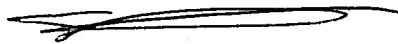


Report for Cabinet 9th January 2018

Item number:

Title: Award of Contract for Secure Print and Mail Service

Report authorised by : Mark Rudd: Assistant Director | Shared Services



Lead Officer: Helen Kent: Head of Revenues – Tel: 020 8489 3535
Email: Helen.kent@haringey.gov.uk

Ward(s) affected: Not applicable

Report for Key/
Non Key Decision: Key Decision

1.0 Describe the issue under consideration

1.1 To approve the award of Contract to the successful supplier listed in paragraph 3.1 below for the provision of a Secure Print and Mail Service.

1.2 The service will provide secure printing and postal services for Revenues Service statutory Council Tax, Business Rates and Housing Benefit overpayment notifications (bills) and recovery notices. The contract will also include the provision of secure printing and postal services for Homes for Haringey.

1.3 The contract has been procured under the Crown Commercial Service G-Cloud 9 Framework Agreement (RM1557ix) via a desktop evaluation.

2.0 Cabinet Member Introduction

2.1 DSI Billing Services Limited will provide all secure printing and postal services for statutory Council Tax, Business Rates and Housing Benefit overpayment notifications (bills) and recovery notices. The contract will also include secure printing and postal services for Homes for Haringey.

2.2 The contract has been procured under the Crown Commercial Service G-Cloud 9 Framework Agreement (RM1557ix) via a desktop evaluation undertaken by Head of Revenues and Strategic Procurement.

2.3 The new contractual arrangement offers savings on the existing contract of £70,383 over the lifetime of the contract (four years).

3.0 Recommendations

3.1 For the Cabinet Member for Corporate Resources to approve the award of a contract for Secure Printing and Postal Services for Revenues related statutory services to DSI Billing Services Limited as permitted under Contract Standing Order 9.07.1(d) for a period of 2 years in the sum of £600,000, with an option to extend for a further 2 periods of up to 12 months each for the sum of £300,000 per annum, up to a total contract value of £1.2 Million.

4.0 Reasons for decision

4.1 The current contract for secure printing and postal services expired on 2 January 2017. A procurement waiver is in place to 10 February 2018 to ensure continuity of service until the new contract arrangements are put in place.

4.2 DSI Billing Services Limited specialise in the Revenues related work; providing secure printing and postal services for Council Tax, Business Rates and Housing Benefit overpayment bills and recovery notices. They also undertake printing for Homes for Haringey.

4.3 The award of this contract will result in an Annual saving of £17,596 per annum (£70,383 over the full call off contract term of four years).

5.0 Alternative options considered

5.1 The alternative options considered as part of this are set out below:

- Do Nothing (as is) – this is not an option as the current contract has expired.
- Shared Digital - this is a service specific contract administered in line with Local Government Finance Act 1992 legislation which would not be able to be provided through Shared Digital.

6.0 Background information

6.1 The current contract for secure printing and postal services has expired and an interim short term arrangement has been put in place whilst the current procurement exercise is carried out

6.2 A procurement exercise was carried out under the Crown Commercial Services G-Cloud 9 Framework (RM1557ix) via a desktop evaluation.

6.3 Following a desktop evaluation as part of the G-Cloud procurement process DSI Billing Services Limited was identified as the most suitable contractor to provide secure printing and postal services in the specialist area of Revenues.

- 6.4 The desktop evaluation followed the process outlined in the Crown Commercial Services G-Cloud 9 Framework Buyers Guide which included a long list, reduced following refinement of our requirements to a short list of suppliers who met or exceeded our requirements. Following a further desktop evaluation of shortlisted suppliers, DSI Billing Services Limited demonstrated best value for money and provision of service.
- 6.5 The contract will enable savings to be achieved over the life of the contract (four years)
- 6.6 Key Performance Indicators and methods of measurement will be integrated within the service specification and will be monitored through contract monitoring meetings and reports
- 6.7 Contract monitoring meetings will be held monthly for the first three months and quarterly thereafter. The purpose of monthly monitoring meetings will be to monitor delivery of the service at an operational level and to foster partnership working to facilitate early resolution of problems and/or issues.
- 6.8 Savings – It is anticipated that £70,383 savings will be achieved over the life of the contract
- 6.9 The cost of this provision will be met by the existing Revenues and Benefits Budget Code F11004.
- 7.0 Contribution to strategic outcomes
- 7.1 The provision of service supports the Council's ability to provide its statutory function in respect of Revenues and Benefits.
- 8.0 Statutory Officers comments (Chief Finance Officer, Head of Procurement), Assistant Director of Corporate Governance, Equalities)
- 8.1 Finance:
- 8.11 The costs of £300,000 per annum arising from this contract award are provided for within existing Revenues and Benefits operational budgets.
- 8.2 Procurement:
- 8.2.1 Procurement supports the award of this contract to DSI Billing as this was done under a government contract framework as allowed under CSO 9.01.2(f)
- 8.2.2 The cost of this provision will be met by the existing Revenues and Benefits Budget code F11004.

8.3 Legal:

8.3.1 The Assistant Director of Corporate Governance notes the contents of the report and is not aware of any legal reasons preventing the Cabinet Member from approving the recommendations in this report.

8.4 Equality:

8.4.1 The Council has a public sector equality duty under the Equality Act (2010) to have due regard to the need to:

- a) Tackle discrimination and victimisation of persons that share the characteristics protected under S4 of the Act. These include the characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex (formerly gender) and sexual orientation;
- b) Advance equality of opportunity between people who share those protected characteristics and people who do not;
- c) Foster good relations between people who share those characteristics and people who do not.

8.4.2 The Council's Equal Opportunities Policy (2012) details how equality considerations are factored into the procurement process. The tendering process requires the contractors to demonstrate their compliance with the Equality Act (2010).

9.0 Use of Appendices

9.1 Not applicable

10.0 Local Government (Access to Information) Act 1985

10.1 Not applicable

