

INDIVIDUAL CABINET MEMBER DECISION-MAKING

RECORD OF DECISION

PART A

DETAILS OF REPORT <i>(Officers to complete this section prior to issuing to cabinet member)</i>	
Title of report	Gateway 1 Printing and Document Management Services (PDM)
Decision-maker	Cabinet Member for Housing Management and Modernisation
Earliest date when decision can be taken	25 October 2018
Key decision – Yes/No?	No
Date published on forward plan	N/a
Date sent to cabinet member	19 October 2018
Recommendation	<ol style="list-style-type: none"> 1. That the cabinet member for housing management and modernisation approves the procurement strategy outlined in this report to undertake a further competition via the Crown Commercial Service (CCS) framework for printing and document management services (PDM), Ref: RM3785 Managed Print and Digital Solutions, (Lot 2 – Tailored Managed Print Solutions) at an estimated annual cost of £600,000 for a period of two years with the potential to extend up to a further two years (in increments at the council's discretion) making an estimated total contract value of £2,400,000 with an estimated start date in April 2019. 2. That the cabinet member for housing management and modernisation notes that there is no additional cost to use this framework agreement.

ORIGINATING AUTHOR'S DETAILS

(Officers to complete this section prior to issuing to cabinet member)

Lead officer	Emma Marinos, Director of Modernise
Report author	Kelly Sanders, Head of Corporate Contracts
Contact Number	0207 525 1766

PART B

(Cabinet member to complete this section)

DECISION(S)	
AS IN THE REPORT	

REASONS FOR DECISION	
AS IN THE REPORT	

ALTERNATIVE OPTIONS CONSIDERED	
NONE	

REPRESENTATIONS RECEIVED	
NONE	

ADDITIONAL ADVICE RECEIVED	
NONE	

ANY INTERESTS DECLARED

Note: If the decision-maker has a disclosable pecuniary interest in the matter the report must be referred to the full cabinet for decision.

Where a cabinet member may discharge a function alone and becomes aware of a disclosable pecuniary interest in a matter being dealt with or to be dealt with by her/him, the cabinet member must notify the monitoring officer of the interest within 28 days and must not take any steps or further steps in the matter.

If a member is unsure as to whether an interest is a disclosable pecuniary interest they should contact the governance team for advice.

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DECLARATION

I approve/~~reject~~ the recommendations set out in the report.*

or

I approved an ~~alternative~~ course of action set out in Part B.*

or

I have referred this matter to the Full Cabinet for decision.*

(* - Please delete as appropriate)

Signed  Dated 5/11/18

Cabinet Member

Please return completed hard copy of the form to, Constitutional Team, 160 Tooley Street, PO BOX 64529, London, SE1P 5LX – tel: 020 7525 7221.

Seeking advice

You should seek advice from the relevant officer on a number of occasions:

- (a) If you wish to consider alternative options
- (b) If you are considering rejecting the proposals

Otherwise it is at your discretion when you should seek further advice and you should do so when you consider it appropriate.