

Report for: Cabinet Member Signing – 7 February 2022

Title: Award of Contract for the Purchase of Library Stock

Report authorised by: Charlotte Pomery – Assistant Director for Commissioning

Lead Officer: Sara Khan, Development Manager

Ward(s) affected: All

**Report for Key/
Non Key Decision:** Key Decision

1. Describe the issue under consideration

- 1.1 Approval is sought to enter into call-off contracts for the purchase of Library Stock with the preferred Contractors Supplier A and Supplier B for a period of 3 years with an option to extend for a further 2 years as allowed under the Council Contracts Standing Order (CSO) 9.07.1(d) for a total contract value of not exceeding £1,000,000.
- 1.2 The contract is broken down in the following Lots:
Lot 1 (Adult Stock & Reference) – Supplier A
Lot 2 (Children's Stock) – Supplier B
Lot 3 (Audio Visual Stock) – Supplier A

2. Cabinet Member Introduction

- 2.1 At a time when libraries across the country continue to close due to significant funding cuts by central government, the Council remains committed to library service provision in Haringey and to delivering the high quality library service that our communities deserve. Whether helping learners of all ages, supporting jobseekers to build their skills or through their traditional role as a place to explore the joys of reading.
- 2.2 We are continuing to invest in our libraries through a capital programme that has already seen a circa £3.3m investment in Tottenham at Marcus Garvey Library, and over £5m investment in the remaining Haringey Libraries, including digital enhancement.
- 2.3 A quality supply of books is the back bone of our core library provision, with DVDs and CDs also continuing to be popular. Therefore, it is critical that we have robust supplier contracts in place to ensure we get value for money and the books we need in our libraries. I'm pleased to say the award of these contracts for 3 to 5 years is a further demonstration of the Council's commitment to library services.

3. Recommendations

The Cabinet Member is asked:

- 3.1 To give approval for the Council to enter into Call-off contracts with Supplier A and Supplier B for purchase of library stock in accordance with Contract Standing Order 7.01(b) and Contract Standing Order 9.07.1(d) for a maximum value of £1,000,000. Details of Suppliers A and B are outlined in Appendix 1 - Part B (exempt information) of the report.
- 3.2 To agree that the contract period is 1 April 2022 – 31 March 2025 (with an option to extend for up to a further 2 years).

4. Reasons for decision

- 4.1. Library services contribute to key priorities 2, 3 & 4 by providing access to education, learning and employment opportunities through the resources they provide and staff expertise. They are at the heart of communities and help to foster a sense of place, helping to combat social isolation, improving wellbeing and growing local economy by increasing access to business opportunities.
- 4.2. The purchase of stock is budgeted for and forms a fundamental part of Business As Usual. Library stock is a core element of the service. It provides communities and individuals with access to materials that facilitate learning for all ages, it supports educational attainment, helps to improve literacy levels and to get people into further education and the work place. It combats social isolation, for example through book groups and baby and toddler storytimes.
- 4.3. Failure to provide quality library stock impacts significantly on the levels of use and the ability of libraries to contribute to the Council's priorities; it carries a reputational risk for the Council and compromises our ability to comply with the Public Libraries Act of 1964.
- 4.4. In order to ensure compliance with procurement legislation and ensure value for money, strategic procurement led a Mini Competition exercise in accordance with CSO 7.01(b). The ESPO Framework, Library Stock supply (ref 376F_18) was used. The tender was sent to three suppliers (industry leading suppliers) that were registered in the Framework Agreement. The Mini Competition was based on:

Price 50%
Quality 50%
- 4.5. The reason the above evaluation weighting was applied was to ensure the Council's requirement for high quality, sensitive, accurate and critical data was met by the winning supplier/s.
- 4.6. The Pricing Schedule for each Lot was a shopping basket of 50 books (for Lots 1 and 2 and audio visual material for Lot 3), that suppliers were asked to bid for (net of discount of retail price), processing costs and supplier selection costs.

5. Alternative options considered:

- 5.1 Do nothing This was not an option as purchase of new library stock is essential to ensure that library provision is current and in the case of non fiction and reference materials accurate.
- 5.2 Direct Award as an alternative to a mini competition This was not considered as viable option as the mini competition would yield a better cost effective (value for money) outcome.

6. Suppliers:

- 6.1 The following is the summary of the outcome of the tender evaluation and clarification process for all Suppliers that tendered for the various Lots:

Lot 1:

Supplier	Price Score	Quality Score	Final Score	Ranking
Supplier A	50	48	98	1st

Lot 2:

Supplier	Price Score	Quality Score	Final Score	Ranking
Supplier B	50	49	99	1 st
Supplier A	11	36	47	2 nd

Lot 3:

Supplier	Price Score	Quality Score	Final Score	Ranking
Supplier A	50	44	94	1st

7. Background information:

- 7.1 The contract for the supply of library resources (books for adults and children and audio visual material – DVD and CDs) is due to expire on March 31st 2022.
- 7.2 COVID-19 has reiterated the pivotal role of the library service in supporting the community, by reducing isolation and improving mental health through reading and providing access to wider council support and opportunities. New stock contracts will ensure continuity of high quality service to our residents, and increasing customer satisfaction and meeting growing community needs.

8. Contribution to strategic outcomes

- 8.1 This procurement exercise has contributed to achieving value for money and enable the library service to continue to contribute to key priorities 2, 3 & 4 providing access to education, learning and employment opportunities through the resources they provide and staff expertise. They are at the heart of communities and help to foster a sense of place, helping to combat social isolation, improving wellbeing and growing local economy by increasing access to business opportunities.

9. Statutory Officers comments

9.1 Finance

- 9.1.1 This report is seeking to enter into call-off contracts with preferred contractors to purchase Library stock for a period of 3 years with the option to extend for a further 2 years to a maximum value of £1,000,000 over the full term.

- 9.1.2 There contracts will be funded from the general fund budget for the Library Service. The total spend in each financial year will be managed within the allocated budget for that year.

9.2 Strategic Procurement

- 9.2.1 This procurement (via ESPO Framework Agreement) was led by Strategic Procurement (Corporate Supplies & Services) in accordance with CSO 7.01 b and therefore is supportive of the recommendations made in this report. **(SS)**

9.3 Legal

- 9.3.1. The Head of Legal and Governance (Monitoring Officer) notes the contents of the report.

- 9.3.2. The report confirmed that the Contract was procured through a Mini Competition exercise under the ESPO Framework, Library Stock Supply (Ref 376F_18) as allowed under the Council's Contract Standing Order (CSO) 7.01(b) and as such it is in compliant with the provisions of the Public Contracts Regulations 2015.

- 9.3.3. In accordance with the provisions of CSO 9.07.1(d), Cabinet may approve the award of a contract if the value of the contract is £500,000 or more and as such Cabinet has power to approve the award of the contract in the Report.

- 9.3.4 In accordance with the provisions of CSO 16.02, the Leader may allocate the making of a decision reserved for Cabinet to the Cabinet Member having the relevant portfolio responsibilities and as such the Cabinet Member for Early Years, Children and Families has power to make the decision in the report so long as the decision making has been allocated to them by the Leader

- 9.3.4. The Head of Legal and Governance sees no legal reasons preventing the approval of the recommendations in the report

10. Equalities

- 10.1 This award is for written stock in English for all ages and in all subject areas. Other languages and large print stock are procured through a different specialist suppliers. Library books are available and free to all, however historically the usage can be more significant for the disadvantaged and vulnerable.

11. Use of Appendices

Appendix 1 – Part B (Exempt Information)