

## OFFICER DECISION RECORD SHEET

**Name of decision maker:** Assistant Director – Finance and Resources

**Service Area:** Revenues, Benefits & Fraud

**Title of Decision:** Approval to award contract for Council Tax & Business Rates annual billing printing & associated services

### **Decision made and reasons:**

**Decision:** To approve the award of the contract for Council Tax & Business Rates annual billing printing & associated services to DSI Billing Services.

#### **Reason:**

This contract is for the printing, folding & enclosing/packaging and posting of annual council tax bills, business rates bills, housing benefit decision notices, council tax support decision notices and housing rent notifications with appropriate inserts

The initial contract duration is 3 years with the option to extend the contract for a further 2 years.

This service was tendered using an Open tender process. As the value is below the OJEU threshold, this was only advertised on the Supply Hertfordshire e-tendering portal and Contracts Finder.

Tenders were received from seven suppliers and their bids were evaluated against pre-determined award criteria which included price, quality of service and project management of the contract.

DSI Billing printing who are a new supplier to us, scored the highest in the evaluation process. – see the attached Procurement Report for details of scoring criteria.

### **Reports considered:**

The procurement report is attached.

### **Officers/Councillors/Ward Councillors/Stakeholders Consulted:**

Team Leader (Revenues)  
Team Leader ( Revenues & Benefits Support)  
Procurement Officer  
Group Manager (Revenues, Benefits and Fraud)  
Group Manager (Tenants & Leaseholders)

**Financial Comments:** There is sufficient budget to fund this contract within the

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Revenues Budgets for 20/21 onwards.

Clare Dempsey  
Accountant (Finance & Operations)

**Monitoring Officer Comments:**

No comments to add to the report.

**Deputy S151 Officers Comments:**

The Cost of this contract award can be met form the existing approved budget.

**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 £34,000 in year one, subject to postal increases for the subsequent years The current budget for provision of this service is £38,000, which has been the approximate spend for the last two years.

**Risk:**

The yearly Annual billing process is a statutory requirement and if this contract is not awarded then the Council would not be able to collect Council Tax and Business Rates payments promptly from its residents and businesses in the borough, nor rent payments from our tenants.

A liquidated damages clause has been included in the contract terms and conditions.

**Officer Signature:**

Date: