

DECISION NO: PCCG-2015-037

OFFICE OF THE POLICE & CRIME COMMISSIONER

LEAD CHIEF OFFICER:

Nigel Stephens – Assistant Chief Officer - Resources

TITLE:

Provision of Paper

DATE:

8 June 2015

TIMING:

Urgent

PURPOSE:

Approval

1.

RECOMMENDATION

1.1

It is recommended that the contract for Supply of Paper be awarded to Office Depot through the National Procurement Service (NPS) framework, in accordance paragraph 63 (c) of the Manual of Governance.

1.2

The contract is to commence on the 1 July 2015 until the 18 January 2017 with an option to extend for an additional two annual extensions in line with the NPS framework.

2.

INTRODUCTION & BACKGROUND

2.1

Gwent's current arrangement for the supply of paper was an interim collaborative arrangement for six months, for Gwent, South Wales and Dyfed Powys. This arrangement was put in place until the NPS framework was awarded.

2.2

In January 2015, NPS awarded their framework for paper for a period of two years with an option to extend for a further two annual periods. There were four suppliers awarded to the framework which is available for all public sector organisations in Wales to utilise.

2.3

Following award by NPS, guidance notes on how to utilise the framework were issued. Guidance stated the framework could be utilised by direct award to one supplier through a benchmarking exercise or carry out a mini competition between the four suppliers on the framework.

3.

ISSUES FOR CONSIDERATION

3.1

Gwent led on this collaborative contract, and benchmarking for the four forces in Wales, Gwent, South Wales, Dyfed Powys and North Wales was carried out. Their paper requirements and usage data for the past twelve months were provided to assist with the benchmarking exercise.

3.2

Five paper products were identified as the main items based on high usage between the forces; these products formed the basis of the exercise. Other products were looked at by individual forces due to their own high usage, but these products did not make the top five.

3.3	<p>Below is a table of the high usage items (no. of sheets) broken down per force;</p> <table border="1" data-bbox="284 257 1414 862"> <thead> <tr> <th data-bbox="284 257 513 360">Item</th> <th data-bbox="513 257 692 360">Gwent</th> <th data-bbox="692 257 871 360">South Wales</th> <th data-bbox="871 257 1050 360">Dyfed Powys</th> <th data-bbox="1050 257 1228 360">North Wales</th> <th data-bbox="1228 257 1414 360">Total</th> </tr> </thead> <tbody> <tr> <td data-bbox="284 360 513 463">A4 80gsm White</td> <td data-bbox="513 360 692 463">6,171,500</td> <td data-bbox="692 360 871 463">17,087,500</td> <td data-bbox="871 360 1050 463">1,635,000</td> <td data-bbox="1050 360 1228 463">4,526,700</td> <td data-bbox="1228 360 1414 463">29,420,700</td> </tr> <tr> <td data-bbox="284 463 513 566">A3 80gsm White</td> <td data-bbox="513 463 692 566">20,000</td> <td data-bbox="692 463 871 566">603,000</td> <td data-bbox="871 463 1050 566">18,500</td> <td data-bbox="1050 463 1228 566">20,000</td> <td data-bbox="1228 463 1414 566">661,500</td> </tr> <tr> <td data-bbox="284 566 513 669">A4 100gsm White</td> <td data-bbox="513 566 692 669">75,000</td> <td data-bbox="692 566 871 669">0</td> <td data-bbox="871 566 1050 669">166,000</td> <td data-bbox="1050 566 1228 669">0</td> <td data-bbox="1228 566 1414 669">241,000</td> </tr> <tr> <td data-bbox="284 669 513 772">SRA3 80gsm White</td> <td data-bbox="513 669 692 772">0</td> <td data-bbox="692 669 871 772">231,000</td> <td data-bbox="871 669 1050 772">0</td> <td data-bbox="1050 669 1228 772">0</td> <td data-bbox="1228 669 1414 772">231,000</td> </tr> <tr> <td data-bbox="284 772 513 862">SRA3 100gsm White</td> <td data-bbox="513 772 692 862">0</td> <td data-bbox="692 772 871 862">189,000</td> <td data-bbox="871 772 1050 862">0</td> <td data-bbox="1050 772 1228 862">0</td> <td data-bbox="1228 772 1414 862">189,000</td> </tr> </tbody> </table>	Item	Gwent	South Wales	Dyfed Powys	North Wales	Total	A4 80gsm White	6,171,500	17,087,500	1,635,000	4,526,700	29,420,700	A3 80gsm White	20,000	603,000	18,500	20,000	661,500	A4 100gsm White	75,000	0	166,000	0	241,000	SRA3 80gsm White	0	231,000	0	0	231,000	SRA3 100gsm White	0	189,000	0	0	189,000
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3.4	<p>A price comparison was then carried out on the high usage items and the four suppliers on the framework. Below is a table detailing the price comparison (total cost for usage) for the four forces;</p> <table border="1" data-bbox="284 1003 1414 1608"> <thead> <tr> <th data-bbox="284 1003 513 1106">Item</th> <th data-bbox="513 1003 692 1106">Total Usage</th> <th data-bbox="692 1003 871 1106">Corporate Express</th> <th data-bbox="871 1003 1050 1106">Office Depot</th> <th data-bbox="1050 1003 1228 1106">Office Team</th> <th data-bbox="1228 1003 1414 1106">Springfield</th> </tr> </thead> <tbody> <tr> <td data-bbox="284 1106 513 1209">A4 80gsm White</td> <td data-bbox="513 1106 692 1209">29,420,700</td> <td data-bbox="692 1106 871 1209">£96,499.90</td> <td data-bbox="871 1106 1050 1209">£92,851.73</td> <td data-bbox="1050 1106 1228 1209">£97,676.72</td> <td data-bbox="1228 1106 1414 1209">£94,146.24</td> </tr> <tr> <td data-bbox="284 1209 513 1312">A3 80gsm White</td> <td data-bbox="513 1209 692 1312">661,500</td> <td data-bbox="692 1209 871 1312">£5,209.97</td> <td data-bbox="871 1209 1050 1312">£4,418.82</td> <td data-bbox="1050 1209 1228 1312">£4,260.06</td> <td data-bbox="1228 1209 1414 1312">£4,749.57</td> </tr> <tr> <td data-bbox="284 1312 513 1415">A4 100gsm White</td> <td data-bbox="513 1312 692 1415">241,000</td> <td data-bbox="692 1312 871 1415">£1,372.74</td> <td data-bbox="871 1312 1050 1415">£1,195.36</td> <td data-bbox="1050 1312 1228 1415">£1,425.76</td> <td data-bbox="1228 1312 1414 1415">£1,114.38</td> </tr> <tr> <td data-bbox="284 1415 513 1518">SRA3 80gsm White</td> <td data-bbox="513 1415 692 1518">231,000</td> <td data-bbox="692 1415 871 1518">£6,006.00</td> <td data-bbox="871 1415 1050 1518">£2,721.18</td> <td data-bbox="1050 1415 1228 1518">£17,810.10</td> <td data-bbox="1228 1415 1414 1518">£2,674.98</td> </tr> <tr> <td data-bbox="284 1518 513 1608">SRA3 100gsm White</td> <td data-bbox="513 1518 692 1608">189,000</td> <td data-bbox="692 1518 871 1608">£3,715.74</td> <td data-bbox="871 1518 1050 1608">£2,630.88</td> <td data-bbox="1050 1518 1228 1608">£15,327.90</td> <td data-bbox="1228 1518 1414 1608">£2,759.40</td> </tr> </tbody> </table>	Item	Total Usage	Corporate Express	Office Depot	Office Team	Springfield	A4 80gsm White	29,420,700	£96,499.90	£92,851.73	£97,676.72	£94,146.24	A3 80gsm White	661,500	£5,209.97	£4,418.82	£4,260.06	£4,749.57	A4 100gsm White	241,000	£1,372.74	£1,195.36	£1,425.76	£1,114.38	SRA3 80gsm White	231,000	£6,006.00	£2,721.18	£17,810.10	£2,674.98	SRA3 100gsm White	189,000	£3,715.74	£2,630.88	£15,327.90	£2,759.40
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3.5	<p>The information in 3.4 identified savings for each force, and Office Depot offered the best value for money and obtained optimum savings for all four forces. Therefore the direct award supplier, in accordance with the NPS framework guidance is Office Depot.</p>																																				
4.	<p><u>NEXT STEPS</u></p>																																				
4.1	<p>On approval of this report, a direct award will be issued to Office Depot notifying them of their success under the NPS framework for the four forces. Relevant documentation will be issued in accordance with the NPS framework.</p>																																				

5.	<u>FINANCIAL CONSIDERATIONS</u>
5.1	By utilising the NPS framework, Gwent Police's proposed spend based on historical data from 2014/15 on the Supply of Paper will be £19,982.85 per annum, which generates a saving against budget of £5,169.69 per annum.
5.2	Total spend for Gwent during the contract period (incl. the extension period) will be £69,939.98.
5.3	For the other forces, South Wales Police's spend is £63,308.25 with a saving of £17,529.99, Dyfed Powys Police's spend is £5,160.06 with a saving of £3,982.33 and North Wales Police's spend is £14,149.87 with a saving of £5,479.11.
5.4	The forces have confirmed that purchasing other paper products through Office Depot will also generate a further savings for them.
5.5	Please note that the figures provided in points 5.1, 5.2 and 5.3 are based on spend usage data provided by the forces and incorporate the high usage items only which are identified in 3.3.
6.	<u>PERSONNEL CONSIDERATIONS</u>
6.1	There are no personnel considerations applicable in the contract.
7.	<u>LEGAL IMPLICATIONS</u>
7.1	There are no legal implications applicable to this contract. NPS carried out the procurement process in accordance with the EU Directives.
8.	<u>EQUALITIES AND HUMAN RIGHTS CONSIDERATIONS</u>
8.1	This project/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	Should this report not be approved, the following risks to the force have been identified; <ul style="list-style-type: none"> • With the on-going requirement for paper within force, the purchase of paper would be carried out without an official purchasing arrangement in place. • Purchasing of paper would be outside of the forces manual of governance, making it non-compliant.

10.	<u>PUBLIC INTEREST</u>
10.1	Following approval of this report by the Commissioner, this document will be made available to the public.
11.	<u>CONTACT OFFICER</u>
11.1	David Hatchley, Senior Procurement Officer.
12.	<u>ANNEXES</u>
12.1	N/A.

For OPCC use only

Office of the Chief Constable	
I confirm that Provision of Paper report has been discussed and approved by the Assistant Chief Officer - Resources. It is now forwarded to the OPCC for approval .	
Signature: 	
Date: 17 June 2015	
	Tick to confirm (if applicable)
Financial The Chief Finance Officer has been consulted on this proposal.	✓
OPCC 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: 	
Date: 17/06/2015	
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: 18/06/15	