

12 January 2018

Procurement Plan 2018/19

Police and Crime Commissioner for Lincolnshire

Chief Constable, Lincolnshire Police

Background

1. The Police and Crime Commissioner and the Chief Constable are required to undertake procurement actions on a day to day basis. In general most of these decisions will be for purchases of a relatively minor basis and will be dealt with under delegated purchasing by individual departments. However there are occasions where the obligations being taken on by the PCC or the Force will be significant both in terms of the financial commitment and/or the timescales of the contract being entered into. In these circumstances the Strategic Procurement Unit (SPU) will manage the contractual process to ensure both compliance to legal and statutory requirements and advise on suitable timescales and routes to market.

2. The Strategic Procurement Unit keep a database of all contracts currently in place above £25k, which they manage on a day to day basis and ensure that where renewal actions are required that these are identified, planned and actioned on a timely basis. Further they ensure that the processes that are followed are undertaken in accordance with the relevant rules and standards connected with police procurement in the public sector.

Current performance

3. The schedule attached, which was approved by the PCC, lists fixed term contracts with values above £25k and planned action on the expiry of these contracts (attached at Appendix A).

4. A summary of Lincolnshire's current overall spend identified in the above is shown below:

- Currently 60 live Contracts above £25k with a value of £7,619,385
- 33% (20) of contracts listed have an annual value above £100,000 and constitute 81% of spend
- 75% (45) of contracts listed were awarded under other police/public collaborative/framework arrangements and constitute 82% of spend
- 18% (11) of contracts listed were awarded under the PCC for Lincolnshire terms/arrangements and constitute 13% of spend.

5. A list of all fixed term managed contracts has been created and is overseen by the CPT and SPU to ensure timely renewal of any relevant Contracts.

Priorities for 2018/19

6. The main emphasis of work in 2018/19 will be:

Ongoing:

- **Continued review of the large contracts list** to ensure that contracts above £25k that are due to expire are dealt with in a timely manner.

Updated versions of the large contracts list will be considered by the Resource Governance Meeting as required.

- **Continued review of the fixed term managed contracts list** throughout the year to ensure all renewals are dealt with in a timely manner. The renewal of any Contracts below £10k will be undertaken by individual departments and the CPU. The SPU will be involved with all renewals above £10k.
- **Review of the Procurement Risk Assessment** will be undertaken on an ongoing basis throughout the year as required.
- **t-Police will continue to be developed** as far as possible to improve procurement information available to the PCC and the Force, and to ensure the system is being used as efficiently as possible and to its full capability.
- **Updating the PCC and the Force on the new EU Procurement Regulations** as these are received and any implications that this will have on current processes.
- **Updating the PCC and the Force on the Collaborative Law Enforcement (CLEP)/Proxima Programme** as these are received and any implications that this will have on current processes.
- **Major Contract Work for 2018/19.** The following major procurements are due to be undertaken during the Financial Year 2017/18:
 - Emergency Services Mobile Communications Programme (ESMCP/ESN). This will include purchase of new devices but this is likely to be procured on a Regional basis. Awaiting further update from project lead.
 - New Command and Control system/telephony. Budget value is £2,150,000. This will be funded from the capital programme. Being procured by G4S under Strategic Partnership Contract.
 - Upgrade of ANPR solution. Budget value is £400k. Investigate national framework to see if suitable – mini-competition will be required. Otherwise, undertake EU Open competitive tender process.
 - National Uniform Managed Service (NUMS). Proposal being investigated prior to liaising with Force on recommendations of way forward. If NUMS is not implemented, all the current uniform contracts will need to be checked to ensure we have continuity of supply.
 - Forensic Medical Examiner (FME) Services. Contract to commence 1st September 2018. The contract period will be 2 years with 2 options to extend by 12 months each. Budget value is £1m per annum. This will be procured under a formal EU tender process.

- Taser consumables (cartridges, batteries, holders, etc). Estimated value is £30k. These will be procured by direct award under the National Home Office framework.
- Communication and Media Support for PCC. Budget value is approximately £30k per year. This is likely to be procured via a local tender process to put a two year contract in place.
- Digital evidence management system. Budget currently unknown. This is a national programme but being explored by the region, so this may be a regional solution. However, could fall back into local if what the region decides to go with does not meet our needs.
- National online home (External internet site for the public). Budget currently unknown. The Home Office are undertaking the procurement process for this but it is currently unclear what involvement local Forces will be required to give.
- Vehicle Telematics. Telematics to be introduced into their vehicles. No further details known yet regarding when, how many vehicles and what type of system. However, whichever system is chosen the value will be in excess of £25k.
- Fleet Capital budget. Budget value is £1,100,000. Most purchases will be under existing contracts/frameworks.
- Building Works Capital budget. Budget is £2,059,000. Includes CJS accommodation at HQ - budget of £165k; Force wide fire door replacement and passive fire – budget of £140k; Force wide accommodation upgrade and heat controls – budget of £165k; Phase 5 window replacement L&D Level 1 HQ – budget of £250k; Former custody suites repurpose at Louth, Sleaford and Spalding – budget of £250k; Dilapidations and enabling works for relocation of Occupational Health Unit (OHU) to FED Block – budget of £165k; Provision of Gyms Force wide (phase 2) – budget of £250k; Solar PV – budget of £300k.
- Supply and Installation of LED Lighting. Budget value is £349k. Undertake EU Restricted procurement process.
- Capital Programme. Budget value is £22,666,000. Any remaining projects not detailed above will be progressed as and when the relevant paperwork is received.

Quarter 1 18/19:

- **Review of alternative methods of scoring and evaluation for tenders.** The SPU will investigate alternative methods of scoring price and quality elements within Invitation to Tender processes for both local and EU tenders. This is to help aid the Force adapt to the revised COG policy direction.

Quarter 2 18/19:

- **Implementation of any amendments to the standard scoring and evaluation processes** that are identified in Quarter 1 and agreed by the Force and any relevant procurement documentation amended as required.

Quarter 3 and Quarter 4 18/19:

- **Investigation of alternative options for replacement of NPPH system.** The current contract for NPPH which is provided by Basware and is the order processing and catalogue management system that interfaces with t-Police expires on 30/06/19. The SPU will undertake market research and evaluate any alternative solutions in order to identify the best value option going forward. The SPU will also work with Basware to ensure the current NPPH system is being used to its full potential.

Management and performance

7. Performance targets and measures will include:

- Percentage of spending via national and regional frameworks or contracts
- Percentage of spending via other competitive processes
- Savings achieved on major contracts
- Percentage of purchase orders that are retrospective
- The Resource Governance Meeting will monitor delivery of this plan.