**DECISIONS DELEGATED TO OFFICERS**

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| **Decision title:** | Award of Contract – Postal Services, Hybrid mail solution |
| **Decision date:** | 23rd June 2021 |
| **Source of delegation:** | The award of this contract was delegated to the Executive Director for Communities and Customers by Cabinet at its meeting of 10th February 2021. |
| **What decision was made?** | It was decided to award a contract for the provision of a hybrid mail, postal service to PSL Print Management Limited.  An existing contract had reached its end date and could no longer be extended.  A procurement exercise which sought to understand the market and new opportunities for improvement of services was completed  This new contract is the result of the procurement exercise and will be in place for a period of four years. |
| **Purpose:** | This decision awards a contract for the provision of a hybrid mail, postal service. |
| **Reasons:** | The Council maintains an in-house mail room. For outbound mail, the internal process costs and postage rates that can be attained are higher than those attainable via hybrid mail providers.  Hybrid mail enables Council staff to issue documents via traditional postal methods but also via digital routes. Documents may be issued from any location.  These opportunities offer the Council numerous ways in which process improvements and internal cost reductions e.g. print consumables and postage can be realised. |
| **Decision made by:** | Nadeem Murtuja, Executive Director for Communities and Customers  Decision taken in consultation with the Cabinet Member for Citizen Focused Services. |
| **Other options considered:** | The Council undertook a procurement activity for the continued provision of a hybrid mail, postal service.  The tender process was conducted via the Crown Commercial Services framework, RM6017, where seven suppliers submitted a bid.  An evaluation panel considered each of the submitted bids and deemed PSL Print Management Limited to be the most economically advantageous. |
| **Documents considered:** | Exempt - the preferred supplier’s tender response.  Exempt - Contract award report |
| **Key or Not Key:** (see notes below): | Key – value of the expenditure over the total life of the contract. |
| **Wards significantly affected:** | Not applicable |
| **Declared conflict of interest:** | None |
| **This form was completed by:**  **Name & title:**  **Date:** | Tim Martin – Programme Manager  10 August 2021 |

**Approval checklist**

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| ***Approver*** | ***Name and job title*** | ***Date*** |
| **Senior officer(s)** | Nadeem Murtuja  Executive Director Communities and Customers (Interim) | 23 June 2021 |
| **Cabinet Member(s)** | Cllr Mike Rowley, Cabinet Member for Citizen Focused Services | w/c 12 July 2021 |
| **Ward Member(s)** | N/A |  |