



ELECTORAL PRINTED STATIONERY

PART 2 - SPECIFICATION

Ref: EPS2017

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1 - INTRODUCTION

A Consortium of eight local Councils within Nottinghamshire is undertaking a joint procurement exercise. This is on behalf of and under the direction of their individual Returning Officers and Electoral Registration Officers for the procurement of electoral printed stationery with a view of achieving administrative and financial benefits by working together and in partnership with the successful Contractor.

The Councils are seeking an experienced and established provider of electoral printed stationery. Broxtowe Borough Council is acting as lead buyer for the Consortium, which includes Ashfield District Council, Bassetlaw District Council, Broxtowe Borough Council, Gedling Borough Council, Mansfield District Council, Newark and Sherwood District Council, Nottingham City Council, and Rushcliffe Borough Council.

Each of the participating Councils will award contracts separately and day-to-day transactions under the framework agreement will be conducted between the appointed Contractor and the particular Council concerned. In any event, any formal contracts which emerge from this process will be entered into separately with the supplier by each authority, with no relationship of joint or several liability between them. Some Council's may choose not to access all parts of this framework. The framework will start in June 2016 and end on the 31st May 2021.

2 - DELIVERY OF CONTRACT

The Contractor is advised that the timing of delivery of the Goods to the Consortium's Councils is of essence to the Contract. The Contractor is required to supply the Goods in an efficient, accurate and integrated manner to all the Councils and the delivery of Goods shall at all times comply with the law and requirements of the Councils.

Due to the nature of the Goods default and/or non-performance in the provision of the Goods to the Consortium could have a catastrophic effect on the Consortium or any individual Customer meeting their statutory obligations and the Contractor is advised that any default in performance including (but not limited to) late delivery, incorrect delivery, lateness in providing proofs will constitute a breach of Contract as detailed in the Electoral Printed Stationery Terms and Conditions.

3 - LOTS - REQUIREMENTS

The procurement process is split into two Lots:

Lot 1) Requirements for Elections

Lot 2) Requirements for Canvassing / Electoral Registration and other day to day activities.

Lot 1 includes:

- Ordinary Poll Cards
- Postal Poll Cards
- Empty Property Poll Cards
- Postal Voting Packs

- Ballet Papers
- Tendered Ballot Papers

The printing of poll cards and postal vote poll cards for the purpose of all elections and referenda during the Contract Period for dispatch by Royal Mail or other providers, or returned to Councils for hand delivery.

The printing of all ballot papers for all elections and referenda held during the Contract Period.

The printing of Postal Voting Packs (including outer envelope, Envelope A, Envelope B, Postal Vote Statement, instruction sheet) and associated mail house functions including their loading, sealing and posting via a postal provider or returned to the relevant Council for in-house loading for all elections and referenda during the Contract Period.

More detail is provided later in the specification.

Lot 2 includes:

- Annual Canvas – Initial Mail (HEFs)
- Annual Canvas – Reminder Mail (HEFs)
- Annual Canvas – Final Reminder (HEFs)
- Annual Canvas – Initial to Register (ITRs)
- Annual Canvas – Reminder to Register (ITRs)
- Annual Canvas – Final Reminder to Register ((ITRs)
- Postal Vote Applications

The printing of voter registration forms (Household Enquiry Forms HEFs and Invitations to Register ITRs) information leaflets and envelopes for the purpose of the annual canvass; and associated mail house functions including their loading, sealing and posting via a postal provider or to be returned to the local authority for hand delivery – to be approved by the individual Councils.

The printing and posting out of day to day correspondence via a hybrid mail service on an ad hoc basis. This could include but not limited to ITRs, registration confirmations, postal and proxy forms and acknowledgements, opt-out acknowledgements and Type-A Reviews.

More detail is provided later in the specification.

4 - ELECTIONS

During the contract period the Councils will require the Goods for the following elections (which may also include any unexpected elections, e.g. by-elections, referenda, neighbourhood plan referendums, parish polls and those that have not yet been established in law such as MP recall petitions):

2017

May – Nottinghamshire County Council Elections
Annual Canvass

2018

Annual Canvass

2019

May / June – European Parliamentary Elections (?)
May – Local, District, Mayoral and Parish Council Elections
Annual Canvass

2020

May - UK Parliamentary Elections (These elections are run on a Parliamentary Constituency basis rather than Local Authority Area).
May – Police and Crime Commissioner Election
Annual Canvass

The Contract may also include additional referenda, by-elections and parish polls.

Note:

The requirements for the Annual Canvass may change from 2018 onwards, depending on the outcome of the pilot schemes currently taking place.

5 - QUALITY MANAGEMENT

The Contractor will have a quality management system accreditation ISO 9001:2008 or equivalent. If the Contractor does not have a formal ISO 9001:2008 accreditation they will need to show that the alternative accreditation or their own QMS system is the equivalent to ISO 9001:2008

6 - PERSONAL DATA AND DATA SECURITY

The Contractor will sign and adhere to the Data Processing Agreement (Annex B).

The Contractor will ensure that any sub-contractors processing personal data will sign an equivalent Data Processing Agreement (Annex B).

The successful contractor will also be required to complete the Council's Privacy Impact Assessment process

Personal Data is not to be disclosed to sub-contractors without the Council's permission. The Contractor may be required to complete additional Privacy Impact Assessments before the disclosure of personal data to sub-contractors.

The Contractor will have an information security accreditation ISO 27001 or equivalent. If the Contractor does not have a formal ISO 27001 accreditation they will

need to show that the alternative accreditation or their own QMS system is the equivalent to ISO 27001.

7 - BUSINESS CONTINUITY

The Contractor is to ensure it has a robust Business Continuity Management plan and process. This is to be provided to the Council on request.

8 - CONTRACT MANAGEMENT

The contractor shall provide a single, allocated Contract Manager to all the Councils. The Contract Manager shall be visit Council's when requested and resolve issues that have been escalated to them by the Councils.

9 - INSURANCES

The following insurance cover is to be obtained by the Contractor for the duration of the contract:-

- Public Liability - £5m
- Employers Liability - £5m

10 - SUB-CONTRACTORS

The Contractor is to inform the Council of any use of a sub-contractor used to supply the Goods. Any sub-contractor requires the Council's approval and the Councils reserves the right to reasonably refuse the use of any sub-contractor.

11 - VOLUME AND VALUE OF GOODS

The Contract will be awarded on a non-exclusive basis and there will be no guarantee of spend with the Contractor under the Contract. The Contractor should be aware that Council's budgets and priorities and models of provision are under constant review and there is no promise made by the Council to the Contractor/s with regards to the duration of contract, frequency of requirement and type of Goods and contract value.

Where a Council requests a service that it did not originally request (that is being provided at a contract rate to other Councils on the framework), it shall be charged at the same contract rate as the other Councils.

12 – PRICES

Prices will be fixed for the first two years of the contract. After this a CPI change will be applicable up to a maximum of 2%. The CPI change will be based on the rate in March 2019. March will be the CPI review date for future contract years after 2019.

13 – ARTWORK/PROOF AMENDMENTS

Where amendments need to be made to the artwork/proofs due to a Contractor error no charge shall be made.

Where the Council requires an amendment to be made to the artwork/proofs that is not due to a Contractor error a charge maybe made as per the Price List (Part 4)

No changes (additions, amendments, deletions) to print requirements/agreed proofs are to be made without the explicit permission of the Council. This applies to all requirements of the contract.

LOT 1 - SPECIFICATION

1A - ORDINARY POLLING CARDS

Approximate quantities for each future election, estimated based on previous figures. Parliamentary and local by-elections could be called on an ad-hoc basis.

Ordinary Polling Cards – Specification

In the format prescribed by legislation and printed on both sides.

To be mailed out.

To include polling station maps if required by the customer.

May be a requirements for A4 map – black ink on white paper.

A sample form is attached as Annex D for illustrative purposes only.

1B - POSTAL POLL CARDS

Postal Polling Cards – Specification

In the format prescribed by legislation and printed on both sides (on white card).

To be mailed out.

These cards may be printed on coloured paper, specified by individual Councils.

A sample form is attached as Annex E for illustrative purposes only.

1C - EMPTY PROPERTY POLL CARDS

These may be required by individual Councils. Quantities are unknown.

A sample form is attached as Annex F for illustrative purposes only.

For items 1A to 1C

The Contractor will be required to print the above materials from data supplied by the Councils' electoral registration software.

Prices must include all preliminary artwork, setting, and proofing. Proofs must be signed off by the relevant Council before printing. Live proofs shall be provided as required. No additional charges will be paid for the signing off of the proofs. All stationery and materials provided for the elections shall be supplied in compliance with the dates and timings given in a timetable to be agreed by both parties.

1D - BALLOT PAPERS AND TENDERED BALLOT PAPERS

The size of ballot papers will depend upon the number of candidates for each election. White paper would usually be used, unless otherwise instructed or if there are combined elections such as Parish, County, or European.

Ballot papers are printed on both sides, with a list of candidates and their addresses along with the appropriate party logo and official mark on the front and the unique identifying mark and ballot paper number, election date and election name on the

back in the format prescribed by legislation. The ballot paper numbers are to be sequential for each Ward / Division / Constituency or Region.

Tendered ballot papers are usually printed on pink paper and are printed on both sides, with a list of candidates and their addresses along with the appropriate party logo and official mark on the front and the unique identifying mark and ballot paper number, election date and election name on the back.

Ballot papers should be presented to Councils as specified by individual Councils and may be presented in Polling Station order. The quantities are likely to be in 100 papers per book ordinary ballot papers and 10, 20 or 25 papers per book for tendered ballot papers as specified by the individual Council. Books should be glued, stapled or stitched in accordance with individual Council requirements.

All ballot papers and tendered ballot papers to be returned to the Council.

1E - POSTAL VOTING PACKS – Indicative specification as follows:

Postal voting pack to include:

- Ballot paper
- Postal voting statement
- Instructions (written and pictorial)
- Outgoing envelope
- 'A' envelope
- 'B' envelope

Exact specification to be agreed with each individual Council (for example, some Councils will require a one piece mailer with the ballot paper and/or envelope A attached to the postal voting statement, some will require postal voting statement separate from the envelopes and so on).

The Contractor must arrange for accreditation of the envelopes by Royal Mail or any other postal provider.

The postal voting statement design and ballot paper size to be in line with the relevant regulations.

All packs to be personalised with elector information, variable Ward / Division / Constituency or Regional information and unique elector barcodes. Also, to include relevant Councils return address and Ward / Division / Constituency or Region name. The ballot paper, postal voting statement and envelope A will be numbered consecutively, starting at 1 for each Ward / Constituency or Region. Alternatively the individual Council may specify the starting number. The format of each postal pack shall be agreed with the individual Council.

When loaded each pack must contain the matching numbered documents.

Enclosed and fully personalised packs to be handed to Royal Mail or other postal provider direct from the print supplier.

All extractions are to be dealt with by the printing supplier if required or individual Council to visit print premises and inspect/carry out own extraction if required. Extracted packs to be returned to the relevant Council if required.

A full list of packs spoiled and subsequently reprinted, or delayed during the printing process must be provided to each Council, before the initial packs are handed to postal provider.

The Contractor will provide facilities for individual Councils to visit the printing facilities where postal vote packs are produced to enable them to carry out an audit prior to the packs being posted out.

Should any of the Councils wish to load their own postal ballot packs then these packs are to be processed as above packs but ballot paper(s) provided separately. Postal ballot packs and ballot papers to be couriered to the relevant Customer as per the individual arrangement.

1.1E Combined Election

The Contractor will design a combined postal pack to facilitate any combined elections as required.

1.2E Blank Packs

Individual Councils will also require blank postal packs.
Individual Councils may require them numbering.

LOT 2 - SPECIFICATION

2A – HOUSEHOLD ENQUIRY FORMS - ANNUAL CANVASS

Legislation requires each local authority (Council) to undertake an annual canvass with a view to compiling a new register of electors each year. The process is prescribed by law and requires the sending of up to three forms to each property in the relevant Council's area and a minimum of one personal visit to each property where no response has been received.

Individual Councils will produce a canvass form, information sheets, and envelopes. The canvass forms will include the personalised details of the recipient (address and registration details). In addition, an Invitation to Register will need to be sent to new electors identified on canvass forms.

2.1A – HEF Electoral Registration Canvass Form – Specification

A sample form is attached as Annex G for illustrative purposes only.

A sample form HEF Empty Property Form is attached as Annex H for illustrative purposes only

2.2A – HEF Initial Mail

Outgoing Envelope to comprise Electoral Registration Form folded twice and inserted, BRE or window envelope and A4 two-side leaflet (optional) folded and inserted. The printer shall load the electoral registration form, the return envelope and the leaflet (where requested) into the outgoing envelope.

The outgoing envelopes should be sealed and the printer shall arrange for the handover of the mail to Postal Provider in accordance with their requirements unless otherwise requested by the relevant Council.

The Contractor must arrange for accreditation of the outgoing and return envelopes by Royal Mail or any other postal provider. The relevant Council will be responsible for giving the Contractor access to their Online Business Account. Please note that individual Councils may have different procedures in place – e.g. returned to Councils for hand delivery.

2.3A - Indicative specification for the HEF Annual Canvass is set out below.

2.3.1A – Annual Canvass Initial Mail Form:

- Size A3
- White 80 gsm laser paper
- Printed 2 colours face and reverse as specified by individual Councils.
- Personalised with local variable data:
- Elector details, variable text letter (as per individual Council requirements) security codes, logo, bar codes and contact details

2.3.2A Outgoing Envelope

- Overprinted with personalised Council logo, PPI licence number and 2nd class impression and any other information required by the customer. Specification to be agreed with each individual Council.

N.B. Some Council's require just one envelope designed for outgoing and return.

2.3.3A - Return Envelope (if required)

- Overprinted with the relevant Council's return address, business reply plus licence 2nd class
- Flap to be printed with text as specified by individual Councils
- Specification to be agreed with each individual Council.

2.4A – HEF Annual Canvass Reminder Mail (if required)

The electoral registration form shall be the same as the Initial Mail but with the word “Reminder” printed on the face of the form. Outgoing and Return envelopes will be required to be in a similar format to the original mailing. Despatch shall be the same as for the Annual Canvass Initial Mail.

2.5A – HEF Annual Canvass Final Reminder Mail (if required)

- The electoral registration form shall be the same as the Initial Mail but with the appropriate reminder wording printed on the face of the form.
- Outgoing or Return envelopes may be required.
- No leaflet is required.
- Deliver to relevant Council in an order prescribed by the customer

2.6A - INVITATIONS TO REGISTER (ITR) - ELECTORAL REGISTRATION CANVASS

A sample form is attached as Annex I for illustrative purposes only.

2.7A - Indicative specification for ITRs is set out below.

2.7.1A – ITR Initial Mail Form:

- Size A3
- White 80 gsm laser paper
- Printed black and white/2 colours face and reverse as specified by individual Councils.
- Personalised with local variable data:
 - Elector details, variable text letter (as per individual Council requirements) security codes, logo, bar codes and contact details

2.7.2A - Outgoing Envelope

- Overprinted with personalised Council logo, PPI licence number and 2nd class impression and any other information required by the customer. Specification to be agreed with each individual Council.

N.B. Some Council's require just one envelope designed for outgoing and return.

2.7.3A - Return Envelope (if required)

- Overprinted with the relevant Council's return address, business reply plus licence 2nd class
- Flap to be printed with text as specified by individual Councils
- Specification to be agreed with each individual Council.

2.8A – ITR Reminder Mail (if required)

The ITR shall be the same as the Initial Mail but with the word “Reminder” printed on the face of the form. Outgoing and Return envelopes will be required to be in a similar format to the original mailing. Despatch shall be the same as for the ITR Initial Mail.

2.9A – ITR Final Reminder Mail (if required)

- The ITR shall be the same as the Initial Mail but with the appropriate reminder wording printed on the face of the form.
- Outgoing or Return envelopes may be required.

Deliver to relevant Council in an order prescribed by the customer

3 - Printing and Despatch of Postal Vote Applications

This part of the Services may be required by individual Councils only. If an elector requests a postal vote they will receive a postal vote application. The Contractor would be required to print this application form with variable data including elector details and barcodes with the instructions on the back, a despatch envelope, a cover letter (approved by individual Council) and a Business Reply Envelope if required by the individual Council.

4 - Printing and Processing of Data

The Contractor will be required to print the above materials from data supplied by the relevant Councils electoral registration software. There must be a system in place to ensure the secure transfer/receipt of this data. Currently the Councils use the following software:

Name of Council	Software
Ashfield DC	Xpress
Bassetlaw DC	Xpress
Broxtowe BC	Halarose
Gedling BC	Xpress
Mansfield DC	Halarose
Newark and Sherwood DC	ldox
Nottingham City	Xpress
Rushcliffe BC	Xpress

Prices must include all preliminary artwork, setting, and proofing. Proofs must be signed off by the relevant Council before printing. Live proofs shall be provided as

required by the Councils. No additional charges will be paid for the signing off of the proofs. All stationery and materials provided for the canvass shall be supplied in compliance with the dates, timings and timetable as required by the individual Council.

No changes (additions, amendments, deletions) to print requirements/agreed proofs are to be made without the explicit permission of the Council. This applies to all requirements of the Contract.