

## CABINET MEMBER DECISION

20<sup>th</sup> March 2023

KEY DECISION: YES

### HYBRID MAIL CONTRACT AWARD

#### 1. Decision:

- 1.1 To award the contract to DSI Billing for 24 months with two optional extensions of 12 months.

#### 2. Statement of Reasons:

- 2.1 The council requires a single hybrid mail solution that enables teams to submit documents to secure production centres for printing and mailing.
- 2.1 It has been identified that moving from multiple suppliers to one supplier would result in potential cost savings through volume aggregation, better visibility of spend and clearer audit management information.
- 2.2 Following a G-Cloud Framework exercise, two potential suppliers were identified - DSI Billing (incumbent supplier) and Data Graphic. Both suppliers were able to evidence the ability to meet the council's specification requirements by responding to clarification questions, however, DSI Billing were identified as the most cost-effective solution when consolidation of printing jobs and cost of change were taken into consideration.

#### 3. Any Alternative Options:

- 3.1 Do nothing – this would not meet the operational needs of the service and would result in service failure.
- 3.2 The current arrangement has now expired, and no current compliant agreement is in place – in breach of CPR's and PCR2015, potentially leaving the council at risk of legal challenge.
- 3.3 Re-run the procurement exercise.

**Cabinet Member for Finance and Commissioning**

**Date of Decision: 20 March 2023**