



**SOUTH
KESTEVEN
DISTRICT
COUNCIL**



Officer Delegated Decision

29 January 2024

Graham Watts – Assistant Director
(Governance and Public Protection)
and Monitoring Officer

Election and Electoral Registration Print Services

To seek approval to enter into a contract with Adare SEC Ltd for the provision of election and electoral registration print services for a period of 2 years from 1 February 2024.

Contact

Julie Edwards, Electoral Services Manager

 Julie.edwards@southkesteven.gov.uk

Decision made by:	Graham Watts, Assistant Director (Governance and Public Protection) and Monitoring Officer
Decision:	Approval to award the contract for provision of election and electoral registration print services to Adare SEC Ltd for 2 years from 1 February 2024.
Public or Exempt:	Public
Reasons for exemption:	N/A
Conflicts of interest:	No
Policy compliant:	Yes
Details of delegation:	The Council's Contract Procedure Rules at Part 4 of the Council's Constitution provide the necessary delegated authority for the Assistant Director to take this decision.

1. Implications

Taking into consideration implications relating to finance and procurement, legal and governance, risk and mitigation, health and safety, diversity and inclusion, safeguarding, staffing, community safety, mental health and wellbeing and the impact on the Council's declaration of a climate change emergency, the following implications have been identified:

Finance

- 1.1 The award of the contract has been confirmed by the Council's Procurement Lead Officer and the annual value is in accordance with the budgetary levels.

Completed by: Richard Wyles, Deputy Chief Executive and s151 Officer

Procurement

- 1.2 A contract of this value would usually be competed in line with Contract Procedure Rules, however due to the need for a continued, reliable service and sensitivity of timings around elections, it is understood that a direct award via CCS framework (which is allowed under the terms of the framework is the preferred option).
- 1.3 This contract length will be timed in order to allow a period of time between September 2025 and January 2026 to compete this requirement for a longer term contract.

Completed by: Helen Baldwin, Procurement Lead

Legal and Governance

- 1.4 The required delegated authority to take this decision is set out in the Council's Contract Procedure Rules and the decision to direct award the contract has gone through a compliant procurement process, as set out above.

Completed by: Graham Watts, Assistant Director (Governance and Public Protection) and Monitoring Officer

2. The Purpose of the Report

- 2.1 To seek approval to enter into a contract with Adare SEC Ltd for the provision of election and electoral registration print services for a period of 2 years from 1 February 2024.

The contract will include the print and mailing services for elections and electoral registration, including poll cards, ballot papers, postal vote packs and other election documents together with electoral registration forms and envelopes and mailing.

3. Available Options Considered

- 3.1 Outline any other options considered.

Option 1 - Running a mini competition under a framework

Option 2 – Continue to use current contract

Option 3 – Direct award under Crown Commercial Services framework RM6280.

4. Preferred Option

- 4.1 To direct award under Crown Commercial Services Framework RM6280 to Adare SEC Ltd for a period of 2 years from 1 February 2024 until 31 January 2026.
- 4.2 The estimated total value for the 2 year term is £85,000, excluding postage costs and VAT.

5. Reasons for the Decision

- 5.1 Printing of election materials is one of the biggest risks associated with the delivery of elections, particularly at elections held at short notice.
- 5.2 The current contract expires on 2 July 2024. The next General election must be held by January 2025 and it is considered to be a significant risk if a change of supplier is made when the General election is pending.
- 5.3 To maintain continuity of service and to minimise risk for the period covering the General election and the Lincolnshire County Council elections in May 2025, a direct award from the CCS framework RM6280 to Adare SEC Ltd is the preferred option.
- 5.4 The proposed period of the contract is until the end of January 2026 and will enable a time window to tender between September 2025 and January 2026.
- 5.5 It was not possible to continue with the current contract as it does not allow for extensions.

Signed by: Graham Watts, Assistant Director (Governance and Public Protection) and Monitoring Officer

Date: 29 January 2024