

OFFICER DECISION RECORD SHEET

Name of decision maker: Strategic Director – Corporate and Commercial Services

Service Area: Commercial Development – Commissioning Procurement & Compliance

Title of Decision: Approval to award contract for an Extension of the current Multifunctional Device Contract

Decision made and reasons:

Decision: The approval to award contract for to extend the current agreement with Ricoh for an 18 month period through to the 31st July 2024 to allow the Council to go through a thorough commissioning and procurement process.

Reason:

The machines have seen a reduction in usage since the Covid-19 pandemic with staff working from home. In 2020, usage dropped by 40% and has continued to fall, despite more staff coming into the Forum. 2022 has seen a drop of 70% based on 2019 levels.

The current contract ended in January 2022 and the Council agreed with Ricoh that they would continue to maintain the devices on an informal basis while the Council considered our options for the next MFD contract. The devices have not done the amount of clicks which were set out at the start of the contract and are all currently operating well.

In addition to the MFD contract, the Council have also purchased additional devices and software which were not part of the initial contract. The devices are due to expire in 2023 and the software is renewed on an annual basis.

Due to the change in behaviours and the move to a more digital approach, this is a opportunity to review not just the Council's printing requirements but also look at how we manage documents in the Council and work in line with other similar reviews in other directorates.

Commissioning process:

The Council will set up a group to identify what potentially could be in scope for the new procurement as well as identifying what solution we require for the MFDs moving forward. The project will also have synergies with the work the Transformation Team are doing with Customer Services and the Customer Relationships Management System so there will be a representative from the Transformation Team to identify further opportunities and avoid duplication.

Tender process:

An extension of the current contract as detailed above.

Commercial Board:

Approval to extend this contract was given by Commercial Board at the February meeting.

Reports considered:

The Commercial Board report is attached.

Officers/Councillors/Ward Councillors/Stakeholders Consulted:

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ICT Operations Team Leader; Central Administration Lead Officer, Business Analyst & Service Improvement Lead Officer

Financial Comments: .

The extension to this contract will be a revenue cost, this has been factored in as revenue cost for future years.

Nikita Patel Bhagalia 20/03/2023

Monitoring Officer Comments:

No comments to add to the report.

S151 Officers Comments:

Financial planning is in place to support this contract renewal.

Implications

Value for Money: Due to the change in working behaviours since Covid and the move to a more digital approach, There are other reviews being carried out by Digital Services and the Transformation Team and any new commissioning process will need to review not just the Council's printing requirements but also look at how we manage documents across the Council before deciding on replacement machines and/or alternative digital solutions.

Financial: We are proposing that we extend for a further 18 months. Ricoh have provided a proposal for the extension period which would see an annual saving of £1,233.40 based on the last 12 months usage.

Risk: If this contract is not extended this has implications for the digital and transformation reviews beginning carried out elsewhere in the Council.

Officer Signature:

Date: