

**TO: THE MONITORING OFFICER  
(TOM CLARK, SOLICITOR TO THE COUNCIL)**

**RECORD OF ACTION TAKEN BY A CABINET MEMBER  
UNDER DELEGATED POWERS**

<b>Subject: MFD Contract</b>	
<b>Cabinet Member:</b> Mandy Thomas-Atkin	
<b>Has the Cabinet Member received a report prior to making the decision?</b>	<b>No</b>
<b>In the case of a key decision where the Cabinet Member has received a report, please state the date a copy of the report was made available to the Chair of the relevant Scrutiny Committee and placed in the public domain:</b>	
<b>Record of decision taken:</b> Present Multi-Function Device (MFD - Printing and copying) contract ends October 2018. A collaborative tender with Crawley and Horsham District Councils using a mini competition under a framework agreement has identified a preferred bidder. Cost of new contract is in the region of £29k p.a. compared to the current £42k.	
<b>Date of decision:</b> 8/3/2018	
<b>Statement of reasons for making the decision:</b> Awarding new contract to preferred bidder.	
<b>Alternative options considered and rejected:</b> The present company holding the contract were invited in the tender procedure but refrained from participating.	
<b>Code of Conduct Interest of Cabinet Members?</b> If yes, please advise on the nature and whether dispensation in place  <b>NO</b>	
<b>Is the decision to be protected from call-in? (i.e if any delay would seriously prejudice the Council's or the public's interest) - see Scrutiny Procedure Rule 14 (M)</b>	<b>No</b>
<b>If so, please state:</b>	

**Signed:** .....  
**Cabinet Member**

**This record must be forwarded immediately to the Monitoring Officer (TC) and copied to the relevant Cabinet Member.**

**For Monitoring Officer**

<b>Date of publication of Member Information Service Bulletin</b>	
<b>Date of decision can be implemented</b> (on the Thursday after publication of the Member Information Service Bulletin, unless already protected from call-in)	