

<b>Subject:</b>	Electoral Services Print Contract	<b>Status:</b>	For Publication
<b>Report to:</b>	Cabinet	<b>Date:</b>	19 <sup>th</sup> January 2022
<b>Report of:</b>	Elections Manager	<b>Portfolio Holder:</b>	Corporate Services
<b>Key Decision:</b>	<input checked="" type="checkbox"/> Forward Plan <input checked="" type="checkbox"/>	<b>General Exception</b>	<input type="checkbox"/> <b>Special Urgency</b>
<b>Equality Impact Assessment:</b>	Required:	No	Attached: No
<b>Biodiversity Impact Assessment</b>	Required:	No	Attached: No
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<b>1.</b>	<b>RECOMMENDATIONS</b>
<b>1.1</b>	<b>Cabinet is asked to give approval to join a tender exercise with the Merseyside Elections and Electoral Registration Print Group for a 4 years print contract.</b>
<b>1.2</b>	<b>Delegate authority to the Head of Legal in consultation with the Portfolio Holder to enter in to the contract upon successful appointment of contractor.</b>

## 2. PURPOSE OF REPORT

2.1 This report seeks approval to enter into a tender exercise run by the procurement team at Wirral Council. A total of 10 local authorities are part of the tender group and this will be the 2<sup>nd</sup> time that RBC have joined this exercise.

## 3. BACKGROUND

3.1 The electoral services team joined the Merseyside Elections and Electoral Registration Print Group in 2018 to obtain best value for money for all their print requirements.

The current print contract is due to expire on 30 June 2022. It is proposed that the tender will be posted on CHEST on 17 January 2022 with a closing date of 17 February 2022. Evaluation will take place in March 2022 and the Elections Manager will be part of the evaluation group. The new tender would commence from 1 July 2022 for a period of 4 years.

3.2 The contract is for the delivery of print services for elections and electoral registration, including the annual electoral registration canvass, rolling registration, postal vote refresh exercises, plus all scheduled and unscheduled elections and referenda. The estimated cost per year is £30,000, based on current spending. This figure does not include unscheduled elections.

## 4. RISK

4.1 If the Council does not enter into a new contract it would leave us vulnerable to not being able to administer an election, especially an unscheduled parliamentary election. There are not many experienced electoral print suppliers in the UK so it is essential to have a good print tender in place.

To not go out to tender would leave the Council vulnerable in terms of non-compliance with the Constitution.

Tendering as a sole entity would not give the Council the buying power that this process afford which would likely result in a significant increase in costs.

**5. FINANCE**

5.1 The current annual budget for electoral printing is c£30k.

5.2 It is anticipated that the total contract value will not exceed the current budget.

**6. LEGAL**

6.1 The total contract price of this contract is estimated to be in the region of £120k therefore Cabinet is required under the terms of the Constitution to approve the procurement exercise.

6.2 The tender process will be in line with the Constitution and the Public Contract Regulations. The Elections Manager will form part of the evaluation panel to ensure the interests of the Council are protected.

**7. POLICY AND EQUALITIES IMPLICATIONS**

7.1 No policy or equalities implications.

**8. CONCLUSION**

8.1 In order to continue to deliver successful elections and electoral registration, and to achieve the best value for money for the Council, it is sensible to join the print group to make large scale savings rather than tender as a single authority.