

DMPC Decision – PCD 541**Title: Renewal of Contract with CGI for the Provision of Payroll Data Archiving****Executive Summary:**

The MPS have a statutory obligation to retain legacy payroll data. The MPS also have a contractual obligation, under the agreement with SSCL for outsourced HR, Finance and Procurement Services, to provide storage and retrieval of archived electronic payroll data. The current strategy for discharging these obligations is to contract with CGI UK Ltd for a period of 3 years to obtain read-only access to MPS/MOPAC legacy payroll information (CGI UK were the MPS/MOPAC legacy payroll provider between 2006 and 2018). On expiry of the arrangement with CGI the MPS will incorporate the legacy payroll data within the corporate data archiving strategy currently being devised within Digital Policing.

Recommendation:

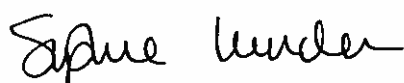
The Deputy Mayor for Policing and Crime is recommended to approve:

- The award, without competition, of an extension to the archiving payroll services provided by CGI UK Ltd. The duration will be 3 years spanning from 1st March 2019 - 28th February 2022 at a cost of £453,000 + VAT for the service charges and £85,000 for the technical data extraction charges, totalling £538,000.

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**

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

1. Introduction and background

- 1.1. Following the outsourcing of various support services functions, including payroll, the MPS has an ongoing contractual Customer Responsibility to provide access to electronic archive data (including legacy Payroll data) in accordance with the MPS's policy.
- 1.2. Prior to the current outsourcing arrangements Payroll and Pension services to the MPS using CGI's ePayfact payroll system. Following implementation of the new outsourcing arrangements the MPS contracted with CGI for read-only access to MPS legacy payroll data for a period of one year whilst the longer term data archive and retention strategy was developed.
- 1.3. The one year contracted period with CGI ends on the 28th of February 2019. The MPS has a legal and contractual obligation to both retain payroll data and provide access to it in order to allow them to discharge their service to the MPS beyond this date.
- 1.4. The strategy for the payroll data is move it into the corporate archive solution. However due to the uncertainty around the implementation of this solution it is recommended to contract with CGI for a further period of three years to ensure continuity of service and continued adherence to requirements.

2. Issues for consideration

- 2.1. Beyond the end date of the current contract with CGI the legal and contractual obligations on the MPS to retain and provide access to archive payroll data remain in force. There is no viable option to fulfil these obligations within the required timescales and to meet business requirements, without contracting with CGI for ongoing read-only access to payroll data via their ePayfact system.

3. Financial Comments

- 3.1. The total cost for the extension to this service will be £538,000. The funding will come from the existing budget.

4. Legal Comments

- 4.1. The Mayor's Officer for Policing Crime 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 £181,302 or above will be procured in accordance with the Regulations.
- 4.2. Paragraph 4.13 of the MOPAC Scheme of Delegation and Consent provides that the Deputy Mayor for Policing and Crime (DMPC) has delegated authority to approve all contract exemptions for £100,000 or above.

5. Commercial Issues

- 5.1. The contract extension will be procured through a single tender action to CGI. Obtaining a longer licence reduces the risk for the MPS and represents value for money as individual yearly renewals would cost significantly more. As an extension to an existing service this work does not change any aspects relating to responsible procurement.

6. GDPR and Data Privacy

- 6.1. Payroll data is required to be kept for a minimum of 3 years + current beyond the date of the final payroll run. There is also a government moratorium on removing any payroll records until 2021 in order to complete the civil service pension cleanse initiative. GDPR and data retention processes will be dealt with following this and as part of the move to the new corporate archive system.

7. Equality Comments

- 7.1. As this is an extension 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:

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

		<i>Tick to confirm statement (✓)</i>
Financial Advice: The Strategic Finance and Resource Management Team has been consulted on this proposal.		✓
Legal Advice: Legal advice is not required.		✓
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 <ul style="list-style-type: none">GDPR compliance issues are covered in the body of the reportA DPIA is not required.		✓
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.		✓

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

1/3/19



MOPAC

MAYOR OF LONDON
OFFICE FOR POLICE, FIRE AND CRIME**Renewal of Contract with CGI for the Provision of Payroll Data Archiving****MOPAC Investment Advisory Board - February 2019****Report by Robin Wilkinson, Chief of Corporate Services****Part 1 – This section of the report will be published by MOPAC. It is classified as OFFICIAL – PUBLIC****EXECUTIVE SUMMARY**

MPS have a statutory obligation to retain legacy payroll data. The MPS also have a contractual obligation, under the agreement with SSCL for outsourced HR, Finance and Procurement Services, to provide storage and retrieval of archived electronic payroll data. The current strategy for discharging these obligations is to contract with CGI UK Ltd for a period of 3 years to obtain read-only access to MPS/MOPAC legacy payroll information (CGI UK were the MPS/MOPAC legacy payroll provider between 2006 and 2018). On expiry of the arrangement with CGI the MPS will incorporate the legacy payroll data within the corporate data archiving strategy currently being devised within DP.

The decision to extend the CGI contract will need to be approved by PIB/IAB due to it being awarded under a single tender action.

Recommendations

The Deputy Mayor for Policing and Crime, via the Investment Advisory Board (IAB), is asked to:

- **To award, without competition, an extension to the archiving payroll services provided by CGI UK Ltd. The duration will be 3 years spanning from 1st March 2019 - 28th February 2022 at a cost of £453,000 + VAT for the service charges and £85,000 for the technical data extraction charges, totaling £538,000.**

Time sensitivity

A decision is required from the Deputy Mayor by 28/02/2019. This is due to the current contract with CGI expiring on the 28th of February 2019.

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

Introduction and background

1. In 2015 the MPS, as part of the Business Support Services (BSS) programme of work, outsourced various support services functions, including payroll, from a previous internal/partially outsourced service to a fully outsourced model with SSCL.
2. Under this outsourced arrangement SSCL are responsible for delivering Payroll and Pension service to the MPS. However, an ongoing contractual Customer Responsibility on the MPS is to provide access to electronic archive data (including legacy Payroll data) in accordance with the MPS's policy.
3. Up to P-SOP Go Live (in February 2018) SSCL delivered Payroll and Pension services to the MPS using CGI's ePayfact payroll system. This meant that from the commencement of the SSCL contract in October 2015 to February 2018 the Customer Responsibility was fulfilled by the ongoing contractual arrangement with CGI for live access to their ePayfact system. Following P-SOP Go Live the MPS contracted with CGI for read-only access to MPS legacy payroll data for a period of one year whilst the longer term data archive and retention strategy was developed. .
4. The one year contracted period with CGI comes to an end on the 28th of February 2019. The MPS has a legal and contractual obligation to both retain payroll data and provide access to SSCL in order to allow them to discharge their service to the MPS beyond this date.
5. The strategy for the payroll data is move it into the corporate archive solution however due to the uncertainty around the implementation of this solution the above recommendation to contract with CGI for a further period of three years has been formulated.

Issues for consideration

6. Beyond the end date of the current contract with CGI the legal and contractual obligations on the MPS to retain and provide access to archive payroll data remain in force. There is no viable option to fulfil these obligations, both within the required timescales or which meet business requirements, without contracting with CGI for ongoing read-only access to payroll data via their ePayfact system.

Contributes to the MOPAC Police & Crime Plan 2017-2021¹

7. To enable the MPS outsourced suppliers to continue to accurately and efficiently pay MPS staff & Officers, which in turn enables them to police London.

Financial, Commercial and Procurement Comments

¹ Police and crime plan: a safer city for all Londoners | London City Hall

8. The total cost for the extension to this service will be £538,000. The funding will come from the BSS ICF budget and it will be procured through a single tender action to CGI. Obtaining a longer licence reduces the risk for the MPS and represents value for money as individual yearly renewals would cost significantly more. As an extension to an existing service this work does not change any aspects relating to responsible procurement.

Legal Comments

9. The Mayor's Officer for Policing Crime 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 £181,302 or above will be procured in accordance with the Regulations.
10. Paragraph 4.13 of the MOPAC Scheme of Delegation and Consent provides that the Deputy Mayor for Policing and Crime (DMPC) has delegated authority to approve all contract exemptions for £100,000 or above.

Equality Comments

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

Privacy Comments

12. Payroll data is required to be kept for a minimum of 3 years + current beyond the date of the final payroll run. There is also a government moratorium on removing any payroll records until 2021 in order to complete the civil service pension cleanse initiative. GDPR and data retention processes will be dealt with following this and as part of the move to the new corporate archive system.

Real Estate Implications

13. Not applicable.

Environmental Implications

14. No impact.

Background/supporting papers

15. Not applicable

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 Renewal of Contract with CGI for the Provision of Payroll Data Archiving 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).

