

Urgent Cabinet Report/Delegated Decision Form

Report/Decision Title	MFD Refresh
Date of request	10 March 2025
Date of meeting/decision	

Urgent – General Exception - Reasons for urgency outlined below

Our corporate Multifunction Devices & Print Management Software contract is due to expire in June 2025. Council officers have undertaken a significant period of market research and cost comparisons and have concluded that renewing with our incumbent supplier via the Crown Commercial Services RM6174 framework for Multi-functional Devices (MFDs), Print and Digital Workflow Software Services & Managed Print Service Provision is the most cost-effective outcome, whilst providing minimal levels of disruption to staff. The supplier has indicated a 3-month implementation window to meet our June deadline of replacing 60+ units across the whole Council, in a 'hot swap' approach. This approach will negate the need to store devices onsite with no additional costs. A full rollout plan will be developed with the supplier and communicated to site managers and key contacts.

I confirm that the relevant chair of Scrutiny and Improvement Committee (or if there is not chair, the whole committee individually) and the Cabinet Member have been informed by notice in writing of the decision to be taken.

Officer name (Delegated Power Author)	Anthony Smith	Officer Signature		Date	11/03/25
Assistant Director Name	John Bulman	Assistant Director signature		Date	12-03-25

This urgent report/decision has been seen and agreed by the following:

Officer / Member	Signature
Managing Director	
Section 151 Officer	
Monitoring Officer	