



THE POLICE & CRIME COMMISSIONER FOR CLEVELAND

DECISION RECORD FORM

REQUEST:

Approve the award of the Data Quality & Data Management solution contract.

Title:

Archive storage services.

Executive Summary:

A key issue faced by Cleveland Police in relation to using one of their key ICT systems (Niche) is the high number of duplicate and incomplete records held within the system, in particular nominal records and addresses. This duplication is caused by the inability of the system in its current form to recognise new data which match existing records held within the system, in addition once an individual is recorded twice on the system the system is unable to identify which record is the master copy and will therefore create another record resulting in what is referred to as exact duplicate records. A Data Quality & Data Management solution would not only ensure compliance with relevant legislation it would also release significant efficiency savings through the reduction in resource inputting, processing, reviewing and amending data on a core system across all areas of the organisation.

Decision:

That the Police and Crime Commissioner note the Procurement process used to appoint a contract for the provision of a Data Quality and Data management solution. 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)

The overall cost of the Data Quality Solution over the 3 year contract period will be met by an innovation grant and capital expenditure.
Full financial details are included within section 4.1 within the attached report.

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

Contract to be awarded under CCS 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 the appointment of all suppliers on the CCS framework. There are no Diversity and Equality implications associated with the award of this contract

Human Rights Implications

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

Sustainability Implications

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

Risk Management Implications

There is 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 leading provider of Data Quality & Data Management solutions.

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: 23/6/15

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

Status: For Decision

Procurement Report for the Provision of a Data Quality & Data Management 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 procurement exercise to award a contract for the supply, support, maintenance and licensing of a Data Quality Solution.
- 1.2 A key issue faced by Cleveland Police in relation to using one of their key ICT systems (Niche) is the high number of duplicate and incomplete records held within the system, in particular nominal records and addresses.
- 1.3 This duplication is caused by the inability of the system in its current form to recognise new data which match existing records held within the system, in addition once an individual is recorded twice on the system the system is unable to identify which record is the master copy and will therefore create another record resulting in what is referred to as exact duplicate records.
- 1.4 The force fully acknowledges that an improvement to their data is required in order to achieve compliance with relevant legislation such as the Data Protection Act and Management of Police Information.
- 1.5 A Data Quality & Data Management solution would not only comply with relevant legislation it would also release significant efficiency savings through the reduction in resource inputting, processing, reviewing and amending data on a core system across all areas of the organisation.

2. Recommendations

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

3. Background

- 3.1 A mini competition via the Crown Commercial Service 'Data Access Processing & Analytics' framework was the chosen procedure for this procurement. The mini competition procedure involves sending the bid package to a select list of suppliers that are on the 'Data Access Processing & Analytics' services framework agreement to complete and return. The bid package focused on basic organisation details, technical competence to deliver the service as well as a detailed pricing matrix.
- 3.2 The bid package was issued to all framework suppliers through the national e-tendering portal i.e. EU Supply on the 27th April 2015, one organisation submitted a completed proposal on the 15th May 2015. A further two organisations accepted the invitation to tender however they failed to submit a response in time; the remaining three bidders on the framework declined the invitation to tender.
- 3.3 The Project Evaluation Team agreed the format and assessed the only tender submission on 20th May 2015.
- 3.4 Upon review of the submission it was clear that the bidder had the technical competence to provide a comprehensive Data Quality Solution during the 5 year contract term, however several minor ICT queries regarding functionality and system integration were picked up within the review by the project team.
- 3.5 Whilst review the pricing structure of the proposal, it became clear that there was the opportunity to negotiate on several areas of cost (Software, maintenance, licensing years 4&5) as well as a slight reduction on the overall Data Quality & Data Management Solution.
- 3.6 The bidder was given the opportunity to review their pricing structure as well as provide clarity with regard to the minor ICT issues that were also raised; the bidder completed a revised proposal on 22nd May 2015.
- 3.7 Following the completion of the evaluation exercise and confirmation of the revised pricing as well as clarification on the minor ICT issues, it was clear that a competitive and practical proposal had been provided.
- 3.8 In order to complete the due diligence as part of the evaluation process, it was agreed by the project team that the bidder would be invited to Police HQ to present their Data Quality & Data Management solution to members of the project team and key personnel within the force on Friday 12th June 2015.
- 3.9 During the presentation, the bidder provided a very in-depth and comprehensive overview of the Data Quality & Data Management solution highlighting system functionality and overall compliance with the specification of requirements.
- 3.10 Following the evaluation and system overview, the choice made by the Evaluation Team is for Bidder 1 to be awarded the contract for the provision of a 'Data Quality & Data Management Solution' as they submitted the most economically advantageous tender in accordance with the published award criteria.

3.11 Subject to final approval, the new contract is due to commence on the 13th July 2015.

4. Implications

4.1 Finance

The overall cost of the Data Quality Solution over the 3 year contract period will be met by an innovation grant and capital expenditure.

Following the tender procedure and post tender negotiations/clarifications with the successful bidder, the whole life cost of the Data Quality & Data Management solution over the 3 year contract period is highlighted below.

<u>Description</u>	<u>Cost</u>
Data Quality Solution (Inc. Software, maintenance & support, Licensing for Years 1&2)	£171,810.00
Data Quality Solution – Training Requirements	£15,000.00
Software, maintenance & support, Licensing (Year 3)	£37,730.00
Total Cost	£224,540.00

The above pricing has been heavily discounted following post tender negotiation and equates to a saving of £89,820.00 from the original tender submission for the overall solution and an option of maintenance for further a further 2 years.

4.2 Legal

Contract to be awarded under CCS framework 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 the appointment of all suppliers on the CCS framework. There are no Diversity and Equality implications associated with the award of this contract.

4.4 Human Rights Act

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

4.5 Sustainability

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

4.6 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 and is a leading provider of Data Quality & Data Management solutions.

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 Cleveland Police with a practical and cost effective Data Quality & Data Management solution.

Jacqui Cheer
Chief Constable

Evaluation team:

Procurement Category Leader – Steria
ICT Project Manager - Steria
Data Protection Manager – Cleveland Police
Contract Support Officer – Cleveland Police