



# OFFICIAL EXECUTIVE DECISION NOTICE

## PUBLISHED BY DEMOCRATIC SERVICES

Notice is hereby given that the following decision(s) have been made today by Cabinet Members at the London Borough of Hillingdon:

<b>Title of decision</b>	<b>AWARD OF CONTRACT FOR PRINTING AND POSTAGE FOR STRATEGIC AND OPERATIONAL FINANCE</b>
<b>Reference No.</b>	1168
<b>Date of decision</b>	Thursday 08 August 2024
<b>Call-in expiry date</b>	Thursday 15 August 2024
<b>Relevant Select Committee</b>	Corporate Resources & Infrastructure Select Committee
<b>Relevant Wards</b>	N/A

### Decision made

<b>Cabinet Members making the decision</b>	Councillor Martin Goddard – Cabinet Member for Finance
<b>Decision</b>	<b>Approved</b> <b>That the Cabinet Member for Finance accepted the direct award from DSI Billing Services Ltd for the provision of Printing and Postage Services to the London Borough of Hillingdon for a two-year period from 01 August 2024 to 31 July 2026 and at the estimated value of £398,000.</b>
<b>Reason for decision</b>	<p>The recommendation to award the contract to DSI Billing Services Ltd as the preferred option to the Council for the following reasons:</p> <ul style="list-style-type: none"><li>• The avoidance of significant cost of change and set up should there be a change of supplier.</li><li>• DSI Billing Services, was the only provider to meet all the requirements of the service via the G Cloud framework.</li><li>• They are the existing supplier of the contract since 2006, there is a strong working relationship with DSI and a good understanding of the complex and varied printing requirements of a Revenues and Benefits service.</li><li>• Reduction in the cost of bulk printing and postage due to DSI Billing Services Ltd economies of scale and ability to negotiate favourable and competitive postage costs with their suppliers.</li><li>• The Revenues and Benefits contract was provided by Liberata and expired in May 2024. A new contract was awarded to Capita and went 'live' on 01 June 2024. This has resulted in all printing requirements being changed to reflect the new Revenues and Benefits outsourced supplier incurring costs. Further changes would have to</li></ul>

Executive Decision Notice – 08 August 2024

	<p>be made again if there was a change in printing &amp; postage supplier from 01/08/2024.</p> <ul style="list-style-type: none"> <li>• This option should also provide the Council with a consistent level of performance over the period at a time that continues to involve a number of priorities that are required to be delivered within the service involving change of outsourced provider for Revenues and Benefits, migration of HB to DWP, and implementation of the council digital strategy.</li> <li>• Given the potential to roll elements of the printing contract into a broader managed service contract across the council, a two-year award is being proposed at this time to DSI.</li> </ul>
<p><b>Alternative options considered and rejected</b></p>	<p>Do nothing: The Council would be left with no printing or postage services for Strategic and Operational Finance teams which would seriously put at risk the Financial Services to both the Council and our residents in the provision of Council Tax, Business Rates, Business Improvement Districts (BIDS), Corporate Debtors, Adult Social Care Financial Assessments and Benefits services.</p> <p>Tender Options: DSI performance has been very good. The Council could have tendered for the service but due to the operational implications of onboarding a new supplier to deliver Revenues and Benefits business services and capacity of Council Officer's resource this was not viable.</p> <p>A framework agreement provides the Council with well-structured Procurement procedures and are specifically designed to ensure a compliant route to market as well as competitive pricing and a mechanism to build long term supplier relationships.</p> <p>A two-year award will ensure that the Revenues &amp; Benefits service has a printing and postage provision which will not impact on the annual billing and year end period. This will allow for a review of the broader contract requirements for the Council in terms of printing and postage. The broader review is due to commence later this year. Depending on the outcome of this strategic review existing printing and postage provisions may form part of a new Council wide contract.</p>
<p><b>Classification</b></p>	<p>Part II – Members Only and Not for Publication</p>
<p><b>Link to associated report</b></p>	<p>That this report be declared as exempt from publication as it involves the disclosure of information in accordance with Section 100(A) and paragraph 3 of Part 1 of Schedule 12 (A) to the Local Government Act 1972 (as amended), in that the report contains information relating to the financial or business affairs of any particular person (including the authority holding that information) and that the public interest in withholding the information outweighs the public interest in disclosing it.</p>

Executive Decision Notice – 08 August 2024

<b>Relevant Officer contact &amp; Directorate</b>	Sulma Ali –Strategic & Operational Finance Directorate Trudie Eldriny – Procurement, Finance Directorate
<b>Any interest declared by the Cabinet Member(s) / dispensation granted</b>	N/A

### **Implementation of decision & scrutiny call-in**

<b>[Internal Use only]</b>	
<b>When can this decision be implemented by officers?</b>	<p>Officers can implement Cabinet Member decision in this notice only from the expiry of the scrutiny call-in period which is:</p> <p><b>5pm on Thursday 15 August 2024</b></p> <p>However, this is subject to the decision not being called in by Councillors on the relevant Select Committee. Upon receipt of a valid call-in request, Democratic Services will immediately advise the relevant officer(s) and the decision must then be put on hold.</p>
<b>Councillor scrutiny call-in of this decision</b>	<p>Councillors on the relevant Select Committee shown in this notice may request to call-in this decision. The request must be before the expiry of the scrutiny call-in period above.</p> <p>Councillors should use the Scrutiny Call-in App (link below) on their devices to initiate any call-in request. Further advice can be sought from Democratic Services if required:</p> <p><a href="#">Scrutiny Call-In - Power Apps</a> (secure)</p>
<b>Further information</b>	<p>These decisions, where applicable, have been taken under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.</p> <p>This is the formal notice by the Council of the above executive decision, including links to the reports where applicable.</p> <p>If you would like more information on this decision, please contact Democratic Services on 01895 250636 or email: <a href="mailto:democratic@hillington.gov.uk">democratic@hillington.gov.uk</a>.</p> <p>Circulation of this decision notice is to a variety of people including Members of the Council, Corporate Directors, Officers, Group Secretariats and the Public. Copies are also placed on the Council's website.</p> <p style="text-align: right;"><b>Democratic Services London Borough of Hillingdon Civic Centre High Street Uxbridge UB8 1UW</b></p>