

**South Yorkshire Mayoral Combined Authority
Officer Scheme of Delegation
Record of Officer Decision Form
(Regulation 7 of The Openness of Local Government Bodies Regulations 2014)**

Please send this completed form to: SYMCAMeetings@southyorkshire-ca.gov.uk

1	Subject of decision/report title:	MFD Contract Extension
2	Decision Date:	31 January 2023
3	Background/reason for decision/purpose of report:	The current 3 year agreement ends in April 2023
4	Options considered:	If we did nothing then SYMCA would have no access to printing and scanning services. Based on usage, it is usually recommended to replace the MFD fleet every three years. However, the MFDs have been widely underutilised due to the Covid pandemic and changes in printing habits, which means they can continue to serve the organisation's demand. For this reason we have decided to extend the current contract for a further 2 years.
5	Decision:	To extend current contract at a cost of £16,000 via contract extension for the supply and maintenance of the MFD fleet for a further two years with Annodata Ltd under the terms of the Crescent Purchasing Consortium (CPC) Framework
6	Background documents:	Internal – Executive Director of Resource and Investment
7	Type of decision Key/Non-Key:	Non-Key
8	Officer making decision: (Director or Statutory Officer)	Gareth Sutton S73 Officer
9	Contact details (telephone number or email):	Gareth.Sutton@SouthYorkshire-CA.gov.uk
10	Does the decision maker have a conflict of interest?	No

11	Consultations (where appropriate):	No consultations were required.
12	Any Legal, Financial, or Equality Implications considered:	
13	Have Finance Team confirmed budget availability	Yes Budget code: REDACTED
14	Signature (Stat Officer or Director) and Date:	SIGNATURE REDACTED 31 January 2023

For Democratic Services Team use only:	
Date received by Governance Team:	31/01/2023
Processed by:	Sarah Pugh, Democratic Services Officer
Dem Services Ref No:	2023-02