

DECISION RECORD ¹

Officer Key Decisions are subject to the Council's Call-In Procedure (Part 4 of the Council's Constitution <https://www.stevenage.gov.uk/documents/council-and-democracy/constitution/part-4e-overview-and-scrutiny-procedure-rules-august-2018.pdf>)

Subject: Digital Post Re-procurement	
Staff Contact: Peter Wain	Executive Member: Tom Pike
Tel: 01438 242985	Portfolio: Corporate Services

1. **That the Strategic Director**

Has determined that 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;

Awards a new Digital Post (hybrid mail) contract with our current supplier, CFH Docmail Limited. The new contract with CFH Docmail Limited will be awarded via Direct Award using the CCS Framework RM6017, Lot 7 Hybrid Mail, Digital and Transformational Communications.

2. **Reasons for the decision**

The current contract with CFH Docmail Limited expired on 15 February 2021. In order to comply SBC's Contract Standing Orders a new contract must be signed. It is intended that a new contract be awarded for a period of up to 6 years (2 + 2 + 2 years) which provides the flexibility to review at the end of each two-year period. The annual combined contract value comprises £250,000 for Stevenage Borough Council and East Hertfordshire District Council.

3. **Alternative options considered and rejected ²**

1. **Undertake a new Mini Competition procurement.** Multiple suppliers on the CCS Framework would have the opportunity to bid for the Contract and in the event that an alternative supplier (other than our current supplier) were to be successful, a high level of disruption would be caused and increased internal costs associated with implementing a new solution would be incurred. For example, significant planning and resources would be required in order to train staff on how to use any new solution. Ultimately there is a high risk that the cost of change would outweigh the potential savings.

2. Do nothing. The Council will be in breach of SBC's Contract Stranding Orders as we will be utilising hybrid mail services with CFH Docmail Limited outside a formal written contract. This in turn may result in the Council experiencing issues in the event that CFH Docmail Limited fail to provide the level of service required by the Council and/or in the event that a dispute arises.

4. Consultation

(a) Comments of Executive Member^{3 4}

The Assistant Director of Digital & Transformation has consulted with the Portfolio Holder Councillor Broom.

(b) Comments of other consultees⁵

None.

5. Following consultation with, and the concurrence of the Executive Member, I am proceeding with the proposed decision.

Signed: ...SIGNATURE REDACTED.....

Title: Strategic Director (TP)

Date: Monday 22 March 2021

6. PLEASE RETURN COMPLETED/SIGNED FORM TO CONSTITUTIONAL SERVICES FOR PUBLICATION

¹ for guidance see Borough Solicitor's note "Taking Decisions"

² details of any alternative options considered and rejected by the officer at the time the decision was made

³ record any conflict of interest declared by any Executive Member consulted. If an Executive Member declares a conflict of interest DO NOT PROCEED without seeking advice from the Borough Solicitor

⁴ If the matter has general significance for the Council and/or is, or is likely to be, controversial, then the officer shall consult the appropriate Executive Member before proceeding. In some cases it will be necessary to consult more than one Executive Member, and in some cases the Leader of the Council will need to be consulted

⁵ If the matter has local significance, but no general significance for the Council and no controversial aspects, the officer shall consult or inform the local member in writing (or by e mail) and proceed. It is essential that all officers responsible for delivering services ensure that local members are kept well briefed on issues affecting their areas.