

HAMPSHIRE COUNTY COUNCIL

Decision Report

Decision Maker:	Executive Member for Policy and Resources
Date:	10 March 2016
Title:	Managed Print Services – Approval to Procure
Reference:	7334
Report From:	Director of Culture, Communities and Business Services

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1. Executive Summary

- 1.1 The current managed print service (MPS) agreement is due to expire and needs to be re-procured by 15 August 2016.
- 1.2 This paper seeks approval to procure and spend against the Facilities Management budget for MPS. The costs for this service are recovered via recharge to departments and invoicing of partners (where relevant) based on their usage of the service.

2. Managed Print Service Contextual Information

- 2.1 Hampshire County Council (HCC) is required to replace the current managed print service (known as PrintSmart) within the HCC corporate estate, including print services for partners working in HCC buildings and public users in the libraries.

3. Finance

- 3.1 Budget provision has been made for the replacement MPS within Facilities Management financial plans. The estimated total value of the MPS agreement is between £10.5 million to £16.5 million for a maximum term of 7 years. The new agreement is planned to be for a 5 year initial term with a further extension of up to 2 years (subject to acceptable performance and demonstrable value), resulting in a potential overall term of 7 years.

4. Performance

- 4.1 The MPS agreement is regularly reviewed and managed to ensure performance and service levels are maintained.

5. Consultation and Equalities

- 5.1 Key stakeholder users of the MPS have been consulted. No equality impacts have been identified.

6. Recommendations

- 6.1 That approval is given for the re-procurement of the Managed Print Service (MPS) agreement.
- 6.2 That approval is given to procure and spend against the Facilities Management budget for managed print services (costs for which are recovered via recharge to departments and invoicing of partners), with an estimated total contract value of £10.5 million to £16.5 million.

CORPORATE OR LEGAL INFORMATION:**Links to the Corporate Strategy**

Hampshire safer and more secure for all:	no
Maximising well-being:	no
Enhancing our quality of place:	no
OR	
This proposal does not link to the Corporate Strategy but, nevertheless, requires a decision because:	
<p>Whilst this proposal does not link directly to the Corporate Strategy, the managed print services are used throughout HCC enabling services to be delivered throughout the County and this supports the HCC flexible working strategy known as 'Workstyle'.</p>	

Section 100 D - Local Government Act 1972 - background documents

The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)

DocumentLocation

None

IMPACT ASSESSMENTS:

1. Equality Duty

1.1 The County Council has a duty under Section 149 of the Equality Act 2010 ('the Act') to have due regard in the exercise of its functions to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act;
- Advance equality of opportunity between persons who share a relevant protected characteristic (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender and sexual orientation) and those who do not share it;
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Due regard in this context involves having due regard in particular to:

- a) The need to remove or minimise disadvantages suffered by persons sharing a relevant characteristic connected to that characteristic;
- b) Take steps to meet the needs of persons sharing a relevant protected characteristic different from the needs of persons who do not share it;
- c) Encourage persons sharing a relevant protected characteristic to participate in public life or in any other activity which participation by such persons is disproportionately low.

2. Climate Change:

2.1. How does what is being proposed impact on our carbon footprint / energy consumption? *No impact*

2.2. How does what is being proposed consider the need to adapt to climate change, and be resilient to its longer term impacts? *No impact*