

## COLCHESTER CITY COUNCIL

### RECORD OF DECISIONS TAKEN UNDER DELEGATED POWERS

#### Explanatory Note

The Leader of the Council has established Delegation Schemes by which certain decisions may be made by the relevant cabinet member or specific officers.

Cabinet member decisions are subject to review under the Call-in Procedure.

From the date the notice of the decision made is published there are five working days during which any five Councillors may sign a request for the decision to be reviewed (called in) and deliver it to the Proper Officer.

If, at the end of the period, no request has been made, the decision may be implemented. If a valid call- in request has been made, the matter will be referred to the Scrutiny Panel

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#### Part A – To be completed by the appropriate Cabinet Member/Officer

<b>Title of Report – Award of Contract for Electoral Printing</b>
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<b>Delegated Power</b>
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To award of the lowest tenders and or agree contract variations under £500,000 for which there is financial provision.
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<b>Decision Taken</b>
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To award a contract to Sciprint Limited for election and electoral registration printing for a period of 3 years with the option to extend for a period up to 3 years with an annual review subject to performance.
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<b>Key Decision</b>
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No
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<b>Forward Plan</b>
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No
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<b>Reasons for the Decision</b>
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Following evaluation of submitted bids against the scoring criteria and process detailed in the Invitation to Tender, the recommended bidder submitted a bid that met the essential requirements and with the higher overall score. The bid offers the best combination of technical merit specialised experience and pricing. The bid price is within the agreed budget.
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**Alternative Options**

None presented as the Council's Returning Officer and Electoral Registration Officer has a statutory duty to undertake these functions.

**Conflict of Interest**

None

**Dispensation by Head of Paid Service**

N/A

**Dispensation by Monitoring Officer**

N/A

**Approved by Leader of the Council and Portfolio Holder for Strategy**

**Signature Councillor David King**

**Date Wednesday 25 October 2023**

(**NB** For Key Decisions the report must be made available to the public for five clear days prior to the period for call-in commencing)

**Part B – To be completed by the Proper Officer (Democratic Services)**

**Portfolio Holder Decision Reference Number**

STR-005-23

**Implementation Date**

This decision can be implemented if no request for the decision to be reviewed (call-in) has been made **after 5pm on Wednesday 1 November 2023.**

**Call-in Procedure**

The Decision Notice for this decision was published on the internet on ***Wednesday 25 October 2023.***

A request for reference to the Scrutiny Panel must be made by **5pm on Wednesday 1 November 2023**

**Signature of Proper Officer**  
**K Barnard**