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**Report to:** Cabinet **Date of Meeting:** 6 April 2017

**Subject:** Tender for Provision of Electoral Printing for the Merseyside Region and Associate Authorities **Wards Affected:** All

**Report of:** Head of Regulation & Compliance

**Is this a Key Decision?** Yes **Is it included in the Forward Plan?** No

**Exempt/Confidential** No

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### **Purpose/Summary**

In accordance with Contracts Procedure Rules, this report seeks Cabinet approval for the proposed method of procurement and the basis of tender evaluation for the provision of electoral printing for the Merseyside authorities of Knowsley, Liverpool, St Helens, Sefton, Wirral and the associate authorities of Halton, Preston and West Lancashire, and seeking delegated authority for acceptance of the most advantageous bids received.

### **Recommendation(s)**

That Cabinet:

1. Approve the proposed method of procurement and evaluation as set out within the report.
2. Authorises the contract period of 3 years from 1 July 2017 to 30 June 2020 with an option to extend for one 12 month period.
3. Gives delegated authority to the Head of Regulation and Compliance to award the Contracts resulting from the procurement exercise.
4. It be noted that the proposal was a Key Decision but had not been included in the Council's Forward Plan of Key Decisions. Consequently, the Leader of the Council and the Chair of the Overview and Scrutiny Committee (Regulatory, Compliance and Corporate Services) had been consulted under Rule 27 of the Access to Information Procedure Rules of the Constitution, to the decision being made by the Cabinet as a matter of urgency on the basis that it was impracticable to defer the decision until the commencement of the next Forward Plan because the current print expires on the 30 June 2017 and sufficient time is required to undertake the necessary procurement process to ensure a new contract can be in place from the 1 July 2017.

## How does the decision contribute to the Council's Corporate Objectives?

<u>Corporate Objective</u>		<u>Positive Impact</u>	<u>Neutral Impact</u>	<u>Negative Impact</u>
1	Creating a Learning Community		*	
2	Jobs and Prosperity		*	
3	Environmental Sustainability		*	
4	Health and Well-Being		*	
5	Children and Young People		*	
6	Creating Safe Communities		*	
7	Creating Inclusive Communities		*	
8	Improving the Quality of Council Services and Strengthening Local Democracy	*		

### Reasons for the Recommendation:

The Returning Officer and Electoral Registration Officer have a statutory responsibility for the administration of elections and referenda and the compilation of the electoral register. These services require the sourcing of specialist printing in the form of poll cards, ballot papers, postal vote packs, annual canvass forms and other statutory documents.

A collaborative approach has been undertaken by all the Merseyside authorities on the administration and delivery of elections and electoral registration since 2004. As a result of this collaboration, the costs to each authority have been reduced due to economies of scale. Other authorities outside of Merseyside have recognised this approach in terms of offering best value and consistency in delivery of the service. As such, Halton, Preston and West Lancashire Councils have requested to be included in the process, which will strengthen the group and attract greater efficiencies.

### Alternative Options Considered and Rejected:

That each authority, within the group, undertakes an individual procurement process. However, a recent joint procurement exercise to produce and print a booklet for the Liverpool City Region Combined Authorities Mayoral Election delivered a 30% saving on projected costs.

### What will it cost and how will it be financed?

#### (A) Revenue Costs

The average annual print cost for Sefton is £90,000.00 (£650,000 for the eight authorities involved in this procurement process). At this stage it is not anticipated that the current

approved budget provision in respect of the cost of delivering the service will require adjustment following this process.

**(B) Capital Costs**

Nil

**Implications:**

The following implications of this proposal have been considered and where there are specific implications, these are set out below:

<b>Financial</b>
<b>Legal</b>
<b>Human Resources</b>
<b>Equality</b> 1. No Equality Implication <input checked="" type="checkbox"/>
2. Equality Implications identified and mitigated <input type="checkbox"/>
3. Equality Implication identified and risk remains <input type="checkbox"/>

**Impact of the Proposals on Service Delivery:**

The new contract will allow each authority within the group to plan effectively in terms of delivery of elections and provision of electoral registration. It is anticipated that central funding for the delivery of Individual Electoral Registration (IER) will reduce annually through to 2020 and this contract will ensure that service provision is maintained and that each authority is fulfilling its legal requirements, whilst demonstrating value for money.

**What consultations have taken place on the proposals and when?**

The Head of Corporate Resources (FD4594/17) has been consulted and notes the report indicates no direct financial implications for the Council . It is anticipated negotiated costs can be met from existing budgets. Indeed the Council may even benefit from economies of scale as Halton, Preston and West Lancashire Councils have requested to be included in the process, which will strengthen the five Merseyside Council District’s group and potentially attract greater efficiencies.

Head of Regulation and Compliance (LD3877/17) has been consulted and has no comments on the report

**Implementation Date for the Decision**

Following the expiry of the “call-in” period for the Minutes of the Cabinet Meeting

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**Background Papers:**

There are no background papers available for inspection

## **1. Introduction/Background**

- 1.1 The five Merseyside authorities have a current contract for the provision electoral printing which expires on the 30 June 2017.
- 1.2 It is proposed that the new framework will commence on the 1 July 2017 and will also include Halton, Preston and West Lancashire Councils, and will run for a period of three years to cover the Parliamentary General and other combined elections on the 7 May 2020.
- 1.3 The proposal also contains an option to extend the contract by one year up to a maximum of four years.
- 1.4 The contract will include the following:
  - All statutory printing associated with the administration of national and local elections.
  - All statutory printing associated with the administration of national and local referenda.
  - All statutory printing associated with the administration of Individual Electoral Registration, the annual publication of the Register of Electors and maintenance of such.

## **2.0 Procurement Process**

- 2.1 It is proposed that the process to be followed will be an open EU procurement process conducted via 'The Chest' electronic opportunities portal.
- 2.2 An Invitation To Tender (ITT) document will be created and issued to all providers who express an interest. A number of assessment criteria will be developed in order to determine the supplier's ability to deliver a contract of this nature.
- 2.3 Bids would be assessed using a combined price / quality scoring system to ensure that as well as obtaining a competitive market price, bids also meet the Council's requirements in terms of financial standing, capacity and ability to complete the work, quality of performance and approach to managing the work. The Council can be assured of obtaining the best value for the requirements and reduce as far as possible the risk of selecting a provider whose performance may be unsatisfactory.
- 2.4 Accordingly, delegated authority is sought for the Head of Regulation and Compliance to approve the resulting post procurement contract award.