of tenders.

9. LEGAL IMPLICATIONS

9.1 The procurement exercise will be conducted so as to comply with the Council's policy and legal obligations, specifically in compliance with the Council's Contract Procedure Rules and the Public Contracts Regulations 2015, and supported by relevant officers.

9.2 The delegations sought are consistent with an exercise of this nature.

10 HUMAN RESOURCES IMPLICATIONS

There are no direct HR implications

11 WARD IMPLICATIONS

There are no specific ward implications.

12 BACKGROUND PAPERS

There are no background papers.

13 CONTACT OFFICER(S)

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COUNCILLOR STAN SHREEVE

PORTFOLIO HOLDER FOR FINANCE AND RESOURCES