



Operational Officer Decision Record

Where the decision has a financial value of between £100k - £350k and does not have a **significant** impact on two or more wards

1. Subject and details of the matter (to include reasons for the decision and detail of any previous cabinet decision)

Approval to award the contract for Supply of Multi-Functional Devices and Associated Equipment.

East Riding Council is leading on a collaborative procurement with North Lincolnshire Council and North East Lincolnshire Council for the provision of their corporate requirements. In addition, the framework agreement is accessible to schools and other public and third sector organisations within the Yorkshire and Humber Region.

The specification and award criteria were developed in conjunction with Digital Change and Technology officers from East Riding Council and ICT and Print staff from North Lincolnshire and North East Lincolnshire Councils. The specification reflects this Council's corporate requirements in a number of key areas, for example, all equipment must be configured to minimize environmental impact (including setting the default copy settings to duplex/black and white, activating toner saving and "energy save" functions) and include a data encryption kit as standard to ensure compliance with data protection requirements. In addition, all equipment must be capable of integrating with the current print management software used by the Council.

The specification and award criteria also reflect the current requirement of all three Councils to accommodate the changing workplace and transition to agile working. An option for shorter term leases was specified, and an emphasis was placed on meeting Council's needs to utilise existing equipment in the most flexible way possible including physical re-location of printers and short term, flexible solutions to support physical office re-design and changing demands.

Due to the detailed technical specification, price sensitivity in this market and the need to deliver value for money the award criteria were weighted towards price at 60% with non-price elements 40%, for example, service and maintenance.

Previously, we have been in a framework contract that East Riding lead on. The contract end date for this framework was March 2022, due to slippage the Framework start date is June 1st, 2022.

The estimated whole life value of the contract is £211,103.68.

This is based on the assumption that the fleet composition will remain unchanged for the framework duration when in reality there is likely to be a reduction in both the number of machines and the copy volumes as agile working rolls out across all three Councils, and the wider customer base.

The maximum duration of the contract is 48 months.

Following conclusion of the evaluation process, Arena Group Holdings Limited have been identified as the most economically advantageous tenderer and awarded the East Riding of Yorkshire framework. Consequently, approval is sort to award a contract to Arena Group Holdings Limited via the East Riding of Yorkshire Supply of Multi-Functional Devices and Associated Equipment framework for a maximum duration of 48 months.

2. Decision being taken

That the Executive Director for Environment, Economy and Resources in consultation with the Portfolio Holder for Finance, Resources and Assets approves award of the contract for the Supply of Multi-Functional Devices and Associated Equipment to Arena Group Holdings Limited for a maximum period of 48 months.

3. Anticipated outcome(s)/benefits

The contract for the Supply of Multi-Functional Devices and Associated Equipment is awarded via the East Riding of Yorkshire Supply of Multi-Functional Devices and Associated Equipment framework to Arena Group Holdings Limited for a maximum of 48 months.

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

Not to join the framework. Arena Group Holdings Limited has been identified as the most economically advantageous tenderer, and so there is no reason not to award.

5. Background documents considered (web link to be included or copies of documents for publishing)

N/A

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

No

7. 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.

8. Monitoring Officer Comments (Monitoring Officer or nominee)

Decision to award via the framework is supported. It has a number of benefits, including, but not limited to, achieving value for money.

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

The procurement process helps ensure the council achieves best value for money in its contract arrangements.

10. Human Resource Comments (Head of People and Culture or nominee)

There are no direct HR implications

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

Regular and ongoing contract review meetings with the company will take place to ensure compliant delivery and deployment of the necessary devices. East Riding Procurement Services will provide the overarching contract management function including the dealing with any emerging contractual issues if they arise.

12. If the decision links to a previous one taken by Cabinet, has the Cabinet Tracker been updated?

N/A

13. Decision Maker(s):

Name: Sharon Wroot

Title: Executive Director, Environment,
Economy & Resources

Signed: REDACTED

Dated: 6th June 2022**14. Consultation carried out with
Portfolio Holder(s):**

Name: Cllr Stephen Harness

Title: Portfolio Holder for Finance,
Resources and Assets

Signed: REDACTED

Dated: 7th June 2022