

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 2 - Contract Award Approval Print Management Services
Decision-maker	Cabinet Member for Finance, Performance and Democracy
Earliest date when decision can be taken	17 January 2022
Key decision – Yes/No?	Yes
Date published on forward plan	December 2021
Date sent to cabinet member	10 January 2022
Recommendation	1. That the Cabinet Member for Finance, Performance and Democracy approves the award of a call-off contract for the provision of print management services, from Lot 2 of the Crown Commercial Services framework RM6170, to Corporate Document Services Ltd. (CDS) for an estimated annual value of £800k for an initial period of three years with an optional one-year extension making a total estimated value over four years of £3.2m, commencing on 28 February 2022.

ORIGINATING AUTHOR'S DETAILS <i>(Officers to complete this section prior to issuing to cabinet member)</i>	
Lead officer (Name and job title)	Paul Symington, Head of Corporate Facilities Management
Report author (Name and job title)	Linda Campling, CFM Corporate Procurement Manager(Interim)

ORIGINATING AUTHOR'S DETAILS

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

Contact Number

07949 782442

PART B

(Cabinet member to complete this section)

DECISION(S)

I agree the recommendations

REASONS FOR DECISION

As set out in 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.

None

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.....20/01/2022.....

Cabinet Member for Finance, Performance and Democracy

Please return completed hard copy of the form to Tim Murtagh, Constitutional Team,
160 Tooley Street, PO BOX 64529, London, SE1P 5LX – tel: 020 7525 7225 fax: 020
7525 7284.

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.