

## RECORD OF DECISION MADE UNDER DELEGATED AUTHORITY

### PUBLIC DOCUMENT

Any interest to declare/ or conflict and any dispensation granted – n/a

**SERVICE DIRECTORATE:** Legal and Community

#### 1. DECISION TAKEN

To notify of the award of the Electoral Printing and Postal Services contract to Electoral Reform Services for three years as of 1 April 2019, with the option to extend for a further 4 years.

#### 2. DECISION TAKER

David Scholes - Chief Executive.

#### 3. DATE DECISION TAKEN:

12 February 2019

#### 4. REASON FOR DECISION

4.1 A procurement process for a full retender was led by the Elections Manager, with assistance of North Hertfordshire District Council's (NHDC) Procurement Officer, IT and Finance.

4.2 A full procurement process was undertaken and assessed on the basis of 70% quality and 30% price. This determined that Electoral Reform Service were the preferred contractor.

#### 5. ALTERNATIVE OPTIONS CONSIDERED

5.1 A tender specification was devised and an advert was placed in the Official Journal European Union (OJEU), Contracts Finder and Supply Hertfordshire by the Procurement Officer.

5.2 The completed tenders received within the prescribed timescale were scored against set criteria. Electoral Reform Services was selected as the tender reflected the Authority's requirements, namely good technical specification, regard for immediate secure data transfer and innovative products. Its overall score provided the Authority with the best value both technically and financially.

#### 6. CONSULTATION (INCLUDING THE EFFECT ON STAKEHOLDERS, PARTNERS AND THE PUBLIC)

6.1 There has not been any consultation with external organisations, other than the tender exercise.

#### 7. RELEVANT CONSIDERATIONS

7.1 The Council has a statutory obligation to organise and administer any election if called and therefore to deliver this service in the most efficient way possible to the electorate.

7.2 The Council also has a legal obligation to give the Returning Officer any resource he needs to organise and administer any electoral event.

## **8. LEGAL IMPLICATIONS**

8.1 Under 14.6.4 (a) (ii) of the Council's Constitution the Chief Executive, Deputy Chief Executive and Service Directors have a general authorisation for '*entering into contracts to carry out works and/or for the supply of goods and services within approved budgets*'.

8.2 The intention to award letters were issued on 1 February along with the announcement of the standstill period which ended at midnight on 11 February. Confirmation of the award of contract was made on 12 February following the end of the standstill period.

## **9. FINANCIAL IMPLICATIONS**

9.1 It is estimated that the cost of the contract per annum will be circa £128.905. This cost will be covered by the existing budget for this service.

9.2 However, this does not include any unscheduled elections, such as by elections, changes to legislation, or changes to the household canvass process that could impact on the print and postage requirements.

## **10. RISK IMPLICATIONS**

10.1 Preparation work for the elections on 2 May 2019 commenced in January and has continued, with more intensive work being required from 26 March 2019 once the notice of election was published.

10.2 The current political instability within the United Kingdom as a result of Brexit means that as we approach 29 March we might have to administer an EU election at the same time as the District and Parish elections. If an EU election was called it would likely be held on 23 May 2019.

10.3 Having a company already in place for the Electoral Printing and Postal Services means that should an unexpected election occur the Authority should not have to source an alternative printer as preferential service should be to those with a contract in place.

## **11. EQUALITIES IMPLICATIONS**

11.1 There are no equalities implications with this decision.

## **12. SOCIAL VALUE IMPLICATIONS**

12.1 As the recommendations in the report relate to a contract above the EU threshold, Social Value has been included by the Council in the contract terms and conditions which will require compliance with the Council's policies and strategies on environmental matters. The service specification and quality criteria assessed in the tender will help ensure the service is delivered to a good standard and that appropriate training and development opportunities are made available to employees of the contractor.

## **13. HUMAN RESOURCE IMPLICATIONS**

13.1 By using one supplier for a number of functions alleviates some of the pressure at peak times for the Electoral Services Team, for instance, postal vote packs are prepared off-site and not in-house.

**14. BACKGROUND PAPERS**

14.1 None

**15. NOTIFICATION DATE**

28 March 2019

A handwritten signature in black ink that reads "J. Schöle". The signature is written in a cursive style with a horizontal line extending to the right.

**Signature of Decision Taker ...**

**This decision is a NON-EXECUTIVE DECISIONS and is not subject to call in.**