



Haringey Council

Report for:	Cabinet 18.03.14	Item Number:	
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Title:	Corporate Stationery Contract
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Report Authorised by:	Tracie Evans – Interim Chief Operating Officer <i>Tracie Evans</i>
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Lead Officer:	Trevor Smith
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Ward(s) affected: None	Report for Key Decisions:
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1. Describe the issue under consideration

- 1.1 This report seeks approval from Cabinet to award a contract for the supply of Stationery for the Council.

2. Cabinet Member introduction

- 2.1 In order to comply with EU procurement rules, the Council have used an EU compliant framework for the provision of the supply of stationery across the Council. The recommendation in this report will ensure the Council continues to achieve value for money from this service.

3. Recommendations

- 3.1 That Cabinet approves the Council entering into a call-off contract with Lyreco under the National Public Sector Workplace Solutions Framework for a period of four years commencing on 1 April 2014.



4. Alternative options considered

- 4.1 The option to undertake a full EU Tender process has been considered. However, the level of Council resource required to complete an EU Tender process is not justified for such a low risk contract, when suitable EU compliant frameworks are available for use by the Council.

5. Background information

- 5.1 The Council's current stationery requirements are provided by Lyreco. Lyreco were awarded a 4 year contract after a Request for Quotation process via the Government Procurement Service.
- 5.2 Lyreco have delivered high quality service throughout the contract term and have shown a genuine willingness to work with the Council to achieve both cost and efficiency savings such as:
1. Introduction of consolidated billing enabling efficiencies in our invoicing processes.
 2. Working with the Procurement team to identify a core list of products based on Council's need which is supplied at a discounted rate. This list is monitored and reviewed on an Annual basis allowing the Council the flexibility to amend in line with the Council's stationery needs.
 3. Changes to their website interface, to enable end users to identify the Council's core items and those that are most economical and environmentally friendly.
 4. Work with Facilities Management and Procurement to support the Accommodation Strategy and Smart Working Programme by providing standard stationery items for each floor alongside a desk top delivery approach for items that may be service specific, this is seen as a more lean approach to ordering stationery supplies as opposed to holding unnecessary amounts of stationery on site. This is currently being piloted and will be implemented as office moves occur.
- 5.3 The Council's latest figures show an annual spend on Stationery of £162k between October 2012 and September 2013. This is a significant reduction in spend since the start of this contract when the Council was spending £242k per annum.
- 5.4 Based on last year's spend the estimated contract value is £648k over the 4 year contract term.



- 5.5 Based on the frequency of orders of the Council's top 150 items between Jan – September 2013, the Council will be able to achieve a further circa 9% on these products through accessing the National Workplace Solutions Framework as shown below:

Current Total - Unit Price for top 150 products	NWS Total - Unit Price for top 150 products	Total Saving in Unit Costs	Saving based on usage between Jan – Sep 2013
£603.47	£549.91	£53.56	£3,637

For any products that are non-core items the following non-core discount terms are in place - 40% off Branded products / 55% off Lyreco products.

However, the actual savings to be achieved will depend on the Council's stationery requirements which will determine the quantities and frequency of items being ordered.

- 5.6 The National Workplace Solution Framework was let through a competitive EU Tender process by Dartford Borough Council in 2012. The framework has been made available for all Public Sector organisations to use and expires in September 2016.

6. Comments of the Chief Finance Officer and financial implications

- 6.1 The Chief Finance Officer notes the contents of the report and has no further comments to make.

7. Head of Legal Services and legal implications

- 7.1 The Head of Legal Services notes the contents of the report.
- 7.2 The supply of stationery is a priority service under the Public Contracts Regulations 2006 (as amended) and therefore it is subject to European tendering requirements.
- 7.3 The National Workplace Solutions Framework Agreement was advertised in OJEU for use by public sector bodies including local authorities. This satisfies the EU requirement for a European tendering exercise.
- 7.4 The Cabinet has power to approve the call-off contract under Contract Standing Order 9.07.1 (d) (contracts valued at over £250,000).



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- 7.5 The decision to award the contract is also a Key Decision and needs to be included in the Council's Forward Plan in accordance with CSO 9.07.1 (e) (contracts valued at over £500,000).
- 7.6 The Head of Legal Services advises that there are no legal reasons preventing Members from approving the recommendations in this report.

8. Equalities and Community Cohesion Comments

- 8.1 There are no equalities issues arising from this report.

9. Head of Procurement Comments

- 9.1 The supply of Stationery is classified as a Part A service and is therefore subject to full EU Procurement Regulations.
- 9.2 The National Public Sector Workplace Solutions is a Single Supplier Framework that has been awarded following a full EU Procurement Process whereby the selected supplier has demonstrated best value.
- 9.3 The framework is available for all Public Sector organisations to use, therefore by accessing the framework the Council are compliant with EU regulations and the Procurement Code of Practise.
- 9.4 The use of this framework has enabled the Council to save both time and resource in undertaking a full EU Procurement, maintain a continuity of service whilst delivering a further circa 9% saving.
- 9.5 Operational Contract management will be undertaken by Facilities Management with Central Procurement attending Annual Review Meetings and continuing the work with Lyreco to find further efficiencies through the management of the Core List. .
- 9.6 Corporate Procurement has supported this process and agrees to the recommendation of the award on the basis that the recommended supplier offers best value to the Council.

10. Policy Implication

N/A



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11. Reasons for Decision

11.1 The National Public Sector Workplace Solutions provides the Council with an EU compliant framework, which allows the Direct Call off from one supplier therefore saving the Council both time and resource.

11.2 The National Public Sector Workplace Solutions Framework offers a further 9% savings on the Council's 150 most order items, it also allows the Council to continue working with a supplier with a proven track record of good service delivery and a willingness to deliver further financial and efficiency savings through continuous improvements, thereby providing the Council with best value.

12. Use of Appendices

N/A

13. Local Government (Access to Information) Act 1985

13.1 This report contains no exempt information.

