



OFFICIAL EXECUTIVE DECISION NOTICE PUBLISHED BY DEMOCRATIC SERVICES

Notice is hereby given that the following decision(s) have been made today by Cabinet Members at the London Borough of Hillingdon:

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| Title of decision | AWARD OF CONTRACT FOR PRINTING AND POSTAGE FOR STRATEGIC AND OPERATIONAL FINANCE |
| Reference No. | 774 |
| Date of decision | Tuesday 02 May 2023 |
| Call-in expiry date | Wednesday 10 May 2023 |
| Relevant Select Committee | Finance and Corporate Services Select Committee |
| Relevant Wards | N/A |

Decision made

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| Cabinet Members making the decision | Councillor Martin Goddard – Cabinet Member for Finance |
| | Approved That the Cabinet Member for Finance agreed to extend the contract via the CCS G-Cloud Framework, with effect from 01 August 2022 for two years in total, to DSI Billing Services Ltd to provide printing and postage services for Strategic and Operational Finance teams (Council Tax, Business Rates, Business Improvement Districts (BIDS), Corporate Debtors, Adult Social Care Financial Assessments and Benefits services). |
| Reason for decision | <p>The recommendation to award the contract to DSI Billing Services Ltd as the preferred option to the Council for the following reasons:</p> <ul style="list-style-type: none">• They are the existing supplier of the contract since 2006, there is a strong working relationship with DSI and a good understanding of the complex and varied printing requirements of a Revenues and Benefits service.• Reduction in the cost of bulk printing and postage due to DSI Billing Services Ltd economies of scale and ability to negotiate favourable and competitive postage costs with their suppliers.• The Revenues and Benefits contract currently provided by outsourced provider Liberata is due to expire in May 2024, this will be going through a tender process for provision of services from May 2024. Given the potential to roll elements of the printing contract into this broader managed service contract, an extension is being proposed at this time. |

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| | <ul style="list-style-type: none"> • The avoidance of significant cost of change and set up should there be a change of supplier. • This option should also provide the Council with a consistent level of performance over the period at a time that continues to be extremely challenging for the service as result of the pandemic, and the government initiatives being introduced due to the rising energy costs. |
| Alternative options considered and rejected | <p>Do nothing: The Council would be left with no printing or postage services for Strategic and Operational Finance teams which would seriously put at risk the Financial Services to both the Council and our residents in the provision of Council Tax, Business Rates, Business Improvement Districts (BIDS), Corporate Debtors, Adult Social Care Financial Assessments and Benefits services.</p> <p>Tender Options: Printing and postage was previously part of the Managed Services contract with Northgate Public Services (UK) Ltd. Northgate had sub-contracted this service to DSI Billing Services Ltd since November 2006 charging a management fee. Since 2018, the Council has had a contract directly with DSI resulting in a reduction in the cost due to the removal of the management fee applied by Northgate. DSI performance has been very good. The Council could have tendered for the service, but this would not have provided value for money, compared to using a framework agreement.</p> <p>A framework agreement provides the Council with well structured Procurement procedures and are specifically designed to ensure a compliant route to market as well as competitive pricing and a mechanism to build long term supplier relationships.</p> <p>The service is currently in the process of putting a specification for the outsourcing contract for Revenue and Benefits (currently Liberata) which expires May 2024. Therefore, the service would be in a better position to review the contract requirements after the outsourcing contract.</p> |
| Classification | Part II – Members’ Only and Not for Publication |
| Link to associated report | <i>That this report be declared as exempt from publication as it involves the disclosure of information in accordance with Section 100(A) and paragraph 3 of Part 1 of Schedule 12 (A) to the Local Government Act 1972 (as amended), in that the report contains information relating to the financial or business affairs of any person (including the authority holding that information) and that the public interest in withholding the information outweighs the public interest in disclosing it.</i> |
| Relevant Officer contact & Directorate | Sulma Ali – Resources Directorate Michelle Kenyon – Resources Directorate |

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| Any interest declared by the Cabinet Member(s) / dispensation granted | N/A |
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Implementation of decision & scrutiny call-in

| [Internal Use only] | |
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| When can this decision be implemented by officers? | <p>Officers can implement Cabinet Member decision in this notice only from the expiry of the scrutiny call-in period which is:</p> <p>5pm on Wednesday 10 May 2023</p> <p>However, this is subject to the decision not being called in by Councillors on the relevant Select Committee. Upon receipt of a valid call-in request, Democratic Services will immediately advise the relevant officer(s) and the decision must then be put on hold.</p> |
| Councillor scrutiny call-in of this decision | <p>Councillors on the relevant Select Committee shown in this notice may request to call-in this decision. The request must be before the expiry of the scrutiny call-in period above.</p> <p>Councillors should use the Scrutiny Call-in App (link below) on their devices to initiate any call-in request. Further advice can be sought from Democratic Services if required:</p> <p>Scrutiny Call-In - Power Apps (secure)</p> |
| Further information | <p>These decisions, where applicable, have been taken under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.</p> <p>This is the formal notice by the Council of the above executive decision, including links to the reports where applicable.</p> <p>If you would like more information on this decision, please contact Democratic Services on 01895 250636 or email: democratic@hillingdon.gov.uk.</p> <p>Circulation of this decision notice is to a variety of people including Members of the Council, Corporate Directors, Officers, Group Secretariats and the Public. Copies are also placed on the Council's website.</p> <p style="text-align: right;">Democratic Services London Borough of Hillingdon Civic Centre High Street Uxbridge UB8 1UW</p> |