

PART 1 - CONTRACT AWARD APPROVAL (REG 84) REPORT

PART 2 – FINANCIAL ANALYSIS

PART 3 – APPROVALS

Part 1 - Contract Award Approval (Regulation 84) Report

A1	Summary
Name and Address of Contracting Authority(s) <i>Regulation 84(1) (a)</i>	The Police and Crime Commissioner for Cambridgeshire, Hinchingsbrooke Park, Huntingdon, Cambridgeshire PE29 6NP
	The Police and Crime Commissioner for Bedfordshire, Police HQ, Woburn Road, Kempston, Milton Keynes, Bedfordshire MK43 9AX
	The Police and Crime Commissioner for Hertfordshire, Harpenden Police Station, 13 Vaughan Road, Harpenden, Hertfordshire AL5 4GZ
Name of Lead Authority (if appropriate)	The Police and Crime Commissioner for Cambridgeshire
Client Department/Business Unit	ICT
Senior Responsible Officer (SRO) – Client Lead	Clive Oakley- Head of Service Design Clive.Oakley@herts.police.uk
7F Commercial Services Lead	Vicky Forde
Collaborative Partners (outside of 7 Forces)	N/A- police requirement.
7F Commercial Services Team or Working Group	Nikki Willard- ICT Services Manager Nikki.Willard@cambs.police.uk George Spencer- ICT Operations Manager George.Spencer@cambs.police.uk Vicky Forde
Project Title and Description of Contract <i>Regulations 84 (1)(a)</i>	7F-2024-I353 Laptop Tech Refresh BCH
Contract Security Classification	OFFICIAL – SENSITIVE – COMMERCIAL
Contract Award Type	New Contract
Contract Number/EU Supply Reference	7F-2024-I353/C18961
Initial Contract Term, Commencement and Expiry Dates	One off hardware purchase
Options to Extend and Ultimate End Date	N/A
Value of Contract for initial term <i>(Regulation 84(1)(a))</i>	£1,409,103.56

Estimated Value of Contract Extensions	N/A
Value of Contract for entire term (initial term plus extensions)	£1,409,103.56
Funding Source	Beds: BZ02 AG104 JC0001 Cambs: CZZZ AG104 JC0001 Herts: HZZZ AB121 JC0001 HZZZ AB121 JC0001 / Service Wrap
Name of Successful Tenderer(s) to whom the Contract is to be awarded	Specialist Computer Centres Plc

A2 Summary of Contract Deliverables																												
<p>Original requirement: Procurement of 2325 x Dell Latitude 5450 Laptops, 1025 x 14" laptop bags, 2049 x Port design stylus with bonded storage to support tech refresh activity.</p> <p>Market engagement has been conducted by the ICT Department using SCC for pre-sale evaluation.</p> <p>Due to the urgent nature of the requirement a price only mini competition has been conducted.</p> <p>** Please note the requirement for Herts has been reduced at Reg 84 signing stage. New mini-competition held.</p> <p>Revised requirement:</p> <table><tr><th>Force</th><th>Laptops</th><th>Bags</th><th>Stylus</th></tr><tr><td>Cambs</td><td>702</td><td>311</td><td>622</td></tr><tr><td>Beds</td><td>765</td><td>375</td><td>675</td></tr><tr><td>Herts</td><td>200</td><td>319</td><td>308</td></tr><tr><td>ERSOU</td><td>149</td><td>0</td><td>0</td></tr><tr><td>Total</td><td>1816</td><td>1005</td><td>1605</td></tr></table>					Force	Laptops	Bags	Stylus	Cambs	702	311	622	Beds	765	375	675	Herts	200	319	308	ERSOU	149	0	0	Total	1816	1005	1605
Force	Laptops	Bags	Stylus																									
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ERSOU	149	0	0																									
Total	1816	1005	1605																									
A3 Contract Award Recommendation																												
<p>The tender evaluation panel unanimously recommend that the contract is awarded to Specialist Computer Centres Plc as they have submitted the most economically advantageous tender and are able to meet the contract requirements and are the only bidder.</p>																												

B1 Commercial Strategy - Supporting Information	
Procurement Type FTS over UK threshold / Exempt / Sub-UK threshold Tender	FTS

Procurement Route Existing Force Framework / New Framework / External Framework / Competitive Tender / Single Tender Action <i>Regulation 84(1)(a)</i>	External Framework												
Is the Contract exempt from the Public Contract Regulation 2015 (if yes please state which Regulation is being relied upon and why in the 'Additional Commercial Strategy Information')	No												
Procurement Procedure (Open / Restricted / Competitive Dialogue / Mini Competition / Negotiated) <i>Regulation 27</i>	Mini-Competition under a Framework Agreement												
Sub-Division into Lots (if applicable and not set out in the procurement documents, the main reason for not sub-dividing the contract into lots) <i>Regulation 46(2)</i>	N/A												
Light Touch Regime (if applicable the reason why the procurement was not conducted in accordance with the information given in the contract notice or prior information notice and the reason for that decision) <i>Regulations 76(4)(b)(iii) and 84(7) and (7)</i>	N/A												
If applicable, the circumstances as set out in Regulation 26 for the justification in using a Competitive Procedures with Negotiation or Competitive Dialogue <i>Regulation 84(1)(e) and 26(4)</i>	N/A												
If applicable, the circumstances as set out in Regulation 32 for the justification in using a Negotiation Procedure without prior publication <i>Regulation 84(1)(f) and 32</i>	N/A												
Advertised Placement – Electronic Tender <i>Regulation 84(1)(h) and 22</i>	<table><tr><td>Placement</td><td>✓</td><td>Reference and Link</td></tr><tr><td>FTS</td><td><input type="checkbox"/></td><td></td></tr><tr><td>Contracts Finder</td><td><input type="checkbox"/></td><td></td></tr><tr><td>Other</td><td><input type="checkbox"/></td><td></td></tr></table>	Placement	✓	Reference and Link	FTS	<input type="checkbox"/>		Contracts Finder	<input type="checkbox"/>		Other	<input type="checkbox"/>	
Placement	✓	Reference and Link											
FTS	<input type="checkbox"/>												
Contracts Finder	<input type="checkbox"/>												
Other	<input type="checkbox"/>												
<i>If applicable</i> , the reasons why the use of means of communication other than electronic means has been considered necessary <i>Regulations 84(1)(h) and 22</i>	N/A												
Tender Evaluation Criterion	N/A												
Technical Weighting (Quality)	N/A												
Sub-Criteria (Quality)	N/A												
Social Value Weighting	N/A												

Commercial Weighting (Price)	100%
Sub-Criteria (Price)	N/A

B2	Complete if using a Framework [Or state Not Applicable in the text boxes]	
Name of Contracting Authority which established this Framework	Health Trust Europe: ICT Solutions 3	
Term of Framework (Commenced – Expiry including extensions)	02/01/2024-01/01/2026	
Number of suppliers on the Framework	11	
Method of Call-Off	Mini Competition- Price Only	
Are model contract terms and conditions prescribed for use by the Framework and acceptable to the Authority	Yes- ICT Solutions 3 - HealthTrust Europe	
Any known previous issues with this Framework (e.g. any challenges)	No	

C1 Tender Information	
Tender Evaluation Team	Nikki Willard George Spencer Clive Oakley
Tender Evaluation Moderator	Vicky Forde
Conflicts of Interest <i>Regulation 84(1)(i) and 24</i>	N/A
Conflict of Interest Measures <i>Regulation 84(i) and 24</i>	N/A
If applicable, other measures taken to ensure that competition is not distorted by the participation of a candidate or tenderer who has prior involvement in the procurement procedure <i>Regulation 41</i>	N/A
If applicable and not set out in the procurement documents, the main reasons for setting at SQ stage a minimum yearly turnover requirement which is more than twice the estimated contract value <i>Regulations 58(9)</i>	N/A
Terms and Conditions of Contract (including any Schedule of Amendments, Special Terms)	N/A
Date by which SQ returned (if restricted process)	N/A
Names of the selected tenderers and the reason for their selection <i>Regulations 84(b)(i) and 65</i> <i>Regulations 56-64</i>	<div>Suppliers</div> <div> Boxxe Limited CDW Ltd CCS Media Ltd Computacenter plc GBM Digital Technologies Ltd Trading as SYNC Insight Direct (UK) Ltd Softcat plc Phoenix Software Ltd Specialist Computer Centres PLC (SCC) Ultima Business Solutions Ltd XMA Ltd </div>
Deselected tenderers and the reasons for their deselection <i>Regulation 84(b)(ii) and 65</i> <i>Regulations 56-64</i>	N/A
Shortlisting of tenderers in Competitive Procedure with Negotiation or Competitive Dialogue	

If applicable, names of the selected candidates and the reasons for their selection <i>Regulation 84(b)(i) and 66</i>	N/A
If applicable, names of deselected candidates and the reasons for their deselection <i>Regulation 84(b)(i) and 66</i>	N/A
Tender Issued Date (including where a mini competition has been conducted)	10/08/2024
Tender Closing Date	17/08/2024
Number of ITTs returned	1
Number of non-compliant bids (state in 'C2 Additional Tender Information' why bids were not compliant)	N/A
Any contest of the Terms and Conditions	N/A

C2	Additional Tender Information
N/A	

D1	Tender Evaluation Results (Append Evaluation Matrix if required)		
D1(1)	SQ Submission – Stage 1 (Not Applicable in Open Procedure)		
Supplier Name	Pass/Fail	Score xx%	SME Yes/No
Supplier Questionnaire - Open Procedure only	All bidders were fully compliant with the Mandatory and Discretionary pass/fail requirements and any project specific questions		Yes/No/N/A

D1(2) Tender Submission – Stage 2						
Supplier Name	Total Bid Price (£k)	Commercial Score xx%	Technical Score xx%	Social Value xx%	Total Score 100%	SME Yes/No
Specialist Computer Centres Plc	£1,409,103.56	100	N/A	N/A	100	No
Name of Successful Tenderer <i>Regulation 84(1)(d)</i>	Specialist Computer Centres Plc					
Reason for selection of Tenderer <i>Regulation 84(1)(d)</i>	MEAT submitted.					
Details of Tenderers who Opted Out/Did Not respond		Boxxe CDW Ltd CCS Media Computacentre GBM Digital Insight Direct Softcat Phoenix Ultima XMA				
Where known, the share (if any) of the contract or framework agreement which the successful tenderer intends to subcontract to third parties <i>Regulation 84(1)(d)(i) and 71</i>		N/A				
Where known, the names of the main contractor's sub-contractors (if any) <i>Regulation 84(1)(d)(ii) and 71</i>		N/A				
If applicable, the reason for the rejection of any tender found to be 'Abnormally Low' <i>Regulation 84(1)(c) and 69</i>		N/A				
If applicable, the reasons for deciding not to award a contract or establish a framework agreement or to establish a dynamic purchasing system <i>Regulation 84(1)(g)</i>		N/A				

D2 Additional Evaluation Information (Risk Analysis and Financial Checks)	
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A third-party Financial Check has been undertaken, which returned a score of 5A2. The supplier is considered to be a Low-Moderate Risk organisation for the purposes of this requirement.



SPECIALIST
COMPUTER CENTRES

D3 Legal Advice Obtained

N/A

E1 Recommendation to Award

- I hereby confirm that this contract has been subject to a compliant procurement process in line with the 7 Forces Contract Standing Orders and the Public Contracts Regulations.
- I confirm that I have no conflicts of interest arising from this contract and the information provided in this report is accurate and represents the specified procurement project.
- The contract has been to the full engagement of all participating stakeholders throughout the procurement process and the recommendation provides the best value for money option.
- All due diligence checks completed for the awarded supplier.

7F Commercial Services Lead	Signature	Date
Vicky Forde- Procurement Specialist	<i>Victoria Forde</i>	Aug 20, 2024
Stakeholder Lead	Signature	Date
Clive Oakley	<i>Clive Oakley</i> <small>Clive Oakley (Aug 20, 2024 16:13 GMT+1)</small>	Aug 20, 2024
Head of Category (Property/ ICT/C&O)	Signature	Date
Farzad Zeb – Annual leave		
Head of Category Management	Signature	Date
Esther Beaumont	<i>Beaumont</i>	Aug 20, 2024

Part 2 – Financial Analysis

F1 Budget Information (Lifecycle)					
[Please complete the table below, using budget information provided by Force Finance teams' ONLY]					
Force	Allocated Budget	Budget Code	New Contract Spend TOTAL £	£ Budget Variance against new Contract Value	If contract value is greater than budget how will this be managed?
Beds	£686,471	Beds: BZ02 AG104 JC0001	£592,913	£93,558	N/A- savings versus budgets.
Cambs	£629,364	Cambs: CZZZ AG104 JC0001	£543,632	£85,732	
Herts	£686,100	Herts: HZZZ AB121 JC0001	£158,579	£527,521	
ERSOU	£140,892	HZZZ AB121 JC001 / Service wrap	£113,979	£26,913	
Norfolk	£		£	£	
Suffolk	£		£	£	
Kent	£		£	£	
Essex	£		£	£	
TOTAL	£2,142,827	As above	£1,409,103	£733,724	N/A- savings versus budgets.

F2 Forecast Contract Expenditure (Lifecycle) [As contracted]						
Force	Capital or Revenue	Year 1	Year 2	Year 3	Year 4	Year 5
Beds	Capital Spend	£592,913	-	-	-	-
Cambs	Capital Spend	£543,632	-	-	-	-
Herts	Capital Spend	£158,579	-	-	-	-
ERSOU	Capital Spend	£113,979				
Norfolk	Choose an item.	£	£	£	£	£
Suffolk	Choose an item.	£	£	£	£	£
Essex	Choose an item.	£	£	£	£	£
Kent	Choose an item.	£	£	£	£	£
Total Spend	Capital Spend	£1,409,103	-	-	-	-

F3 Forecast CASHABLE Savings (Lifecycle) [As agreed with Finance Teams]					
Force	Year 1	Year 2	Year 3	Year 4	Year 5
Beds	£93,558	-	-	-	-
Cambs	£85,732	-	-	-	-
Herts	£527,521	-	-	-	-
ERSOU	£26,913				
Norfolk	£	£	£	£	£
Suffolk	£	£	£	£	£
Essex	£	£	£	£	£
Kent	£	£	£	£	£
Total Savings	£733,724	£-	£-	£-	£-

F4 7 Force Benefits						
<p>Cashable Savings = tangible reduction in new contract spend, when compared to current BUDGET;</p> <p>Cost Avoidance = reduction in new contract spend, when compared to current SPEND;</p> <p>Efficiency Benefits = efficiencies achieved in £'s from doing things once e.g. one procurement, one contract manager;</p> <p>Please confirm the actual savings, avoidance and benefits delivery from this procurement in the table below:</p>						
Force	Lifecycle Cashable Saving	Rationale & Calculation	Total Cost Avoidance	Rationale & Calculation	Total Efficiency Benefits	Rationale & Calculation
Beds	£93,558	Budget versus new contract cost				
Cambs	£85,732					
Herts	£527,521					
ERSOU	£26,913					
Norfolk						
Suffolk						
Kent						
Essex						
TOTAL	£733,724	Budget versus new contract cost				

F5	Social Value Benefits		
	Unit of Measure	Numbers	Social Value £
[Taken the tender response; add lines as required]			£
TOTAL Social Value Benefit			£

F6 Approval of Financial details – ALL Procurements at all monetary thresholds

- I hereby confirm that all financial details, including the rationale and calculations for savings, within this document have been reviewed, confirmed, and approved as accurate (with CFOs where applicable).
- These Financial details include but are not limited to; Budget details, Previous Contract Spend information, New Contract spend information, Cashable Cost Savings, Non-Cashable benefits and Social Value.
- By signing this section, the Finance representative has authorised the inclusion of Savings details onto the 7F Commercial Tracker and the Home Office returns document, where applicable.

Force	Approved Finance Lead	Signature	Date
Bedfordshire	Stuart Goodwin Stuart.Goodwin@beds.police.uk	 <small>Stuart Goodwin (Aug 20, 2024 16:02 GMT+1)</small>	Aug 20, 2024
Cambridgeshire	Martin Frith (Revenue) Martin.Frith@cambs.police.uk	 <small>M Frith (Aug 28, 2024 11:35 GMT+1)</small>	Aug 28, 2024
Hertfordshire	Mike Jarvis Mike.JARVIS@herts.police.uk	 <small>M Jarvis (Aug 21, 2024 14:55 GMT+1)</small>	Aug 21, 2024
Essex	Richard Jones Richard.Jones@essex.police.uk		
Kent	Steve Pereira Stephen.Pereira@kent.police.uk Angela Sissons Angela.Sissons@kent.police.uk		
Norfolk & Suffolk	Gillian Wreford Gillian.Wreford@suffolk.police.uk		

Part 3 – Approvals

G1 Recommendation for Contract Award

It is recommended to award the contract as in Section 1 A3

Dependent on the value of the contract progress with one of G2, G3 or G4




G2 Approval to Award – Delegated Authorisation 7 Force Commercial Services (£150k - £250k) 7F Director of Commercial Services

- I am satisfied that a compliant procurement has been undertaken, and hereby approve the award of this contract.
- I confirm that I have no conflicts of interest arising from this contract.
- I am signing this award in accordance with Contract Standing Orders (3.8) for all participants.
- This contract will/will not* require further approval in line with Contract Standing Orders. (*Delete as appropriate)

Director of Commercial Services	Signature	Date
Dave Levy		Aug 20, 2024

G3 Approval to Award – Delegated Authorisation (£250k-£1m)

- I am satisfied that a compliant procurement has been undertaken, and hereby approve the award of this contract.
- I confirm that I have no conflicts of interest arising from this contract.
- I am signing this award in accordance with Contract Standing Orders (3.8 & 8.1) for all participants.
- This contract will/will not* require further approval in line with Contract Standing Orders. (*Delete as appropriate)

Lead Force Chief Officer/Director	Signature	Date
James Cook - Herts	 <small>James Cook (Aug 21, 2024 09:20 GMT+1)</small>	Aug 21, 2024
Phil Wells - Beds	 <small>Philip Wells (Aug 27, 2024 10:46 GMT+1)</small>	Aug 27, 2024
Jon Lee - Cambs	 <small>JON LEE (Aug 21, 2024 12:10 GMT+1)</small>	Aug 21, 2024

G4	Gate 2 – Recommendation to Award (>£1Million)		
Director of Commercial Services			
Approved	<input type="checkbox"/>	[Enter any comments]	
Approved with conditions	<input type="checkbox"/>	[Enter the conditions]	
Unapproved / Review of project mandate required	<input type="checkbox"/>	[Enter the reasons, next steps, additional requirements]	
Commercial Executive Board is satisfied that a compliant procurement has been undertaken and recommend that upon receipt, the appropriate engrossment contract can be executed by the relevant parties subject to local procedures for each participating Policing Body.			
Approved	<input type="checkbox"/>	[Enter any comments]	
Approved with conditions	<input type="checkbox"/>	[Enter the conditions]	
Unapproved / Review of project mandate required	<input type="checkbox"/>	[Enter the reasons, next steps, additional requirements]	
Date of CEB	[Enter Date]	CEB Decision	[Enter Decision Reference Number]











7F-2024-I353 CAAREgs 84 Report Laptop Tech Refresh BCH V5

Final Audit Report

2024-08-28

Created:	2024-08-20
By:	Clare LEFTLEY (Clare.LEFTLEY@suffolk.police.uk)
Status:	Signed
Transaction ID:	CBJCHBCAABAA4ON-AP75DAjugNblalwofa65UDubmfuq

"7F-2024-I353 CAAREgs 84 Report Laptop Tech Refresh BCH V5" History

-  Document created by Clare LEFTLEY (Clare.LEFTLEY@suffolk.police.uk)
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-  Document emailed to Victoria Forde (victoria.forde@norfolk.police.uk) for signature
2024-08-20 - 2:56:37 PM GMT
-  Document emailed to Esther Beaumont (esther.beaumont@essex.police.uk) for signature
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-  Document emailed to David Levy (david.levy@essex.police.uk) for signature
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Document e-signed by Stuart Goodwin (stuart.goodwin@beds.police.uk)

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Document e-signed by Victoria Forde (victoria.forde@norfolk.police.uk)

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Document e-signed by James Cook (james.cook@herts.police.uk)


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 Agreement completed.
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