

21 February 2020



## Procurement Plan 2020/21

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Police and Crime Commissioner for Lincolnshire

Chief Constable, Lincolnshire Police

## **Background**

1. The Police and Crime Commissioner (PCC) 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 register of all contracts currently in place, 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.

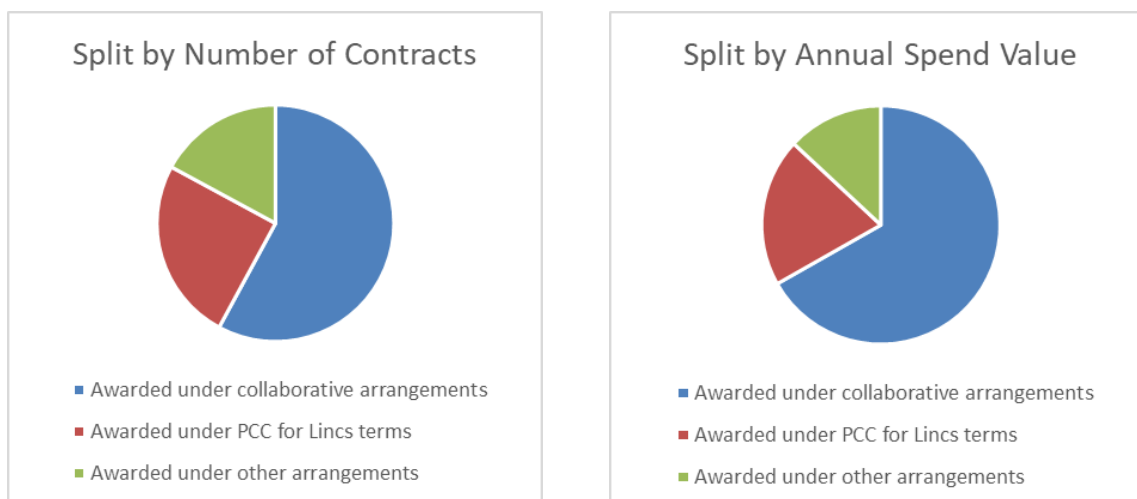
3. The Strategic Procurement Unit will proactively seek out best value procurement routes for all Contract renewals and alternatives to exceptional purchase actions (EPAs) where available. For ongoing annual requirements where there are no suitable alternatives to EPA, the SPU will seek to extend the contracts for a longer term period.

## **Current performance**

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

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

- Currently 76 live Contracts above £25k with an estimated total value of £22,769,715 (estimated annual value of £11,992,566)
- 25% (19) of contracts listed have an annual value above £100,000 and constitute 80% of spend
- 58% (44) of contracts listed were awarded under other police/public collaborative/framework arrangements and constitute 67% of spend
- 25% (19) of contracts listed were awarded under the PCC for Lincolnshire terms/arrangements and constitute 20% of spend.



## Priorities for 2020/21

5. The main emphasis of work in 2020/21 will be:

- **Major new Contract Work for 2020/21.** The following major procurements are due to be undertaken during the Financial Year 2020/21:
  - ACU Software. Budget value is £29,000. Business case currently being completed. No further detail known at this time.
  - SailPoint Identity Now solution. Budget value is £90,000. Procurement route currently unknown. No further detail known at this stage.
  - Business Intelligence Tool. Business case currently being completed. No further detail known at this time.
  - Fleet Capital budget. Budget value is £1,969,000 – includes the replacement of 112 vehicles. All purchases will be under the Crown Commercial Services RM6060 Vehicle Framework.
  - Building Works Capital budget. Budget is £1,337,000. Includes:
    - Training accommodation refurbishment – budget of £160k – to be procured under framework or via local tender process
    - HQ window replacement phase 7 – budget of £540k – to be procured under framework or via local tender process
    - Holbeach accommodation refurbishment – budget of £125k – to be procured under framework or via local tender process
    - Skegness Custody HVAC – budget of £125k – to be procured under framework or via local tender process
    - HQ additional backup generator – budget of £70k – to be procured under framework or via local tender process
    - Spalding locker room in old custody area – budget of £62k – to be procured under framework or via local tender process.
    - Refurbish WC's and cubicles Phase 1 – budget of £90k – to be procured under framework or via local tender process
    - Refurbish HQ Front entrance stairs and ramps – budget of £110k – to be procured under framework or via local tender process

- **Continued review of expiring managed contracts** to ensure that these are dealt with in a timely and effective manner. The SPU will notify user departments of expiry contracts. For contracts above £25k, the SPU in liaison with the relevant CPT member/user department will identify and investigate all available procurement options/routes to ensure the best value option/route is utilised. The renewal of any contracts below £25k will be undertaken by individual departments with advice from SPU as requested. There are 35 contracts that will expire during 2020-21 with a total value of £13,470k (annual value of £8,009k).
- **Review of the Procurement Risk Assessment** will be undertaken on an ongoing basis throughout the year as required. This should ensure all risks associated with procurement and purchasing are identified as early as possible and reduced as much as possible. The SPU shall report to the Force any non-compliance with regulations.
- **Updating the PCC and the Force on any updates and amendments regarding procurement/contractual requirements** as these are received and any implications that these will have on current processes. This will include, in particular, the withdrawal agreement for Brexit and any amendments to existing or new legislation/regulations which have an impact on the procurement policies and processes. This will ensure compliance to the relevant procurement rules and standards and reduce the risk of non-delivery on current large Contracts.
- **Updating the PCC and the Force on the Collaborative Law Enforcement (CLEP) Programme and the implementation of the Bluelight Commercial Organisation** as these are received and any implications that this will have on current processes. This will ensure the PCC and the Force are collaborating and using national arrangements as much as possible and, hopefully, ensuring better value is achieved on national requirements.
- **Undertake 6 monthly reviews of PO spend (April and October)** to see if formal contracts need to be put in place with any particular suppliers with high value spend. This should ensure fuller compliance to the PCC Contract and Procurement Regulations and could provide better value for money procurement arrangements.
- **Increase usage of NPPH system.** Continuation of work with Basware and suppliers to ensure as many contracts as possible entered into the Contracts Module of t-Police have a catalogue/punch-out available. This makes the requisition process more efficient and increases the automation of t-Police.

**The following additional specific work will be commenced in the relevant quarters below:**

**Quarter 1 20/21:**

- **Investigate increasing number of suppliers returning electronic invoices via NPPH system.** Work with Basware and suppliers to ensure as many suppliers are returning invoices electronically via NPPH to t-Police as possible.
- **Create Procurement Strategy for the PCC and the Force** giving an overview of the direction of procurement activity over the next few years.
- **Implementation of NUMS Lite Contract** for provision of the national Patrol Officer Police Uniform items. This will be dependent on confirmation from DHL of the commencement of this Contract once all relevant Forces have signed their Contracts. This may need additional t-Police configuration with the involvement of Capgemini.

**Quarter 2 20/21:**

- **Investigate the processes currently being followed for boarding up services.** The Metropolitan Police Service has awarded a national arrangement for this with a single supplier which will be investigated to see if this can improve how these services are delivered to the Force and the general public of Lincolnshire.

**Quarter 3 20/21:**

- **Investigate the processes currently being followed for Veterinary and wildlife pick up services to the Force** to ensure these are compliant with relevant Procurement Regulations and to ensure the best procurement routes are being followed.

**Management and performance**

6. 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 – these should reduce on a year by year basis.

The Procurement plan progress will be reported to the Joint Independent Audit Committee (JIAC) on a half yearly basis.