

REQUEST FOR CONTRACT SIGNING AND/OR SEALING

1.0 General Guidance Notes

The 'Request for Contract Signing and/or Sealing' document is required for making requests for the signing and/or sealing all procurement contracts and provides a means to confirm compliance with Contract Standing Orders. The document also acts to provide an audit of actions and authorisations that preceded contract signing.

2.0 Guidance Notes and requirements for Electronic Signatures

Electronic signatures are legally acceptable for signing contracts which are:

- a) For executing a contract underhand - one signature required and with limitation for claims arising from breach of 6 years
- b) For executing a contract by deed – one signature that is witnessed and with limitation for claims arising from breach of 12yrs

Electronic signatures are not legally acceptable where contracts require a physical seal to be affixed.

7 Force Procurement Contract Standing Orders allow for electronic signatures for contracts not exceeding £1m but require that where a contract is over £1m, it must be 'executed by deed' under the seal of each participating Police and Crime Commissioner/Police, Fire and Crime Commissioner.

The relevant clauses in the Section 22 Agreement are:

31.5.6 – use of electronic signatures <£1m

Schedule 5 – Contract Standing Orders Tables at 3.9 and 3.14 which require contracts >£1m to be executed under seal of each participating Police and Crime Commissioner/Police, Fire and Crime Commissioner.

Note: The attestation page of the contract must have the words 'signed (physical or electronic)' underneath and witnessed by 'signed (physical or electronic)' with the signatory's details

3.0 Temporary arrangements for Electronic Signatures during COVID-19 pandemic approved by the Police and Crime Commissioners/Police, Fire and Crime Commissioner March 2020.

Electronic signatures are acceptable for signing contracts which are:

- a) For executing a contract by deed – one signature that is witnessed and with limitation for claims arising from breach of 12yrs for a temporary period during the COVID-19 pandemic and is subject to receiving the explicit authority of the authorising officer of the OPCC.

Schedule 5 – Contract Standing Orders Tables at 3.9 and 3.14 which require contracts over £1m to be executed under seal of each participating Police and Crime Commissioner/Police, Fire and Crime Commissioner, is temporarily suspended to allow electronic signatures.

In order to ensure due governance around the use of electronic signatures and to prevent the potential risk of misuse, this arrangement and duration will be kept under review by the Strategic Procurement Governance Board.

4.0 Authorised Officer for approving the use of Electronic Signatures (Order of Preference)

Police and Crime Commissioner for Suffolk

1. Christopher Jackson - Chief Executive (and Monitoring Officer) [Christopher.Jackson@suffolk.pnn.police.uk]
2. Liz Hollingworth – Head of Governance & Commissioning [Elisabeth.Hollingworth@suffolk.pnn.police.uk]
3. Vanessa Scott – Head of Policy and Performance [Vanessa.Scott@suffolk.pnn.police.uk]
4. Sandra Graffham – Head of Communications & Engagement [Sandra.Graffham@suffolk.pnn.police.uk]

Police and Crime Commissioner for Norfolk

1. Mark Stokes, Chief Executive Officer [Mark.Stokes@norfolk.pnn.police.uk]
2. Jill Penn – Chief Finance Officer [Jill.PENN@norfolk.pnn.police.uk]
2. Sharon Lister – Deputy Monitoring Officer [Sharon.Lister@norfolk.pnn.police.uk]

Police, Fire and Crime Commissioner for Essex

1. Pippa Brent-Isherwood – Chief Executive and Monitoring Officer [Pippa.Brent-Isherwood@essex.police.uk]
2. Julia Berry – Head of Finance – In Pippa’s absence [Julia.Berry@essex.police.uk]

Police and Crime Commissioner for Kent Police

1. Rob Philips – Chief Finance Officer [Robert.Phillips@kent.police.uk]
2. Adrian Harper – Chief Executive Officer [Adrian.Harper@kent.police.uk]

Police and Crime Commissioner for Bedfordshire

1. Clare Kelly - Chief Executive [Clare.Kelly@bedfordshire.pnn.police.uk]
2. Gavin Chambers – Chief Finance Officer [Gavin.Chambers@bedfordshire.pnn.police.uk]

Police and Crime Commissioner for Cambridgeshire

NOTE: Please send this form to the following persons (Both) to obtain the Authoriser’s Signature:

- Nancy Leversha - Strategic Accountant [Nancy.Leversha@cambs.pnn.police.uk]
- Nicky Phillipson – Head of Strategic Partnership & Commissioning [Nicky.Phillipson@cambs.police.uk]


Signatures will be obtained by Nancy Leversha from;

1. Ray Bisby, Acting Police and Crime Commissioner [Ray.Bisby@cambs.pnn.police.uk]
2. Matthew Warren, Chief Finance Officer [matthew.warren@cambsfire.gov.uk]
3. James Haylett, Chief Executive Officer [James.Haylett@cambs.pnn.police.uk]

Police and Crime Commissioner for Hertfordshire

1. Chris Brace, Chief Executive [chris.brace@herts.pcc.pnn.police.uk]
2. Gavin Miles, Deputy Chief Executive Officer [Gavin.Miles@herts.pnn.police.uk]
3. Ian Rooney, Chief Finance Officer [Ian.Rooney@herts.pnn.police.uk]

REQUEST FOR CONTRACT SIGNING AND/OR SEALING

A1	Contract Information	
Name & Address of Contracting Authority	Police, Fire and Crime Commissioner for Essex	
	Kelvedon Park, London Rd, Rivenhall, Witham CM8 3HB	
Contract Title	Framework for Vehicle Recovery Managed Service	
Description of Contract	Managed Service Agreement for the Provision of Vehicle Recovery for Essex Police	
	<p>Framework lead by Surrey and Sussex - Essex completed an Access Agreement to utilise the framework.</p> <p>The Contract Addendum that requires signature covers the change in GDPR legislation and is required to bring the forces contract in line with data processing requirements. Failure to do so could amount to a breach of data regulations, a fine and substantial reputational Damage.</p>	
Contract Reference Number	2017/082	
Contract Term	Initial Term 3 Years , extension of 24 months in total	
Options to Extend	2 x 12-month extension periods	
Collaborative Contract	No	
Value of Contract (Entire Term)	The contract attracts an annual sum payable from AADL to the forces. The annual sum payable is £143,499.96. For a period of 5 years the contract annual fees will total £717,499.88. In addition to the annual fee, the force also receives disposal and auction fees which vary due to demand pricing and bring the contract in excess of £1m in total.	
7F Procurement Category Manager	Jo Badjie Contract Manager	
Contact Details of Category Manager	Joanna.badjie@herts.pnn.police.uk	
Request for Pippa Brent-Isherwood – Chief Executive and Monitoring Officer	<p>[Select option required]</p> <p><input type="checkbox"/> For contract between £50k and £1m – electronic signature of relevant authorised person in accordance with CSOs</p> <p><input checked="" type="checkbox"/> For contracts over £1m – electronic signature of each participating P(F)CC and witnessed</p>	
Use of Electronic Signatures for contracts >£1m – Approval of the authorising officer of the OPCC	Name:	P. Brent-Isherwood
	Signature:	
Date of Request	28 th April 2021	

A2	Documents attached separately (Soft copies are attached for electronic signatures)
<ul style="list-style-type: none">• Contract Addendum	
A3	Strategic Procurement Governance Board
N/A	