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Contract

Pan Ayrshire Framework - Election Services & Postal Vote Management System

North Ayrshire Council
North Ayrshire Council
South Ayrshire Council
East Ayrshire Council

F03: Contract award notice
Notice identifier: 2022/S 000-004692
Procurement identifier (OCID): ocids-h6vhtk-02e088
Published 18 February 2022, 3:25pm

Section I: Contracting authority

I.1) Name and addresses

North Ayrshire Council
Cunninghame House,,
Irvine
KA12 8EE

Contact

Joanne McQuillan

Email

joannemcquillan@north-ayrshire.gov.uk

Country

United Kingdom

NUTS code

UKM93 - East Ayrshire and North Ayrshire mainland

Internet address(es)

Main address

<http://www.north-ayrshire.gov.uk>

Buyer's address

http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00337

I.1) Name and addresses

North Ayrshire Council

Cunninghame House, Friars Croft

Irvine

KA12 8EE

Email

procurement@North-Ayrshire.gov.uk

Telephone

+44 1294310000

Country

United Kingdom

NUTS code

UKM93 - East Ayrshire and North Ayrshire mainland

Internet address(es)

Main address

<http://www.north-ayrshire.gov.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00337

I.1) Name and addresses

South Ayrshire Council

County Buildings, Wellington Square

Ayr

KA7 1DR

Email

procurement@south-ayrshire.gov.uk

Telephone

+44 3001230900

Country

United Kingdom

NUTS code

UKM94 - South Ayrshire

Internet address(es)

Main address

<http://www.south-ayrshire.gov.uk/procurement/>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00405

I.1) Name and addresses

East Ayrshire Council

Corporate Procurement Team, London Road HQ

Kilmarnock

KA3 7BU

Email

procurement@east-ayrshire.gov.uk

Telephone

+44 1563576183

Country

United Kingdom

NUTS code

UKM93 - East Ayrshire and North Ayrshire mainland

Internet address(es)

Main address

<http://www.east-ayrshire.gov.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00223

I.2) Information about joint procurement

The contract involves joint procurement

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Pan Ayrshire Framework - Election Services & Postal Vote Management System

Reference number

NAC5068

II.1.2) Main CPV code

- 79810000 - Printing services

II.1.3) Type of contract

Services

II.1.4) Short description

The tender will facilitate the provision of the following services

Printing and Issuing of Postal Voting Packs and Printing of Ordinary and Tendered Ballot Papers and Absent Vote Personal Identifier

Verification System

The printing of all ballot papers

The printing of postal voting packs

Absent Vote Identifier Verification System

Project management

Customer helpdesk

II.1.6) Information about lots

This contract is divided into lots: No

II.1.7) Total value of the procurement (excluding VAT)

Value excluding VAT: £475,561.02

II.2) Description

II.2.2) Additional CPV code(s)

- 79811000 - Digital printing services
- 22821000 - Electoral forms

II.2.3) Place of performance

NUTS codes

- UKM93 - East Ayrshire and North Ayrshire mainland
- UKM94 - South Ayrshire
- UKM63 - Lochaber, Skye & Lochalsh, Arran & Cumbrae and Argyll & Bute

Main site or place of performance

North Ayrshire including Arran & Cumbrae

South Ayrshire

East Ayrshire

II.2.4) Description of the procurement

The Purchasers are looking to procure the following: (please note this list is not exhaustive)

Printing and Issuing of Postal Voting Packs and Printing of Ordinary and Tendered Ballot Papers and Absent Vote Personal Identifier

Verification System

The printing of all ballot papers (including ordinary, tendered and postal ballot papers) for all elections and referendums held during the

Contract Period

The printing of postal voting packs (including postal ballot paper(s), outer envelope addressed to the postal voter, envelope A, envelope B,

of packs via Royal Mail or other postal provider of first class postal services for all elections and referendums during the Contract Period. The supplier must be able to manage more than one electoral event being held on the same day.

Absent Vote Identifier Verification System

The system must electronically verify and adjudicate 100% of personal identifiers on postal voting statements and scan and match all

accompanying postal ballot papers ensuring that only valid ballot papers go forward to the election count.

Customer helpdesk

Project management

Included within the commercial envelope is the option for printing of Polling Cards and potential electorate increase due to boundary changes. These

are as an option only and will not form part of the evaluated price, however pricing for these elements will remain for the duration of the agreement.

II.2.5) Award criteria

Quality criterion - Name: Demonstration / Weighting: 16%

Quality criterion - Name: Quality Questions / Weighting: 54%

Price - Weighting: 30%

II.2.11) Information about options

Options: Yes

Description of options

Polling Card printing

Electorate changes for UK General Election due to boundary changes

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

IV.1.3) Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes

IV.2) Administrative information

IV.2.1) Previous publication concerning this procedure

Notice number: [2021/S 000-022810](#)

Section V. Award of contract

Contract No

NAC/5068

A contract/lot is awarded: Yes

V.2) Award of contract

V.2.1) Date of conclusion of the contract

8 February 2022

V.2.2) Information about tenders

Number of tenders received: 2

Number of tenders received from SMEs: 1

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 2

Number of tenders received by electronic means: 2

The contract has been awarded to a group of economic operators: No

V.2.3) Name and address of the contractor

Idox Software Ltd

First Floor, The Grosvenor Building, 72 Gordon Street

Glasgow

G1 3RS

Telephone

+44 3330111200

Fax

+44 33301111200

Country

United Kingdom

NUTS code

- UK - United Kingdom

The contractor is an SME

No

V.2.4) Information on value of contract/lot (excluding VAT)

Initial estimated total value of the contract/lot: £600,000

Total value of the contract/lot: £475,561.02

V.2.5) Information about subcontracting

The contract is likely to be subcontracted

Value or proportion likely to be subcontracted to third parties

Proportion: 30 %

Short description of the part of the contract to be subcontracted

The production and upload of print-ready PDF proofs and production and delivery of all printed electoral material sub-contractors W.A. Smith (Leeds) Ltd trading as "THE LETTERSHOP GROUP"

Section VI. Complementary information

VI.3) Additional information

Lots are not being used for this tender for the reason(s) stated below:

Requires additional contract management resource which is not available.

Quality Management Procedures

1. The bidder must hold a UKAS (or equivalent) accredited independent third-party certificate of compliance in accordance with BS EN ISO 9001 (or equivalent) or a documented policy regarding quality management, see attachment at SPD question 4D.1.

Health and Safety Procedures

1. The bidder must hold a UKAS (or equivalent) accredited independent third-party certificate of compliance in accordance with BS OHSAS 18001 or ISO 45001 (or equivalent) or have, within the last 12 months, successfully met the assessment requirements of a construction-related scheme in registered membership of the Safety Schemes in Procurement (SSIP) forum or the bidder must have a regularly reviewed and documented policy for Health and Safety management, see attachment at SPD question 4D.1.

Other:

The bidder must hold ISO 27001 Information Security Management System (or equivalent)

3. The bidder must hold - ISO 22301 – Business continuity management system (or equivalent)

4. The bidder must hold Cyber Essentials or Cyber essentials Plus or equivalent.

see attachment at SPD question 4D.1.

Environmental Management Procedures

1. The bidder must hold a UKAS (or equivalent) accredited independent third-party certificate of compliance in accordance with BS EN ISO 14001 (or equivalent) or a valid EMAS (or equivalent) certificate or the bidder must have a regularly reviewed documented policy regarding environmental management, see attachment at SPD question 4D.2.

1.

(SC Ref:683582)

VI.4) Procedures for review

VI.4.1) Review body

Kilmarnock Sheriff Court

Sheriff Court House, St Marnock Street

Kilmarnock

KA1 1ED

Telephone

+44 1563550024

Country

United Kingdom

Internet address

<https://www.scotcourts.gov.uk/>