

PART 2 – CONFIDENTIAL FACTS AND ADVICE

DMFD214

Title: LFC Procurement of a Staff Survey Platform

Information may have to be disclosed in the event of a request under the Freedom of Information Act 2000. In the event of a request for confidential facts and advice, please consult the Information Governance team for advice.

This information is not for publication until the stated date, because:

The total contract budget and current contract annual pricing set out in part two of this report is considered commercially sensitive, in that its disclosure would provide competitors with information that would distort competition in the market. Similarly, publication of this information would serve to prejudice the commercial interest of the London Fire Commissioner's (LFC's) ability to secure value for money on behalf of the public.

Date at which Part 2 will cease to be confidential or when confidentiality should be reviewed:

1 March 2024

Legal adviser recommendation on the grounds for not publishing information at this time:

In the event the information contained in part two of this report is the subject of a request for information under section 1 of the Freedom of Information Act 2000 (the Act), it is considered that access can be denied on the basis that such information constitutes exempt information under it.

The total contract budget, and current contract annual pricing (set out below) would constitute exempt information should it be subject to a request for its disclosure under the Act. The provisions of section 43(2) provide that information can constitute exempt information if its disclosure would, or would be likely to, be prejudicial to the commercial activities of any party.

The recommended period for non-publication of part two of this report is until the procurement of the staff survey platform is completed. The procurement is anticipated to take two months from LFC approval to proceed.

Legal Adviser – I make the above recommendations that this information should be considered confidential at this time.

Name: Stephen Fernandes-Owen (TfL Legal)

Date: 10 October 2023

Once this form is fully authorised, it should be circulated with Part 1.

Confidential decision and/or advice:

This report seeks the authority of the Deputy Mayor for the LFC to commit expenditure to a maximum of £250,000 over four years (three years plus a one-year extension) as a contract period. The existing survey provider Culture Amp costs £45,695 annually.

Financial comments

This report seeks authority to procure a survey platform for three years. with options to extend by one year. The maximum expenditure would be £250,000 over the total contract period of four years (three years plus a one-year extension).

The LFC has an existing contract for the provision of a survey platform, which comes to an end on 25 November 2023. The existing contract is funded through departmental revenue budget, under Leadership, People Services, for up to £45,695 per annum.

The additional cost of the proposed new contract over the course of the four years is £67,220. It is noted that cost estimations are higher than currently budgeted. This reflects the reduced rate negotiated on the existing contract, and the impact of inflation. It is also noted that efforts will be made, through price negotiation within the procurement process, to achieve a similar annual rate and therefore deliver in budget. The additional budget requested may not, therefore, be needed once procurement has been completed. Costs will be kept to a minimum.

If the proposals outlined in parts one and two of this report are agreed, funding will be covered through existing budgets for the same service under Leadership, People Services. Additional costs for future years, as outlined in the table below, must be included as part of the budget process for 2024-25. Financial planning assumptions, up to the maximum set out below, will be kept under review as the procurement process progresses.

	Full cost	2023-24	2024-25	2025-26	2026-27	2027-28
New contract cost over four-years (three plus one)	£250,000	£20,833	£62,500	£62,500	£62,500	£41,667
Existing supplier cost across the same period	£182,780	£15,232	£45,695	£45,695	£45,695	£30,463
Additional cost of proposed new contract	£67,220	£5,602	£16,805	£16,805	£16,805	£11,203

Appendix:

Part 2 of report LFC-23-091