

# Nottingham City Council Delegated Decision



**Nottingham**  
**City Council**

Reference Number:

3277

Author:

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Department:

Commercial and Operations

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Subject:

Newspaper and magazine delivery to Nottingham City Libraries and other council sites

Total Value:

68,500 (Type: Revenue)

Decision Being Taken:

- 1) To approve a formal tender process for a corporate contract for the provision of newspapers and periodicals to the City sites in accordance with the Contract Procedure Rules.
- 2) To delegate authority to the Corporate Director of Commercial and Operations to award and sign a contract for up to 3 years (two years plus one) to the supplier offering the most economically advantageous tender in accordance with the published award criteria.
- 3) To approve expenditure on newspapers and periodicals in accordance with estimated spends outlined in this report.
- 4) To support the implementation of the resulting contract corporately to ensure the value for money benefits of this process are fully realized across the Council business units.

**Reasons for the Decision(s)**

**The current contract for the supply and delivery of newspapers and magazines to Libraries and other Council departments was for three years and is now due for renewal.**

**In collaboration with the Corporate Procurement team the Library service identified a number of arrangements that were in place for the purchase and delivery of newspaper on a regular basis by a number of Council business units in the context of providing services to citizens and colleagues. These include:**

- Libraries**
- Bean Culture Café- publications for resale within Loxley House**
- Communications Team**

**-Members services**

**-Legal services**

**-Theatre Royal**

**The total expenditure over a three year period is estimated at £68,500 across all council departments. -**

**To achieve value for money and efficiencies a tendered contract for the supply of newspapers and periodicals has been in place for the last three years, this contract is now due for renewal.**

**Analysis has shown that value for money and efficiencies are expected by tendering for a single supplier to provide this as a combined corporate service resulting in:**

- Reduced number of deliveries/separate journeys resulting in lower delivery charges and reduced carbon footprint for the service**
- Volume discount on publication prices**
- Consolidated invoicing delivering process efficiencies and better visibility of expenditure**
- A single larger contract has potential to generate Employment and Training opportunities for local people**

**The Corporate Procurement team recommends repeating the competitive tendering process to secure a provider for the regular supply and delivery of the required newspapers and periodicals for an initial period of 2 years (with an option to extend for a further 12 months). The resulting contract is projected to deliver the tangible benefits set out above, demonstrating best value for money and efficient use of resources.**

**Other Options Considered:**

1. Not to continue with the supply to the service. This option was rejected. In the Library and Information service collections management policy, libraries attach the highest importance to their stock as a core provision of their service, in which an equality of access to information in print format achieves our aim of being an information gateway and an opportunity to experience culture. Newspapers and periodicals enhance a Library and Information service by providing information that is current and not easily accessible by other means. Newspapers and periodicals are selected to represent the needs of local communities and on the basis of complimenting the book stock. This year Libraries have reviewed their provision of magazines and newspapers and this is reflected in a reduction in spending in the proposed tender.

2. Do Nothing. This option was rejected as not carrying out competitive procurement process would be in breach of the Council's Contract Procedure Rules and value for money may not be evidenced without testing the market.

3. Undertake individual procurement exercises for publications for each different business unit. This option was rejected for the following reason

- Inefficient use of officer time in duplication of effort between procurement exercises.
- Does not maximize the potential value for money benefits identified through reducing deliveries, volume discounts and Council - wide consolidated invoicing.

3. Individual libraries using local newsagents for the supply of newspapers and periodicals. This was rejected for the following reasons.

- Inefficient use of officer time (duplication of effort between procurement exercises. It does not maximize the potential value for money benefits identified through volume discounts and Council wide consolidated invoicing and contract management.

**Background Papers:**

None.

**Published Works:**

None.

**Affected Wards:**

Citywide

**Colleague / Councillor Interests:**

**Consultations:**

Those not consulted are not directly affected by the decision. No change in policy for libraries. Seeking permission for new tender for newspapers and magazines. Titles determined by demand in local communities. Tender process to include other city sites as previous listed as part of the contract.

**Crime and Disorder Implications:**

There are no implications on crime and disorder

<b>Equality:</b>	<b>EIA not required. Reasons: EIA not required. Not a new policy, continuation of existing service.</b>
<b>Decision Type:</b>	<b>Portfolio Holder</b>
<b>Subject to Call In:</b>	<b>Yes</b>
<b>Call In Expiry date:</b>	<b>16/10/2018</b>
<b>Advice Sought:</b>	<b>Legal, Finance, Procurement</b>
<b>Legal Advice:</b>	<p><b>The proposals in this report raise no legal issues and are supported.</b></p> <p><b>A compliant tender process will be undertaken in order to identify the preferred supplier offering value for money and efficiencies by way of a single supplier, corporate contract to meet the Council's service requirements.</b></p> <p><b>Legal services will work with procurement colleagues during the tender process and to establish appropriate contractual terms governing this arrangement.</b></p> <p><b>Advice provided by Dionne Claire Screamon (Solicitor) on 22/08/2018.</b></p>
<b>Finance Advice:</b>	<p><b>This decision seeks approval for a formal tender process in accordance with financial regulations for the provision of newspapers and periodicals at a number of sites though predominantly for the Library Service, for up to 3 years. The MTFP for the Library service includes budget provision for newspapers and periodicals. To reflect changes in the library service as to how customers access this information and likely budget reductions in future years, expenditure to be incurred may be lower than the contract value and this will need to be reflected in the procurement process.</b></p> <p><b>Advice provided by Maria Balchin (Finance Analyst) on 19/09/2018.</b></p>
<b>Procurement Advice:</b>	<p><b>The report author has already engaged with procurement to ensure compliance with the Council's financial regulations and contract procedure rules. A tender will be conducted in order to secure best value for the Council and the citizens it represents. On this basis there are no procurement concerns with the approach. Advice provided by Lauren Wheatcroft (Procurement Officer) on 21/08/2018.</b></p>
<b>Signatures</b>	<p><b>David Trimble (Portfolio Holder for Leisure and Localities)</b></p> <p><b>SIGNED and Dated: 09/10/2018</b></p> <p><b>Andrew Vaughan (Corporate Director Commercial and Operations)</b></p> <p><b>SIGNED and Dated: 03/10/2018</b></p>