



Officer Decision Record

1. Subject and details of the matter (to include reasons for the decision)

Approval is sought to award the contract for the Local Taxation and Benefits Printing and Postage Service.

The supplier of the contract will provide a secure off-site printing and postage service to the Local Taxation and Benefits Service.

Cabinet approved the commencement of the procurement on the 30th September 2020 and the delegation of the award decision to the Director of Resources and Governance, in consultation with the Portfolio Holder for Finance and Resources (DN.39).

A further competition was run under the Crown Commercial Service Postal Goods, Services and Solutions Framework (RM6017) – Lot 7 Hybrid Mail, Digital and Transformational Communications.

An exception to the Contract Procedure Rules to access the framework was approved.

The initial period shall be forty-eight (48) months from the Call-Off Start Date, with the option to extend for a further two (2) further twelve (12) month periods depending on performance.

The estimated whole life value of the contract is £968,579.60. The contract will also be accessed by North Lincolnshire Council, so this value contains their spend as well.

Following the completion of the evaluation process, Capita Business Services Limited have been identified as the Most Economically Advantageous Tenderer.

2. Is it a Key Decision as defined in the Constitution?

Yes.

3. Details of Decision

Award the contract for Local Taxation and Benefits Printing and Postage Service to Capita Business Services Limited.

4. Is it an Urgent Decision? If yes, specify the reasons for urgency Urgent decisions will require sign off by the relevant scrutiny chair(s) as not subject to call in.

No.

5. Anticipated outcome(s)

The contract for Local Taxation and Benefits Printing and Postage Service is awarded to Capita Business Services Limited.

6. Details of any alternative options considered and rejected by the officer when making the decision

Not award the contract. Capita Business Services Limited have been identified as the Most Economically Advantageous Tenderer so there is no reason to not award.

7. Background documents considered

None.

8. Does the taking of the decision include consideration of Exempt information? If yes, specify the relevant paragraph of Schedule 12A and the reasons

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9. Details of any conflict of interest declared by any Cabinet Member who was consulted by the officer which relates to the decision (in respect of any declared conflict of interest, please provide a note of dispensation granted by the Council's Chief Executive)

No conflicts of interest have been identified.

10. Monitoring Officer Comments (Monitoring Officer or Deputy Monitoring Officer)

The contract award is consistent with the Cabinet decision and delegations and followed an approved framework. Legal colleagues will support the provision of requisite legal documentation.

11. Section 151 Officer Comments (Deputy S151 Officer or nominee)

The procurement process seeks to ensure that the Council achieves best value from the letting of the contract. The cost of the service will be managed within the service's available budget envelope.

12. Human Resource Comments (Strategic Workforce Lead or nominee)

There are no direct HR implications

13. Risk Assessment (in accordance with the Report Writing Guide)

The risk associated with not awarding the contract is that the Council will not have a contract in place for their Local Taxation and Benefits Service printing and postage requirements, impacting on the Council's ability to collect Council Tax/NNDR and award Housing Benefit and Council Tax Supports to residents, presenting a financial and reputational risk.

14. Decision Maker(s):

Name: Sharon Wroot

Title: Executive Director, Environment, Economy and Resources

Signed: REDACTED

Dated: 14th April 2021

15. Consultation carried out with Portfolio Holder(s):

Name: Councillor Stan Shreeve

Title: Deputy Leader and Portfolio Holder for Finance, Resources and Assets

Signed: REDACTED

Dated: 14 April 2021

**16. If the decision is urgent then
consultation should be carried out
with the relevant Scrutiny
Chair/Mayor/Deputy Mayor**

Name: N/A

Title: N/A

Signed: N/A

Dated: N/A