

ABERDEEN CITY COUNCIL

COMMITTEE	Finance and Resources
DATE	21 February 2013
LEAD OFFICER	Chief Executive
TITLE OF REPORT	Request for Authority to Establish a Framework Agreement for Electoral Services
REPORT NUMBER	OCE/13/001

1. PURPOSE OF REPORT

This report advises the Committee of the intention to establish a multi-supplier Framework Agreement for the provision of Electoral Services over a 4 year period. It seeks approval for the estimated expenditure as detailed in the report.

2. RECOMMENDATION(S)

It is recommended that the Committee approves:

(i) that a procurement exercise be undertaken in order to establish a multi-supplier Framework Agreement for the provision of Electoral Services over a 4 year period. This will be conducted in line with Council's Standing Orders relating to Contracts and Procurement, Financial Regulations and relevant EU legislation.

(ii) the estimated value of the Framework Agreement over a 4 year period of between £150,000 and £439,000. This is based on a range of services that may or may not be purchased on scheduled and any other elections and referendums over that time period.

3. FINANCIAL IMPLICATIONS

Funding for elections resides within the Council Elections, Parliamentary Elections and European Elections budgets within the Office of Chief Executive. Annual budgets for elections are set on the basis of scheduled statutory elections with contingency for any unscheduled elections.

The costs of Local Government elections are met in full by the Council. Funding is provided from Scottish and UK Governments towards the costs of other statutory elections with the residual costs of each being met from the Council's budget.

It is possible that economies of scale will allow suppliers to offer favorable terms leading to financial savings.

Staff resources will be required to undertake the tender exercise.

4. OTHER IMPLICATIONS

The establishment of a Framework Agreement will significantly reduce the time and costs of conducting procurement exercises each time a specific service is required at each election. It also means that the Returning Officer can respond more quickly to new or unscheduled demands.

5. BACKGROUND/MAIN ISSUES

Currently, services provided by external suppliers are either purchased on a one-off basis or through a short-term contract. A Framework Agreement will establish the terms under which contracts will be entered into for the period of the agreement.

It is intended that the period of the Framework Agreement will cover the following elections.

Year	Election / Referendum
2013	Currently none scheduled
2014	European Parliament Elections Scottish Independence Referendum
2015	UK Parliament Elections
2016	Scottish Parliament Elections
2017	Local Government Elections

The Framework Agreement may include the following types of service;

- Election Management System
- Printing and Issuing of Postal Voting Packs
- Absent Voter Personal Identifier Verification System
- Postal Vote Management Service
- Printing of Ordinary and Tendered Ballot Papers
- Electronic Voting Solutions
- Electronic Counting Solutions

Depending upon the services purchased it is estimated that the total value of the Framework Agreement over a four year period will be between £158,000 and £439,000.

6. IMPACT

A Framework Agreement for Electoral Services has the potential to save staff time, reduce spend on elections and reduce risk.

7. BACKGROUND PAPERS

None.

8. REPORT AUTHOR DETAILS

David Gow
Team Manager (Civic Support)
davidgow@aberdeencity.gov.uk
01224 (52)3881