



DECISION NO: PCCG-2015-041	
<u>OFFICE OF POLICE AND CRIME COMMISSIONER</u>	
LEAD CHIEF OFFICER:	Shelley Bosson – Chief Executive
TITLE:	Provision of a Business Management System
DATE:	26th June 2015
TIMING:	Urgent
PURPOSE:	For Approval
1.	<u>RECOMMENDATION</u>
1.1	It is recommended that a contract is awarded to Bramble Hub Ltd for the installation of a Business Management System for the Office of the Police and Crime Commissioner (OPCC). The Contract is for a period of five (5) years inclusive of maintenance and support provisions, and specific licences for the full duration. The contract is awarded as per paragraph 63(c) of the Manual of Corporate Governance.
2.	<u>INTRODUCTION & BACKGROUND</u>
2.1	The OPCC require a Business Management Software Solution. The solution is required to manage all areas of OPCC business and will enable multiple sources of data to be brought together to allow analysis and reporting against the Police and Crime Plan and assist with planning, allocating and execution of tasks in a consistent manner. Managers will be better placed to deal with workflows across the organisation
2.2	After reviewing all the routes to market available for the OPCC, it is recommended that a direct award is made in accordance with the joint Crown Commercial Services (CCS) and Eastern Shires Purchasing Organisation (ESPO) framework for Local Authority Software Applications (LASA).
2.3	A Sourcing Strategy was approved by the Police and Crime Commissioner (PCC) on 18 May, which recommended that a quotation was sent to the single suitable provider available on the Framework.
2.4	A quotation was issued to Bramble Hub Ltd, who responded with a solution in partnership with InPhase Ltd.
2.5	The response to the quotation was reviewed by Procurement, and evaluated by representatives from the Shared Resource Service (SRS) and the OPCC. A number of clarification questions were posed to Bramble Hub and the responses were evaluated by the panel. Based on responses the panel agreed that the solution offered was acceptable and fit for purpose.
3.	<u>ISSUES FOR CONSIDERATION</u>

3.1	The nature of the relationship between the two companies was clarified in the response confirming that Bramble Hub will take a commercial and account role, whilst InPhase will lead the delivery, implementation and support role. The software solution is an off-the-shelf product engineered by InPhase Ltd. This relationship between the two parties is covered by the Terms and Conditions of the Crown Commercial Services (CCS) framework.												
4.	<u>NEXT STEPS</u>												
4.1	On approval of this report a contract document will be drafted based on the information provided in the quotation response and subsequent clarification responses. This will form the basis of the contract and require approval (signatory) by the Supplier and the PCC.												
4.2	Representative from SRS have been involved in this process and have a timetable for the intended award of contract, in order to plan the project implementation with the lead from the OPCC.												
4.3	Bramble Hub/ InPhase have stipulated that the quotation is only valid until 29 of June. It is required therefore that on approval of the report the contract documentation is issued to Bramble Hub with sufficient time for all parties to add their respective signatures.												
5.	<u>FINANCIAL CONSIDERATIONS</u>												
5.1	The budget for this system was £57,000 inclusive of installation, licences and support and maintenance for five (5) year duration. The quotation provided is under-budget by £408.												
5.2	<p>The quotation has been provided with a breakdown of payment costs for the five (5) year contract duration.</p> <ul style="list-style-type: none">• The installation and associated development and project management costs require payment within 30 days of the installation (end of July). An invoice will be received with the signed contract to be value of £22,320.• The initial licence costs are also required by the end of July to the value of £17,136.• The technical support, software maintenance associate with the licences for the five (5) year duration are payable July 2015, and then annually to July 2019. <p>It should therefore be noted that the 2015/2016 cost is £42,883.20.</p> <p>Payment for this contract is broken down as follows:</p> <table><tr><td>Jul-15</td><td>Jul-16</td><td>Jul-17</td><td>Jul-18</td><td>Jul-19</td><td>TOTAL COST</td></tr><tr><td>£42,883.20</td><td>£3,427.20</td><td>£3,427.20</td><td>£3,427.20</td><td>£3,427.20</td><td>£56,592.00</td></tr></table>	Jul-15	Jul-16	Jul-17	Jul-18	Jul-19	TOTAL COST	£42,883.20	£3,427.20	£3,427.20	£3,427.20	£3,427.20	£56,592.00
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6.	<u>PERSONNEL CONSIDERATIONS</u>												
6.1	The installation of the system will draw on resource from both the SRS and the OPCC; however this has been factored into the appropriate work plans.												

7.	<u>LEGAL IMPLICATIONS</u>
7.1	There are no legal implications identified with the award of the contract. The quotation process and subsequent award was undertaken and completed in line with the joint CCS & ESPO framework guidance. The relationship between the awarded supplier (Bramble Hub Ltd) and the Software provider (InPhase Ltd) has been confirmed in the quotation response.
8.	<u>EQUALITIES AND HUMAN RIGHTS CONSIDERATIONS</u>
8.1	This proposal has been considered against the general duty to promote equality, as stipulated under the Single Equality Scheme and has been assessed not to discriminate against any particular group.
8.2	In preparing this report, consideration has been given to requirements of the Articles contained in the European Convention on Human Rights and the Human Rights Act 1998.
9.	<u>RISK</u>
9.1	There are no foreseeable risks associated with the award of this contract.
10.	<u>PUBLIC INTEREST</u>
10.1	There are no reasons why this information cannot be disclosed to the public.
11.	<u>CONTACT OFFICER</u>
11.1	Rachael Barton, Senior Procurement Officer
12.	<u>ANNEXES</u>
12.1	<p>Sourcing Strategy (as approved by the PCC)</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  Sourcing Strategy V3.doc </div> <div style="text-align: center;">  PCC Signature SS V3.pdf </div> </div>

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Consultation:	Tick to confirm (if applicable)
Financial The Chief Finance Officer has been consulted on this proposal.	✓
OPCC (insert name) The Chief Executive has reviewed the request and is satisfied that it is correct and consistent with the PCC's plans and priorities.	✓
Legal The legal team have been consulted on this proposal.	N/A
Equalities The Equalities Officer has been consulted on this proposal.	N/A

Chief Executive/ Deputy Chief Executive: I have been consulted about the proposal and can confirm that financial, legal, equalities etc... advice has been taken into account in the preparation of this report. I am satisfied that this is an appropriate report to be submitted to the Police and Crime Commissioner for Gwent.
Signature: S A B
Date: 26/06/15

Police and Crime Commissioner for Gwent I confirm that I have considered whether or not I have any personal or prejudicial interest in this matter and take the proposed decision in compliance with the Code of Conduct. The above request has my approval.
Signature: /a jo L 865
Date: 29-6-15