

REPORT TO: Executive Board Sub Committee

DATE: 8 July 2010

REPORTING OFFICER: Strategic Director – Resources

SUBJECT: Contract extension for the design, print and supply of the Council's civic magazine

WARD(S) Borough-wide

1.0 PURPOSE OF THE REPORT

1.1 To request the waiving of procurement standing orders 3.1 to 3.7 which places a requirement on the Council to tender for contracts with a value greater than £50,000 but not exceeding £1,000,000.

2.0 RECOMMENDATIONS:

- i) **In the exceptional circumstances set out below, for the purposes of standing order 1.6, procurement standing orders 3.1- 3.8 be waived in order for the existing contractual arrangements to be extended until 31st December 2010. During the period of extension, the Council will complete a competitive tendering exercise for the design, print and supply of the Council's civic magazine.**
- ii) **Delegated powers be approved to enable the Strategic Director Resources, subject to an evaluation of value for money in a tender process, to award a contract to an external provider inclusive of the provision of management and administration.**

3.0 SUPPORTING INFORMATION

3.1 The Council provides a free 32-page magazine to all Halton's residents four times a year to keep them informed of news and events relating to the Council and its partners.

3.2 This report seeks approval to extend the existing contractual arrangements which are due to end on 30th September 2010 until 31st December 2010 and to commence a competitive tendering exercise for this service with a view to awarding a new contract from 1st January 2011, with the first edition produced in March 2011.

3.3 The proposed tender process will enable the Council to procure a quality magazine at a competitive price.

3.3 An extension of the existing contract will enable the current provider to complete the year cycle for the magazine and ensure a seamless transition to any potential new provider.

3.4 It is proposed that the new contract will last for a period of 3 years and will offer an option to extend beyond that for 1 plus 1 years, subject to specified outcomes being delivered and specified targets being met.

4.0 **POLICY IMPLICATIONS**

4.1 None identified.

5.0 **IMPLICATIONS FOR THE COUNCIL'S PRIORITIES**

5.1 **Children and Young People in Halton**

None identified

5.2 **Employment, Learning & Skills in Halton**

None identified

5.3 **A Healthy Halton**

None identified

5.4 **A Safer Halton**

None Identified

5.5 **Halton's Urban Renewal**

None identified.

6.0 **RISK ANALYSIS**

6.1 None identified.

7.0 **EQUALITY AND DIVERSITY ISSUES**

7.1 Any provider of services will be rigorously tested against equality and diversity through the procurement process and an EIA form will be completed.

8.0 **LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972**

8.1 None identified.