

**Record of
Executive
Decisions
published
26/May/2023**



Elaine Waugh
Assistant Director of Law and Governance

Civic Centre
Sunderland

26 May 2023

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Decision Taker:

Elaine Waugh, Assistant Director of Law Scrutiny Coordinating Committee and Governance

Appropriate Scrutiny Committee:

Date decision in force:

6 June 2023

Date of decision:

26 May 2023

Title and author(s) of written report:

Proposed Award of Contract for Provision of Print Services for Election and Electoral Registration – Report of the Senior Manager – Electoral Services

Full description of decision:

To award a contract for the provision of Election and Electoral Registration Print to Civica Election Services Limited

Reasons for decision:

Sunderland City Council currently commission the provision of the Election and Electoral Registration Print services to provide high quality documentation to accommodate the requirements for elections material and electoral registration documents.

The Council used the NEPO Framework (NEPO504) to award a contract for the provision of Election and Electoral Registration Print for a three-year term with an option to extend for a maximum of 36 months. The estimated total annual price of the contract is £300,000, which is dependent on the number of elections each year.

Following a review of the prices of the providers on the NEPO framework, Civica Election Services Limited was the lowest for the items used by the Council. In addition, as Civica Election Services Limited is the current provider of the service, the award of the contract to this company will retain the current knowledge and skills regarding the Council's Electoral Services' specialist print requirements.

The overall quality and cost of the bid received from Civica Election Services Limited represented the most advantageous tender, and the cost of the contract reflects the typical market value for the nature of the service being procured.

Alternative options considered and rejected:

The alternative option is to fully re-tender the contract

This was not considered an option as the NEPO framework offers economy of scale and it is not considered that any other contractor could offer better service or value for money.

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Is this a key decision:

Yes

Does the Decision contain Confidential/Exempt Information:

No

Declarations of Interest and Dispensations:

None

Decision Record

(For use in the case of Decisions (including Key Decisions) made by Officers under Delegated Powers)

<p>Name and job title of Delegated Officer with power under the Constitution to make the decision:</p> <p>Elaine Waugh, Assistant Director of Law and Governance</p>	<p>Directorate: Smart Cities & Enabling Services</p> <p>Paragraph of Constitution relied upon:</p> <p>Part 3 - Section 4, Delegations to Chief Officers Para 4 (e) - In exercising their delegated powers Chief Officers may accept tenders, place contracts and procure other resources within or outside the Council.</p> <p>Part 4 – Section 8 Procurement Procedure Rules, Paragraph 19.1 – A Chief Officer may accept a tender or quotation on the basis of the offer, which he considers, is the most economically advantageous to the Council or offers the lowest price, as determined in accordance with the evaluation criteria as set out in the invitation to tender or quote.</p>
<p>Where the decision maker is an officer authorised by the Delegated Officer to make the decision (an Authorised Officer) the name and job title of the Authorised Officer and paragraph of Directorate delegation scheme relied upon:</p> <p>N/A</p>	
<p>Date of decision: 26th May 2023</p> <p>In the case of a Key Decision, date of implementation (subject to “call-in”): 6th June 2023</p>	
<p>Statement of decision made:</p> <p>To award a contract for the provision of Election and Electoral Registration Print to Civica Election Services Limited.</p>	
<p>Where applicable, report(s) considered (state the title and author of the report(s)) and list of background papers:</p> <p>Report of the Senior Manager, Electoral Services on Award of Contract for Election and Electoral Registration Print Services</p>	
<p>Reasons for the decision (including reference, where appropriate, to relevant impact assessments):</p> <p>Sunderland City Council currently commission the provision of the Election and Electoral Registration Print services to provide high quality documentation to accommodate the requirements for elections material and electoral registration documents.</p> <p>The Council used the NEPO Framework (NEPO504) to award a contract for the provision of Election and Electoral Registration Print for a three year term with an option to extend for a maximum of 36 months. The estimated total annual price of the contract is £300,000, which is dependent on the number of elections each year.</p> <p>Following a review of the prices of the providers on the NEPO framework, Civica Election Services Limited was the lowest for the items used by the Council. In addition, as Civica Election Services Limited is the current provider of the service, the award of the contract to this company will retain the current knowledge and skills regarding the Council's Electoral Services' specialist print requirements.</p>	

The overall quality and cost of the bid received from Civica Election Services Limited represented the most advantageous tender, and the cost of the contract reflects the typical market value for the nature of the service being procured.

Alternative options considered and rejected:

Re-Tender – This was not considered an option as the NEPO framework offers economy of scale and it is not considered that any other contractor could offer better service or value for money

Members/Officers/others consulted:

Paul Wilson, Director of Finance
Lindsay Dixon, Senior Manager, Electoral Services.

Where the decision was made under a specific express authorisation of Council, Cabinet, a Committee, Sub-Committee or Joint Committee, the name of any member who declared a conflict of interest in relation to the decision:

Not Applicable

In respect of any declared conflict of interest, a note of any dispensation granted by the Council's Head of Paid Service:

Not Applicable

Is the decision a key decision as defined in the Constitution? Yes
If yes, on what basis? Financial – contract value potentially exceeds £500,000

Does the decision contain Confidential / Exempt Information?

No

If applicable, ground on which information is confidential/exempt:

Not Applicable

Notes:

[1] Officers are reminded to follow the procedure set out in the Guidance on the Making and Recording of Decisions by Officers, in order to ensure compliance with the law. This is particularly important in the case of "key decisions."

[2] A "Key Decision" is an executive decision which is likely

(a) to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates; or

(b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the City. For the purposes of (a) above, "significant" means expenditure of £500,000 or more .

[3] A key decision will come into force and may be implemented on the expiry of five working days after publication, unless it is "called in".

[4] It is a requirement of the Constitution that Chief Officers will consult the relevant portfolio holder and/or the Chairman of the relevant Committee prior to taking action where the action has policy or significant financial implications or where the portfolio holder or Chairman has given prior indication that he or she wishes to be consulted on the matter or type of matter. Ward members should also be consulted as appropriate.