

DMPC Decision – PCD 963

Title: Digital Asset Management Services Business Justification

Executive Summary:

The MPS receives, creates and stores large volumes of data in a wide variety of formats. The MPS needs a digital asset management platform to store its data and ensure that documents and media can be shared both internally and externally with trusted partners. The MPS initially used Box as a Digital Asset Management Services (DAMS) tool in a proof of concept in 2016. The product was subsequently procured through G-Cloud, initially in July 2017, then again in June 2019, each time on a 2 year contract. The MPS is seeking to procure a further one-year contract with Box (with option for a one-year extension). The request is for IAM approval for the first year of the contract award at a cost of £3,329,280. Any extension would require further approval through IAM.

Recommendation:

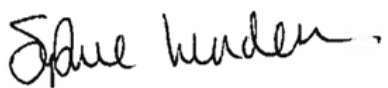
The Deputy Mayor for Policing and Crime is recommended to approve a further one-year contract with Box via a direct award through G-Cloud 12, at a cost for the first year of £3,329,280 for Digital Asset Management Services, fully funded in the DP (Digital Policing) MOPAC approved revenue budget. The contract will have an optional one-year extension which will require further approval through IAM if it needs to be taken up.

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 19/03/2021

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

1. Introduction and background

- 1.1. The MPS receives, creates and stores large volumes of data in a wide variety of formats. The MPS needs a digital asset management platform to store its data and ensure that documents and media can be shared both internally and externally with trusted partners.
- 1.2. The MPS currently has over 48,000 internal users of its Box service and over 8,000 external users. The contract with Box is due to expire in June 2021. This service remains critical to how the MPS manage and share information both internally and externally, so a further contract with Box is required.

2. Issues for consideration

- 2.1. This information is contained in the restricted section of the report.

3. Financial Comments

- 3.1. The request is for a further one-year contract with Box at a cost for the first year of £3,329,280 for Digital Asset Management Services fully funded in the DP (Digital Policing) MOPAC approved revenue budget. The contract will have an optional one-year extension which will require further approval through IAM if it needs to be taken up.

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"). All awards of public contracts for goods and/or services valued at £189,330 or above shall be procured in accordance with the Regulations. This report confirms the value of the proposed contract exceeds this threshold.
- 4.2. Paragraph 4.8 of the MOPAC Scheme of Delegation and Consent provides that Deputy Mayor for Policing and Crime has delegated authority to approve business cases for revenue or capital expenditure of £500,000 and above.
- 4.3. Paragraph 4.13 of the MOPAC Scheme of Delegation and Consent provides that Deputy Mayor for Policing and Crime has delegated authority to approve the procurement strategy for all revenue and capital contracts of a total value of 500,000 or above.
- 4.4. Paragraph 7.23 of the Scheme provides that the Director of Strategic Procurement has consent for the approval of the award of all contracts, with the exception of those called in through the agreed call in procedure. Paragraph 4.14 of the Scheme provides the DMPC reserves the right to call in any MPS proposal to award a contract for £500,000 or above.

- 4.5. MPS Legal Services have reviewed this request and confirmed that the use of G-Cloud 12 is compliant with procurement regulations.

5. Commercial Issues

- 5.1. The total contract value is £6,658,560 for the full two years, if the extension is taken up, and the service will be procured through G-Cloud 12. Further information is contained in the restricted section of the report. As a renewal to an existing service this work does not change any aspects relating to responsible procurement.

6. GDPR and Data Privacy

- 6.1. The MPS is subject to the requirements and conditions placed on it as a 'State' body to comply with the European Convention of Human Rights and the Data Protection Act (DPA) 2018. Both legislative requirements place an obligation on the MPS to process personal data fairly and lawfully in order to safeguard the rights and freedoms of individuals.
- 6.2. Under Article 35 of the General Data Protection Regulation (GDPR) and Section 57 of the DPA 2018, Data Protection Impact Assessments (DPIA) become mandatory for organisations with technologies and processes that are likely to result in a high risk to the rights of the data subjects.
- 6.3. The Information Assurance and Information Rights units within MPS will continue to be consulted at all stages to ensure the MPS use of Box meets its compliance requirements.
- 6.4. A DPIA has been completed for the MPS use of Box in 2020. The MPS continue to ensure a privacy by design approach, which will allow the MPS to find and fix problems at the early stages of any new use of Box, ensuring compliance with GDPR. DPIAs support the accountability principle, as they will ensure the MPS complies with the requirements of GDPR and they demonstrate that appropriate measures have been taken to ensure compliance.

7. Equality Comments

- 7.1. As this is a renewal 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: n/a

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 has been completed

✓

Director/Head of Service:

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

✓

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 9/3/2021



Digital Asset Management BJP

MOPAC Investment Advisory & Monitoring meeting

Report by Laura Marjason-Smyth 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 receives, creates and stores large volumes of data in a wide variety of formats. The MPS needs a digital asset management platform to store its data and ensure that documents and media can be shared both internally and externally with trusted partners. The MPS initially used Box as a DAMS tool in a proof of concept in 2016. The product was subsequently procured through G-Cloud, initially in July 2017, then again in June 2019, each time on a 2 year contract. The MPS is seeking to procure a further one-year contract with Box (with option for a one-year extension). The request is for DMPC approval for the first year of the contract award at a cost of £3,329,280 any extension would require further approval through IAM.

Recommendations

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

1. Approve

A further one-year contract with Box via a direct award through G-Cloud 12, at a cost for the first year of £3,329,280 for Digital Asset Management Services, fully funded in the DP (Digital Policing) MOPAC approved revenue budget. The contract will have an optional one-year extension which will require further approval through IAM if it needs to be taken up.

Time sensitivity

A decision is required from the Deputy Mayor by 31st March 2021. This is because the current Box contract expires in June 2021 and there is no option to extend the current contract.

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

1. The MPS receives, creates and stores large volumes of data in a wide variety of formats. The MPS needs a digital asset management platform to store its data and ensure that documents and media can be shared both internally and

externally with trusted partners.

2. The MPS currently has over 48,000 internal users of its Box service and over 8,000 external users. The contract with Box is due to expire in June 2021. This service remains critical to how the MPS manage and share information both internally and externally, so a further contract with Box is required.

Issues for consideration

3. This information is contained in the restricted section of the report

Contributes to the MOPAC Police & Crime Plan 2017-2021¹

4. The use of Digital Asset Management solutions allows the MPS to share data with local partners more effectively to provide a better, joined-up service to Londoners.

Financial, Commercial and Procurement Comments

5. The request is for a further one-year contract with Box at a cost for the first year of £3,329,280 for Digital Asset Management Services fully funded in the DP (Digital Policing) MOPAC approved revenue budget. The contract will have an optional one-year extension which will require further approval through IAM if it needs to be taken up. The service will be procured through G-Cloud 12. Further information is contained in the restricted section of the report. As a renewal to an existing service this work does not change any aspects relating to responsible procurement.

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"). All awards of public contracts for goods and/or services valued at £189,330 or above shall be procured in accordance with the Regulations. This report confirms the value of the proposed contract exceeds this threshold.
7. Paragraph 4.8 of the MOPAC Scheme of Delegation and Consent provides that Deputy Mayor for Policing and Crime has delegated authority to approve business cases for revenue or capital expenditure of £500,000 and above.
8. Paragraph 4.13 of the MOPAC Scheme of Delegation and Consent provides that Deputy Mayor for Policing and Crime has delegated authority to approve the procurement strategy for all revenue and capital contracts of a total value of 500,000 or above.
9. Paragraph 7.23 of the Scheme provides that the Director of Strategic Procurement has consent for the approval of the award of all contracts, with the exception of those called in through the agreed call in procedure. Paragraph 4.14 of the Scheme provides the DMPC reserves the right to call in any MPS proposal to award a contract for £500,000 or above.
10. MPS Legal Services have reviewed this request and confirmed that the use of G-Cloud 12 is compliant with procurement regulations.

Equality Comments

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

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

Privacy Comments

12. The MPS is subject to the requirements and conditions placed on it as a 'State' body to comply with the European Convention of Human Rights and the Data Protection Act (DPA) 2018. Both legislative requirements place an obligation on the MPS to process personal data fairly and lawfully in order to safeguard the rights and freedoms of individuals.
13. Under Article 35 of the General Data Protection Regulation (GDPR) and Section 57 of the DPA 2018, Data Protection Impact Assessments (DPIA) become mandatory for organisations with technologies and processes that are likely to result in a high risk to the rights of the data subjects.
14. The Information Assurance and Information Rights units within MPS will continue to be consulted at all stages to ensure the MPS use of Box meets its compliance requirements.
15. A DPIA has been completed for the MPS use of Box in 2020. The MPS continue to ensure a privacy by design approach, which will allow the MPS to find and fix problems at the early stages of any new use of Box, ensuring compliance with GDPR. DPIAs support the accountability principle, as they will ensure the MPS complies with the requirements of GDPR and they demonstrate that appropriate measures have been taken to ensure compliance.

Real Estate Implications

16. As this is a renewal of an existing service this work does not change any aspects relating to real estate.

Environmental Implications

17. As this is a renewal of an existing service this work does not change any aspects relating to the environment. The use of Box continues to contribute to a reduction in printing and use of paper in the MPS.

Background/supporting papers

18. None

Report author: Laura Marjason-Smyth, Deputy Director of Data

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 Digital Asset Management BJP 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 paper will cease to be exempt upon completion of the contract. This is because the information is commercially sensitive and could compromise future procurement activity.