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Officer Decisions

Friday, 12th April, 2019

AGENDA

1. **Award of contract for Supply & Servicing of Library Materials - Adult and Junior Book Stock**
RDP-Delegated-powers - Library Material (3) **2 - 7**
Part 2 - RDP-Delegated-powers-Supply and Servicing of Library Materials

Date Published: 12th April 2019
Harry Catherall, Chief Executive

RECORD OF DECISION TAKEN UNDER DELEGATED POWERS OUTLINED IN THE CONSTITUTION – Part 3 Section 16



**DELEGATED
OFFICER DECISION** Director of Public Health and Wellbeing
TAKEN BY:
PORTFOLIO
AREA: Leisure Culture and Young People

SUBJECT: Award of contract for Supply and Servicing of library materials – adult and junior book stock.

1. DECISION

To award to the successful suppliers who have submitted a tender to provide library materials in the following categories: Adult Non-fiction, Adult Fiction and Children's stock.

2. REASON FOR DECISION

The current contract is serviced by two suppliers and is split into category Lots, with only one supplier within each Lot.

Lots:

- Lot 1 - Adult Fiction books
- Lot 2 - Adult Non-Fiction books
- Lot 3 - Children's books
- Lot 4 - Music CDs & DVDs
- Lot 5 - Reference Standing Orders.

Blackburn with Darwen take supply of Lots 1,2 and 3.

The current contract is due to expire on 31st May 2019 having utilized all available extension options.

36 public library authorities from the North West Libraries Consortium (NWLC) and Yorkshire Book Consortium (YBC) have joined together for the purpose of procuring the supply and servicing of library materials.

The collaboration also enables the Participating Authorities to examine current working practices in order to standardize and streamline various functions, thus improving the supply chain in a manner which is beneficial to Authorities and Suppliers. Another key objective is to achieve best value in the procurement of library materials and improve the speed and efficiency of delivery to our customers.

Stockport Council are the current contract holders and were also the lead Authority in this procurement process, with the Participating Authorities named as potential users/beneficiaries on the contracts.

The indicative budget allocation for Blackburn with Darwen Libraries overall is £43,000 p.a.

The new contract is anticipated to commence on 1st June 2019, and will be awarded for a period of 3 years (subject to the provisions for earlier termination or extension herein) with an option for an extension of a further 12 month period at the end of the initial 3 year period. The extension will be entirely at the discretion of the Participating Authorities by mutual agreement.

An Evaluation Panel, comprising of 6 representatives from both consortia with a mix of skills and specialisms, was established.

The Consortium Development Manager for the NW, in consultation with STAR Procurement, the Yorkshire Book Consortium representatives and the Evaluation Panel produced a draft specification for approval by Participating Authorities prior to the invitation to tender being advertised.

The further competition invitation went out via The Chest portal and the tender submission deadline was Thursday 10th January 2019. Bids were received from 4 parties.

The criterion for the evaluation of the bids as stated in the tender documents was 'the most economically advantageous' taking into account the best value for money which regards to the following:

- Quality Weighting 60%
- Price Weighting 40%

Under the new contract there will be a small increase to the current discount levels for all 3 lots.

From April 2019 Blackburn with Darwen Library Service resource fund reduces by £12.5k p.a. This will have a significant impact on amount of stock purchased but the continued membership of the NWLC will ensure the best possible discounts.

3. BACKGROUND

The NWLC was formed many years back, and is a long standing successful collaboration agreement. All NW Authorities who participate sign an MOU agreement which details objectives, responsibilities etc for the consortium. The NWLC, working in collaboration with the YBC results in the procurement of library materials being managed in the most cost efficient, cost effective way for all.

All Participating Authorities for both NW & YBC sign a letter of participation which gives the agreement Stockport can manage the tender process on behalf of both consortia, however there is no obligation for any Authority named in the process to utilize the contract, or any confirmed commitment level of spend from any of the Authorities.

Participating Authorities serve a population in excess of 10 million and issue nearly 36 million items per annum.

4. OPTIONS CONSIDERED AND REJECTED

Extensions to existing contracts have been exhausted.

After the procurement options appraisal was completed, various procurement options were reviewed and considered, resulting in recommendation to undertake a further-competition via an existing ESPO Framework (376f_18 Library Stock). This recommendation went out to all Participating Authorities across both consortia with no objections being received.

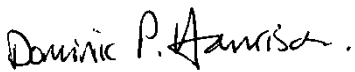
Further information is available from the report author

5. DECLARATION OF INTEREST

All Declarations of Interest of the officer with delegation and the any Member who has been consulted, and note of any dispensation granted should be recorded below:

VERSION:	1
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CONTACT OFFICER:	Adele Karwat
DATE:	15/03/2019
BACKGROUND DOCUMENTS:	None

Signed:	
	
Director : Dominic Harrison, Public Health and Wellbeing	Date: 09/04/2019

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted