

**Report for:** Lead Member Signing

**Title:** Electoral Services Print Contract

**Report authorised by:** Jess Crowe-Director Culture, Strategy & Engagement

**Lead Officer:** Gareth Harrington, **07816 111 908**,  
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**Ward(s) affected:** N/A

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

**1. Describe the issue under consideration**

- 1.1. The Electoral Services Print contracts expired at the end of December 2022. This decision is to consider and decide upon the outcome of the procurement process to put in place a new contract for all electoral services print and delivery.
- 1.2. This report seeks approval from Cabinet under Contract Standing Order (CSO) 9.07.1 d (All contracts valued at £500,000 (five hundred thousand pounds) or more at the time of award may only be awarded, assigned, or novated by the Cabinet.) and CSO 16.02 to enter into contract with Supplier C for the provision of Elections print and post services for a period of five years with the option to extend for up to one year

**2. Recommendations**

- 2.1 The Cabinet Member for Finance and Local Investment is asked to:

Pursuant to Council's Contract Standing Order 9.07.01d and Contract Standing Order 16.02, to approve the award of a contract for the provision of elections print and post services to Supplier C (named in the exempt part of the report) for a period of five years plus one year for a maximum contract sum of £1,000,000. It is envisaged the contract will start in early January 2023 until January 2028 (with the option to extend further to January 2029).

**3. Reasons for decision**

- 3.1 Both the Electoral Registration Officer and the Returning Officer require a specialist print supplies to deliver elections and electoral registration services for Haringey Council.
- 3.2 A competitive procurement exercise was carried out under an Open tender process. The procurement launched on 8 September 2022 and closed on 6 October 2022
- 3.3 Three bids were submitted and were evaluated against price and quality. Following evaluation, Supplier C is the winning bidder.

3.4 Elections team members have previously worked with all three companies that submitted bids, so the bids submitted were highly competitive. The selection of Supplier C will allow the council to work with a highly reputable specialist print company who has a record of quality delivery.

#### **4. Alternative options considered**

4.1 Do nothing. This was not an option as the delivery of electoral services relies heavily on specialist print and postage services. The council does not have the resources, expertise or the print machinery to deliver in-house. Having a contract in place is essential to ensure delivery of print of the standard required for ballot papers and postal packs plus all the other print required to ensure that elections and electoral registration services.

4.2 There is not an election print framework, so a full procurement process was required.

#### **5. Background information**

5.1 The specification was prepared by the elections team and was published on the 8 September 2022 on Contract Finder and Find a Tender with an invitation to submit bids. The contract covered all the print for any coming elections as well as for registration processes. Improvements to processes are being implemented to reduce the amount of unnecessary paper but Electoral Services is still heavily reliant on print

- Elections print – this includes all poll cards, postal vote packs and ballot papers
- Registration print – canvass materials and letters and forms to support the maintenance of an accurate Electoral Register.
- A variety of means of delivery to the electorate is used. The cost of postage was therefore included in the specification, should hand delivery no longer be used.

5.2 Clarification questions were accepted until 22 September 2022.

5.3 Three submissions were received in response to the specification.

5.4 Tender submissions were checked for compliance and completeness by the Strategic Procurement team. All were found to be compliant and complete and were taken forward to evaluation. This included a review of the Security Checklist by Digital Services.

5.5 The tender was evaluated for Quality and Price as set out in the ITT document by a panel consisting of:

- Gareth Harrington, Head of Electoral Services
- Rosemarie Campbell, Deputy Electoral Services Manager
- Lesley Rennie, Electoral Services Project Manager

5.6 Following the evaluation process, the total overall Quality and Price scores were combined to provide the ranking of the bidders in accordance with the Most Economically Advantageous Tender (MEAT) and as outlined in the tender documents.

5.7 The table below shows the outcome of the evaluation of bids submitted.

Supplier	Price Scores	Quality Scores	Total Score
A	37.53	24.00	61.53
B	50.00	35.40	85.40
C	36.73	50.00	86.73

The preferred bidder Supplier C has scored 86.73% and it is recommended that the contract is awarded to this supplier.

## **6. Contribution to strategic outcomes**

6.1 The letting of this contract supports Priority 5 – Your Council as it supports the smooth management, print and delivery of Electoral Services information and paperwork to the residents in the borough.

6.2 As well as being able to deliver a reliable print and post service to the council for the elections and electoral registration services, scored highly in the social value criteria. In their submission, they clearly evidenced their commitment to working to support the Council in working with the people of Haringey.

## **7. Statutory Officer Comments (Director of Finance (procurement), Head of Legal and Governance, Equalities)**

### **7.1 Finance**

7.1.1 The cost of this six-year contract award (including the option to extend for one year) for Electoral print and post services up to a value of £1,000,000 will be met from the Electoral Services budget. Funding will comprise a combination of Government grant funding for Parliamentary and GLA/Mayoral elections and the Council's revenue budget for Local Elections and Electoral Registration.

### **7.2 Strategic Procurement**

7.2.1 CSO 9.07.1 d) permits the Cabinet or their delegated authority to award a contract with a value of greater than £500,000. A compliant procurement was undertaken in accordance with CSO 9.01.2a where suppliers are required to submit a response to advertisement through an open tender procedure and selecting a supplier from responses received. Strategic Procurement supports the recommendation of the report to award the contract.

### **7.3 Legal**

- 7.3.1 The Head of Legal and Governance (Monitoring Officer) has been consulted in drafting the report.
- 7.3.2 Strategic Procurement has confirmed this contract has been procured through a compliant procurement process.
- 7.3.3 Pursuant to Contract Standing Order 9.07.1.d and Contract Standing Order 16.02 a Cabinet Member having the relevant portfolio responsibilities has authority to approve the award of contract which this report relates to.
- 7.3.4 The Head of Legal and Governance (Monitoring Officer confirms there are no legal reasons preventing the Cabinet Member for Finance and Local Investment from approving the recommendations in the report).

### **7.4 Equality**

- 7.4.1 The council has a Public Sector Equality Duty under the Equality Act (2010) to have due regard to the need to:
- Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act
  - Advance equality of opportunity between people who share protected characteristics and people who do not
  - Foster good relations between people who share those characteristics and people who do not
- 7.4.2 The three parts of the duty apply to the following protected characteristics: age, disability, gender reassignment, pregnancy/maternity, race, religion/faith, sex and sexual orientation. Marriage and civil partnership status applies to the first part of the duty.
- 7.4.3 Although it is not enforced in legislation as a protected characteristic, Haringey Council treats socioeconomic status as a local protected characteristic.
- 7.4.4 There are no equalities implications arising from this decision.

### **8. Use of Appendices**

None

### **9. Local Government (Access to Information) Act 1985**

- 9.1 Commercially sensitive parts of this report are set out in Part B of this report which is exempt from publication