#### EXECUTIVE DECISION RECORD SHEET

Name of decision maker: Cllr Nicholas Tiley

Portfolio: Finance & Resources

Date of Portfolio Holder Decision: 29 May 2012

**Title of Decision:** Utilisation of the Government Procurement Service Framework Agreement (RM917A) for Office Supplies.

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

This is a retrospective decision as the Council has been procuring its office supplies via this framework agreement since November 2011.

#### Decision:

To approve that:-

- (1) Dacorum Borough Council procures its corporate office supplies from **Banner Business Services Ltd** under the above framework agreement (RM917A) for a period of 3 years starting from 1<sup>st</sup> November 2011, with the option to extend the agreement for up to a further 12 months
- (2) That a decision on the option to extend the contract for up to a further 12 months be delegated to the Group Manager Commissioning, Procurement & Compliance

#### Reason:

The framework agreement was developed by the Government Procurement Service to:

- Aggregate volumes and deliver a single agreed price for products.
- Rationalise the choice of products available through standardised specifications.
- Simplify access to office supplies for all of Central Government and for wider public sector organisations who chose to come on board.
- Provide a compliant route to market for all Central Government Departments mandated to use a centralised arrangement.

In accordance with the new centralised procurement model it was decided to create a Pan Government contract for the provision of Office Supplies with HMRC as the lead authority following award.

The procurement was undertaken using the Open Procedure.

The OJEU notice was published on the 2 April 2011 with an addendum published on the 16 April 2011.

The tender exercise was conducted using HMRC's eSourcing Portal, opened on 13 April 2011 and closed for receipt of tenders on 6 June 2011.

Following full compliance checks, tenders were evaluated in accordance with published evaluation criteria:

Qualification Stage – only those providers who satisfied all of the requirements within the qualification stage proceeded to the award stage.

Award Stage – responses to the award stage section(s) of the online questionnaire were evaluated. Only compliant bids were evaluated at award stage which was those that met the minimum specification requirements.

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# Reports considered:

Officers report – attached

# Officers/Councillors/Ward Councillors/Stakeholders Consulted:

Group Manager - Commissioning, Procurement & Compliance

# **Monitoring Officer Comments:**

No further comments to add to this report.

### **Deputy S151 Officer Comments:**

No further comments to add to this report.

# Implications:

### Value for Money:

- Competitive prices for similar goods and services available in the public sector are guaranteed.
- A single agreed and transparent price for the whole of Government.
- Service wrap designed to move to single weekly delivery, improving ordering efficiency and reducing cost to serve.
- Delivery of closed loop capability for paper recycling to improve sustainability and yield the commercial value of Government waste paper.

#### Financial:

The Government Procurement Service state that products are delivering cashable savings of up to 29% compared to existing contracts. DBC have opted to move from next day delivery to a once a week delivery and will benefit from a 10% reduction in charges.

### Risk:

The Council must ensure that it procures its office supplies in compliance with the Public Contract Regulations 2006 and its own Procurement Standing Orders.

By using this framework agreement this provides the Council with an efficient and compliant route to the market.

Portfolio Holders' Signature:		
Date:		

Details of any interest declared and any dispensation given by the Standards Committee:

For Member Support Officer use only			
Date Decision Record Sheet received from portfolio holder: 22/05/12			
Date Decision Published: 29/05/12	Decision No: PH/038/12		
Date of Expiry of Call-In Period: 07/06/12			
Date any Call-In received or decision implemented	<u>1</u> :		

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# **Officer Report**

The Council's existing agreement for the provision of office supplies expired on 31<sup>st</sup> October 2011.

This agreement was with Banner Business Supplies and had been awarded from an Office Government Commerce framework agreement.

During early 2011 the Council was asked by the Government Procurement Service if they wanted to be named in an OJEU notice for the replacement office supplies framework agreement.

It was agreed that DBC would want to be named in the OJEU notice and to ensure that this complied with the Public Contract Regulations 2006 formally gave instruction to include DBC in the notice.

The OJEU was subsequently advertised by the Government Procurement Service with DBC as a named participant.

Following a comprehensive procurement process led by the HMRC on behalf of the Government Procurement Service a government wide framework agreement for Office Supplies was awarded to Banner Business Services Ltd for a period of 3 years with the option to extend the agreement for up to a further 12 months