

## REPORT

To: CORPORATE SERVICES COMMITTEE		Subject: PROCUREMENT EXERCISE - PROVISION OF VARIOUS ELECTORAL SERVICES, INCLUDING SOFTWARE SYSTEMS, PROJECT MANAGEMENT AND PRINTING SERVICES FOR THE DELIVERY OF ELECTIONS FOR NORTH LANARKSHIRE COUNCIL
From: HEAD OF DEMOCRATIC AND LEGAL SERVICES		
Date: 2 October 2015	Ref: CJ/EH	

### 1. Purpose of Report

The purpose of this report is to seek Committee approval to undertake the tendering process to procure electoral services which are required for the delivery of an election.

### 2. Background

Corporate Services is responsible for the organisation and the administration of the delivery of any type of election. Currently the provision of electoral services falls within three categories namely:-

- the printing and issuing of postal voting packs, poll cards and the printing of ordinary and tendered ballot papers;
- the installation and maintenance of an absent voter personal identifier verification system, and
- the installation and maintenance of an election management system, and

The Council has an existing tender for the provision of the printing of ordinary and tendered ballot papers and the printing and issuing of postal voting packs and poll cards, which is due to expire following the delivery of the Scottish Parliamentary Election in May 2016. The Council has also entered into a software agreement for the Absent Voter Personal Identifier Verification System and the Election Management System.

The current supplier for the contract and both software agreements is Democracy Counts.

### 3. Consideration and Proposals

The provision of the electoral services is somewhat fragmented, and requires extensive supplier management. It would, therefore, be more beneficial to the Council to merge these three individual contracts into a single contract. It is anticipated that merging these contracts will deliver better control over service provision and a modest financial saving to the Council, the value of which will be ascertained as the procurement process progresses. There are a number of service providers in the market who are likely to participate in the procurement process including the current provider.

Discussion is underway with Corporate Property and Procurement to establish the most appropriate procurement route, evaluation criteria, contract performance measures and optimum contract duration to leverage maximum benefit to the Council from the procurement process.

4. **Financial Implications**

The estimated annual value of providing these services is £163,000. The figure is based on a historical spend.

5. **Recommendation**

It is recommended that the Committee approve that the tender process for the provision of electoral services be undertaken.

A handwritten signature in black ink, appearing to be 'Catherine Johnstone', written in a cursive style.

**Head of Democratic and Legal Services**

For further information on this report, please contact Catherine Johnstone, Election Co-ordinator on 01698 302340.