

COMMISSIONING AND PROCUREMENT SUB-COMMITTEE – 11/01/16

Subject:	Nottingham City Council Printing Framework		
Corporate Director(s)/ Director(s):	Candida Brudenell, Corporate Director for Strategy and Resources / Assistant Chief Executive		
Portfolio Holder(s):	Councillor Alex Norris, Portfolio Holder for Adults and Health		
Report author and contact details:	Ruby Bhattal, Head of Communications and Marketing ruby.bhattal@nottinghamcity.gov.uk ; 0115 87 63340		
Key Decision	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Subject to call-in	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Reasons: <input checked="" type="checkbox"/> Expenditure <input type="checkbox"/> Income <input type="checkbox"/> Savings of £1,000,000 or more taking account of the overall impact of the decision			<input checked="" type="checkbox"/> Revenue <input type="checkbox"/> Capital
Significant impact on communities living or working in two or more wards in the City			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total value of the decision: £2,400,000 (over a four year period)			
Wards affected: all.	Date of consultation with Portfolio Holder(s): 20/12/2016		
Relevant Council Plan Key Theme:			
Strategic Regeneration and Development			<input type="checkbox"/>
Schools			<input type="checkbox"/>
Planning and Housing			<input type="checkbox"/>
Community Services			<input type="checkbox"/>
Energy, Sustainability and Customer			<input type="checkbox"/>
Jobs, Growth and Transport			<input type="checkbox"/>
Adults, Health and Community Sector			<input type="checkbox"/>
Children, Early Intervention and Early Years			<input type="checkbox"/>
Leisure and Culture			<input type="checkbox"/>
Resources and Neighbourhood Regeneration			<input checked="" type="checkbox"/>
Summary of issues (including benefits to citizens/service users):			
<p>The current print arrangements are due to expire in March 2017. The current annual spend is above the EU threshold of £176,000 and requires a competitive tender exercise to ensure compliance.</p> <p>Print is an important element in communicating council business and service information to stakeholders, particularly citizens. Using print to communicate council business and service information is not exclusive to marketing and promotional activities. Corporate expenditure on print has decreased by 50% since the previous tender exercise and we expect to further decrease council expenditure on print throughout the life of this framework as a result of increased usage of digital channels.</p> <p>There is also an opportunity to further aggregate the council's expenditure with the addition of bus literature and vehicle graphics which will now be procured through the corporate framework and ensure consistency of contracts and the consolidation of all the requirements through the design and print team. We will continue to collaborate with Nottingham City Homes (NCH) to maintain buying power and deliver savings to across both organisations</p>			
Exempt information:			
None.			

Recommendation(s):

- 1 To undertake an EU compliant tendering process for the procurement of a multi-supplier framework for print services, through the council's tendering system, noting that this framework is for four years and has an estimated value of £2,400,000.
- 2 To delegate authority to the Corporate Director for Strategy and Resources / Assistant Chief Executive to approve the outcome of the tendering process and delegate the formal award of the contracts to the Head of Service for Communications and Marketing.

1 REASONS FOR RECOMMENDATIONS

- 1.1 This council wide print framework will continue to seek to include the requirements of Nottingham City Homes together with print requirements across the City Council. A single corporate print framework will facilitate the overall embedding of the corporate standard for print across the Council and reduce print production where possible.
- 1.2 The procurement process has the potential to increase opportunities for local suppliers as far as the procurement rules allow. The framework is to be divided into a number of lots for differing printing requirements. This is a method of making the requirement more attractive to small and medium, enterprises (SMEs) and is an important focus in the new EU Procurement Directive as a preferred procurement route.

2 BACKGROUND (INCLUDING OUTCOMES OF CONSULTATION)

- 2.1 The estimated council wide spend on print on average is £600,000 per annum.
- 2.2 Efforts are ongoing to manage all print procurement through the Communications and Marketing service. This procurement process will allow the council to procure bus literature and vehicle graphics through this framework to consolidate all print requirements through one contract.
- 2.3 In the current economic climate it is necessary to continually look for ways to improve the efficiency of the service and value for money to the Council.
- 2.4 An internal communications exercise will be undertaken to make it clear to all council services that all print must be sourced through the new framework contract which will support quality assurance and the required approval from the corporate Communications and Marketing function to ensure (where necessary) information is accessible to all citizens.

3 OTHER OPTIONS CONSIDERED IN MAKING RECOMMENDATIONS

- 3.1 There is an option to extend the current contract, but this would not provide a solution for bus literature or vehicle graphics. In addition some of these suppliers on the existing framework have gone into administration and therefore there is not enough resilience to sustain all services through the existing framework for a further two years (the extension period). Therefore this option was rejected.

4 FINANCE COMMENTS (INCLUDING IMPLICATIONS AND VALUE FOR MONEY/VAT)

- 4.1 The Council currently spends approximately £600,000pa on print services this includes bus literature and vehicle graphics.
- 4.2 Undertaking a tender exercise for a framework arrangement will also ensure that the Council receives value for money by testing the market.
- 4.3 Whilst this report seeks approval for a 4 years framework, there is no commitment of value or volume to any supplier. As part of budget reviews and the Medium Term Financial Plan there will be no penalty to the authority should a future decision be taken to reduce the spend on printing.

5 LEGAL AND PROCUREMENT COMMENTS (INCLUDING RISK MANAGEMENT ISSUES, AND INCLUDING LEGAL, CRIME AND DISORDER ACT AND PROCUREMENT IMPLICATIONS)

- 5.1 This procurement gives rise to no significant legal concerns provided the Public Contract Regulations 2015 are followed because the agreement to be procured is above the relevant value threshold. Legal are available to support and advise Communication & Marketing and Procurement and to produce the legal documentation.

6 SOCIAL VALUE CONSIDERATIONS

- 6.1 The framework agreement will be split into lots to encourage SME providers to bid for the specific parts of the requirements that they specialise in.
- 6.2 The framework agreement will also incorporate the Business Charter as per corporate guidelines.

7 REGARD TO THE NHS CONSTITUTION

- 7.1 Not applicable

8 EQUALITY IMPACT ASSESSMENT (EIA)

- 8.1 Has the equality impact of the proposals in this report been assessed?

No

An EIA is not required because:
(Please explain why an EIA is not necessary)

Yes

Attached as Appendix 1, and due regard will be given to any implications identified in it.

9 LIST OF BACKGROUND PAPERS RELIED UPON IN WRITING THIS REPORT (NOT INCLUDING PUBLISHED DOCUMENTS OR CONFIDENTIAL OR EXEMPT INFORMATION)

- 9.1 NONE

10 PUBLISHED DOCUMENTS REFERRED TO IN THIS REPORT

10.1 NONE

11 OTHER COLLEAGUES WHO HAVE PROVIDED INPUT

11.1 Rosalie Parkin, Category Manager Products, 0115 8764181.