

**THE POLICE & CRIME COMMISSIONER FOR CLEVELAND****DECISION RECORD FORM****REQUEST:**

Approve the award of the Emergency Boarding & Glazing Contract

Title:

Emergency Boarding & Glazing Services

Executive Summary:

The current contract is due for renewal on the 30th September 2013. Following a Procurement exercise. As a result of this procurement exercise, a new contract will be put in place to ensure a seamless transition from the existing contract

Decision:

The PCC is asked to approve the award of the Emergency Boarding & Glazing contract to Bidder 2.

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)

There is a slight increase in the call out rates when compared against the current contract; however the rates are extremely competitive when benchmarked against similar re-active call out contracts.

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

All sustainability considerations have been taken into account during tender analysis with a strong emphasis on local employment and supply chain. 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 bidder has a very comprehensive understanding of the contract requirements and has been delivering the service since 2010.


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: 19/6/13

Police and Crime Commissioner:

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

Signed:  Date: 19/6/13

**Report of the Chief Constable to the Police and Crime Commissioner for
Cleveland
14th June 2013**

Status: For Decision

**Procurement Report for the Provision of an Emergency Boarding &
Glazing service**

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 Boarding & Glazing Services.
- 1.2 The current contract for Boarding & Glazing services expires on 30th September 2013.
- 1.3 As a result of this procurement exercise, a new contract will be put in place to ensure a seamless transition from the existing contract.

2. Recommendations

- 2.1 That the Police and Crime Commissioner note the Procurement process used to appoint a new contract for Boarding & Glazing services.
- 2.2 The Police and Crime Commissioner accept the tender response from Bidder 2.

3. Background

- 3.1 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 PQQ (Pre-Qualification Questionnaire) 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 service.
- 3.2 The second stage of the tender, Invitation to Tender (ITT), focused on pricing, service management and contract delivery.

- 3.3 Following an advertisement of the contract opportunity through the national e-tendering portal i.e. Bluelight on 8th February 2013, six organisations submitted completed PQQ applications on 28th March 2013.
- 3.4 The Project Evaluation Team agreed the format and assessed the PQQ submissions on 9th April 2013.
- 3.5 Two of the returned PQQ submissions scored fairly average with regard to previous experience in delivering similar contracts, resource available to deliver the contract requirements and also the collaborative approach required to deliver the most cost effective solution. Bidder 4 scored very poorly as they didn't provide enough detail with regard to how they would service the contract out of hours as well as clarify what resource they have available. The remaining three PQQ submissions showed a very good understanding of the contract requirements, provided detailed information on the local resource available to service the contract and also provided significant information on partnership working and innovation.
- 3.6 These three bidders were considered suitable by the Evaluation Team for short listing and final ITT.
- 3.7 The ITT package was issued to three Bidders on 12th April 2013.
- 3.8 During the ITT process, all three bidders were given a further opportunity to raise any clarification questions regarding the bid documentation.
- 3.9 On assessment of the returned ITT documents on 6th June 2013, one of the bidders decided against submitting a final proposal and was therefore withdrawn from the evaluations. The remaining two ITT submissions were evaluated under three main categories: price and affordability; a method statement focusing on the following contract management methodology - Quality, Cost, Logistics, Sustainability, Development & Management; and contract delivery.
- 3.10 During the analysis it was evident that both contractors appeared to be competent in delivering the contract requirements and managing the out of hours help desk, however when the team evaluated the pricing and affordability section there was a considerable cost variance between the bidders. The pricing submitted by Bidder 1 appeared to be excessive when compared against the other bidder and the existing contract; Bidder 2 presented the most cost effective solution with a very detailed tender response that provided the Evaluation Team with assurance that the contractor was clearly competent to deliver the specification of requirements.
- 3.11 On completion of the ITT evaluation exercise, it was clear that Bidder 2 has provided the most cost effective and practical solution.
- 3.12 The choice made by the Evaluation Team is for Bidder 2 to be awarded the contract for Boarding & Glazing services as they submitted the most economically advantageous tender in accordance with the published award criteria.
- 3.13 Subject to final approval, the new contract is due to commence on 1st October 2013.

4. Implications

4.1 Finance

There is a slight increase in the call out rates when compared against the current contract; however the rates are extremely competitive when benchmarked against similar re-active call out contracts.

	Current contract costs	New contract costs
Standard Emergency Board – service Charge	£73.00	£76.32
Boarding or securing of police premises	£52.00	£55.00
Compensation	£30.00	£33.00

4.2 Legal

The contract is to be awarded under Force terms and conditions. There are no legal implications associated with the award of this contract.

4.3 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.

4.4 Human Rights Act

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

4.5 Sustainability

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

4.6 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 has been delivering the service since 2010.

5. Conclusions

5.1 The Boarding & Glazing 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 ITT submission from Bidder 2 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, responsive and cost effective service to Cleveland Police.

Jacqui Cheer
Chief Constable

Evaluation team:

Chief Inspector – OSD Communications Centre
Procurement Category Leader - Steria
Procurement & Fleet Assistant - Steria

Appendix 1

ITT Score – Boarding & Glazing Services

	Bidder 1	Bidder 2
Service Delivery Method Statement & Contract Delivery Method Statement	37.1%	42.8%
Price Score	39.4%	55.0%
Total Score	76.5%	97.8%

