

REQUEST FOR DMPC DECISION – PCD 322**Title: New Corporate Print Contract****Executive Summary:**

This report concerns a new legally compliant one year corporate print contract for the Metropolitan Police Service with the current supplier, Canon UK Limited. The contract allows the Metropolitan Police Service sufficient time to analyse the impact strategic programmes including Mobility and Estates transformation has on their print usage and requirements.

During the one year contract period the Metropolitan Police Service intends to prepare and publish the full tender documents for a new contract and procure via a fair process with a number of suppliers and allow time for transition from current supplier service to new.

Recommendation:


The Deputy Mayor for Policing and Crime is asked to:

1. Approve commencement of a new 12+6 month contract with the existing suppliers Canon UK Limited, with the option of an additional 6 months allowing enough time, if required for tendering a new multi-year contract. The MPS currently own the print devices and the contract allows the MPS to maximise their usage. Having the contract will allow the MPS to realise cost savings to print services through the various strategic programmes implemented, such as the Estates Transformation programme.
2. Approve the proposed interim contract to start December 2018 and that during the 12-18 months a parallel tendering process will commence for a multi-year contract (3+1+1) using the Crown Commercial Services framework.

Deputy Mayor for Policing and Crime

I confirm I have considered whether or not I have any personal or prejudicial interest in this matter and take the proposed decision in compliance with the Code of Conduct. Any such interests are recorded below.

The above request has my approval.

Signature**Date**

28/06/18

PART I – NON-CONFIDENTIAL FACTS AND ADVICE TO THE DMPC

Decision required – supporting report

1. Introduction and background

- 1.1. The Metropolitan Police Service need to renew their Print Management Contract starting 1 December 2018. The current contract was let in 2010 and was formed in the context of a larger estate than today.
- 1.2. As the Metropolitan Police Service currently own the print devices, it can make full use of them for a further year and continue to pay Canon for the service they offer.

2. Issues for consideration

- 2.1. The interim contract allows the Metropolitan Police Service to have a better understanding of print savings through Smarter Working, Mobility and Estates rationalisation strategies and the BCU set up, as it is too early to forecast these savings during this point in time.

3. Financial Comments

- 3.1. The cost of the proposed one year contract with Canon UK Limited is £2,168,529 providing a saving of 19.6% compared with the current contract.

4. Legal Comments

- 4.1. This report confirms the proposed award is expected to exceed the goods/services valued at £181,302. Paragraph 4.14 of the Scheme provides that the Deputy Mayor for Policing and Crime reserves the right to call in all MPS proposals to award contracts for £500,000 or above.

5. Equality Comments

- 5.1. No equality issues have been identified.

6. Background/supporting papers

- 6.1. Report

Public access to information

Information in this form (Part 1) is subject to the Freedom of Information Act 2000 (FOIA) and will be made available on the MOPAC website following approval.

If immediate publication risks compromising the implementation of the decision it can be deferred until a specific date. Deferral periods should be kept to the shortest length strictly necessary.

Part 1 Deferral:

Is the publication of Part 1 of this approval to be deferred? NO

If yes, for what reason:

Until what date:

Part 2 Confidentiality: Only the facts or advice considered as likely to be exempt from disclosure under the FOIA should be in the separate Part 2 form, together with the legal rationale for non-publication.

Is there a **Part 2** form – YES

Exempt under Section 43 Commercial Interests

Date at which Part 2 will cease to be confidential or when confidentiality should be reviewed: completion of the contract.

ORIGINATING OFFICER DECLARATION

	<i>Tick to confirm statement (✓)</i>
Head of Unit: The Chief Finance Officer has reviewed the request and is satisfied it is correct and consistent with the MOPAC's plans and priorities.	✓
Legal Advice: The MPS legal team has been consulted on the proposal.	✓
Financial Advice: The Strategic Finance and Resource Management Team has been consulted on this proposal.	✓
Equalities Advice: Equality and diversity issues are covered in the body of the report.	✓

OFFICER APPROVAL**Chief Executive Officer**

I have been consulted about the proposal and confirm that financial, legal and equalities advice has been taken into account in the preparation of this report. I am satisfied that this is an appropriate request to be submitted to the Deputy Mayor for Policing and Crime.

Signature

R. Lawrence

Date

21/06/18



Metropolitan police Service New Corporate Print Contract

MOPAC Investment Advisory Board 24 May 2018

Report by Angus McCallum on behalf of the Deputy Commissioner

Part 1 – This section of the report will be published by MOPAC. It is classified as OFFICIAL – PUBLIC

EXECUTIVE SUMMARY

This report concerns a new legally compliant one year corporate print contract for the MPS with the current supplier, Canon UK Limited. The contract allows the MPS sufficient time to analyse the impact strategic programmes including Mobility and Estates transformation has on their print usage and requirements.

Approval is required by Portfolio and Investment Board and the Deputy Mayor for Policing and Crime prior to commencement of the contract, allowing the MPS to maximise the use of the current assets that they own and create more time to realise cost savings to print services through the various strategic programmes.

Approval that during the one year contract period the MPS initiate action for a new multi-year contract for a replacement Print Management Service .

Recommendations

The MPS Portfolio & Investment Board (PIB) is asked to:

1. Approve commencement of a new 12+6 month contract with the existing suppliers Canon UK Limited, with the option of an additional 6 months allowing enough time , if required for tendering a new multi-year contract. The MPS currently own the print devices and the contract allows the MPS to maximise their usage. Having the contract will allow the MPS to realise cost savings to print services through the various strategic programmes implemented, such as the Estates Transformation programme.
2. Approve the proposed interim contract to start December 2018 and that during the 12-18 months a parallel tendering process will commence for a multi-year contract (3+1+1) using the Crown Commercial Services framework.

If supported by the MPS Portfolio & Investment Board, the Deputy Mayor for Policing and Crime, is asked to:

1. Approve commencement of a new 12-18 month contract with Canon UK Limited allowing a 12-18 months cost avoidance saving on leasing devices as the MPS own printers and allows them to maximise the usage of their current assets.
2. Approval that during the one year contract period the MPS initiate action for a new multi-year contract for a replacement Print Management Service. This be undertaken via a compliant process with a number of suppliers allowing time for transition from current supplier service to new.

Time sensitivity

A decision is required from the Deputy Mayor by 8 June 2018. This will allow sufficient time for the contract to be signed and commercials agreed by both parties at least 5 months before the 12-18 month contract is due. The timescale will allow all the preterm activities to take place such as print software applying rules to further reduce colour printing.

The new contract will commence on 1 December 2018.

Non-confidential facts and advice to the Deputy Mayor for Policing and Crime

Introduction and background

1. The MPS need to renew their Print Management Contract starting 1 December 2018. The current contract was let in 2010 and was formed in the context of a larger estate than today.
2. As the MPS currently own the print devices, it can make full use of them for a further year and continue to pay Canon for the service they offer.
3. A new, legally compliant contract with the current supplier allows a 12-18 month cost avoidance saving on leasing and allow the MPS to maximise the usage of their current assets. The parts, servicing and replacement of fault machines will be available from Cannon for the period of the interim contract.
4. The intent is to run a parallel tendering process and initiate procurement for a new contract, via a compliant process with a number of suppliers and allow time for transition from current supplier service to new.

5. During the interim contract, the MPS will develop a better understanding of print savings through Smarter Working, Mobility, Estates rationalisation strategies and the BCU set up. It is too early to forecast these savings at present.

Issues for consideration

1. That the MPS currently owns all print devices having purchased them at the start of the current contract period, therefore we can keep the devices and Canon will replace faulty devices to ensure we continue to achieve a good print service.
2. The proposed interim contract will start December 2018 for 12 + 6 months using LOT 2 of the Crown Commercial Services Framework and use our current provider Canon UK Limited, which saves money by only paying a service charge as opposed to a possible lease with cost per click option.
3. During this period a parallel tendering process will commence for a full contract (3+1+1) using the Crown Commercial Services framework.
4. The interim contract allows the MPS to have a better understanding of print savings through Smarter Working, Mobility and Estates rationalisation strategies and the BCU set up. As it is too early to forecast these savings during this point in time.

Contributes to the MOPAC Police & Crime Plan 2017-2021

The changes envisaged correspond to the objectives of the MOPAC Police and Crime Plan 2017 - 21 by ensuring the MPS is equipped with the right tools to deal with 21st century Policing needs.

Financial, Commercial and Procurement Comments

5. A new, legally compliant contract with the current supplier sits under the Crown Commercial Services Print Framework (RM 3781) which satisfies the legal requirements, and which the MPS are entitled to make use-of. The direct award with Canon allows time for a full tender to a supplier in the Crown Commercial Catalogue and a transition period to be agreed between the MPS and chosen supplier. The contract cost for current Print Managed Service with Canon UK Ltd is £2.83M. The contract runs from 1 December to 31 November, so crosses over 2 separate financial years making the financial year amount £2.765M. The proposed one year contract with Canon UK Limited is £2,168,529 and provides a saving of 19.6%, the contract will start 1 December 2018 and a tendering process for a full new contract will run in parallel during that time period.

Legal Comments

6. This report confirms the proposed award is expected to exceed the goods/services valued at £181,302. Paragraph 4.14 of the Scheme provides that the Deputy Mayor for Policing and Crime reserves the right to call in all MPS proposals to award contracts for £500,000 or above.

Equality Comments

7. No equality issues have been identified.

Privacy Comments

8. There are no privacy issues arising the Data Protection Impact Assessment (DPIA)

9. Real Estate Implications

A list of proposed MPS building closures can be found in:

<https://www.london.gov.uk/mopac-publications/public-access-strategy>.

Environmental Implications

10. The one year corporate print contract contributes to delivering the Mayor's London Environment Strategy by:
- Providing less waste of consumables such as toner and ink as colour printing will reduce under the contract with the rollout of new software.
 - Less paper used as print volumes reduce through new technology and estates rationalisation.
 - All devices print on recycled paper. Default duplex printing and pull-printing will continue to ensure that paper wastage is limited.
 - Ethical and legally compliant disposal arrangements are in place and certified by independent assessment. Items to be disposed in line with the MPS Environment Policy and following the Waste Hierarchy to favour reuse over recycling prior to consideration of disposal to landfill. Replacement equipment will be refurbished and or parts reused.

Background/supporting papers 11.

None.

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Part 2 – This section refers to the details of the Part 2 business case which is NOT SUITABLE for MOPAC Publication.

The Government Security Classification marking for Part 2 is:
OFFICIAL-SENSITIVE [COMMERCIAL]

Part 2 of Business Justification Paper MPS Corporate Print Contract is exempt from publication for the following reasons:

- Contains MPS information that is confidential and not for general publication as it safeguards the MPS and its data.
- Contains information provided in confidence.
- Holds information which is exempt from public interest under Commercial Interests Section 43 of the Fol Act.

The paper will cease to be exempt until the completion of the contract.

