

<b>DECISION NUMBER: PCCG-2020-062</b>	
<b><u>OFFICE OF THE POLICE AND CRIME COMMISSIONER</u></b>	
<b>LEAD CHIEF OFFICER:</b>	<b>Nigel Stephens, Assistant Chief Officer Resources</b>
<b>TITLE:</b>	<b>Contract for Provision of an Accommodation and Travel System</b>
<b>DATE:</b>	<b>18/03/2021</b>
<b>TIMING:</b>	<b>Urgent</b>
<b>PURPOSE:</b>	<b>For Decision</b>
<b>1.</b>	<b><u>RECOMMENDATION</u></b>
1.1	In accordance with paragraphs 84-86 of the Manual of Corporate Governance Part 3e – Standing Orders Relating to Contracts, it is recommended to award the Contract for Provision of an Accommodation and Travel System to Corporate Travel Management Ltd.
<b>2.</b>	<b><u>INTRODUCTION &amp; BACKGROUND</u></b>
2.1	The Procurement Departments in Gwent, South Wales and Dyfed Powys required a new booking system to book, for their respective forces, travel and accommodation for Officers and Staff.
2.2	The previous contract, undertaken through a National Procurement Service (NPS) framework had lapsed and new procurement for a replacement system was needed. The previous framework was no longer available, so a mini competition under a Crown Commercial Services (CCS) framework was undertaken. As the three forces used the previous system, a joint procurement was undertaken, however each force will have their own call of contract with the supplier.
2.3	The new system will be accessed through a CCS portal with the successful supplier's solution accessed through this portal.
<b>3.</b>	<b><u>ISSUES FOR CONSIDERATION</u></b>
3.1	A mini competition was undertaken under Lot 4 of the CCS Public Sector Travel and Venue Solutions Framework. Using the CCS framework gives access to government rates for hotels and preferential pricing.
3.2	The mini-competition was issued on the 24/09/2020 with a closing date of the 07/10/2020.
3.3	The procurement was completed on the e-tender Wales portal. Two suppliers accessed the documents on the system.  Two bids were received in total, from Corporate Travel Management Ltd (CTM) and Capita Travel and Events

3.4	The evaluation criteria within the tender was set out as:- Technical Response – 50% Commercial Response – 50%
3.5	The evaluation was undertaken by representatives from the 3 forces involved. Clarification was required in regards to the reclaiming of tax, following presentations from the supplier. Due to the time taken to resolve this, the suppliers were asked to confirm the original bids were still valid. Both suppliers confirmed, so the evaluation remained.
<b>4.</b>	<b><u>NEXT STEPS</u></b>
4.1	Upon approval of this report, in accordance with the Public Contract Regulations and Paragraph 89 of the Force Manual of Governance Part 3e – Standing Orders Relating to Contracts, all unsuccessful bidders who submitted a bid will be issued with a feedback letter that also contains details of our intention to award. The letters will be sent via the e-tender Wales website.
4.2	The preferred bidders will receive an Intent to Award letter.
<b>5.</b>	<b><u>FINANCIAL CONSIDERATIONS</u></b>
5.1	Due to the fluctuations of travel and the current COVID restrictions, a definite value of the contract is hard to obtain.  As part of the commercial evaluation, 2019-2020 financial year's data was used as a benchmark and an average cost of Travel and Accommodation was used based on frequent locations travelled to by rail and cities with frequent hotel stays.
5.2	The values for Gwent Police based on the above would be circa £278,528.00 for a 4 year contract.
5.3	The above price includes the cost of the bookings with the Hotels and cost of Rail tickets plus a set processing fee.
<b>6.</b>	<b><u>PERSONNEL CONSIDERATIONS</u></b>
6.1	Not Applicable.
<b>7.</b>	<b><u>LEGAL IMPLICATIONS</u></b>
7.1	The Contract will be awarded under the CCS Frameworks Terms and Conditions, these are Terms and Conditions that have been created and tailored for a Booking System.
<b>8.</b>	<b><u>EQUALITIES AND HUMAN RIGHTS CONSIDERATIONS</u></b>
	This report has been considered against the general duty to promote equality, as stipulated under the Strategic Equality Plan and has been assessed not to discriminate against any particular group.  Consideration has been given to requirements of the Articles contained in the European Convention on Human Rights and the Human Rights Act 1998 in preparing this report.

<b>9.</b>	<b><u>RISK</u></b>
9.1	With no contract in place, the cost for processing bookings will be higher and will not provide value to the force.
<b>10.</b>	<b><u>PUBLIC INTEREST</u></b>
10.1	This report is not to be published until after the contract is awarded and the contracts have been signed. A redacted contract will be published on BLPD
<b>11.</b>	<b><u>CONTACT OFFICER</u></b>
11.1	Rhys Hough , Senior Procurement Officer
<b>12.</b>	<b><u>ANNEXES</u></b>
12.1	None.

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**Office of the Chief Constable**

I confirm that Contract for Provision of an Accommodation and Travel System report has been discussed and approved at a formal Chief Officers' meeting.

It is now forwarded to the OPCC for approval purposes.

**Signature:**



**Date:**

19.03.2021

**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:**



**Date:** 09/04/21

