



Reference No: 45 - 2015

THE POLICE & CRIME COMMISSIONER FOR CLEVELAND

DECISION RECORD FORM

REQUEST: Approve the award of the Archive Storage Services contract.			
Title: Archive storage services.			
Executive Summary: The current archive storage contract is due to expire on 31/07/2015; the contract has been in place since 2005 and will have completed its maximum contract term of ten years on expiry. As a result, the service has been re-tendered and a new contract will be put in place to ensure continuity of service from 01/08/2015 onwards.			
Decision: That the Police and Crime Commissioner note the Procurement process used to appoint a contract for the provision of Archive storage services. The Police and Crime Commissioner accept the tender response from bidder 1 as a best value solution.			
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)

A cashable saving of £139,106 in total has been achieved over the 10 year life of the new contract. Further savings will be achieved over the life of the contract by having clear disposal guidelines in place as well as robust contract and document management procedures. (A full breakdown of the savings is included within section 4.1 of the attached report).

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

Contract to be awarded under force terms and conditions. There are no other legal implications associated with the award of this contract.

Equality and Diversity Implications

All diversity and equality considerations have been taken into account during tender analysis. There are no diversity and equality 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

All sustainability considerations have been taken into account during tender analysis with a strong emphasis on local employment and supply chain. There is no sustainability implications associated with the award of this contract.

Risk Management Implications

There are no risk implications associated with the award of this contract. The recommended bidders have a very comprehensive understanding of the contract requirements.

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: 22/6/15

Police and Crime Commissioner:

The above request HAS / ~~DOES NOT HAVE~~ my approval.

Signed: 

Date: 22/6/15

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

Status: For Decision

Procurement Report for the Provision of Archive Storage Services

1. Purpose

- 1.1 The purpose of this report is to advise the Police and Crime Commissioner of the procurement process undertaken during the recent procurement exercise to award a contract for archive storage services.
- 1.2 The current archive storage contract is due to expire on 31st July 2015; the contract has been in place since 2005 and will have completed its maximum contract term of ten years on expiry.
- 1.3 As a result, the service has been re-tendered and a new contract will be put in place to ensure continuity of service from 1st August 2015 onwards.

2. Recommendations

- 2.1 That the Police and Crime Commissioner note the Procurement process used to appoint a contract for the provision of Archive storage services.
- 2.2 The Police and Crime Commissioner accept the tender response from bidder 1 as a best value solution.

3. Background

- 3.1 Following a strategic review of the current archive services contract as well as consultation with key stakeholders, it was evident that the current volume of documentation held in archive storage is a major issue.
- 3.2 The volume of documentation has grown significantly during the life of the current contract mainly due to poor internal document management as well as there being no real clear guidelines published within the force regarding documentation disposal.
- 3.3 Storage methods also appear to be out-dated when compared against innovative ICT storage solutions such as cloud and hi-speed scanning. These methods could potentially lead to a quicker turnaround of information which would provide efficiencies and help to reduce the overall annual cost of document storage within the force.

- 3.4 A restricted two stage tender was the chosen procedure for this procurement. The restricted tender procedure involves advertising the contract opportunity and then sending the first stage Pre-Qualification Questionnaire (PQQ) document to all interested parties to complete. The PQQ document focused on organisational/legislative compliance questions as well as an organisations experience and technical competence to deliver the required service.
- 3.5 The second stage of the tender, Invitation to tender (ITT), focused on pricing, service delivery and innovative storage solutions.
- 3.6 The Project Evaluation Team agreed the format and assessed seven PQQ submissions on 20th January 2015.
- 3.7 Three of the returned PQQ submissions scored very poor with regard to resource, experience and potential innovative storage solutions that could be offered within the new contract agreement. The remaining four bidders all achieved reasonable scores of between 75% and 96%.
- 3.8 The four bidders were considered suitable for short listing and final ITT.
- 3.9 The ITT package was issued to four shortlisted bidders on 16th February 2015.
- 3.10 During the ITT process, all four shortlisted bidders were invited to a bidder open morning on 27th February 2015 in order to gain an overview of the current contract and volume of documentation and also provide an opportunity to ask any commercial/technical questions on the ITT package.
- 3.11 Two ITT submissions were received on 27th March 2015; the returned submissions were evaluated by the Project Team on 31st March 2015 under three main categories: Price & affordability, contract management and innovation, service delivery.
- 3.12 During the analysis it was clear that both bids were competitively priced, both bidders also provided a very comprehensive response regarding contract management and service delivery.
- 3.13 Whilst reviewing the pricing structure of the proposal, it became clear that although Bidder 2 provided a very innovative solution which was competitively priced and may have led to additional savings on annual storage costs, there is significant work to complete internally before any innovative ICT storage solutions are further assessed and approved.
- 3.14 In order for efficiencies and further cashable savings within this service to be realised, clear guidelines from the force on disposal are required as well as robust document management and a timescale regarding the reduction of current volume.
- 3.15 The choice made by the Evaluation Team is for Bidder 1 to be awarded the contract for the provision of 'Archive Storage Services' as they submitted the most economically advantageous tender in accordance with the published award criteria.

3.16 Subject to final approval, the new contract is due to commence on 1st August 2015.

4. Implications

4.1 Finance

The cost for archive storage services throughout the force in financial year 2014/2015 was £56,986.

4.2 The table below shows the new contract prices from 1st August 2015 over the life of the new 10 year contract period compared against the current costs.

Contract year	Current Cost	New contract	Saving
Year 1	£56,985.90	£46,894.18	£10,091.72
Year 2	£56,985.90	£46,894.18	£10,091.72
Year 3	£56,985.90	£42,394.18	£14,591.72
Year 4	£56,985.90	£42,394.18	£14,591.72
Year 5	£56,985.90	£42,394.18	£14,591.72
Year 6	£58,695.47	£43,666.00	£15,029.47
Year 7	£58,695.47	£43,666.00	£15,029.47
Year 8	£58,695.47	£43,666.00	£15,029.47
Year 9	£58,695.47	£43,666.00	£15,029.47
Year 10	£58,695.47	£43,666.00	£15,029.47
	£578,406.85	£439,300.90	£139,105.95

4.3 A cashable saving of £139,106 in total has been achieved over the life of the new contract. Further savings will be achieved over the life of the contract by having clear disposal guidelines in place as well as robust contract and document management procedures.

4.4 For example, further savings can be attained by having clear disposal guidelines in place and reducing volume. For every 1000 archive boxes that are destroyed/removed from the account there would be a £3 per box charge from the contractor (This is made up of a retrieval fee and an account closure fee). After the retrieval fee and account closure fee have been taken into account, a saving of £1,800 per annum initially is generated in the first year and then £4,800 every year thereafter.

4.5 The new contract costs for contract years 1 and 2 within the above table allow for disposal/destruction costs of approximately 3000 archive storage boxes.

4.6 Legal

The contract is to be awarded under Cleveland Police Terms and Conditions. There are no Legal implications associated with the award of this contract.

4.7 Diversity & Equal Opportunities

All diversity and equality considerations have been taken into account during tender analysis. There are no diversity and equality implications associated with the award of this contract.

4.8 Human Rights Act

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

4.9 Sustainability

All sustainability considerations have been taken into account during tender analysis. There is no sustainability implications associated with the award of this contract.

4.10 Risk

There is no risk implications associated with the award of this contract. The recommended bidder has a very comprehensive understanding of the contract requirements.

5. Conclusions

5.1 The contract has been awarded in compliance with EU Legislation.

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

5.3 The tender submission from Bidder 1 has fully met the specification of requirements.

5.4 The evaluation team are fully confident that the procurement process has achieved best value and the new contract will provide the force with an efficient, responsive and cost effective service.

Jacqui Cheer
Chief Constable

Evaluation team:

Procurement Category Leader - Steria
Data Protection Manager – Cleveland Police
Information Security Officer - Cleveland Police
Deputy Lead Business Partner – Steria
Business Support Admin - Steria