

The background of the slide features a large, faint, light blue watermark of the City of Vancouver coat of arms. The crest includes a crown at the top with four maple leaves, a shield divided into four quadrants (top-left: saltire, top-right: cross, bottom-left: sailing ship, bottom-right: eagle), and a banner at the bottom with the motto 'ANNE FOR A'.

# **Agenda Item 7**

## **Report on Mail and Printing Contract**



## **AGENDA ITEM 7**

### **CENTRAL SCOTLAND VALUATION JOINT BOARD**

**Subject: Report on Mail and Printing Contract**  
**Meeting: Central Scotland Valuation Joint Board**  
**Date: 14<sup>th</sup> August 2020**  
**Author: Pete Wildman, Assessor & Electoral Registration Officer**

#### **1.0 INTRODUCTION**

- 1.1 This report is to advise the Board that the Board's existing call off contract for mail printing and postage from the Scottish Government's Framework Agreement was extended until 31 January 2021.
- 1.2 The Board's approval is sought in terms of the Board's Contract Standing Orders for a further extension until 30 June 2021.

#### **2.0 BACKGROUND**

- 2.1 The Board agreed at its meeting of 27 September 2019 to enter into a new call off contract with Royal Mail until 30<sup>th</sup> September 2020 on the basis that the National Framework Agreement had been extended until that date.
- 2.2 The call off contract with Royal Mail has been very effective and almost all hard copy mail for the Assessor & ERO is printed and dispatched through this agreement.
- 2.3 The remote printing and posting of mail has allowed us to continue to deliver Business as Usual during the current pandemic.
- 2.4 We were advised in April 2020 that the national framework agreement had been extended again until 31 January 2021. Given the importance of print & post services to the Board's operations and in particular the need to deliver the annual canvass between August and November 2020 it was decided that it was in the Board's interest that the call off contract be extended until 31 January 2021.
- 2.5 I would normally have sought Board approval to enter into a contract where the annual spend is in the region of £180,000 in line with the Board's Financial Regulations and Contract Standing Orders. However it was not clear at that stage when the Board would meet

again due to the pandemic and in order to ensure there was certainty over the delivery of the Board's services and in accordance with the Emergency Scheme of Delegation approved by the Board at its meeting of 20 March 2020, I consulted the Convener of the Board. It was agreed that I should extend the call off contract until 31 January 2021 and that I should report this to the next meeting of the Board.

- 2.6 Subsequent to the call off contract being extended we have been advised that the National Framework Agreement has been extended again until 30 June 2021. It will therefore be necessary to extend the Board's call off contract to that date.
- 2.7 The national framework offers efficiencies of scale and also avoids the Board having to carry out a full tender for mail services which would be very resource intensive.

### **3.0 PROPOSED ACTION**

- 3.1 I would like to seek approval to extend the call off contract with the Royal Mail for physical and hybrid mail and scheduled/regular bulk mail until 30/06/2021 which is the expiry date of the framework agreement.
- 3.2 As the value of this call off contract will be in the region of £180,000 Board approval is sought in terms of the Board's Contract Standing Orders.

### **4.0 RECOMMENDATION**

- 4.1 That the Board notes that the call off contract was extended under the Emergency Scheme of Delegation until 31 January 2021.
- 4.2 That the Board approves a further extension of the call of contract until 30 June 2021.

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**Pete Wildman**  
**Assessor & Electoral Registration Officer**  
**Date: 6 August 2020**