

DECISION NO: PCCG-2017-013	
<u>OFFICE OF POLICE AND CRIME COMMISSIONER</u>	
LEAD CHIEF OFFICER:	Nigel Stephens – Assistant Chief Officer - Resources
TITLE:	Provision and Maintenance of Multi-Functional Devices
DATE:	01 March 2017
TIMING:	Urgent
PURPOSE:	For decision
1.	<u>RECOMMENDATION</u>
1.1	It is recommended that the contract for the Provision and Maintenance of Multi-Functional Devices be awarded to Tenderer H, in accordance with paragraph 84 of the Manual of Governance.
1.2	The contract is to be awarded for four (4) years, to start on 1 April 2017.
2.	<u>INTRODUCTION & BACKGROUND</u>
2.1	The current contract for the Provision and Maintenance of Multi-Functional Devices (MFDs) was awarded following a mini-competition under an OGC Framework Agreement in March 2011. The contract was then extended in order to allow time for the National Procurement Service (NPS) for Wales to put in place a MFD Framework Agreement, and to run a mini-competition at the same time as the Framework process.
2.2	Both the South Wales Police ICT Lead and a Senior Procurement Officer from Gwent Police had significant input into the scope and content of the NPS framework agreement to ensure it was fit for purpose.
2.3	The mini-competition was led by the Police and Crime Commissioner (PCC) for Gwent on behalf of the PCC for Gwent, the PCC for South Wales, the PCC for Dyfed Powys, Monmouthshire County Council and Torfaen County Borough Council.
3.	<u>ISSUES FOR CONSIDERATION</u>
3.1	As part of the Invitation to Tender (ITT) process for the Framework Agreement, Tenderers had to successfully pass all Pass/Fail criteria within the Pre-Qualification Questionnaire (PQQ) in order to be evaluated on Most Economically Advantageous Tender (MEAT) evaluation criterion. The Framework Agreement was evaluated on a cost/quality split of 30% Price and 70% Quality. The top 10 suppliers were then awarded to the Framework Agreement. The Further Competition ITT was issued at the same time as the Framework Agreement as an Annex. The same criteria used for cost and quality for the Framework Agreement was then applied to the submissions of the Tenderers that were awarded to the Framework Agreement, however the cost/quality split was 70% Price and 30% Quality, in accordance with the ITT

	guidance.																																																												
3.2	<p>Below is a full breakdown of scores achieved by the ten (10) Tenderers for their response to the Further Competition ITT;</p> <table border="1"> <thead> <tr> <th colspan="5">FURTHER COMPETITION SCORES</th> </tr> <tr> <th>Supplier</th> <th>Technical Score (out of 300)</th> <th>Commercial Score (out of 700)</th> <th>Overall Score</th> <th>Position</th> </tr> </thead> <tbody> <tr> <td>Supplier H</td> <td>267.000</td> <td>551.811</td> <td>818.811</td> <td>1</td> </tr> <tr> <td>Supplier P</td> <td>276.000</td> <td>504.768</td> <td>780.768</td> <td>2</td> </tr> <tr> <td>Supplier D</td> <td>288.000</td> <td>482.988</td> <td>770.988</td> <td>3</td> </tr> <tr> <td>Supplier K</td> <td>300.000</td> <td>461.667</td> <td>761.667</td> <td>4</td> </tr> <tr> <td>Supplier B</td> <td>199.500</td> <td>535.332</td> <td>734.832</td> <td>5</td> </tr> <tr> <td>Supplier C</td> <td>231.000</td> <td>491.081</td> <td>722.081</td> <td>6</td> </tr> <tr> <td>Supplier L</td> <td>279.000</td> <td>394.728</td> <td>673.728</td> <td>7</td> </tr> <tr> <td>Supplier Q</td> <td>246.000</td> <td>417.969</td> <td>663.969</td> <td>8</td> </tr> <tr> <td>Supplier A</td> <td>267.000</td> <td>347.191</td> <td>614.191</td> <td>9</td> </tr> <tr> <td>Supplier E</td> <td>297.000</td> <td>249.532</td> <td>546.532</td> <td>10</td> </tr> </tbody> </table> <p>The evaluation panel agreed the scores detailed in the table above at a consensus meeting facilitated by the NPS MFD Framework lead.</p>	FURTHER COMPETITION SCORES					Supplier	Technical Score (out of 300)	Commercial Score (out of 700)	Overall Score	Position	Supplier H	267.000	551.811	818.811	1	Supplier P	276.000	504.768	780.768	2	Supplier D	288.000	482.988	770.988	3	Supplier K	300.000	461.667	761.667	4	Supplier B	199.500	535.332	734.832	5	Supplier C	231.000	491.081	722.081	6	Supplier L	279.000	394.728	673.728	7	Supplier Q	246.000	417.969	663.969	8	Supplier A	267.000	347.191	614.191	9	Supplier E	297.000	249.532	546.532	10
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3.3	<p>It should be noted that whilst five organisations committed to the Further Competition in order to appoint a single supplier for the Provision and Maintenance of Multi-Functional devices, South Wales Police (SWP) have decided to withdraw from the process. This was due to the fact that the evaluation methodology was deemed not appropriate for the requirements of South Wales Police upon closer review, as SWP have a very different MFD strategy to the other organisations that are part of this Further Competition. The evaluation methodology does ensure value for money is being achieved for the remaining four organisations, and a Procurement lead from each organisation has confirmed in writing their commitment to use this contract once awarded.</p>																																																												
4.	<u>NEXT STEPS</u>																																																												
4.1	<p>On approval of the report, Tenderer H will be sent an Intention to Award letter subject to successful completion of Vetting of relevant staff to NPPV Level 2. The unsuccessful Tenderers will be notified of the outcome confirming their scores and that of the successful Tenderer. It is expected that the contract will commence on 1 April 2017.</p>																																																												
5.	<u>FINANCIAL CONSIDERATIONS</u>																																																												
5.1	<p>Due to South Wales Police withdrawing from this Further Competition process, a formal clarification was sent to Tenderer H to confirm if they were prepared to hold their pricing. Formal confirmation that they would hold their pricing</p>																																																												

	structure was received from Tenderer H.
5.2	<p>Based on the pricing submitted by Tenderer H, and anticipating the same number of MFDs and number of copies, the spend on this contract for the full four (4) year term for each organisation is anticipated to be as follows;</p> <p>Police and Crime Commissioner for Gwent – £272k</p> <p>Police and Crime Commissioner for Dyfed – £342k</p> <p>Torfaen County Borough Council – £300k</p> <p>Monmouthshire County Council – £1.2m (which includes school spend. Schools have delegated budget so whilst this contract will be promoted by MCC, use of it cannot be mandated)</p> <p>Therefore the full contract value is anticipated to be approximately £2.1m.</p>
5.3	<p>Based on the pricing submitted by Tenderer H, a benchmarking exercise was completed by PCC for Gwent and PCC for Dyfed Powys to compare the current costs with incumbent providers against the new costs proposed by Tenderer H.</p> <p>The Police and Crime Commissioner for Gwent anticipate an annual saving of approximately £12k, therefore a four year contract saving of approximately £48k. Following a print audit, any reduction in MFDs will increase these savings.</p> <p>The Police and Crime Commissioner for Dyfed Powys anticipate an annual saving on a like for like basis of approximately £22k, therefore a four year contract saving of approximately £88k. It should be noted that DPP will be looking into the implementation of follow-me printing. It is anticipated that by including the software costs, the savings will be approximately £9k per annum, therefore approximately £37k for the contract term. Following a print audit, any reduction in MFDs will increase these savings.</p>
6.	<u>PERSONNEL CONSIDERATIONS</u>
6.1	As part of this contract there will be no internal staffing/personnel implications above and beyond the normal requirements of the current service provided to the Commissioner excluding the implementation period. For the implementation period, the IT team for each organisation will need to facilitate the removal, installation and networking of all MFDs, and receive training on the appropriate software.
7.	<u>LEGAL IMPLICATIONS</u>
7.1	The NPS MFD Framework Agreement was awarded in compliance with the Public Contracts Regulations 2015. The Further-Competition was issued and evaluated in line with the framework terms.
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 Strategic Equality Plan 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	It is essential that this contract is awarded as soon as possible to ensure that each organisations' spend on MFDs is compliant in line with the Public Contract Regulations and also each organisations' Standing Orders.
9.2	If this contract is not awarded, the anticipated savings will not be achieved.
10.	<u>PUBLIC INTEREST</u>
10.1	Following approval of this report, this document will be made available to the Public.
11.	<u>CONTACT OFFICER</u>
11.1	Natalie Noble, Senior Procurement Officer.
12.	<u>ANNEXES</u>
12.1	None

For OPCC use only

Office of the Chief Constable

I confirm that the Provision and Maintenance of Multi-Functional Devices report has been discussed and approved at a formal Chief Officers' meeting. It is now forwarded to the OPCC for approval purposes.

Signature:



Date: 08.03.17

	Tick to confirm (if applicable)
Financial The Chief Finance Officer has been consulted on this proposal.	✓
OPCC (insert name) The Chief Finance Officer 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 of Staff

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:



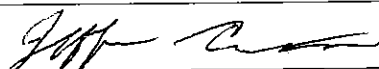
Date: 10/03/17

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:

10/3/17

