

EXECUTIVE BOARD – 20 MAY 2014

Subject:	Nottingham City Council Printing Framework		
Corporate Director(s)/ Director(s):	Alison Michalska, Corporate Director for Children and Adults		
Portfolio Holder(s):	Councillor Graham Chapman, Deputy Leader/Portfolio Holder for Resources and Neighbourhood Regeneration		
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: £4,000,000			
Wards affected: All		Date of consultation with Portfolio Holder(s): 28 April 2014	
Relevant Council Plan Strategic Priority:			
Cutting unemployment by a quarter			<input type="checkbox"/>
Cut crime and anti-social behaviour			<input type="checkbox"/>
Ensure more school leavers get a job, training or further education than any other City			<input type="checkbox"/>
Your neighbourhood as clean as the City Centre			<input type="checkbox"/>
Help keep your energy bills down			<input type="checkbox"/>
Good access to public transport			<input type="checkbox"/>
Nottingham has a good mix of housing			<input type="checkbox"/>
Nottingham is a good place to do business, invest and create jobs			<input type="checkbox"/>
Nottingham offers a wide range of leisure activities, parks and sporting events			<input type="checkbox"/>
Support early intervention activities			<input type="checkbox"/>
Deliver effective, value for money services to our citizens			<input checked="" type="checkbox"/>
Summary of issues (including benefits to citizens/service users):			
<p>The current print arrangements are due to expire in July 2014. The current annual spend is above the EU threshold of £173,000 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.</p> <p>There is also an opportunity to further aggregate the council's (NCC) spend and collaborate with Nottingham City Homes (NCH) requirements to increase buying power and deliver savings to more than one organisation.</p>			
Exempt information:			
None			
Recommendation(s):			
<p>1 To approve that an EU compliant tendering process is undertaken 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 £4,000,000.</p>			

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| <p>2 To grant dispensation from Contract Procedure Rule 5.1.2 in accordance with Financial Regulation 3.29 to extend the current arrangements until 31 October 2014, to allow an appropriate timescale for the above EU compliant procurement process to be undertaken.</p> |
| <p>3 To delegate authority to the Strategic Director Early Intervention to instruct Legal Services to enter into a framework contract with the successful bidders for a four year period.</p> |

1 REASONS FOR RECOMMENDATIONS

- 1.1 This council wide print framework will seek to include the requirements of NCH together with print requirements across the council which may not be currently captured through the current arrangement. 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 deliver 2% savings with an estimated value of £8,000 per annum and will maintain 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 £1m per annum.
- 2.2 An initial proposal (2008/09) to centralise the majority of print resulted in compliance with the corporate standards where print is procured through the Communications and Marketing service.
- 2.3 Efforts are ongoing to manage all print procurement through the Communications and Marketing service. Currently, management information systems show that approximately 50% of print spend is procured directly by services whilst the remainder is procured by Communications and Marketing on behalf of council services.
- 2.4 Despite average paper price increases of between 24% - 32% per annum, Nottingham City Council has maintained competitive pricing and is procuring print for less than three years ago with no compromise on quality or service due to an arrangement established in 2009 and renewed on an annual basis by the Communications and Marketing service. The print work is currently distributed between a group of 12 local printers on a select list basis where prices have been negotiated and a pricing matrix implemented and reviewed on an annual basis. The current arrangements expire mid July 2014.
- 2.5 These preferential rates have been extended to local partners and we know NCH have made financial savings as a direct result of using the Council's arrangement.
- 2.6 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.

- 2.7 Marketing and Communications want to reduce promotional print in favour of digital platforms where applicable over the medium and longer term in support of the wider Customer Access programme.
- 2.8 A workshop has already been held where all current providers were invited along with other local print providers, to inform them of the tender opportunity and explain the tender process we will undertake, subject to Executive Board approval.
- 2.9 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 from a Communications and Marketing perspective.

3 OTHER OPTIONS CONSIDERED IN MAKING RECOMMENDATIONS

- 3.1 Doing nothing was rejected as the current arrangement will end in July 2014 and would leave the Council without provision.

4 FINANCIAL IMPLICATIONS (INCLUDING VALUE FOR MONEY/VAT)

- 4.1 The Council currently spends approximately £0.460m on print services, but, this demand is expected to fall slightly. The tender exercise to procure a multi-supplier framework for print services is expected to deliver 2% savings with an estimated value of £0.008m per annum.
- 4.2 Undertaking a tender exercise for a framework arrangement will also ensure that the Council receives value for money.

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

- 5.1 Subject to a process compliant with the Contract Procedure Regulations, the procurement exercise proposed in the report will enable the Council's printing requirements to be purchased in accordance with the Contract Procedure Regulations and other statutory requirements.
- 5.2 The proposals are in compliance with the Procurement Regulations the Corporate Procurement Unit is supporting this process. Under The Public Services (Social Value) Act 2012 the Council has considered the social, economic and environmental benefits to the area via this tender. This tender will give local suppliers an opportunity to win contracts with the Council which inevitably will bring community benefit to the local area. There are no significant procurement concerns with this proposal.
- 5.3 The proposal to request a dispensation from Contract Procedure Rule 5.1.2 in accordance with Financial Regulation 3.29 is supported from a procurement perspective as the extension to the current arrangements will allow sufficient time to undertake a robust procurement delivering best value for Nottingham City Council.

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.

7 REGARD TO THE NHS CONSTITUTION

7.1 Not applicable

8 EQUALITY IMPACT ASSESSMENT (EIA)

Has the equality impact been assessed?

- (a) not needed (report does not contain proposals for new or changing policies, services or functions, financial decisions or decisions about implementation of policies development outside the Council)
- (b) No
- (c) Yes – Equality Impact Assessment attached

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

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