



LONDON FIRE BRIGADE

LFC-23-091

# PART TWO

## Confidential facts and advice

### 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 Governance Team for advice.

This information is not for publication because:

The total contract budget and current contact annual pricing set out in this Part Two report is not for publication because it's considered commercially sensitive in that it's disclosure would provide competitors with information that would distort competition in the market.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) ability to secure value for money on behalf of the public.

Legal recommendation on the grounds of keeping the information confidential:

In the event the information contained in this Part Two 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 contact annual pricing set out below would constitute exempt information should it be subject to a request for its disclosure under the Freedom of Information 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 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: Hameera Darr.

Date: 24/08/23.

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## Confidential decision and/or advice

### Introduction and background

The LFC has an existing contract, awarded in November 2020 for the provision of a survey platform, which comes to an end on 25 November 2023. This report seeks authority for the necessary expenditure to procure a survey platform for a three-year period with options to extend by one further year.

LFC will commit expenditure to a maximum of £250,000 over the four-year total (3 years plus one year extension) contract period. The existing survey provider Culture Amp costs £45,695 annually.

A longer contract term offers the continuity needed for staff familiarity, upskilling and access to results and offers clearer data trends. It minimises back-end systems integration and administration time, eliminating considerable staff time associated with any change in provider.

This requirement will first be tendered using the Crown Commercial Services G-Cloud 13 framework agreement which has survey platform services available. If the service requirements do not match the framework an Open Tender to all suppliers will then be undertaken for the services.

Collaboration with the GLA has been investigated and we have been advised that there are no suitable contracts in place that we can use for this procurement.

### Objectives and expected outcomes

See Part One of the report.

### Financial comments

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

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 up to £45,695 per annum.

The additional cost of the proposed new contract over the course of the four (three plus one) years is £67,220. It is noted that cost estimations are higher than currently budgeted, reflecting the reduced rate negotiated on the existing contract, and for the impact of inflation. It is also noted that efforts will be made to achieve a similar annual rate and therefore deliver in budget.

If the proposals outlined in Part One and Part Two of this report are agreed, funding will be covered through existing budgets for the same service under Leadership, People Services. Additional cost of future years, as outlined in the table below, will require to 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.

	<b>Full Cost</b>	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>	<b>2027/28</b>
New Contract Cost <i>Over a 3+1 Year Period</i>	<b>£250,000</b>	£20,833	£62,500	£62,500	£62,500	£41,667
Existing Supplier Cost Across the same period	<b>£182,780</b>	£15,232	£45,695	£45,695	£45,695	£30,463
Additional Funding requested	<b>£67,220</b>	£5,602	£16,805	£16,805	£16,805	£11,203

## Legal comments

In the event the information contained in this Part Two 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 may be denied on the basis that such information constitutes exempt information under section 43(2) of the Act.

Section 43(2) of the Act provides an exemption from disclosure where the release of such information would, or would be likely to, prejudice the commercial interests of any person (including the public authority holding it).

Here, it is considered that disclosure by the LFC of the information contained in this Part Two report would be likely to have a detrimental effect on the LFC's commercial position in the procurement of the staff survey platform detailed in this report, and therefore, would impact adversely on obtaining best value.

## Confidential appendices and supporting papers

None.