

## Summary Delegated Powers Report

<b>TITLE</b>	<b>Authorisation to award contract for Digital Magazines and Online Newspapers for Barnet Libraries' customers</b>														
<b>DATE OF DECISION</b>	14 March 2018														
<b>DECISION TAKER</b>	Strategic Director, Children and Young People														
<b>SUMMARY OF DECISION</b>	<p>This report seeks approval to award two contracts for the supply of digital magazines and online newspapers for use by Barnet Libraries customers to W. F. Howes.</p> <p><b>Background</b></p> <p>Barnet Libraries provide a range of online magazines and newspapers for use by customers of Barnet Libraries. These form part of the digital offer for online resources providing free access to members of dictionaries, encyclopaedias, biographies, family history and research resources as well as online support for life skills such as driving theory test and citizenship test, job hunting and learning languages. In addition, a large collection of eBooks and eAudiobooks are available for customers to download.</p> <p>An ITQ was advertised on the Council's electronic e-sourcing portal on the 12 January 2018 for 20 days. 9 suppliers registered their interest in this ITQ and five bids were received for 3 lots.</p> <p><b>Lot 1</b></p> <p>The first contract is for lot 1, digital magazines with W.F. Howes. The contract commencement date is 1 May 2018 to 30 April 2020, with an option to extend for a further fixed-term period of up to two years from 1 May 2020 to 30 April 2022. The total value of this contract award (including the extension option) is £27,796.</p> <table border="1"> <thead> <tr> <th>Bidder</th> <th>Quality</th> <th>Price</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>W F Howes</td> <td>43%</td> <td>50%</td> <td>93%</td> </tr> <tr> <td>Bidder B</td> <td>31.5%</td> <td>29.98%</td> <td>61.48%</td> </tr> </tbody> </table> <p><b>Lot 2</b></p> <p>The second contract is for lot 2, current national daily newspapers online with W.F. Howes. The contract</p>			Bidder	Quality	Price	Total	W F Howes	43%	50%	93%	Bidder B	31.5%	29.98%	61.48%
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	<p>commencement date is 1 May 2018 to 30 April 2020, with the option to extend for a further fixed-term period of 2 years from 1 May 2020 to 30 April 2022. The total value of this contract award (including the extension option) is £38,808.</p> <p>A second bid was submitted however the provider failed a mandatory element of the procurement exercise.</p> <table border="1" data-bbox="564 405 1422 483"> <thead> <tr> <th>Bidder</th> <th>Quality</th> <th>Price</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>W. F. Howes</td> <td>42.5%</td> <td>50%</td> <td>92.5%</td> </tr> </tbody> </table> <p><b>Lot 3</b></p> <p>A contract for the third lot, Online newspapers archive will not be awarded because the Council's mandatory elements of the procurement exercise were not met by the sole bidder. Therefore, the Council will not be proceeding to award a contract for LOT 3 at this stage.</p> <p><b>Spend</b></p> <p>The total value of award of both LOTS 1 and 2 over the contract lifetime including an optional extension is £66,604.</p> <p><b>Award</b></p> <p>Procurement conducted a value for money exercise in accordance with the Council's Contract Procedure Rules, where an ITQ with both lots were issued to the market and evaluated by an evaluation panel of subject matter experts.</p>	Bidder	Quality	Price	Total	W. F. Howes	42.5%	50%	92.5%
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<p><b>SELF-ASSURANCE COMPLETE AND STATEMENT PROVIDED</b></p>									
<p><b>AUDIT TRAIL OF DECISION – RETAINED AND WHERE?</b></p>	<p>On Procurement Shared Drive</p>								

**DECISION TAKER'S STATEMENT**

*I have the required powers to make the decision documented in this report. I am responsible for the report's content and am satisfied that all relevant advice has been sought in the preparation of this report and that it is compliant with the decision making framework of the organisation which includes Constitution, Scheme of*

*Delegation, Budget and Policy Framework and Legal issues including Equalities obligations.*

**I authorise the above decision**

**Signed**

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**Designation** Chris Munday  
Strategic Director- Children & Young People

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**Date** 18/04/2018

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