

# Decision Pathway – Report



**PURPOSE:** Key decision

**MEETING:** Cabinet

**DATE:** 24 January 2023

<b>TITLE</b>	<b>Print Services (digital &amp; litho) Procurement</b>		
<b>Ward(s)</b>	<b>City Wide</b>		
<b>Author: Jack Smith</b>	<b>Job title: Creative Manager (External Communications Service)</b>		
<b>Cabinet lead: Cllr Craig Cheney (Finance, Governance and Performance)</b>	<b>Executive Director lead: Stephen Peacock, Chief Executive</b>		
<b>Proposal origin:</b> BCC Staff			
<b>Decision maker:</b> Cabinet Member <b>Decision forum:</b> Cabinet			
<b>Purpose of Report:</b>			
<ol style="list-style-type: none"> <li>To seek approval to re-procure a framework of suppliers for bespoke print services for a maximum of 4 years at a cost of up to £1.5m.</li> </ol>			
<b>Evidence Base:</b>			
<ol style="list-style-type: none"> <li>Typical goods included in these services includes the production and delivery of forms, leaflets, booklets, postcards and documents. The proposed contract has a maximum value for Bristol City Council over 4 years of £1,500,000. They does not include spend by other organisations if a collaborative approach is chosen.</li> <li>There is not Budgeted spend and actual spend could be lower. A high maximum value allows for the contract to be used as part of the wider service offer that generates external income for the council. Bristol Design manage this contract on behalf of a range of services and costs are cross-charged back to each service area. Bristol Design do review requests to ensure they are necessary and appropriate (including best value format, quantity &amp; specification and most sustainable solution). Requests will also be reviewed monthly to ensure forecasts and contract values are met. Ultimately, it is the individual services responsibility to forecast, manage and gain approval for their spend.</li> <li>The council currently have a collaborative framework agreement in place for these services, this contract is also utilised by UWE and B&amp;NES Council and expires on 17 March 2023. The majority of the council's requirements are managed by the Bristol Design team working collaboratively with services. The existing framework currently has six suppliers who are asked to quote on every requirement in a 'mini-competition' process to ensure value for money is achieved throughout the term of the contract.</li> <li>Details of historic council spend;</li> </ol>			
<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b> (Actual for 8 months to 31/11/22)
£115k*	£180k	£179k	£169k
*Spend was affected due to COVID-19			
<ol style="list-style-type: none"> <li>There is a slight trend of increased spend, despite encouraging digital solutions where appropriate to the audience. This is due to market costs (such as increases to paper costs), centralised council spend and increasingly supporting other public sector organisations.</li> <li>A new framework agreement would ensure value for money, procurement compliance and consistent</li> </ol>			

quality, alongside continuing to mitigate individual teams using alternative suppliers for these services. Bristol Design and Procurement are currently reviewing potential partners for a new collaborative framework. This would increase the overall contract value, potentially attracting higher quality suppliers and increasing efficiency across partners. B&NES are unlikely to join the framework on this occasion.

- Based on similar contracts, a competitive framework could result in a saving (against requirements) of between 10 to 15%. A Framework Agreement for a maximum 4-years (with multiple short-term call-offs) would ensure consistent continuation of services and suppliers. If Bristol City Council decide not to procure for suppliers, the council will be required to procure individually, likely increasing the cost per annum of these services and decrease efficiency of the service provision.

**Cabinet Member / Officer Recommendations:**

That Cabinet:

- Approves the procurement of a framework of suppliers for bespoke print services for a maximum of 4 years at a cost of up to £1.5m for Bristol City Council.
- Authorises the Chief Executive in consultation with the Cabinet Member Finance, Governance and Performance to procure and award the contract necessary for the implementation of bespoke print services, in-line with the procurement routes and maximum budget envelopes as outlined in this report.
- Authorises the Chief Executive to invoke any subsequent extensions/variations specifically defined in the contract terms (within a maximum of a 4-year duration).

**Corporate Strategy alignment:**

Consideration has been giving to the Council’s Corporate Strategy and how this work aligns to the Council’s vision.

Our approach is influenced by our five principles:

- Development and delivery (through building partnerships to deliver quality public services)
- Environmental sustainability (by procuring suppliers that build our climate and ecological resilience)
- Equality and inclusion (by following social value and equality requirements during procurement)
- Resilience (by utilising a framework of suppliers)
- World class employment (by commissioning suppliers that promote the highest standards of employment)

**City Benefits:**

- The award of an external contract will provide a bespoke print service that benefits colleagues, suppliers and the diverse cultural society of Bristol. Procurement will adhere to the council’s democratic, legal, equalities, sustainability and social values processes and policies. This will ensure suppliers and the Goods and Services delivered will maximise positive environmental impacts and avoid/mitigate environmental and health impacts such as reducing the production of climate changing gases.

**Consultation Details:**

n/a

**Background Documents:**

[Print Procurement Appendix A1 – Framework 2019 Cabinet Report](#). From the previous procurement of these services that went to Cabinet on 5 March 2019.

<b>Revenue Cost</b>	<b>£375k per annum maximum, up to £1.5m over 4 years.</b>	<b>Source of Revenue Funding</b>	Revenue costs centres across the Council
<b>Capital Cost</b>	<b>£ Included in the above quoted figures</b>	<b>Source of Capital Funding</b>	Capital project codes across the Council
<b>One off cost</b> <input type="checkbox"/>	<b>Ongoing cost</b> <input checked="" type="checkbox"/>	<b>Saving Proposal</b> <input checked="" type="checkbox"/>	<b>Income generation proposal</b> <input type="checkbox"/>

**Required information to be completed by Financial/Legal/ICT/ HR partners:**

<p><b>1. Finance Advice:</b> This report requests that Cabinet approves procurement of a framework of suppliers for bespoke print services for a maximum of 4 years and that Cabinet delegates authority to the Chief Executive and the Designated Deputy Mayor to award contracts upon completion of the procurement process. Total cumulative contract value of £1.5m over 4 years is being requested noting that this is not Budget and service users would need to ensure they have the appropriate Budget and go through required approvals and governance in place to utilise this contract</p>		
<p><b>Finance Business Partner:</b> Olubunmi Kupoluyi (Finance Business Partner- Resources), 12/01/2023</p>		
<p><b>2. Legal Advice:</b> The procurement of a framework agreement at this value (regardless of whether UWE join in) will need to comply with the Public Contract Regulations, in addition to the Councils own procurement rules.</p>		
<p><b>Legal Team Leader:</b> Husinara Jones; Legal Services; 12/01/23</p>		
<p><b>3. Implications on IT:</b> I can see no implications on IT in regards to this activity.</p>		
<p><b>IT Team Leader:</b> Gavin Arbuckle – Head of Service Improvement and Performance, 11/11/22</p>		
<p><b>4. HR Advice:</b> No direct HR implications evident.</p>		
<p><b>HR Partner:</b> Bryn Williams; Legal Services; 4/11/22</p>		
<b>EDM Sign-off</b>	Tim Borrett, Director of Policy Strategy & Digital	16/11/22
<b>Cabinet Member sign-off</b>	Cllr Craig Cheney (Finance, Governance and Performance)	21/11/22
<b>For Key Decisions - Mayor's Office sign-off</b>	Mayor's Office	11/01/23

<b>Appendix A – Further essential background / detail on the proposal</b> <a href="#">A1 - Print Procurement Appendix A1 – Framework 2019 Cabinet Report</a> <a href="#">A2 – Historic spend data</a>	<b>YES</b>
<b>Appendix B – Details of consultation carried out - internal and external</b>	<b>NO</b>
<b>Appendix C – Summary of any engagement with scrutiny</b>	<b>NO</b>
<b>Appendix D – Risk assessment</b>	<b>YES</b>
<b>Appendix E – Equalities screening / impact assessment of proposal</b>	<b>YES</b>
<b>Appendix F – Eco-impact assessment of proposal</b>	<b>YES</b>
<b>Appendix G – Financial Advice</b>	<b>NO</b>
<b>Appendix H – Legal Advice</b>	<b>NO</b>
<b>Appendix I – Exempt Information</b>	<b>No</b>
<b>Appendix J – HR advice</b>	<b>NO</b>
<b>Appendix K – ICT</b>	<b>NO</b>
<b>Appendix L – Procurement</b>	<b>NO</b>