

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 Norfolk, Building 8, Jubilee House, Falconers Chase, Wymondham, Norfolk NR18 0WW The Police and Crime Commissioner for Suffolk, Police HQ, Portal Avenue, Martlesham Heath, Ipswich IP5 3QS |
| Name of Lead Authority (if appropriate) | The Police and Crime Commissioner for Norfolk |
| Client Department/Business Unit | ICT |
| Senior Responsible Officer (SRO) – Client Lead | Steve Kearney – Director of ICT |
| 7F Commercial Services Lead | Clare Leftley |
| Collaborative Partners (outside of 7 Forces) | N/A |
| 7F Commercial Services Team or Working Group | Steve Kearney Clare Leftley |
| Project Title and Description of Contract <i>Regulations 84 (1)(a)</i> | DFU Business Analysis and Project Management |
| Contract Security Classification | OFFICIAL – SENSITIVE – COMMERCIAL |
| Contract Award Type | New Contract |
| Contract Number/EU Supply Reference | 7F-2024-I391 |
| Initial Contract Term, Commencement and Expiry Dates | 6 Months 1 st November 2024 to 30 th April 2025 |
| Options to Extend and Ultimate End Date | N/A |
| Value of Contract for initial term <i>(Regulation 84(1)(a))</i> | £66,950 |
| Estimated Value of Contract Extensions | N/A |
| Value of Contract for entire term (initial term plus extensions) | £66,950 |
| Funding Source | J1IT611 |
| Name of Successful Tenderer(s) to whom the Contract is to be awarded | Triad |

| A2 | Summary of Contract Deliverables |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <p>BA/PM Activities to support strategic intents. Key areas for this resource:</p> <ol style="list-style-type: none"> 1) Project Manage the delivery of DI UKAS Backup Solution 2) Undertake business analysis on the new DI Solution to deliver strategic Intents. To confirm the ICT requirements and solutions to meet the business needs in these strategic intents <p><u>Strategic Intent 1</u></p> <p>To provide a local governance and oversight framework, understanding the local demand for Digital Forensic services, including management of the XRY Kiosks. A review of the location to ensure the Digital Forensic location for Norfolk & Suffolk has sufficient bandwidth capability for uploading, downloading and viewing DF Data, considering other areas of the business that could benefit from the link. To be attractive to recruit and retain persons being easily accessible for delivery of digital devices that need extracting to the Digital Forensics Network. Other locations where DF Work is carried out will need to be considered</p> <p><u>Strategic Intent 2</u></p> <p>To provide a scalable, future-proof Cloud based Digital Forensic data storage solution, with browser viewing access, allowing Review, Retain and Disposal processes. Thus reducing the amount of physical on-prem storage and estate required</p> |
| A3 | Contract Award Recommendation |
| | <p>The tender evaluation panel unanimously recommend the contract is awarded to Triad due to the available resource to fulfil the requirement by a vetted, suitably qualified consultant within budget and timescales.</p> |

| B1 | Commercial Strategy - Supporting Information | |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| | Procurement Type FTS over UK threshold / Exempt / Sub-UK threshold Tender | Exempt |
| | Procurement Route Existing Force Framework / New Framework / External Framework / Competitive Tender / Single Tender Action Regulation 84(1)(a) | Call-Off Contract from a 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) | N/A |
| | Procurement Procedure (Open / Restricted / Competitive Dialogue / Mini Competition / Negotiated) Regulation 27 | Direct Award 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) Regulation 46(2) | N/A |
| | Light Touch Regime (if applicable the reason why the procurement was not conducted in accordance with the information given in the | N/A |

| contract notice or prior information notice and the reason for that decision) <i>Regulations 76(4)(b)(iii) and 84(7) and (7)</i> | | | | | | | | | | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|---|--------------------|-----|--------------------------|--|------------------|--------------------------|--|-------|--------------------------|--|
| 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 border="1"> <thead> <tr> <th>Placement</th> <th>✓</th> <th>Reference and Link</th> </tr> </thead> <tbody> <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> </tbody> </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"/> | | | | | | | | | | | | |

| B2 Complete if using a Framework [Or state Not Applicable in the text boxes] | |
|-------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name of Contracting Authority which established this Framework | Matrix |
| Term of Framework (Commenced – Expiry including extensions) | N/A |
| Number of suppliers on the Framework | N/A |
| Method of Call-Off | Direct Award |
| Are model contract terms and conditions prescribed for use by the Framework and acceptable to the Authority | Model contract terms are acceptable  Matrix work order template |
| Any known previous issues with this Framework (e.g. any challenges) | No known issues |



| C1 | Tender Information |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| Tender Evaluation Team | |
| Tender Evaluation Moderator | |
| Conflicts of Interest <i>Regulation 84(1)(i) and 24</i> | |
| Conflict of Interest Measures <i>Regulation 84(i) and 24</i> | |
| <i>If applicable</i> , 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> | |
| 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> | |
| Terms and Conditions of Contract (including any Schedule of Amendments, Special Terms) | |
| Date by which SQ returned (if restricted process) | |
| Names of the selected tenderers and the reason for their selection <i>Regulations 84(b)(i) and 65</i> <i>Regulations 56-64</i> | |
| Deselected tenderers and the reasons for their deselection <i>Regulation 84(b)(ii) and 65</i> <i>Regulations 56-64</i> | |
| 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> | |
| If applicable, names of deselected candidates and the reasons for their deselection <i>Regulation 84(b)(i) and 66</i> | |
| Tender Issued Date (including where a mini competition has been conducted) | |

| | |
|--------------------------------------------------------------------------------------------------------|--|
| Tender Closing Date | |
| Number of ITTs returned | |
| Number of non-compliant bids (state in 'C2 Additional Tender Information' why bids were not compliant) | |
| Any contest of the Terms and Conditions | |

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| C2 | Additional Tender Information |
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|----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------------|
| 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 |
| | | | | | | |
| Name of Successful Tenderer <i>Regulation 84(1)(d)</i> | | | | | | |
| Reason for selection of Tenderer <i>Regulation 84(1)(d)</i> | | | | | | |
| Details of Tenderers who Opted Out/Did Not respond | | | | | | |
| 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> | | | | | | |
| Where known, the names of the main contractor's sub-contractors (if any) <i>Regulation 84(1)(d)(ii) and 71</i> | | | | | | |
| If applicable, the reason for the rejection of any tender found to be 'Abnormally Low' <i>Regulation 84(1)(c) and 69</i> | | | | | | |
| 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> | | | | | | |


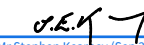

| D2 Additional Evaluation Information (Risk Analysis and Financial Checks) | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|  TRIAD GROUP PLC-DUNS39996944: A Dun and Bradstreet check returned a low overall business risk. Please see below Declaration of Impartiality from Steve Kearney  7F-2024-I391 DoI SK | |

| 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 |
|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| Clare Leftley |  <small>Clare LEFTLEY (Sep 30, 2024 17:26 GMT+1)</small> | Sep 30, 2024 |
| Stakeholder Lead | Signature | Date |
| Steve Kearney |  <small>Mr Stephen Kearney (Sep 30, 2024 20:21 GMT+1)</small> | Sep 30, 2024 |
| Head of Category (Property/ ICT/C&O) | Signature | Date |
| Farzad Zeb – Annual leave | | |
| Head of Category Management | Signature | Date |
| Esther Beaumont |  | Sep 30, 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 | £ | | £ | £ | |
| Cambs | £ | | £ | £ | |
| Herts | £ | | £ | £ | |
| Norfolk | £ | | £ | £ | |
| Suffolk | £ | | £ | £ | |
| Kent | £ | | £ | £ | |
| Essex | £ | | £ | £ | |
| TOTAL | £ | | £ | £ | |

| F2 Forecast Contract Expenditure (Lifecycle) [As contracted] | | | | | | |
|--------------------------------------------------------------|----------------------|---------|---------|--------|--------|--------|
| Force | Capital or Revenue | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
| Norfolk & Suffolk | <i>Revenue Spend</i> | £55,792 | £11,158 | £ | £ | £ |
| Total Spend | <i>Revenue Spend</i> | £55,792 | £11,158 | £ | £ | £ |

| F3 Forecast CASHABLE Savings (Lifecycle) [As agreed with Finance Teams] | | | | | |
|--------------------------------------------------------------------------------|--------|--------|--------|--------|--------|
| Force | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
| Beds | £ | £ | £ | £ | £ |
| Cambs | £ | £ | £ | £ | £ |
| Herts | £ | £ | £ | £ | £ |
| Norfolk | £ | £ | £ | £ | £ |
| Suffolk | £ | £ | £ | £ | £ |
| Essex | £ | £ | £ | £ | £ |
| Kent | £ | £ | £ | £ | £ |
| Total Savings | £ | £ | £ | £ | £ |

| F4 7 Force Benefits | | | | | | |
|----------------------------|---------------------------|-------------------------|----------------------|-------------------------|---------------------------|-------------------------|
| Force | Lifecycle Cashable Saving | Rationale & Calculation | Total Cost Avoidance | Rationale & Calculation | Total Efficiency Benefits | Rationale & Calculation |
| Beds | | | | | | |
| Cambs | | | | | | |
| Herts | | | | | | |
| Norfolk | | | | | | |
| Suffolk | | | | | | |
| Kent | | | | | | |
| Essex | | | | | | |
| TOTAL | | | | | | |

| F5 Social Value Benefits | | | |
|-----------------------------------|-----------------|---------|----------------|
| | Unit of Measure | Numbers | Social Value £ |
| | | | £ |
| TOTAL Social Value Benefit | | | £ |

| F6 Approval of Financial details – ALL Procurements at all monetary thresholds | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-------------|
| <ul style="list-style-type: none"> 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 |
| Norfolk & Suffolk | Gillian Wreford Gillian.Wreford@suffolk.police.uk |  | Oct 2, 2024 |

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 H2, H3 or H4

| G2 Approval to Award – Delegated Authorisation 7 Force Commercial Services (£50k - £100k) Tier 3 | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------|
| <ul style="list-style-type: none"> 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) | | |
| Head of Category - Corporate & Ops | Signature | Date |
| Esther Beaumont |  | Sep 30, 2024 |












7F-2024-I391 Reg 84 DFU Business Analysis

Final Audit Report

2024-10-02

| | |
|-----------------|-------------------------------------------------|
| Created: | 2024-09-30 |
| By: | Clare LEFTLEY (Clare.LEFTLEY@suffolk.police.uk) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAAFd9WRot-HBbcUi38v5KDM7EKD_1vVayq |

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-  Document created by Clare LEFTLEY (Clare.LEFTLEY@suffolk.police.uk)
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-  Document emailed to Esther Beaumont (esther.beaumont@essex.police.uk) for signature
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-  Document emailed to gillian.wreford@suffolk.police.uk for signature
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-  Signer stephen.kearney@norfolk.police.uk entered name at signing as Mr Stephen Kearney
2024-09-30 - 7:21:00 PM GMT- IP address: 18.171.240.213





Document e-signed by Mr Stephen Kearney (stephen.kearney@norfolk.police.uk)

Signature Date: 2024-09-30 - 7:21:02 PM GMT - Time Source: server- IP address: 18.171.240.213



Signer gillian.wreford@suffolk.police.uk entered name at signing as Gillian Wreford

2024-10-02 - 11:48:27 AM GMT- IP address: 13.40.132.243



Document e-signed by Gillian Wreford (gillian.wreford@suffolk.police.uk)

Signature Date: 2024-10-02 - 11:48:29 AM GMT - Time Source: server- IP address: 13.40.132.243



Agreement completed.

2024-10-02 - 11:48:29 AM GMT



Adobe Acrobat Sign