

24 February 2021



Procurement Plan 2021/22

Police and Crime Commissioner for Lincolnshire

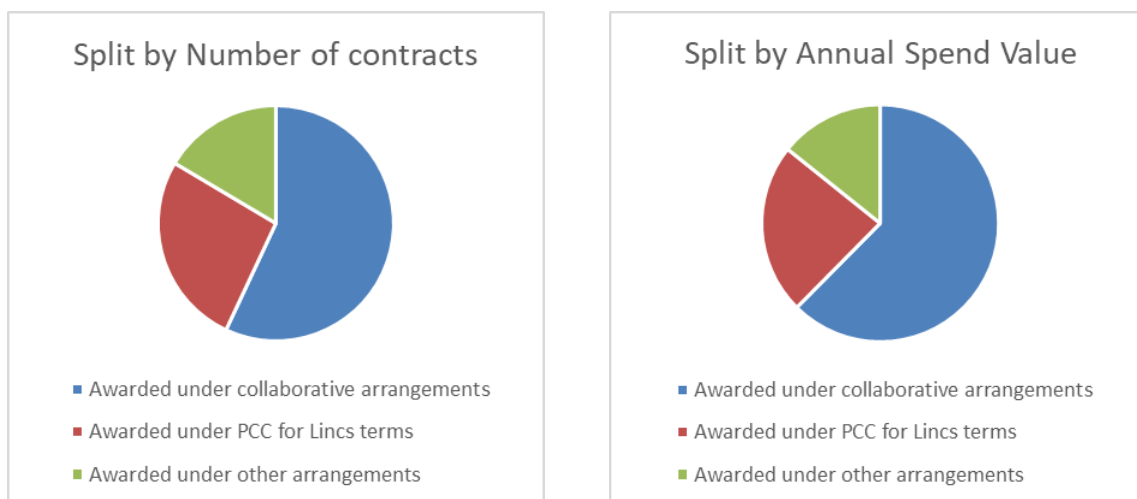
Chief Constable, Lincolnshire Police

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. Furthermore, 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 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 Appendix is shown below:
 - Currently 79 live Contracts above £25k with an estimated total value of £22,132,997 (estimated annual value of £10,572,587)
 - 28% (22) of contracts listed have an annual value above £100,000 and constitute 76% of spend
 - 57% (45) of contracts listed were awarded under other police/public collaborative/framework arrangements and constitute 62% of spend
 - 27% (21) of contracts listed were awarded under the PCC for Lincolnshire terms/arrangements and constitute 24% of spend.



Priorities for 2021/22

5. The main emphasis of work in 2021/22 will be:

- **Major new Contract Work for 2021/22.** The following major procurements are due to be undertaken during the Financial Year 2021/22:
 - ACU Software. Budget value is £58,601. Local tender process to be completed. No further detail known at this time.
 - Alcolmeters replacement. Budget value is £142,380. Dependent on one supplier in the market obtaining Home Office type approval. To be procured either under framework or local tender process.
 - WiFi. Budget value is £40,283. Business case currently being drafted for approval. No further detail known at this time.
 - MIR Upgrade. Budget value is unknown. Business case currently being completed. No further detail known at this time.
 - PSD Audit system. Budget value is unknown. Potentially looking at ATA system but no further detail known at this time.
- **Fleet Capital budget.** Budget value is £1,230,000 – includes the replacement of 48 vehicles. All purchases will be awarded under any available framework arrangements where possible.
- **Building Works Capital budget.** Budget is £1,277,000. Includes:
 - HQ Combined window replacement (Phase 7) and Training accommodation refurbishment – budget of £750k – to be procured under framework or via local tender process
 - Vehicle Hard standing and DDA upgrade at Bourne, Horncastle and Spilsby - budget of £97k - to be procured under framework or via local tender process
 - Suspended ceiling replacement at Skegness – budget of £30k - to be procured under framework or via local tender process
 - Electric vehicle charging stations forcewide – budget of £90k - to be procured under framework or via local tender process
 - Security improvements forcewide – budget of £60k - to be procured under framework or via local tender process

- Window replacement at Skegness – budget of £150k - to be procured under framework or via local tender process
 - Window replacement at Gainsborough – budget of £100k - 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 all contracts. The renewal of any contracts below £25k will be undertaken by individual departments with advice from SPU as requested. 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. There are 39 contracts that will expire during 2021-22 with a total value of £5.032m (annual value of £3.705m).
- **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 PCC and 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 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 work streams currently being undertaken by 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 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 are entered into the Contracts Module of t-Police and 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 21/22:

- **Investigate increasing number of suppliers returning electronic invoices via NPPH system once this has been implemented.** Work with Basware and suppliers to ensure as many suppliers are returning invoices electronically via NPPH to t-Police as possible.

Quarter 2 21/22:

- **Investigate the processes currently being followed for Veterinary, wildlife pick up and boarding up services to the Force** to ensure these are compliant with relevant Procurement Regulations and to ensure the best procurement routes are being followed and to see if this can improve how these services are delivered to the Force and the general public of Lincolnshire.

Quarter 3 21/22:

- **Potentially commence work on any Contract novations required due to the exit from the G4S Strategic Partnership Contract.** This is dependent on the decisions made by the PCC/Force regarding the future provision of these services.

Quarter 4 21/22:

- **Potentially commence work on any changes to processes and policies required to comply with the new UK Public Procurement Regulations.** This is dependent on when the government finalises the new Regulations and when compliance to these is expected.

Management and performance

6. Performance targets and measures will include:

- Percentage of spending via national and regional frameworks or contracts
- Percentage of spending via local tender processes
- Savings achieved on major contracts
- Percentage of purchase orders that are retrospective.

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