

SHEFFIELD CITY COUNCIL
OFFICER DECISION RECORD

The following decision was taken on 22 September 2023 by the Director of Operational Services.

Date notified to all members: 27 September 2023

1. **TITLE**

Contract Procurement - Supply of Office Stationery

2. **DECISION TAKEN**

Approval for the commissioning of the supply of office stationery from an external provider over a 4-year period and estimated value of £728,440, as set out in this report.

Approval of the procurement strategy to run a mini competition using the YPO Framework and subsequent contract award for office stationery supply, as set out in this report.

3. **Reasons For Decision**

The decision will help enable the Council to continue to provide this key service. The procurement of the contract will ensure the Council is operating in accordance with the Public Contract Regulations 2015 and achieving best value in its procurement of the services.

4. **Alternatives Considered And Rejected**

Do nothing – this is not an option as the Council has the ongoing requirement for the supply of office stationery. The existing contract is due to expire.

Self-Deliver - this is not an option; the service has neither the capacity nor expertise to self-deliver these products.

Further extend existing contract – this is not an option, a contract extension is not available. As ever, Council must adhere to the Public Contract Regulations (2015) thus further variations (value and duration) are not deemed easily reconcilable with the provisions set out within PCR.

5. **Documents used in making decision:**

None

6. **Any dispensation granted by the Head of Paid Service**

None

7. **Respective Director Responsible for Implementation**

Tom Smith, Director of Operational Services