

NORTHERN JOINT POLICE BOARD

22 NOVEMBER 2007

PROCUREMENT REPORT

Report by the Chief Constable

SUMMARY

To provide Members with a progress report on recent procurement activity.

This report presents a summary of recent significant procurement activity and is submitted in accordance with the reporting arrangements set out in Contract Standing Order 56.

CONTRACTS AWARDED THROUGH COMPETITION

The following contracts have recently been awarded:

Police Surgeon/Forensic Medical Examiner (FME) Services in Orkney

A contract has been awarded to Medacs Managed Healthcare for the provision of Police Surgeon/FME services in Orkney for a 5-year period commencing 1st September 2007. The estimated whole-life contract value is £380K. The prices for the first 2 years of the contract are firm (i.e. not subject to variation unless there is a change in the requirement). Annual prices thereafter are subject to uplift in accordance with an agreed method of indexation.

Number of invitation to tender documents issued: 5

Number of tenders submitted: 3

The award criteria: Most Economically Advantageous Tender using a quality/price mechanism. The Quality evaluation assessed the fitness for purpose of each tender in terms of a) general understanding of the requirement, b) ability to meet each of the requirements set out in the specification, c) contract management, resources and start-up and implementation represented 60% of the total marks available and Price 40% of the marks available.

Provision of Legal Services to the Chief Constable

A contract has been awarded to Ledingham Chalmers LLP for the provision of legal services to the Chief Constable for a 4-year period commencing 1st October 2007. The estimated value over the life of the contract is £240K (or £60K per year). Pricing is based on an agreed schedule of hourly rates which have been fixed for the duration of the contract. An additional volume discounted on tendered rates is available where the value of individual casework exceeds a pre-determined

threshold. The value of the contract is estimated and is due entirely upon the demand for legal services over the term of the contract.

Number of invitation to tender documents issued: 8

Number of tenders submitted: 7

The award criteria: Best long-term value for money using a quality/price mechanism. The quality evaluation assessed the fitness for purpose of each tender in terms of a) general understanding of the requirement, b) approach to meeting each of the requirements set out in the specification, c) resources, d) contract management, and e) timeliness of delivery. These factors combined to represent 80% of the total marks available and Price 20% of the marks available.

Print room copiers for Police Headquarters

As reported to the Board in September 2007, tenders were invited for the supply of new copiers for the Headquarters print room. The estimated contract value at that time was approximately £100K.

A contract has now been awarded to Danwood Highland Ltd for the provision of copiers (including maintenance) to the print room in Police Headquarters. The estimated value of the contract is now £95K.

Number of invitation to tender documents issued: 6

Number of tenders submitted: 4

The award criteria: Best long-term value for money using a quality/price mechanism. The quality evaluation assessed the fitness for purpose of each tender in terms of a) general understanding of the requirement, b) fitness for purpose of proposed copier, c) physical assessment of proposed copier, d) support arrangements, and e) timeliness of delivery. These factors combined to represent 60% of the total marks available and Price 40% of the marks available.

OTHER MATTERS OF NOTE

Police Surgeon/Forensic Medical Examiner (FME) Services in Shetland

The closing date for the receipt of tenders is 22nd November 2007 at 3pm. The estimated value of any contract awarded as a result of this tendering exercise is likely to be in the region of £100K over the term of the contract (2 years plus an option to extend for a further period of up to 1 year).

Short-term vehicle hire

An advert has been placed in the Official Journal of the European Union (OJEU) inviting expressions of interest in the provision of short-term vehicle hire. Any contract awarded as a result of this tendering exercise will be open to all Scottish Police Forces. Contract duration: 2 years (with an option to extend for a further

period of up to 2 years). Estimated value (based on historic spend profile across all Scottish Forces): £2M - £4M

Any contract established through this tendering exercise is likely be treated as an interim position given that travel management (which includes vehicle hire) has been identified as part of the ongoing implementation of the Review into Public Procurement in Scotland recommendations, as a category A commodity. Therefore, vehicle hire across the public sector in Scotland will be procured at a national level through the recently established national centre of procurement expertise.

Building Services Maintenance (mechanical, electrical and plumbing)

An advert has been placed in the Official Journal of the European Union (OJEU) inviting expressions of interest in the provision of mechanical, electrical and plumbing contracting services. Contract duration: 3 years (with an option to extend for a further period of up to 1 year). Estimated value (including option year): £670K

REPORTING OF EXCEPTIONS TO CONTRACT STANDING ORDERS

There are no exceptions to Contract Standing Orders to be reported.

RECOMMENDATION

The Board is invited to note the position of the procurement activities outlined.

**Chief Constable
November 2007**