

OFFICER DECISION RECORD SHEET

Name of decision maker: Assistant Director – Finance & Resources

Service Area: Revenues, Benefits & Fraud

Title of Decision: To approve the award of the contract for Council Tax annual Billing printing & associated services

Decision made and reasons:

Decision:

To approve the award of the contract for Council Tax Annual Billing printing & associated services to CFH Docmail Limited

Reason:

This contract is for the printing, folding & enclosing/packaging and posting of annual council tax bills, housing benefit decision notices, council tax support decision notices, housing rent notifications with appropriate inserts, with a further option to also provide this for business rates bills.

The initial contract period is 2 years - 2018 and 2019 Annual Billing, plus the option to extend for a further year.

Eight valid tenders were received and CFH Docmail Limited scored highest in the evaluation process – see attached Procurement Report for details of scoring criteria and contract value.

Reports considered:

The procurement report is attached.

Officers/Councillors/Ward Councillors/Stakeholders Consulted:

Group Manager (Revenues, Benefits & Fraud)

Group Manager (Tenants & Leaseholders)

Procurement Officer

Financial Comments:

There is sufficient budget to fund this contract within the Revenues Budgets for 2018/19 onwards.

Lucy Tash

Accountant (Finance & Operations)

Monitoring Officer Comments:

No comments to add to the report.

Deputy S151 Officers Comments:

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This is a Deputy S151 Report.

Implications:

Value for Money:

The evaluation considered factors relating to the quality of delivery as well as price. This service is a high profile one for the Council, and although the highest scoring tender was not the cheapest, it does provide a high degree of confidence that it will be delivered as required.

Financial:

The contract value is for £35,000 in year one, subject to postal increases for years 2 and 3. The current budget for provision of this service is £37,000, which has been the approximate spend for the last two years.

Risk:

If this contract is not awarded then the Council would not be able to collect Council Tax payments promptly from its residents, nor rent payments from its tenants. A liquidated damages clause has been included in the contract terms and conditions.

Officer Signature:

Date: