

DMPC Decision – PCD 671

Title: Print Management, Distribution and Storage

Executive Summary:

The MPS has an ongoing requirement for printed material, e.g. forms used by Police Officers and Police Staff to allow them to carry out their work. The usage of these forms in paper format is declining as more forms are transferred to a digital alternative. The MPS has been collaborating with TfL Commercial and the GLA Group Functional Bodies (FB) stakeholders to investigate the category options available to procure Print Management, Distribution and Storage services. Aside from the GLA and TfL each FB procures their own print. Combining the requirements and using the collective leverage of the FBs will secure preferential pricing and achieve economies of scale for all FBs. The Directorate of Media and Communications (DMC) needs to produce a wide range of material to support staff and officers in their work – from leaflets, posters, pull up stands to conference brochures. Each day there is material in production, whether in print or design stages. Due to the volume of work produced and the fast-paced nature of its work, the MPS needs to be able to print material quickly and cheaply, sometimes in large quantities. A managed service provider for print is essential for the MPS to meet these requirements. The key drivers of this Contract are to secure an efficient and cost-effective service that will allow the MPS to make savings through innovation and alternative ways of working, as well as continually providing access to the best prices in the market.

Recommendation:

The Deputy Mayor for Policing and Crime is recommended to approve the award of a contract to Corporate Document Services for Print Management, Distribution and Storage. The contract will be awarded on the basis of an initial two-year period with the option for two further 12 month periods. The maximum duration of the contract will be 48 months with a value of £1m per year and a total value of £4m.

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

Edward Hinde

Date

2/12/2019

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

1. Introduction and background

- 1.1. The contract will include print, copywriting, e-solutions, corporate and strategic level design work, development of the MPS brand and publicity material, design of publications and other publicity material for the MPS, web-based job ordering, web to print facilities, online proofing system, and the digital asset based management (DAM) system.
- 1.2. The Contract is a call-off from the Crown Commercial Services Framework RM3785 and was run by the GLA Collaborative Procurement team on behalf of the GLA collaborative family.

2. Issues for consideration

- 2.1. The MPS has an ongoing requirement for printed material, e.g. forms used by Police Officers and Police Staff to allow them to carry out their work. The usage of these forms in paper format is declining as more forms are transferred to a digital alternative however there are certain forms, such as Fixed Penalty Notices, which will have an ongoing requirement to be produced on paper.
- 2.2. The MPS has been collaborating with TfL Commercial and the GLA Group Functional Bodies (FB) stakeholders to investigate the category options available to procure Print Management, Distribution and Storage services. Aside from the GLA and TfL each FB procures their own print. Through combining the requirements and using the collective leverage of the FBs will secure preferential pricing and achieve economies of scale for all FBs.
- 2.3. The Directorate of Media and Communications (DMC) needs to produce a wide range of material to support staff and officers in their work – from leaflets, posters, pull up stands to conference brochures. Each day there is material in production, whether in print or design stages. Due to the volume of work produced and the fast-paced nature of the work, the MPS needs to be able to print material quickly and cheaply, sometimes in large quantities. A managed service provider for print is essential for the MPS to meet these requirements.
- 2.4. The MPS will continually review the need for the products and services to ensure that they are relevant and in line with organisational needs.
- 2.5. The key drivers of this Contract are to secure an efficient and cost-effective service that will allow the MPS to make savings through innovation and alternative ways of working, as well as continually providing access to the best prices in the market.
- 2.6. Over the life of the contract it is the intention to make greater use of technology through the supplier's e-communications solutions. This will help save time and money as process improvements are made e.g. driving down demand for externally produced print by providing access to digital versions for internal printing.

3. Financial Comments

- 3.1. Expenditure incurred will be met from the devolved revenue budget of the requesting Business Groups.
- 3.2. The contract value is for up to £1m per year, a total of £4m over the four years of the Contract. This is a call-off contract which does not commit the MPS to any expenditure with the supplier in any particular year.

4. Legal Comments

- 4.1. The Mayor's Office for Policing and Crime (MOPAC) is a contracting authority as defined in the Public Contracts Regulations 2015 (the Regulations). When awarding public contracts for goods and services valued at £181,302 or above, all contracting authorities must do so in accordance with the Regulations. The full procurement process has been undertaken by Commercial Services in accordance with the Regulations.
- 4.2. Paragraph 4.13 of the MOPAC Scheme of Delegation and Consent requires that approval is obtained by the Deputy Mayor for Policing and Crime (DMPC) for all requests to award contracts of £500,000 or above.

5. Commercial Issues

- 5.1. The Contract has two main areas - (i) Books and Forms which are printed, stored and distributed by CDS for use across the MPS and (ii) Ad-hoc print requirements which are printed as required by CDS. The Department of Media and Communications (DMC) is the main user of this part of the Contract.
- 5.2. The Books and Forms catalogue contain 150 items, which are used across the MPS. For the tender exercise a cross section of 15 percent of the catalogue was chosen to be priced by bidders to enable an evaluation of costs to be undertaken. The 15 percent was a cross section of products giving a range of types of products ordered, from case bound books through to simple high usage A4 one colour one sided forms.
- 5.3. A 10.50 per cent saving was obtained on the books and forms section of the Contract. On a cross section of ad hoc requirements, a saving of 34.68 per cent was obtained.
- 5.4. The details of these savings are contained in the restricted section of the report.
- 5.5. The MPS will continually review the need for the products and services to ensure that they are relevant and in line with organisational needs.
- 5.6. The key drivers of this Contract are to secure an efficient and cost-effective service that will allow the MPS to make savings through innovation and alternative ways of working, as well as continually providing access to the best prices in the market.
- 5.7. Over the life of the contract it is the intention to make greater use of technology through the supplier's e-communications solutions. This will help save time and money as process improvements are made e.g. driving down demand for externally produced print by providing access to digital versions for internal printing.

6. GDPR and Data Privacy

- 6.1. The Contract does not use personally identifiable data of members of the public, so there are no GDPR issues to be considered.

7. Equality Comments

- 7.1. As this is a replacement of an existing service this work does not change any aspects relating to equality or diversity

8. Background/supporting papers

- 8.1. 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: [Insert 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

ORIGINATING OFFICER DECLARATION

Tick to confirm statement (✓)

Financial Advice

The Strategic Finance and Resource Management Team has been consulted on this proposal.

✓

Legal Advice

The MPS legal team has been consulted on the proposal.

✓

Equalities Advice:

Equality and diversity issues are covered in the body of the report.

✓

Commercial Issues

The proposal is in keeping with the GLA Group Responsible Procurement Policy.

✓

GDPR/Data Privacy

- GDPR compliance issues are covered in the body of the report
- A DPIA is not required.

✓

Director/Head of Service

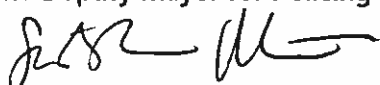
The Interim Chief Finance Officer has reviewed the request and is satisfied it is correct and consistent with the MOPAC's plans and priorities.

✓

Interim 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



Date

2/12/19





MOPAC

MAYOR OF LONDON
OFFICE FOR POLICING AND CRIME

Print Management, Distribution and Storage

MOPAC Investment Advisory & Monitoring meeting November 29th 2019

Report by Mark Turner on behalf of the Chief of Corporate Services

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

EXECUTIVE SUMMARY

The MPS has an ongoing requirement for printed material, e.g. forms used by Police Officers and Police Staff to allow them to carry out their work. The usage of these forms in paper format is declining as more forms are transferred to a digital alternative.

The MPS has been collaborating with TfL Commercial and the GLA Group Functional Bodies (FB) stakeholders to investigate the category options available to procure Print Management, Distribution and Storage services. Aside from the GLA and TfL each FB procures their own print. Through combining the requirements and using our collective leverage we will secure preferential pricing and achieve economies of scale for all FBs.

The Directorate of Media and Communications (DMC) needs to produce a wide range of material to support staff and officers in their work – from leaflets, posters, pull up stands to conference brochures. Each day we have material in production, whether in print or design stages. Due to the volume of work produced and the fast paced nature of the organisation's work, we need to be able to print material quickly and cheaply, sometimes in large quantities. A managed service provider for print is essential for us to meet these requirements.

The key drivers of this Contract are to secure an efficient and cost effective service that will allow the MPS to make savings through innovation and alternative ways of working, as well as continually providing access to the best prices in the market.

Recommendations

The Deputy Mayor for Policing and Crime, via the Investment Advisory and Monitoring meeting (IAM), is asked to:

1. **Approve...** The award of a contract to Corporate Document Services (CDS) for Print Management, Distribution and Storage.
2. The contract will be awarded on the basis of an initial two year period with the option for two further 12 month periods. The maximum duration of the contract will be 48 months with a value of £1m per year and a total value of £4m.

Time sensitivity

A decision is required from the Deputy Mayor by 30/11/2019. This is because we require a new Contract to be in place from 1/12/2019.

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

Introduction and background

1. The contract will include print, copywriting, e-solutions, corporate and strategic level design work, development of the MPS brand and publicity material, design of publications and other publicity material for the MPS, web based job ordering, web to print facilities, online proofing system, and the digital asset based management (DAM) system.
2. The Contract is a call-off from the Crown Commercial Services Framework RM3785 and was run by the GLA Collaborative Procurement team on behalf of the GLA collaborative family

Issues for consideration

3. The MPS has an ongoing requirement for printed material, e.g. forms used by Police Officers and Police Staff to allow them to carry out their work. The usage of these forms in paper format is declining as more forms are transferred to a digital alternative however there are certain forms, such as Fixed Penalty Notices, which will have an ongoing requirement to be produced on paper.

The MPS has been collaborating with TfL Commercial and the GLA Group Functional Bodies (FB) stakeholders to investigate the category options available to procure Print Management, Distribution and Storage services. Aside from the GLA and TfL each FB procures their own print. Through combining the requirements and using our collective leverage we will secure preferential pricing and achieve economies of scale for all FBs.

The Directorate of Media and Communications (DMC) needs to produce a wide range of material to support staff and officers in their work – from leaflets, posters, pull up stands to conference brochures. Each day we have material in production, whether in print or design stages. Due to the volume of work produced and the fast paced nature of the organisation's work, we need to be able to print material quickly and cheaply, sometimes in large quantities. A managed service provider for print is essential for us to meet these requirements.

The MPS will continually review the need for the products and services to ensure that they are relevant and in line with organisational needs

The key drivers of this Contract are to secure an efficient and cost effective service that will allow the MPS to make savings through innovation and alternative ways of working, as well as continually providing access to the best prices in the market.

Over the life of the contract it is the intention to make greater use of technology through the supplier's e-communications solutions. This will help save time and money as process improvements are made e.g. driving down demand for externally produced print by providing access to digital versions for internal printing.

Contributes to the MOPAC Police & Crime Plan 2017-2021¹

4. This Contract will enable the production of books and forms used by Officers to undertake their duties. It will also provide printed material to publicise initiatives e.g. Crime Prevention, and Hate Crime.

Financial, Commercial and Procurement Comments

5. The Contract has two main areas - (i) Books and Forms which are printed, stored and distributed by CDS for use across the MPS and (ii) Ad-hoc print requirements which are printed as required by CDS. The Department of Media and Communications (DMC) is the main user of this part of the Contract.

The Books and Forms catalogue contain 150 items, which are used across the MPS. For the tender exercise a cross section of 15 percent of the catalogue was chosen to be priced by bidders to enable an evaluation of costs to be undertaken. The 15 percent was a cross section of products giving a range of types of products we order, from case bound books through to simple high usage A4 one colour one sided forms.

A 10.50 per cent saving was obtained on the books and forms section of the Contract. On a cross section of adhoc requirement a saving of 34.68 per cent was obtained.

The details of these savings are contained in the restricted section of the report.

The MPS will continually review the need for the products and services to ensure that they are relevant and in line with organisational needs

The key drivers of this Contract are to secure an efficient and cost effective service that will allow the MPS to make savings through innovation and alternative ways of working, as well as continually providing access to the best prices in the market.

Over the life of the contract it is the intention to make greater use of technology through the supplier's e-communications solutions. This will help save time and money as process improvements are made e.g. driving down demand for externally produced print by providing access to digital versions for internal printing.

This is a call-off contract which does not commit the MPS to any expenditure with the supplier in any particular year.

Expenditure incurred will be met from the devolved revenue budget of the requesting Business Groups. The contract value is £1m per year, a total of £4m over the four years of the Contract.

¹ [Police and crime plan: a safer city for all Londoners | London City Hall](#)

Legal Comments

6. The Mayor's Office for Policing and Crime (MOPAC) is a contracting authority as defined in the Public Contracts Regulations 2015 (the Regulations). When awarding public contracts for goods and services valued at £181,302 or above, all contracting authorities must do so in accordance with the Regulations. This report confirms the value of the requirement is £4m. The full procurement process has been undertaken by Commercial Services in accordance with the Regulations.

Paragraph 4.13 of the MOPAC Scheme of Delegation and Consent requires that approval is obtained by the Deputy Mayor for Policing and Crime (DMPC) for all requests to award contracts of £500,000 or above.

Equality Comments

7. As this is a replacement of an existing service this work does not change any aspects relating to equality or diversity.

Privacy Comments

8. The Contract does not use personally identifiable data of members of the public, so there are no GDPR issues to be considered.

Real Estate Implications

9. There are no Real Estate implications

Environmental Implications

10. Over the course of the Contract the requirement for printed materials is expected to decline as the MPS makes greater use of technology, changing to digital versions for internal printing.

Report author: Mark Turner Category Analyst 02071611582

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 Print Management, Distribution and Storage is exempt from publication for the following reasons:

- Exempt under Article 2(2)(a) of the Elected Local Policing Bodies (Specified Information) Order 2011 (Data Protection Section 43 – Commercial Interests).
- The relevant sections under the FOIA that would exempt this information from disclosure, for example:
 - Commercial Interest Section 43

Any request for information under FoIA would need to be assessed on a case by case basis, no matter what or when the original decision was made, as the circumstances may have changed eg information no longer commercially sensitive. Use a suitable timescale that has a reasonable justification, ie after the contract has been awarded or at the completion of the contract, or retain for a minimum of 6 years according to the MPS Records Management Policy.

