

## **Urgent Cabinet Report/Delegated Decision Form**

<b>Report/Decision Title</b>	MFD Refresh
<b>Date of request</b>	10 March 2025
<b>Date of meeting/decision</b>	

### **Urgent – General Exception - Reasons for urgency outlined below**

Our corporate Multifunction Devices & Print Management Software contract is due to expire in June 2025. Council officers have undertaken a significant period of market research and cost comparisons and have concluded that renewing with our incumbent supplier via the Crown Commercial Services RM6174 framework for Multi-functional Devices (MFDs), Print and Digital Workflow Software Services & Managed Print Service Provision is the most cost-effective outcome, whilst providing minimal levels of disruption to staff. The supplier has indicated a 3-month implementation window to meet our June deadline of replacing 60+ units across the whole Council, in a 'hot swap' approach. This approach will negate the need to store devices onsite with no additional costs. A full rollout plan will be developed with the supplier and communicated to site managers and key contacts.

**I confirm that the relevant chair of Scrutiny and Improvement Committee (or if there is not chair, the whole committee individually) and the Cabinet Member have been informed by notice in writing of the decision to be taken.**

<b>Officer name (Delegated Power Author)</b>	Anthony Smith	<b>Officer Signature</b>		<b>Date</b>	11/03/25
<b>Assistant Director Name</b>	John Bulman	<b>Assistant Director signature</b>		<b>Date</b>	12-03-25

This urgent report/decision has been seen and agreed by the following:	
Officer / Member	Signature
Managing Director	
Section 151 Officer	
Monitoring Officer	

# Delegated Power Record

Are the details of the decision to be public or confidential?

## Public

If the details of the decision are confidential, please select the category for exemption under the Local Government Act 1972

Choose an item.

<b>Reference</b>	<b>RES-25-017</b>
<b>Corporate Plan Priority</b>	A Strong and Sustainable Council
<b>Delegation Title</b>	Multifunction Devices & Print Management Software
<b>Delegated Power Number</b>	450 – Award a Contract
<b>Date of Exercise</b>	20/03/2025
<b>Cabinet Member</b>	Cllr Christopher Massey
<b>Assistant Director</b>	John Bulman

<b>Type of Decision (Key/Executive/Non-Executive)</b>	Key - Executive
<b>FOR KEY DECISIONS ONLY</b>	
<b>Delegated Power Forward Plan Ref</b>	<b>N/A</b>
<b>Date Decision Published in Forward Plan</b>	
<b>Urgency</b> (For Key Decisions not included in Forward Plan only)	Urgent - General Exception - Forms Attached

### Background to decision:

The current contract for Provision of Multifunction Devices (MFD) & Print Management Software is coming to an end in June 2025 with no option to extend further and the current MFDs are at end of life. Provision of MFDs and print management software is key to ensure the Council maintains the highest standard of responsiveness in the provision of MFDs and printing solutions that is efficient and effective to assist with reducing costs and improving business processes.

The Transformation Board agreed to the progression of a review to rationalise the MFD fleet, owing to budgetary pressures, and the shift to increased digital operations. As such a working group was formed to review the current and future scope of MFD provision which consisted of members of IT, Property, Procurement and Finance. The review looked at the current MFD usage and building occupancy as well as considering increased digitization and automation. To this end the recommendation is to reduce the number of current MFDs by approximately 35% for the new contract thereby ensuring costs remain within existing budget levels and reduced resource to manage the fleet.

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Routes to market were reviewed and benchmarking was undertaken against existing national frameworks. The benchmarking considered price and internal resource costs which will save the Council time and resources when carrying out a procurement process and the implementation process and resulted in the most economical option being to award a contract directly to Kyocera Document Solutions who are the incumbent supplier via Lot 2 of the Crown Commercial Services RM6174 framework for Multi-functional Devices (MFDs), Print and Digital Workflow Software Services & Managed Print Service Provision.

## Decision Considerations:

Contract Procedure Rules.

Digital Delivery Board agreement.

## Full details of decision:

Approval is requested to award a contract to Kyocera Document Solutions for provision of Multifunction Devices & Print Management Software via Lot 2 of the Crown Commercial Services RM6174 framework for Multi-functional Devices (MFDs), Print and Digital Workflow Software Services & Managed Print Service Provision.

The contract will be for a period of 3 years from 1 July 2025 to 30 June 2028 with the option to extend for a period of 2 x 12 months.

## Financial detail:

The lease and usage costs will be funded from an existing central revenue budget, with Directorates being recharged quarterly. The total contract value may fluctuate dependent on print and copy usage throughout the contract period.

### Budget Code

10471/R4305

### Is budget available for full contract/service without causing additional pressure?

Yes

### Annual Contract Value

£72,500 1-3 Years, £63750 4-5 Years, including printing costs.

### Total Contract Value (including optional extension periods if applicable)

£345,000

## Delivering Social Value:

Printing is required within all departments and services. A new strategy to reduce overall printing volumes is to be rolled out following the implementation of the new printing estate. Kyocera will sign up to the Council's Social Value Charter and have the same core principles as the Council and have committed to discussing delivery of all aspects of the Council's Social Value Charter upon award of the contract.

## Reasons for Decision:

Benchmarking resulted in the most cost-effective option being to award a contract directly to Kyocera Document Solutions who are the incumbent supplier via Lot 2 of the Crown Commercial

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Services RM6174 framework for Multi-functional Devices (MFDs), Print and Digital Workflow Software Services & Managed Print Service Provision, considering price and internal resource costs which will save the Council time and resources when carrying out the procurement process. Kyocera were appointed to the CCS framework after a fully compliant PCR tender process was undertaken. Kyocera as the incumbent supplier provide a good reactive service and have committed to assisting the Council to provide cost savings throughout the contract period.

## Details of alternative options considered (if any) and reasons for rejection:

Do nothing – Rejected as the Council depends on the use of MFDs to support and deliver printing and scanning solutions efficiently and effectively throughout the Council.

Carry out a full PCR tender process – Rejected as this does not bring together the economies of scale of using a fully compliant PCR framework contract that meets the Council’s requirements.

## Details of any conflict of interest declared by any Elected Member consulted in relation to the decision:

This must be left blank. Business Support will seek this information from the Cabinet Member.

## Details of any dispensation granted in respect of any conflict of interest:

This must be left blank. Business Support will seek this information from the Cabinet Member.

## Background Papers:

Business Requirements document which was submitted to Digital Delivery Board.

Officer Name (Print)	Anthony Smith	
Officer Signature		
Officer Submission Date	11/03/2025	
Finance Manager Name (Print)	Christine Wood	
Finance Approval Signature		Finance Manager to confirm that budget has been confirmed for the decision
Date of Approval	13/03/2025	
Procurement Officer Name (Print)	Debbie Seaman	
Procurement Approval Signature		Request complies with the Council’s Contract Procedure Rules
Date of Approval	13/03/2025	

Reference	RES-25-017
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## Delegated Power Record

<b>Delegated Power Forward Plan Reference</b>	
<b>Corporate Plan Priority</b>	A Strong and Sustainable Council
<b>Delegation Title</b>	Multifunction Devices & Print Management Software
<b>Delegated Power Number</b>	450 – Award a Contract
<b>Date of Exercise</b>	20/03/2025
<b>Cabinet Member</b>	Cllr Christopher Massey
<b>Assistant Director</b>	John Bulman

## Signatures

<b>CABINET MEMBER FOR RESOURCES</b>	<b>Date 20/03/2025</b>
<b>CHIEF FINANCE OFFICER</b>	<b>Date 13/03/2025</b>
<b>CHIEF LEGAL OFFICER</b>	<b>Date 14/03/2025</b>
<b>MANAGING DIRECTOR</b>	<b>Date 20/03/2025</b>

## **Call-In (Key Decisions Only)**

Call-In Applies

Reasons for dis-applying Call-In due to urgency to be added here if relevant. This will need to be reported to the next meeting of the Borough Council and the reasons must demonstrate that any delay likely to be caused by the call-in process would seriously prejudice the Council's or the public's interests.

<b>Date Decision will become effective</b>	28/03/2025 To be completed by Democratic Services – date will be not less than expiry of 5 working days from publication unless urgency applies.
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