

Decision Pathway – Report



PURPOSE: Key decision

MEETING: Cabinet

DATE: 10 May 2022

TITLE	Book Supply Contract		
Ward(s)	Citywide		
Author: Kate Murray	Job title: Head of Libraries		
Cabinet lead: Councillor Ellie King, Cabinet Member Public Health and Communities	Executive Director lead: Stephen Peacock, Executive Director Growth and Regeneration		
Proposal origin: BCC Staff			
Decision maker: Cabinet Member			
Decision forum: Cabinet			
Purpose of Report:			
<ol style="list-style-type: none"> To seek approval to procure a new book supply contract from October 2022 for 3 years with possible extensions of two 12-month periods at a total estimated cost of up to £2,100,000. 			
Evidence Base:			
<ol style="list-style-type: none"> The current book supply contract expires on 30 September 2022. To ensure there is no break in the supply of books, a tender process must be undertaken now with a new contract in place from October 2022. The library service provides access to free adult and children’s books through 27 libraries. It is part of our statutory obligation. In order to provide customers with the widest range of material within the constraints of the budget allocated, it is essential to have a purchasing contract that is flexible and responsive to changes in budget over the length of the contract. A tender process is required to ensure seamless supply of library materials to 27 public libraries from October 2022. There are few suppliers in the market. Lot 1 would be adult books at a maximum of £0.275m pa; Lot 2 would be children’s books at maximum of £0.145m pa. Therefore, a total tender value of up to £0.420m maximum per year or £1.260m over the first 3 years and £2.1m if the optional years are included. There is no guaranteed minimum spend. The booking lending figures for the past 3 years are as follows: 2018-19: 1,517,715, 2019-20: 1,527,383 and 2020-21: 172,949 obviously severely impacted by the pandemic. 			
Cabinet Member:			
That Cabinet: -			
<ol style="list-style-type: none"> Authorise the Executive Director of Growth and Regeneration in consultation with Cabinet Member Public Health and Communities to take all steps required to procure and award a new book supply contract (including individual contracts above £500k) from October 2022 for 3 years +1+1 at a total cost of up to £2,100,000. Authorise the Executive Director of Growth and Regeneration in consultation with Cabinet Member Public Health and Communities to invoke any subsequent extensions/variations specifically defined in the contract(s) being awarded, up to the maximum budget envelope outlined in this report. 			
Corporate Strategy alignment:			
<ol style="list-style-type: none"> This project is aligns under the Corporate Strategy theme “An Effective Organisation” as it is an essential contract for the continuation of library service delivery. 			

City Benefits: <ol style="list-style-type: none"> 1. A continuation of book supply for all Bristol Libraries will ensure the essential function of libraries continues 2. A new contract will ensure the best value for money, within the budget allocated, can be sourced. 3. The new contract will ensure that materials arrive in libraries ready for the shelf, and other services such as supplier selection can contribute to efficiency and cost effectiveness.
Consultation Details: <ol style="list-style-type: none"> 1. Consultation with Bristol City Council Procurement 2. Consultation with the colleagues in the CUSP consortium (Consortium for United Stock Purchase)
Background Documents: Tender for the supply of Books to Library Service cabinet report 6 December 2016

Revenue Cost	Up to £0.420m a year Up to a maximum of £2.1m over the length of the contract	Source of Revenue Funding	Library Service Revenue Budget – Material Fund
Capital Cost	£N/A	Source of Capital Funding	N/A
One off cost <input type="checkbox"/>	Ongoing cost <input checked="" type="checkbox"/>	Saving Proposal <input type="checkbox"/>	Income generation proposal <input type="checkbox"/>

Required information to be completed by Financial/Legal/ICT/ HR partners:		
1. Finance Advice: The Library service seeks permission to tender for a book supply contract to replace the existing arrangement which expires on September 30 th 2022. The tender is for a maximum value of £0.420m per year or £2.1 over the total length of the proposed contract period including the optional additional years. At the maximum value outlined in the report, these costs can be met within the amount available in the service’s current and 22/23 proposed budget.		
Finance Business Partner: Kayode Olagundoye, Interim Finance Business Partner, 17 February 2022		
2. Legal Advice: The procurement process must be conducted in line with the 2015 Procurement Regulations and the Councils own procurement rules. Legal services will advise and assist officers with regard to the conduct of the procurement process and the resulting contractual arrangements.		
Legal Team Leader: Husinara Jones, Team Leader/Solicitor 19 April 2022		
3. Implications on IT: I can see no implications on IT in regards to this activity.		
IT Team Leader: Gavin Arbuckle, Head of Service Improvement and Performance, 14 February 2022		
4. HR Advice: There are no HR implications evident		
HR Partner: Celia Williams, HR Business Partner – Growth and Regeneration, 16 February 2022		
EDM Sign-off	John Smith, Director Economy of Place as chair of EDM in Executive Directors absence	9 March 2022
Cabinet Member sign-off	Councillor Ellie King, Cabinet Member Public Health and Communities	24 March 2022
For Key Decisions - Mayor’s Office sign-off	Mayor’s Office	27 March 2022

Appendix A – Further essential background / detail on the proposal	NO
Appendix B – Details of consultation carried out - internal and external	NO
Appendix C – Summary of any engagement with scrutiny	NO

Appendix D – Risk assessment	YES
Appendix E – Equalities screening / impact assessment of proposal	YES
Appendix F – Eco-impact screening/ impact assessment of proposal	YES
Appendix G – Financial Advice	NO
Appendix H – Legal Advice	NO
Appendix I – Exempt Information	No
Appendix J – HR advice	NO
Appendix K – ICT	NO
Appendix L – Procurement	NO