



THE POLICE & CRIME COMMISSIONER FOR CLEVELAND

DECISION RECORD FORM

REQUEST:

Approval for the award of Travel & Accommodation Services

Title:

Travel & Accommodation

Executive Summary:

The investigation and evaluation of all procurement routes has been conducted in a fair, comprehensive, thorough and transparent process. The current Exemption expires on 31st October 2014.

Decision:

The PCC is asked to approve the award of the Travel & Accommodation Booking Services to Supplier 1 subject to approval from the Force Security Information Officer that Force Data is secure via the online booking tool.

Implications:

Has consideration been taken of the following:

	Yes	No	
Financial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Legal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equality & Diversity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Human Rights	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Sustainability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Risk	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

(If yes please provide further details below)

Decision Required – Supporting Information

Financial Implications: (Must include comments of the PCC's CFO where the decision has financial implications)

The annual spend data taken between April 13 - April 14 is £54,260.32 therefore the estimated total over the full contract term of 5 years would be £271,301.60.

Legal Implications: (Must include comments of the Monitoring Officer where the decision has legal implication)

Terms & Conditions are those set out within the Crown Commercial Service RM1034 Framework Contract.

Equality and Diversity Implications

There are no diversity & equal opportunity implications associated with the award of this contract.

Human Rights Implications

There are no Human Rights Act implications associated with the award of this contract.

Sustainability Implications

There are no sustainability implications associated with the award of this contract

Risk Management Implications

As this contract involves the processing of Data, the Force Information Security Officer is currently liaising with the selected supplier to ascertain whether a separate Data Processing Agreement will be required.

OFFICER APPROVAL**Chief Executive**

I have been consulted about the decision and confirm that financial, legal, and equalities advice has been taken into account. I am satisfied that this is an appropriate request to be submitted to the Police and Crime Commissioner.

Signed:  Date: 29 October 2014

Police and Crime Commissioner:

The above request HAS / DOES NOT HAVE my approval.

Signed:  Date: 7/11/14



**CLEVELAND
POLICE**
Putting People First

Report of the Chief Constable to the Police and Crime Commissioner for Cleveland – October 2014

Status: For Decision

Procurement Report for the Provision of Travel & Accommodation Services

1. Purpose

- 1.1 To review the Forces' Travel & Accommodation processes in line with the Force Travel Policy.
- 1.2 The National Framework Contract led by Devon & Cornwall Police expired on 31st December 2012. This was not re-tendered by Devon & Cornwall and all Forces were directed to the Crown Commercial Service (CCS) Contract.
- 1.3 The Crown Commercial Service Contract RM1034 is available to all UK Police Forces to use utilising the pre-tendered service providers.
- 1.4 As a result of this procurement exercise a single provider will hold the contract for the provision of Travel & Accommodation.

2. Recommendations

- 2.1 That the Police and Crime Commissioner note the Procurement process used to appoint a supplier for Travel & Accommodation.
- 2.2 The Police and Crime Commissioner notes the procurement methods investigated and recommendations put forward by the Evaluation Team.

3. Background

- 3.1 The original contract that Cleveland Police used to book travel and accommodation was a National Contract led by Devon & Cornwall Police using OGC Buying Solutions Framework – T1000.

- 3.2 As OGC Buying Solutions had products that met (and in some cases exceeded) the requirements of T1000, Devon & Cornwall with agreement from the working group decided that they would not be re-tendering for Business Travel Products and the recommendation to all Forces was to use the CCS Contract RM1034.
- 3.3 The OGC Framework expired on 31st December 2011 and could not be extended under the existing terms and conditions.
- 3.4 Negotiations were conducted with the current provider who agreed to extend the existing arrangement without any change whilst we investigated a new procurement route. The contract was extended via Exemption.
- 3.5 Due to pressures in the Long Term Financial Plan, the Force Futures Team commenced a Project in 2011 to review the processes and policies relating to Travel & Accommodation bookings.
- 3.6 Due to resource constraints, this Project was not completed and it was agreed with the Force Executive that Procurement in conjunction with Business Support would complete the review and report options with recommendations to the Force.
- 3.7 Procurement and Business Support conducted an appraisal which included an internal Workshop attended by key personnel who book Travel & Accommodation on a regular basis and a SWOT analysis of 3 options available to Cleveland Police which were outlined in a Service Improvement Plan.
- 3.8 The recommended option was for Steria to provide a Travel Bureau Service to Cleveland Police as part of the overall contract, however on further investigation due to additional costs incurred as it was identified that another member of staff would be required; this was no longer a cost effective option.
- 3.9 A Procurement exercise commenced using the CCS RM1034 Framework Contract, unfortunately under the terms of the Framework further competitions are not permitted where customers have an annual spend of less than £100,000. This was a policy set during the development of the procurement strategy, by limiting the threshold and therefore the numbers of further competitions they have been able to reduce the transaction fees and in many cases these are zero on this contract.
- 3.10 The CCS Contract has 3 Lots, Lot 1 – Online Hotel & Rail Services, Lot 2 – Online & Offline Air, Hotel & Rail Services and Lot 3 – One Stop Shop Fully Managed Travel Services. The Procurement Team together with Business Support agreed that Lot 3 would be the best option as it provided added value services such as taxi booking if the force wished to extend the services beyond the existing rail, air and accommodation. There are two suppliers within this Lot.
- 3.11 Both suppliers were asked to provide a demonstration of their online system and both Procurement & Business Support were agreed that Supplier 1 provided a much better presentation of their online system and were able to answer questions surrounding covert bookings, cost centre implementation and management information which gave the Evaluation Team confidence in the service to be delivered.

3.12 The Force Security Information Officer is currently liaising with Supplier 1 to ascertain the security of the information the Force inputs into the Online System.

4. Implications

4.1 Finance

The below figures are based on spend data taken between April 13 – March 14.

4.2 Rail Travel spend = £29,348.36.
Accommodation spend = £23,565.00
Air Travel spend = £1,346.96
Estimated annual spend = £54,260.32
Estimated total over 5 years = £271,301.60

4.3 Legal

Terms and Conditions are those set out within the CCS RM1034 Framework Contract.

4.4 Diversity & Equal Opportunities

There are no diversity & equal opportunity implications associated with the award of this contract.

4.5 Human Rights Act

There are no Human Rights implications associated with the award of this contract.

4.6 Sustainability

There are no sustainability implications associated with the award of this contract.

4.7 Risk

As this Contract involves the processing of Data, the Force Information Security Officer is currently liaising with the selected supplier to ascertain whether a separate Data Processing Agreement will be required.

5. Conclusions

5.1 The evaluation has been conducted in a fair, comprehensive, thorough and transparent process.

5.2 The Evaluation Team is confident that the procurement exercise has achieved Best Value and provides the opportunity to adopt an online booking scheme which tracks every stage of bookings uploaded.

5.3 The Evaluation Team recommends that the PCC awards this contract to Supplier 1.

5.4 The contract period is for 3 years with the option to extend for a further 2 periods, each of 1 year; making a total of 5 years.

Evaluation team:

Procurement & Fleet Manager – Steria (on behalf of Cleveland Police)

Procurement Category Leader – Steria (on behalf of Cleveland Police)

Business Support Manager – Steria (on behalf of Cleveland Police)