

PFCC Decision Report

Report reference number: 059-22

Classification: Official - Commercial

Title of report: Contract for Office Supplies (7F-2020-0058)

Area of county / stakeholders affected: Essex Police

Report by: Veronica O'Mahoney (7F Commercial Services)

Chief Officer: Janet Perry (Chief Finance Officer/Strategic Head of Performance and Resources)

Date of report: 1st April 2022

Enquiries to: Veronica O'Mahoney (7F Commercial Services)

1. Executive Summary

This report contains details relating to the office supplies contract for Essex Police and requests that authorisation be given for the award and the application of the PFCC's electronic signature to the Cluster Member Agreement Call Off Agreement.

2. Recommendations

It is recommended that a contract is awarded to ACS Business Supplies Limited for an initial term of two years with two 12-month optional extension periods available, to bring the total possible term to four years. The Essex contract value over four years is £1,032,000.

The PFCC for Essex is therefore recommended to authorise the application of the PFCC's electronic signature to the Cluster Member Agreement Call Off Agreement (attached).

3. Background to the Proposal

Essex Police has been in contract with the supplier Banner since 2016 for the provision of office supplies. The contract was awarded under the National Police Office Supplies Framework which Devon and Cornwall Police led on.

The National Framework Agreement has now expired. Thames Valley Police (TVP) was nominated by the National Police Procurement Executive (NPPE) to lead on procuring a new national police office supplies contract. TVP has conducted a mini competition under the CCS RM6059 Framework for Office Supplies which covers the requirement for a collaborative contract for the provision of office Supplies and media, open for use by all police forces. In a further move towards “blue light” collaboration, the availability of the framework has also been extended to include all UK fire and rescue services and other emergency services.

It is therefore proposed to utilise the national contract for these goods. Utilising the national contract is a cost effective and compliant route to market.

4. Proposal and Associated Benefits

The proposal allows staff and officers to carry out their day-to-day business, meaning a continuation of service to the public. It also aligns contracts within the 7 Force region for the goods, as the remaining six forces in the region have moved to the new arrangements.

5. Options Analysis

- Do nothing - With the current contracts expiring, a new contract is required to ensure each of the 7 forces is not in breach of Public Contract Regulations. Therefore, this option was ruled out.
- Bespoke procurement - Economies of scale under a national route would provide the best price, as opposed to the 7 Forces running a bespoke procurement. In addition, this is not the recommended national route. Therefore, this option was ruled out.
- Other public sector frameworks – Various other public sector frameworks were explored within TVP’s scoping exercise, but the CCS framework offered the best value and best suited the collaborative requirement.

6. Consultation and Engagement

All key users across the 7F region were consulted regarding the national contract and their respective force utilising this agreement.

TVP also held market engagement sessions with suppliers under the CCS framework, to update market awareness and gain insight into how EU exit and Covid-19 had affected the industry.

7. Strategic Links

This contract supports the objective in the Police and Crime Plan relating to “Increasing Collaboration” as this is a national contract.

8. Police operational implications

This contract does not have any operational implications for Essex Police.

9. Financial implications

The budget set for 22/23 is £258,000, this has been used to provide the contract value.

The Essex contract value over four years is £1,032,000. The value is an indication based on the budgets for such items. It is not possible to forecast the exact volumes or items that the force will continue to purchase

The historical spend for Essex is as follows;

Essex Police	17/18	18/19	19/20	20/21
Stationery	£196,906.00	£267,290.00	£245,985.00	£148,573.00
Office Equipment	£119,102.00	£87,318.00	£154,676.00	£88,002.00
IT Costs Consumables	£39,263.00	£34,327.00	£57,547.00	£23,709.00
Total :	£355,271.00	£388,935.00	£458,208.00	£260,284.00

There is no usage commitment under the contract. As the goods under the contract are demand led, usage will need to be monitored quarterly and savings identified via the management information data.

Cost avoidance savings have been identified for the seven forces. For Essex, this figure is £25,982.25. This is an estimated figure and is based on the highest volume items purchased over a 12-month period via the current supplier (Banner) compared to the new prices through ACS.

10. Legal implications

The procurement has been carried out in accordance with the Contract Standing Orders and the Public Contracts Regulations 2015 using a compliant framework agreement.

The terms and conditions of the contract are standard framework terms and conditions as set out in the call off contract.

11. Staffing implications

There are no staffing implications of this procurement.

12. Equality, Diversity and Inclusion implications

This project does not have any specific equality or diversity implications.

13. Risks and Mitigations

Procurement risks are mitigated through use of a compliant framework.

A risk report from Credit Safe indicated the successful bidder had a score of 53 which indicates a low risk. This risk score falls within the parameters of our credit checks on companies (a minimum of 30 is required as per guidelines)

14. Governance Boards

Hybrid Gateways 1 & 2 were approved at the Commercial Executive Board in January 2022 – Ref CEB-D010 (report attached)

15. Links to Future Plans

N/A

16. Background Papers and Appendices

7F-2020-0058 - Office Supplies CEB Hybrid Gateway 1 & 2 report
Regulation 84 Award Report
Cluster Member Agreement Call Off Agreement



7F-2020-0058 - Office
Supplies CEB Hybrid C



7F-2020-0058 - Office
Supplies Reg 84 Awar



Cluster Member
Agreement Call Off Aq

Report Approval

The report will be signed off by the PFCC's Chief Executive and Chief Finance Officer prior to review and sign off by the PFCC / DPFCC.

Chief Executive / M.O. Sign: 

Print: P. Brent-Isherwood

Date: 28 April 2022

Chief Financial Officer Sign: 

Print: Janet Perry

Date: 22 June 2022

Publication

Is the report for publication? YES NO

If 'NO', please give reasons for non-publication (Where relevant, cite the security classification of the document(s). State 'None' if applicable)

However, the decision report is subject to redaction as set out below and the appendices are not to be published as they are Official-Sensitive (Commercial).

If the report is not for publication, the Chief Executive will decide if and how the public can be informed of the decision.

Redaction

If the report is for publication, is redaction required:

1. Of Decision Sheet? YES NO 2. Of Appendix? YES NO

If 'YES', please provide details of required redaction:

The embedded documents are not to be published for the reasons set out above, and the financial values set out in section 9 of the decision report are to be redacted.

Date redaction carried out:

Chief Finance Officer / Chief Executive Sign Off – for Redactions only

If redaction is required, the Treasurer or Chief Executive is to sign off that redaction has been completed.

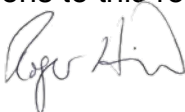
Sign:

Print:

Chief Executive / Chief Finance Officer

Decision and Final Sign Off

I agree the recommendations to this report:

Sign: 

Print: Roger Hirst

PFCC

Date signed: 24 June 2022

I do not agree the recommendations to this report because:

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Sign:

Print:

PFCC/Deputy PFCC

Date signed: