

Electoral Services Specialist Printing Tender Appendix A –Further Information

1. A contract must be in place for the provision of Electoral Services print requirements, which requires specialist technical printing that is not available in-house nor within other print and post contracts that the council has.
2. The current print contract is due to expire on 01 December 2021.
3. Electoral printing is a highly specialist service with a limited pool of print providers that necessitates the need for a dedicated tender. They specialise in Electoral legislation compliance and extracting and manipulating data from bespoke Election Management software. Materials include legally compliant items such as ballot papers, multi-part postal voting packs and envelopes and the annual canvass forms and notices.
4. Subject to potential post-Brexit changes, the new contract is intended to be procured in an open process under EU regulations. The value of the future print contract to 30 November 2025 is over £500k and is also over the OJEU limit. This means that this contract must be included in the OJEU, the Official Journal of the European Union in which all the tenders and contracts which are issued by government and utility companies over a certain financial threshold are detailed.
5. The contract term will be four years starting on 1st December 2021 until 30th November 2025 with a price review after 2 years. Scheduled elections and other electoral activities are within the specification; others are unknown at the time of writing. If any 'snap' elections are called, these would be required to be undertaken by the contractor within the compressed and statutory delivery timescales and to the price agreed for the volumes.
6. Typical annual numbers and quantities of documents to support electoral services for printing:

Annual Canvass	–	300,000 Household Enquiry Forms
Annual Canvass	–	65,000 Invitations to Register Forms
Postal Vote Packs	–	55,000 One piece mailer and ballots inserted
Poll Cards	–	320,000 cards with 4-6 different templates
Ballot Papers	–	320,000 -1,400,000 (dependent on election type)
7. Good practices from the Corporate Print Contract will be included in the tender documents.
8. Print suppliers working for Electoral Services specialise in Electoral legislation compliance and extracting and manipulating data from bespoke Election Management software.
9. Their specialist knowledge is developed through involvement with Cabinet Office, Electoral Commission and through software suppliers who work with relevant printers to clarify compliance, and implement legislative change. Different statutes determine the size of ballot papers, and layout for example.

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10. The print suppliers handle sensitive data from the electoral register, which must be held and transferred securely with Electoral Services eg the transfer of ballot paper information through secure portals. Ballot papers include unique identifying marks. The production of postal vote packs and insertions are specialist products.
11. The print supplier deals with large data sets which include a high number of variables and number sequences. They work with Electoral Services to agreed project plans for all electoral and registration material. Knowledge and understanding of the need to prioritise and ensure compliance, integrity and performance are essential.
12. The specification for this print tender includes a social value element. The contractor will be required to provide a voluntary activity, additional community benefit, support to or collaboration with third sector organisations, use of local resource, community focus, reducing carbon footprint, recycling, support of local initiatives which is of social well-being and benefit to the City of Bristol.
13. Whilst this tender is for the printing of large quantities of paper the production of electoral registration and election paperwork such as ballot papers, and annual canvass forms are required as prescribed in legislation. Where possible mitigation measures against physical printing will be undertaken such as electronic communication where allowed in legislation.
14. Estimate of revenue cost is an averaged amount per annum based on one major planned election every 2 years. Whilst snap elections may be called the costs associated with this contract are full recoverable from the appropriate governing body such as the Cabinet Office. An allowance has been made in the total value of the contract for potential snap elections.