

OFFICER DECISION RECORD SHEET

Name of decision maker: Assistant Director of Corporate and Contracted Services

Service Area: Legal and Corporate Services

Title of Decision: To award a contract for Printing of Annual Canvass and Election Requirements

Decision made and reasons:

Decision: To award a 5 year contract (3 years with the option to extend for a further 2 years) to Sciprint Limited.

Reason: The Council are responsible for running elections across Dacorum which includes parliamentary elections, local elections and police & crime commissioner elections.

To support each election process and the annual canvass, the Council requires an experienced and trusted election printer to supply the Council with election materials including ballot papers, postal votes, canvass forms and Housing Notification letters.

To identify a suitable supplier, the Council carried out an open market tender to identify a suitable printer to cover the next 5 years. The Council assessed tender returns by looking at the best value provider by looking at both quality and price criteria.

The winning bidder is Sciprint who scored highest of all bidders. Sciprint are also the incumbent provider and have always delivered a high level of service.

Reports considered:

The procurement report is attached.

Officers/Councillors/Ward Councillors/Stakeholders Consulted:

Michelle Anderson - Electoral Registration Team Leader

Jim Doyle - Elections Team Leader

Farida Hussain – Group Manager of Legal and Corporate Services

Andrew Linden - Commissioning, Procurement and Compliance Team Leader

Financial Comments:

The election printing budget for 21 22 is £22k.

Note that in many elections a proportion of the printing costs can be recharged out to third parties (Election Commission, County etc.) dependent upon their nature.

Deputy Monitoring Officer Comments:

The proposed award of contract follows a procurement process which was compliant with the Council's procurement standing orders.

Officers should ensure that an appropriate signed contract is in place prior to commencement of the works.

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Deputy S151 Officers Comments:

The contract award for these services follows an open tender process to secure best value for money.

Financial:

The cost for the Council will vary depending on which elections the Council run over the next 5 years. There are no elections (other than by-elections) planned in 2022 so only the annual canvass is required which will be run from August 22. Currently, there are no elections planned for 2026 onwards however this includes the annual canvass and Housing Notification Letters.

2022 - £5,835.50 (no elections planned, only includes the Annual Canvass)

2023 - £27,878.50

2024 - £23,528.50

2025 - £23,528.50

2026 - £8,435.50 (only includes the annual canvass and Housing Notification Letters)

2027 - £2,600.00 (only includes the Housing Notification Letters)

TOTAL - £91,806.50

Options considered and reasons for rejection:

This is a contract that can only be delivered by an external company and cannot be provided in house.

Officer Signature:

Date: