Nottingham City Council Delegated Decision

Reference Number:	**4296**
Author:	**Holly Fisher**
Department:	**Strategy and Resources**
Contact:	**Holly Fisher** **(Job Title: Lead Procurement Officer (Products), Email: holly.fisher@nottinghamcity.gov.uk, Phone: 01158762364)**
Subject:	**Approval to procure a contract for Printers and Multi-Functional Devices**
Total Value:	**£262,500 (Type: Revenue)**
Decision Being Taken:	**To approve undertaking a procurement exercise and to establish a compliant contract for the provision of Multi-Functional Devices (MFDs) using a recognised national framework for a period of 4 years with an option to extend for up to a further 2 years.**
Reasons for the Decision(s)	**1.1 The current contract ends in June 2021 and needs to be replaced before this date. A framework call off from a national framework will provide the best value for Nottingham City Council at this time. The recommendation involves creating a basket of goods with a compliant supplier that gives the Council, and its partnering organisations, the contract coverage it needs without having to fully specify its print requirements during this current period of change to working arrangements due to COVID-19. The Council will be able to purchase as much or as little as is needed as and when office capacity requires.**
Briefing notes documents:	**CPU 3688 Procurement Options.doc**
Other Options Considered:	**Three options to (1) do nothing (2) undertake a like-for-like contract replacement and (3) undertake ad-hoc request for quotes or catalogue purchases using the Crown Commercial Service purchasing platform. These options were not considered suitable as doiing nothing would expose the council to having a non-compliant contract, option 2 would not provide the council the contract flexibility needed or meet the ambition of reducing the associated costs, option 3 could result in service disruption or failure due to IT not having the resources to install machines or there not being matching machines or software ordered by user areas.**

Background Papers:	**Procurement route and options summary attached**
Unpublished background papers:	**CPU 3688 Procurement Options.doc**
Published Works:	
Affected Wards:	**Citywide**
Colleague / Councillor Interests:	
Consultations:	**Those not consulted are not directly affected by the decision.**
Crime and Disorder Implications:	**N/A**
Equality:	**EIA not required. Reasons: This is not a new service or policy and the decision will have no impact on protected characteristics.**
Social Value Considerations:	**Nottingham City Council can include its social value targets and aspirations in the mini-competition documentation.**
Any implications affecting IT:	**Yes**
Decision Type:	**Portfolio Holder**
Subject to Call In:	**Yes**
Call In Expiry date:	**03/08/2021**
Advice Sought:	**Legal, Finance, Procurement, IT**

Legal Advice:	**This report seeks authority to undertake a procurement and award a contract for the provision of printers and multifunctional devices. It is noted that the report proposes that the contract will be awarded on the basis of no minimum commitment to ensure the City Council can adapt its requirements post lockdown and as its accommodation needs change. Provided the contract is awarded in accordance with the terms of the compliant framework this report raises no significant legal issues. Advice provided by Andrew James (Team Leader Contracts and Commercial) on 30/04/2021.**
Finance Advice:	**The budgets for this contract are spread across different services and different Budget Managers. These are paid centrally and recharged out across services. Recharges are made based on activity and any variance sits with the services** **The cost incurred during 20/21 was £270,837.** **Further analysis is needed to ensure that these recharges are in line with budget and whether the new contract makes savings or incurs further costs and how these are managed across services. Before any contract reduction is put forward as a saving, the analysis of budgets and the real impact on services must be done.** **Advice provided by Susan Tytherleigh (Senior Finance Manager) on 08/07/2021.**
IT Advice:	**The IT Service support the proposals included within this delegated decision.** **The proposals will allow the Council to acquire and deploy appropriate Multi-Function Devices (MFDs) and printers in order to support the regular day-to-day business operation of the Council and partners. The proposal is to acquire a contract that will enable the Council to 'flex' its device requirement either increasing or decreasing the numbers of devices in line with changing business requirements.** **Advice provided by Paul J. Burrows (IT Change, Projects & Strategy Manager) on 11/05/2021.**
Procurement Advice:	**Procurement will assist with the tendering process to ensure a fully compliant, value for money contract is agreed with the chosen supplier. Advice provided by Paul Ritchie (Lead Procurement Officer) on 11/05/2021.**
Signatures	**Sam Webster (PH Finance and Resources)**
	SIGNED and Dated: 26/07/2021
	Clive Heaphy (Corporate Director for Finance & Resources)
	SIGNED and Dated: 26/07/2021