



Reference No: 46 - 2013

## THE POLICE & CRIME COMMISSIONER FOR CLEVELAND

### DECISION RECORD FORM

**REQUEST:**

Approve the award of a vehicle data recording solution contract.

**Title:**

Vehicle data recording solution.

**Executive Summary:**

Following a procurement exercise, a new contract is to be awarded for the provision of vehicle data recording devices. The new devices will replace the current infrastructure which have been in place since 2004 and are expensive to maintain and are approaching end of life. The use of data recording devices is in accordance with IPCC best practice as they not only record vehicle incident data they also influence driver behaviour and ensure that the fleet is used efficiently.

**Decision:**

The PCC is asked to approve a contract recommendation for the provision of a vehicle data recording 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)

The implementation cost and maintenance of the new data recording solution and current infrastructure will be met by capital and revenue expenditure. 44 vehicles will be installed with the new devices during 2013/14 at a total capital cost of £54,944

Annual revenue costs are as follows:

2014 - £45168  
 2015 - £47224  
 2016 - £45805  
 2017 - £44052  
 2018 - £44395  
 2019 - £47655  
 2020 - £49611  
 2021 - £51567

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

The contract is to be awarded under Force terms and conditions. There are no 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

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

### Risk Management Implications

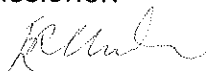
There are no risk implications associated with the award of this contract. The recommended bidders have a very comprehensive understanding of the contract requirements and are a current contractor to the Force.

## 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: \_\_\_\_\_



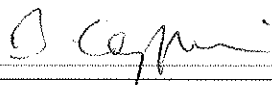
Date: \_\_\_\_\_

9/10/13

**Police and Crime Commissioner:**

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

Signed: \_\_\_\_\_



Date: \_\_\_\_\_

15/10/13



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

**Status: For Decision**

### **Procurement Report for the Provision of a Vehicle Data Recording Solution**

#### **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 exercise to award a contract for the provision of a vehicle data recording solution.
- 1.2 In accordance with IPCC best practice, vehicle data recording devices are in use within Cleveland Police vehicles and have been since 2004.
- 1.3 In September 2012, The Force's Driver Standards Gold Group approved the refresh of the vehicle data recording devices and subsequent capital expenditure was approved in order to replace the current data recording infrastructure which is expensive to maintain and approaching end of life.
- 1.4 A new vehicle data recording solution will not only provide a more cost effective solution, it will also ensure the fleet is utilised efficiently as well as positively influencing driver behaviour.

#### **2. Recommendations**

- 2.1 That the Police and Crime Commissioner note the procurement process used to appoint a contract for a vehicle data recording solution.
- 2.2 The Police and Crime Commissioner accept the tender response from bidder 6 as the best value solution.

#### **3. Background**

- 3.1 An open tender was the chosen procedure for this procurement. The open tender procedure involves advertising the contract opportunity and then sending the tender documentation to all interested parties to complete and return. The tender document focused on organisational/legislative compliance questions, the organisations experience and technical competence to deliver the service as well as pricing, service management and contract delivery.

- 3.2 Following an advertisement of the contract opportunity through the national e-tendering portal, Bluelight, on 18<sup>th</sup> June 2013, eight organisations submitted completed tender returns on 2<sup>nd</sup> August 2013.
- 3.3 The Project Evaluation Team agreed the format and assessed the tender submissions over 2 stages on 7<sup>th</sup> August and 28<sup>th</sup> August 2013.
- 3.4 One of the bidders was withdrawn from the tender evaluation due to not submitting the mandatory documentation as part of their tender. Three of the returned tender submissions scored poorly with regard to previous experience in delivering similar contracts, technical competence to provide an efficient and cost effective solution, and also the storage capacity and durability of the product.
- 3.5 Three of the remaining bidders scored reasonably well as they provided detailed and comprehensive responses. However it was bidder 6 that provided the most competitive, detailed and thorough tender response in order to maintain the current infrastructure whilst implementing a new data storage solution across Cleveland Police's operational fleet.
- 3.6 Whilst reviewing the proposal from bidder 6, several clarification questions were raised by the Evaluation Team regarding: data storage, remote serviceability and any additional hosting hardware that would be required.
- 3.7 In order to address the clarifications raised by the Team, bidder 6 was invited to present their proposal to the Evaluation Team on 2<sup>nd</sup> September 2013.
- 3.8 Following the presentation and completion of the evaluation exercise, it was clear that bidder 6 has provided the most cost effective and practical solution.
- 3.9 The choice made by the Evaluation Team is for Bidder 6 to be awarded the contract for the provision of a vehicle data recording solution as they submitted the most economically advantageous tender in accordance with the published award criteria.
- 3.10 Subject to final approval, the new contract is due to commence on 1<sup>st</sup> November 2013.

#### **4. Implications**

##### **4.1 Finance**

The implementation cost and maintenance of the new data recording solution and current infrastructure will be met by capital and revenue expenditure.

4.2 The 2013/14 capital costs are detailed in the table overleaf:

Data Recording Solution and Installation (44 vehicles)	£40,656
Software Installation	£2,395
System training	£1,000
Database creation	£995
SIM card and licensing	£3,898
Hosting Server & Laptop	£6,000
<b>Total</b>	<b>£54,944</b>

4.3 Annual revenue costs are as follows and are based on the following data recorder replacement programme:

- 2013/2014 – 44 Vehicles
- 2014/2015 – 50 Vehicles
- 2015/2016 – 50 Vehicles
- 2016/2017 – 50 Vehicles
- 2017/2018 – 25 Vehicles

ICT Requirement – Annual Cost	2014	2015	2016	2017	2018	2019	2020	2021
Software License	£330	£330	£330	£0	£0	£0	£0	£0
Annual Software maintenance costs	£990	£1056	£1,123	£1,186	£1,186	£1,186	£1,186	£1,186
Annual Hardware maintenance costs	£,5516	£11,032	£16,548	£22,064	£25,908	£29,168	£31,124	£33,080
Sim Card – New devices (Per vehicle)	N/A	£7,426	£11,376	£15,326	£17,301	£17,301	£17,301	£17,301
Maintenance of current infrastructure	£38332	£27380	£16428	£5476	N/A	N/A	N/A	N/A
<b>Total Costs</b>	<b>£45,168</b>	<b>£47,224</b>	<b>£45,805</b>	<b>£44,052</b>	<b>£44,395</b>	<b>£47,655</b>	<b>£49,611</b>	<b>£51,567</b>

4.4 A cashable saving has been generated of approximately £4,854 due to no maintenance service being required on the new 44 data recording devices in 2013/14.

4.5 Several of the above items will also be procured through existing contracts to achieve greater value for money (for example, data SIM cards, hosting server and laptop).

#### 4.6 Legal

The contract is to be awarded under Force 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 are no sustainability implications associated with the award of this contract.

4.10 Risk

There are no risk implications associated with the award of this contract. The recommended bidder has a very comprehensive understanding of the contract requirements and is a current supplier to the Force.

**5. Conclusions**

5.1 The vehicle data recording solution 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 6 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 an efficient and cost effective service to Cleveland Police.

Jacqui Cheer  
Chief Constable

Evaluation Team:

Procurement & Fleet Business Partner - Steria

Procurement Category Leader - Steria

Fleet Technical Officer - Steria

ICT service and Support Manager - Steria

Information security officer – Cleveland Police

CIO Officer – Cleveland Police

Operations Chief Inspector – Cleveland Police

PSD Chief Inspector – Cleveland Police



Tender Score – Vehicle Data Recording Solution

Bidder Number	Resources & Quality Assurance	Experience & Technical Capability	Price Score	Total Score
Bidder 1	9%	26%	39%	74%
Bidder 2	9%	15%	40%	64%
Bidder 3	6%	27%	38%	71%
Bidder 4	3%	7%	35%	45%
Bidder 5	9%	14%	29%	52%
Bidder 6	9%	38%	40%	87%
Bidder 7	8%	18%	35%	61%

