

LONDON BOROUGH OF HACKNEY COUNCIL

CABINET PROCUREMENT AND INSOURCING COMMITTEE DECISION NOTICE - 8 NOVEMBER 2021

This document outlines the decisions taken at the above Cabinet Procurement and Insourcing Committee meeting.

Unless otherwise indicated, executive decisions listed in this document will come into force and may then be implemented 5 working days after publication of this document unless the decision is called in. During that period the Director of Legal & Governance Services may call-in a decision for scrutiny if so required by no fewer than 5 Members of the Council (Part 4 of the Council's Constitution; Scrutiny Procedure Rules: Call-in Procedures).

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Last Date for Call-In:

15 November 2021

Contact:

Andrew Spragg, Governance Services Team Leader

andrew.spragg@hackney.gov.uk

020 8356 5036

6. Unrestricted minutes of the previous meeting of Cabinet Procurement and Insourcing Committee held on 4 October 2021

RESOLVED:

That the unrestricted minutes of the Cabinet Procurement and Insourcing Committee meeting on 4 October 2021 were approved.

7.FCR S024 Procurement of External Print (Non Variable Data) Services via a Framework Agreement for Hackney Council's Print Team

RESOLVED:

i) To approve the award of a 4-year framework agreement, with a total estimated lifetime value of up to £2,078,000 (Lot 1a + Lot 1b + Lot 2), to the following suppliers, under the following service areas as follows :

- **Lot 1: Bulk (Lithographic and Digital) Printing Services for an estimated total of up to £1,740,000 over the duration of the framework, broken down as:**

- **Lot 1a - Five (5) Suppliers, Suppliers A, C, D, E, F, to deliver 'Standard' Services for a total estimated value of up to**

£1,700,000.

- **Lot 1b - Two (2) Suppliers, Suppliers D and E to deliver 'Quick Turnaround' Services for a total estimated value of up to £40,000.**

- **Lot 2: Printed Merchandise and Promotional items estimated at up to £338,000 over the 4-year duration of the framework agreement:**

- **Four (4) Suppliers: Suppliers G, H, I and K.**

ii) To note that, in relation to Bulk Printing, 'Standard' refers to work with a turn around time of more than 24 hours while 'Quick-Turnaround' refers to work with a delivery time of 24 hours or less.

REASONS FOR DECISION

In arriving at this recommendation the following options were considered: (a) Do nothing, (b) In-source service provision, (c) call-off services from existing framework agreements, (d) set up a Dynamic Purchasing System (DPS) and (e) set up a Council specific Framework Agreement.

As set out in the Business Case, 'doing nothing' will prevent the Council from meeting its need for print services in a way that is compliant with its procurement standing orders (the current contracts will expire in October 2021) and deny the Council of the protections that the contract provides.

Furthermore, the changes in the marketplace, such as failing Bulk Printers, the size of the investment in equipment, staff and premises required for Bulk Printing, as well as the variable nature of Merchandise Printing and demand in general, do not argue in favour of investing in the development of internal capacity to meet all demand.

In addition, the existing framework agreements were found to be either 'Managed Services' (which would duplicate the work of the 'management' provided by the internal Print Team) or mainly serving regional markets outside London. Also, the administrative costs of running a DPS would exceed the benefits of setting it up.

The setting-up of a Framework Agreement by the Council will enable the Council to tailor the framework to its specific needs (including in terms of sustainability and data security), ensure service continuity and provide contractual mechanisms to manage the quality of services and the variation of supplier prices over the next 4 years, in accordance with Council requirements and budgets, as set out in paragraph 6.2 of this report

8. FCR S27 Google Workspace Licences

RESOLVED:

i) To note the Digital Marketplace G-Cloud procurement process used for the

procurement of Google Workspace licences.

ii) To progress the award of a contract to Supplier C to provide Google Workspace licences for a period of 2 years with a Council option to extend for two further one year periods (2+1+1).

REASONS FOR DECISION:

Google Workspace and Microsoft Office continue to be the leading productivity platforms used by large organisations on the market. As with the technology strategy in 2017, other platforms identified continue to be discounted when evaluated against our user needs, enterprise architecture principles and digital service standard principles.

As set out in the Business Case, the Council's adoption of Google Workspace to support new, modern ways of working - and the associated reduction in the use of Microsoft Office - has been extremely positive over the 4 years since we set our strategy.

The move to Google Chrome OS devices provides the Council with the flexibility to consider alternative directions in future, decoupling the devices that users use from the software they use (any web based software tools can operate equally effectively on Chrome OS devices), and also providing the Council with best-in-class device security (removing the security risks that are common with Windows devices).

9. Any Other Unrestricted Business the Chair Considers To Be Urgent

There was no other urgent business to consider.

10. Dates Of Future Meetings

CPIC noted the dates of future meetings.

11. Exclusion Of The Public & Press

In order to discuss the information contained in exempt items 12 and 13 the Committee resolved:

That the press and public be excluded from the proceedings of Cabinet during consideration of Exempt Items 12-13 on the agenda on the grounds that it is likely, in view of the nature of the business to be transacted, that were members of the public to be present, there would be a disclosure of exempt business as defined in paragraph 3 of Part 1 of schedule 12A of the Local Government Act 1972, as amended.

The Committee resolved:

To note exempt items 12 and 13.