

Cabinet

4th October 2016



Report Title: Electoral Services specialist printing tender

Ward: All

Strategic Director: *Anna Klonowski, Interim Strategic Director, Business Change*

Report Author: Yvonne Dawes, Head of Electoral Services
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Purpose of the report:

Purpose of report: The value of the future Electoral Services specialist print contract to 2020 is over £500k and is also over the Official Journal of the European Union (OJEU) limit, and therefore requires Cabinet approval.

Recommendation for the Mayor's approval:

- 1.** Approve the procurement and tender of the Councils specialist election print services for four years from the 1st December 2016.
- 2.** Approve the delegation of the contract decision to the Head of Legal Services

The proposal:

- 1.1 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.
- 1.2 The current print contract is due to expire on 30th November 2016
- 1.3 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 2020 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.
- 1.4 The contract term will be four years starting on 1st December 2016 until 30th November 2020 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.
- 1.5 Typical annual numbers and quantities of documents to support electoral services for printing:

Annual Canvass	–	Household Enquiry Forms = 398,000
Annual Canvass	–	Invitations to Register Forms = 64,000
Postal Vote Packs	–	One piece mailer and ballots inserted=55,000
Poll Cards	–	Typically 4-6 different templates=320,000
Ballot Papers	–	Election/referenda dependent=320,000 -1,200,000
- 1.6 Good practices from the Corporate Print Contract have been included in the tender documents.
- 1.7 Print suppliers working for Electoral Services specialise in Electoral legislation compliance and extracting and manipulating data from bespoke Election Management software.
- 1.8 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.
- 1.9 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.
- 1.10 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.

Consultation and scrutiny input:

a. Internal consultation:

This procurement and tender process was discussed with the Chair of Scrutiny.

b. External consultation:

None

Other options considered:

Due to the specialist printing required for electoral and registration printing it is not an option to consider a printer with no electoral experience due to the reasons set out in this report.

This could not be included in the Corporate Print Contract due to the timescales involved.

Risk management / assessment:

FIGURE 1

The risks associated with the implementation of the (subject) decision :

No.	RISK Threat to achievement of the key objectives of the report	INHERENT RISK (Before controls)		RISK CONTROL MEASURES Mitigation (ie controls) and Evaluation (ie effectiveness of mitigation).	CURRENT RISK (After controls)		RISK OWNER
		Impact	Probability		Impact	Probability	
		1	Failure of external printer to deliver the specification		High	Medium	
2	External printer not performing within the remit of the specification	High	Medium	Break clause at year 2	Medium	Low	Yvonne Dawes
3	Number of scheduled elections in 2020	High	Medium	Robust project planning and good communication with the external printer	Medium	Medium	Yvonne Dawes

FIGURE 2

The risks associated with not implementing the (subject) decision:

No.	RISK Threat to achievement of the key objectives of the report	INHERENT RISK (Before controls)		RISK CONTROL MEASURES Mitigation (ie controls) and Evaluation (ie effectiveness of	CURRENT RISK (After controls)		RISK OWNER
		Impact	Probability		Impact	Probability	
		1	Current print contract expires and not having a print contract in place		High	Medium	
2	Time table of OJEU can be extended without prior knowledge	High	Medium	Communication with procurement at all stages of the OJEU process to plan for any delay	Medium	Low	Yvonne Dawes

Public sector equality duties:

Before making a decision, section 149 of the Equality Act 2010 requires that each decision-maker considers the need to promote equality for persons with the following “protected characteristics”: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation. Each decision-maker must, therefore, have due regard to the need to:

- i) eliminate discrimination, harassment, victimisation and any other conduct prohibited under the Equality Act 2010.
- ii) advance equality of opportunity between persons who share a relevant protected characteristic and those do not share it. This involves having due regard, in particular, to the need to:
- remove or minimise disadvantage suffered by persons who share a relevant protected characteristic.
 - take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of people who do not share it (in relation to disabled people, this includes, in particular, steps to take account of disabled persons' disabilities);
 - encourage persons who share a protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.
- iii) foster good relations between persons who share a relevant protected characteristic and those who do not share it. This involves having due regard, in particular, to the need to tackle prejudice and promote understanding.

Public sector equality implications:

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 organizations, 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.

Equality Impact Assessment relevance check has been completed for this proposal. It is not deemed to have any impacts on either staff or service users with protected characteristics and therefore a full Equality Impact Assessment is not required at this stage. Further Relevance checks will be completed at the re-tendering stage to establish whether a full EqIA is required to accompany the retendering process.

Equalities Officer sign-off and date:
Anneke van Eijkern
08/09/2016

Eco impact assessment

The significant impacts of this proposal are...

This tender is for the printing of very large quantities of paper. However the production of electoral registration and election paperwork such as ballot papers, and annual canvass forms are required as prescribed in legislation.

The proposals include the following measures to mitigate the impacts...

- Where it is possible to communicate electronically – such as registering to vote, these options are encouraged to both minimise the use of paper and printing and to minimise expenditure.
- Within the specification it is required that all paper used must be accredited with a Forest Management and Chain of Custody certificate (FSC) which ensures that the paper used has been produced from well-managed forests and /or recycled materials.

The net effects of the proposals will be negative, but mitigated as far as reasonably practicable

Resource and legal implications:**Finance****a. Financial (revenue) implications:**

The total contract value for the 4 years is expected to be in the range of £640k to £760k, which will cover the cost of the printing required for running elections (postal votes, ballot papers etc.) and also for electoral registration. The printing costs will not be incurred equally each year, but as elections occur across the contract period.

Assuming that the elections printing budget is maintained at its current level for the term of the contract, there is sufficient revenue budget to fund this contract.

Advice given by Janet Ditte, Service Manager: Finance Business Support

Date 8th September 2016

b. Financial (capital) implications:

N/A

Advice given by Insert name / job title

Date Insert date

Comments from the Corporate Capital Programme Board:

N/A

c. Legal implications:

Advice given by Insert name / job title

Date Insert

d. Land / property implications:

None

Advice given by Insert name / job title

Date Insert

e. Human resources implications:

None

Guidance:

* Ensure this section is written by / signed off by the relevant HR Business Partner.

Advice given by Insert name / job title

Date Insert

Appendices:

Appendix 1 - Equality Impact Relevance Check

Appendix 2 – Environmental impact checklist

Access to information (background papers):

None