



OFFICER DECISION – DIRECTOR OF LAW & GOVERNANCE

MAY 2022

REPORT TITLE:	ELECTIONS & ELECTORAL REGISTRATION PRINT CONTRACT 2022- 2026
REPORT OF:	HEAD OF DEMOCRATIC & MEMBER SERVICES

REPORT SUMMARY

This report details the procurement process and outcomes of the Elections and Electoral Registration Print Contract for Wirral as part of a Merseyside/Lancashire procurement exercise. Furthermore, it requests the Director of Law & Governance to agree to award a contract to Civica Electoral Services at a cost of £400,000 for the printing contract for the period 2022-2026.

The contract meets the objectives of the Wirral Plan by supporting the themes for Brighter Futures and Inclusive Economy. The Framework will achieve “Brighter Futures” by providing robust and secure printed materials for the correct conduct of annual canvass and elections, CES will work with local authorities to ensure the most efficient use of printed material that is fit for purpose and helpful to those in the local communities. The Framework will achieve “Inclusive Economy” through Social Value by procuring and paying for printed items to support all elections teams in the delivery of the new requirements of the Elections Act, they will pay a local print company in the region to produce the print items.

The recommendations detailed in the report do not constitute a key decision.

RECOMMENDATION/S

The Director of Law & Governance is recommended to agree to enter into a contract with the first named supplier (Civica Electoral Services) on the Elections and Electoral Registration Print Framework at a cost of £400,000 for the printing contract for the period 2022-26.

SUPPORTING INFORMATION

1.0 REASON/S FOR RECOMMENDATION/S

- 1.1 Following a full procurement process to identify a print provider for all Elections and Electoral Registration printing, the Director of Law and Governance is requested to agree to award a contract for a four-year period to the first named supplier on the Elections and Electoral Registration Print Framework.

2.0 OTHER OPTIONS CONSIDERED

- 2.1 The Wirral Elections Team reviewed the option of entering into a contract alone, however, the option of joining a Framework presented the opportunity for bulk savings on print products and the security of having a second supplier named on the Framework should the first named supplier be unable to fulfil any part of the contract.

3.0 BACKGROUND INFORMATION

- 3.1 In accordance with Wirral and the Official Journal of the European Union (OJEU) procurement regulations, an evaluation of submitted tenders was undertaken along with colleagues from across Merseyside and Lancashire.

On behalf of Merseyside Local Authorities and selected other regional authorities, the Wirral Elections Team led on a procurement exercise for Elections and Electoral Registration printing for a four-year contract. The procurement exercise included Elections teams from authorities within the Merseyside City Region and four associate authorities from Lancashire (Wirral, Liverpool, Knowsley, St Helens, Sefton, Halton, Lancaster, Preston, Rossendale and West Lancashire). Following completion of the procurement exercise a Framework contract was awarded to Civica Electoral Services (CES) in first place.

- 3.2 The evaluation process involved collaboration from five of the named authorities (Liverpool, Wirral, Knowsley, Halton and Lancaster). Each supplier was scored in line with the weighting criteria published in the tender. The weighting criteria was 60% quality, 35% pricing and 5% Social Value.

4.0 FINANCIAL IMPLICATIONS

- 4.1 The approximate total value of the contract for the total duration is £400,000, approximately £100,000 per year. The Elections and Electoral Registration budget is currently set at £100,000 per year to cover the cost in its entirety. The cost will vary depending on the number of Canvass Registration forms that need to be sent as part of the annual canvass and depending on the type and number of elections in any given year.

5.0 LEGAL IMPLICATIONS

- 5.1 The Returning Officer/Electoral Registration should have a contract in place for all Elections and Electoral Registration printing to ensure robust arrangements to

mitigate against any issues in delivering an election. Contracts must be awarded in accordance with Wirral Council and OJEU procurement regulations.

6.0 RESOURCE IMPLICATIONS: STAFFING, ICT AND ASSETS

6.1 There are no resource implications.

7.0 RELEVANT RISKS

7.1 There are significant risks associated with not having a contract in place for Elections and Electoral Registration printing and the potential for non-delivery that would undermine the delivery of an election.

There are some risks involved in awarding a four-year contract to one supplier. The Framework awarded by the Merseyside & Lancashire Group has awarded a second-place contract to an additional supplier, should the first-place supplier fail to fulfil their obligations.

The supplier has a robust risk identification and risk management plan in place. The supplier is able to demonstrate risk resolution examples. Individual contract managers have been identified and appointed to mitigate risks.

8.0 ENGAGEMENT/CONSULTATION

8.1 The Elections Managers and procurement teams from the ten local authorities named on the Framework were involved in writing the specifications for the tender, all team were also involved in the evaluation and scoring of tenders submitted by potential suppliers.

All suppliers who submitted a tender for the Framework were provided with a detailed letter following the evaluation to advise them of the outcome.

9.0 EQUALITY IMPLICATIONS

9.1 There are no direct equality implications relating to this report.

10.0 ENVIRONMENT AND CLIMATE IMPLICATIONS

10.1 There are no known environment or climate implications.

11.0 COMMUNITY WEALTH IMPLICATIONS

11.1 The specification for the tender including a Social Value element in line with Wirral Council's Social Value policy. The successful supplier (CES) provided the best social value offer for the residents of Wirral.

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APPENDICES

BACKGROUND PAPERS

ITT Specification for Tender
Pricing Schedule
Tender Submissions including pricing (three suppliers)
Social Value TOMS workbook
Evaluation process
Evaluation scores
Framework Agreement
Contract Agreement

SUBJECT HISTORY (last 3 years)

Council Meeting	Date