

Officer Decision Record – Executive Decision

If Key Decision: Decision Ref. No.

B073/23

OFFICER DECISION RECORD ⁱ

Officer Key Decisions are subject to the Council's Call-In Procedure (Annex 9 of the Council's Constitution <https://www.hertfordshire.gov.uk/about-the-council/freedom-of-information-and-council-data/open-data-statistics-about-hertfordshire/who-we-are-and-what-we-do/who-we-are-and-what-we-do.aspx>)

Subject: Proposed award of contract for a Managed Print Service

Type of Decision: Non-Executive

Executive Member: Bob Deering

Officer Contact: Dave Mansfield

Tel: 01992 588331

1. **Decision**

1 Annex A of the Decision Record should not be disclosed to the public as it contains exempt information as defined by Section 100 of the Local Government Act 1972, Schedule 12A the public interest in maintaining the exemption outweighing the public interest in disclosing that information.

1.1 Award the contract for a Managed Print Service, to commence from 1st April 2024 until 31st March 2029.

2. **Reasons for the decision**

The existing Managed Print Service agreement has ran since 2015 and is due to expire on 31st March 2024. This service includes the leasing, hardware support & maintenance, software licencing and support and fleet management for all HCC printing requirements.

Hertfordshire County Council still has printing requirements across it's physical estate, both in main sites and end user facing remote sites. Therefore, HCC is procuring a new contract for the services from 1st April 2024 to ensure business continuity across the Council.

Utilisation of the KCS Framework Y20023 Direct Award indicates; *orders may be placed under this framework agreement provided the customer can meet any one of the following objective conditions:*

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- *Customer is satisfied that, following their own due diligence, they can identify the supplier that offers best value for their requirement*
- *The supplier is able to supply the required goods/services within the customers timescales*
- *Goods/services required are unique/exclusive to one manufacturer/supplier*
- *Continuity of existing goods/services from an awarded supplier*

3. Alternative options considered and rejected

The Technology service has continued to carry out routine reviews of the number of devices in use across our estate throughout the current agreement and reduced the footprint to save on lease cost efficiencies. A final review of print volumes and devices in use was carried out in 2023, quarter 3. All under utilised devices and devices subject to the County Hall closure were identified to be removed. The Technology team has identified the minimum number of devices to support the Council's current and future policies and processes (subject to further digitalisation initiatives). Under-utilised devices will be removed by the supplier under the new agreement free of charge without any penalty to HCC.

The new agreement explored both 3 and 5 year terms, as well as lease+ click charges vs fully click charge only. After negotiation of cost and service level agreements, the 5 year lease+ click charge was deemed to be the most cost affective.

4. Consultation

Was any Councillor consulted? No

5. Any conflict of interest declared by a councillor who has been consulted in relation to the decision

No

6. **I am proceeding with the proposed decision.**

Signed: Dave Mansfield

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Title: Head of Technology

Date: 19/03/2024

Copies of record to:

- All consultees
- hard & electronic copy (if required to be made available for public inspection) to Democratic Services Manager - Room 213 County Hall.ⁱⁱ

Summary of Requirements to Inform/Consult Councillors

Significance of Proposed Action	Controversial	Relevant Councillor(s) to be Consulted
Technical/Professional/ Routine	No	No need to inform or consult councillors
Technical/Professional/ Routine	Yes	Executive Functions: Consult relevant Lead Executive Member and, where appropriate, Local Councillor Non-Executive Functions: Relevant Committee Chairman and, where appropriate, Local Councillor
Local	No	Executive Functions: Inform Lead Executive Member and Local Councillor Non-Executive Functions: Inform Local Councillor
Local	Yes	Executive Functions: Consult Lead Executive Member and Local Councillor Non-Executive Functions: Consult Local Councillor
General or County-wide	No	Executive Functions: Consult relevant Lead Executive Member (s) Non-Executive Functions: Consult relevant Committee Chairman
General or County-wide	Yes	Executive Functions: Consult relevant Lead Executive Member (s) and the Leader of the Council Non-Executive Functions: Consult relevant Committee Chairman/Leaders all Political Groups