

23 March 2024



Commercial Plan 2024/25

Police and Crime Commissioner for Lincolnshire

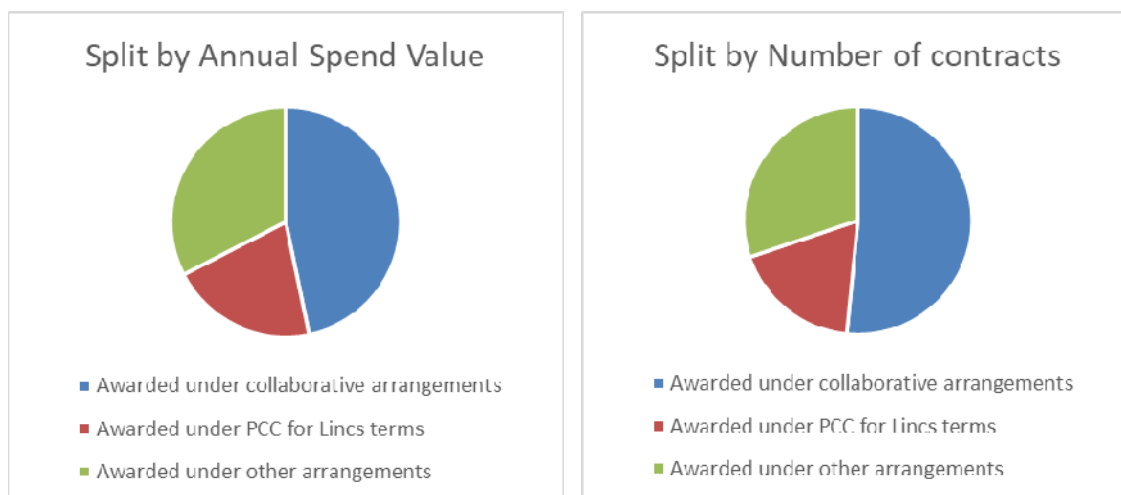
Chief Constable, Lincolnshire Police

Background

1. The Police and Crime Commissioner (PCC) and the Chief Constable are required to undertake procurement and contract management 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 Commercial and Contract Management Department (CCM) will manage the whole contract lifecycle process to ensure both compliance to legal and statutory requirements and advise on suitable timescales and routes to market.
2. CCM will keep a register of all contracts currently in place, which they will 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 will 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. CCM 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 CCM will seek to extend the contracts for a longer-term period.
4. CCM will review and categorise all fixed term Contracts with a total value above £25,000 to determine where formal contract management processes are required to be undertaken and what these processes will include.

Current performance

5. The schedule attached at Appendix A lists fixed term contracts for the PCC and Lincolnshire Police with values above £25k and planned action on the expiry of these contracts.
6. A summary of PCC/Lincolnshire Police's current overall contract spend identified in the above Appendix is shown below:
 - Currently 159 live Contracts above £25k with an estimated total value of £67,494,022 (estimated annual value of £23,586,781)
 - 28% (45) of contracts listed have an annual value above £100,000 and constitute 80% of annual spend
 - 52% (82) of contracts listed were awarded under other police/public collaborative/framework arrangements and constitute 47% of annual spend
 - 18% (29) of contracts listed were awarded under the PCC for Lincolnshire terms/arrangements and constitute 21% of annual spend.



Priorities for 2024/25

5. The main emphasis of work in 2024/25 will be:

- **Major new Contract Work for 2024/25.** The following major procurements are due to be undertaken during the Financial Year 2024/25:
 - Banking Services. Budget annual value is £10k. Local tender process and framework options to be researched. No further detail known at this time.
 - ARV Vehicle Gun Boxes. Budget value is £225k. Will require formal over threshold tender process.
 - First Aid supplies. Budget value currently unknown. Possible use of any suitable framework or local tender process to be completed.
 - Vehicle Auction and Disposal services – Budget value unknown. Possible use of any suitable framework arrangement.
 - Fleet Management System replacement. Budget value is approximately £185k for the first year with likely ongoing costs of £30k per annum. Will require a formal over threshold tender process. Market engagement already undertaken with relevant suppliers to inform specification and procurement route.
 - Vehicle Accident Repairs. Budget value unknown. Local DPS to be implemented via formal Open over threshold tender process.
 - Reactive Repairs and Planned Building Maintenance services. Budget value unknown. Local DPS to be implemented via formal Open over threshold tender process.
 - Wellbeing Health and Care Services. Budget value is approximately £900k for a three-year contract with 2 x 12-month optional extensions. Will require a formal Open over threshold tender process.
 - Redaction Tool – budget value currently unknown. Possible use of any suitable framework or local tender process to be completed.

- Video Conferencing force wide – budget value currently unknown. Possible use of any suitable framework or local tender process to be completed.
- Replace Smart Secure Lockers solution (Traka) – budget value currently unknown. Possible use of any suitable framework or local tender process to be completed.
- ANPR System Upgrade – capital budget value of £420k. Possible use of any suitable framework or formal tender process to be completed.
- DEVA: Case Management System (CMS) for Digital Forensics. Budget value is approximately £650k over a four-year contract. Potential to utilise the CCS GCloud framework for a maximum four-year contract or will require a formal over threshold tender process if a longer-term contract is required.
- Digital Evidence Management System (DEMS). Business case being completed. Will likely be awarded via a suitable framework arrangement. No further details known at this time.
- DDaT Capital budget. Budget value is likely to be £3,687,000. Includes Crown DMS Upgrade, Power Platform Enablement, Data Platform Enablement and Drones Uplift. No further details known at this time.
- Fleet Capital budget. Budget value is likely to be £3,219,000 – includes the replacement of approximately 76 vehicles including some alternatively fuelled vehicles. All purchases will be awarded either under the BLC National Contract or under any available framework arrangements where possible. Where there are supply issues under these, we may be required to undertake local tender processes.
- Building Works Capital budget. Budget is likely to be £3,181,000. Includes the following over £25k:
 - HQ Gym Upgrade – budget of £900k – to be procured under framework or via formal over threshold tender process.
 - Skegness TEO relocation – budget of £255k – to be procured under framework or via local tender process.
 - HQ CSI Skills Training House construction – budget of £300k – to be procured under framework or via local tender process.
 - Refurbishment of forensic medical examination rooms at Spring Lodge – budget value of £100k – to be procured under framework or via local tender process.
 - Grantham EV fast charging infrastructure – budget of £204k – to be procured under framework or via local tender process.
 - HQ Physical security Phase 1 (security fencing, CCTV systems and security lighting systems – budget of £174k - to be procured under framework or via local tender process.
 - Retro fit ground water pollution protection measures to car wash areas at HQ & Boston – budget of £95k – to be procured under framework or via local tender process.
 - Installation of new heat recovery ventilation and dust extraction system at HQ Workshop – budget of £55k – to be procured under framework or via local tender process.

- Security Improvements – budget of £60k – to be procured under framework or via local tender process.
- **Continued review of expiring fixed term contracts** to ensure that these are dealt with in a timely and effective manner. CCM will notify user departments of expiry all contracts. The renewal of any contracts below £25k will be undertaken by individual departments with advice from CCM as requested.
For contracts above £25k, CCM in liaison with the relevant user department will identify and investigate all available procurement options/routes to ensure the best value option/route is utilised. There are 78 PCC/Lincolnshire Police Contracts that will expire during 2024-25 with a total value of £21.165m (annual value of £10.503m).
- **Review of the Commercial Risk Assessment** will be undertaken on an ongoing basis throughout the year as required. This should ensure all risks associated with procurement and contract management are identified as early as possible and reduced as much as possible. CCM shall report any non-compliance with Regulations to the PCC and the Force on a quarterly basis.
- **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 suppliers with high value spend. This should ensure compliance to the PCC and Chief Constable Contract and Procurement Regulations and could provide better value for money procurement arrangements.

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

Quarter 1 24/25:

- **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 Secondary Legislation and when compliance to these is expected (currently estimated to go live from 1st October 2024). A review of the Commercial Strategy and future Commercial Plans will be undertaken in line with any requirements under the Act. This will also include undertaking any training required to all CCM and wider relevant staff.

- **Continue to review the procurement and contract management processes and procedures undertaken by the Commercial and Contract Management Department and user departments** to ensure they are fit for purpose and in line with best practice. This will involve ensuring the whole commercial lifecycle and the UN Sustainable Development Goals are embedded into these processes.

Quarter 2 24/25:

- **Review of PCC/CC Contract and Procurement Regulations** to ensure they are up to date and fit for purpose and will include a review of the requirements of the new Procurement Act 2023.
- **Continue to review and update all policies and guidance documents for the Commercial and Contract Management Department and user departments** to ensure they are in line with the outcome of the quarter 1 review. Provide training and support to user departments on any changes that affect them as required.

Quarters 3 and 4 24/25:

- **Assist in the implementation of the new ERP solution.** This will include supplier rationalisation to ensure only relevant suppliers are transferred and to look to reduce the number of new supplier set-ups required going forward. It will also look to review transactional procurement as per below.
- **Review of transactional procurement** to see where improvements and efficiencies can be made from using the new ERP system such as self-service requisitioning, self-approval, sourcing such as from additional catalogues.

Management and performance

6. Key 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
- Efficiencies achieved via procurement and contract management processes
- Percentage of Contracts that are non-compliant
- Percentage of purchase orders that are retrospective.

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