

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 1st 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.

EXECUTIVE DECISION RECORD SHEET**Officer Report**

The Council's existing agreement for the provision of office supplies expired on 31st 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