

West Sussex County Council

Proposed Executive Decision for **18 August 2022** call-in deadline 5 p.m. on **29 August 2022**

The following proposed key decision has been endorsed by an officer and will come into effect at the end of the call-in period unless the call-in procedure is activated.

Decision Title & Ref No:	Award of Contract: External Print Management Service OKD23 22-23
Officer responsible for decision	Assistant Chief Executive (Sarah Sturrock)
Electoral Divisions	All Divisions
Key Decision	Yes
Purpose	<p>In 2012, the Council entered into a 10-year outsourcing contract with Capita Plc to deliver a range of back-office support functions which is known as the 'Support Services Outsource' (SSO) contract. The outsourcing contract is due to expire at the end of September 2022. One service within the Capita contract is print management.</p> <p>The current print management service operates as a neutral vendor model. It uses an online portal (Solprint XN) where the Council uploads details for print jobs and is then provided with a best value quote based on the criteria specified. The process is overseen for the organisation as a function of the Council's Graphic Design team which sits within the Communications & Engagement team. The Graphic Design team supports directorates and services to access effective and efficient print options to support corporate aims and achieve best value for money. A procurement exercise has been undertaken for an external service from October 2022 under the same model, to ensure quality and value for money.</p>
Decision	The Assistant Chief Executive has approved the appointment of Corporate Document Services Limited (CDS) as the organisation's new External Print Management Service provider under a new five-year contract valued at £1.20m in total for the initial 5 years. Contract commencement is from 01 October 2022, with options to extend for periods up to a further 2 years, allowing for a maximum contract term of 7 years.
Interest and nature of interest declared	None
Service contact	Nicholas Davis, Senior Communications & Engagement Manager - Tel: 033 033 26027
Democratic Services contact	Suzannah Hill Tel: 033 022 22551
Background papers	See report for details