

DMPC Decision – PCD 678**Title: Corporate Print FBC****Executive Summary:**

This full business case seeks approval for an award of contract to Canon UK Limited for the provision of multi-function device (MFD) and print management service for the MPS.

The service provides devices and support for all users across MPS in both corporate and secure areas as well as a 24/7 business critical service for Custody suites. The intent is to maintain the current scope of service, with refresh of 84 devices in Custody suites and on an as needed basis elsewhere, until the Digital Policing (DP) Pegasus programme delivers the strategic print service as part of the wider ICT services in 20/21.

Recommendation:

The Deputy Mayor for Policing and Crime is recommended to:

- Approve award and entry into a contract with Canon UK Ltd for MFD and print services for:
 - 2 years commencing 1st June 2020, with an option of a 3rd year
 - a total contract value £8.29M across the 3 years
- Approve revenue spend of £4,778k for initial 2 year period to be funded from the MOPAC approved Digital Policing revenue budget
- Note:
 - Project Revenue spend of £111k in 2020/21
 - Capital spend of £89k in 2020/21
 - Year one capital spend provides new devices for custody suites and small stock of devices to avoid lead times on sourcing replacement devices
 - The contract can be terminated after the first year
 - The contract value includes provision for replacement of devices if needed, for which budget approval will be sought via approved governance routes
 - There being no GLA collaborative arrangement in place, Crown Commercial Services have recommended the direct award approach as best meeting MPS needs.

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

Ernie Under

Date

8/1/2020

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

1. Introduction and background

- 1.1. Print is a critical service for custody suites, planned and unplanned events such as Notting Hill Carnival and Operation Northleigh as well as a standard requirement for users across the corporate and secure areas of operation.

2. Issues for consideration

- 2.1. To balance protecting critical services such as Custody suites whilst ensuring efficiency as need reduces, the recommendation is to continue the scope of current business as usual service, with the addition of the following:
 - Renewing a number of critical end of life devices in Custody suites,
 - Provision of a limited number of loan devices by the Supplier where it is more economic for them to achieve ongoing service levels at no additional charge.

3. Financial Comments

- 3.1. The Finance Case is based on a new contract with Canon to continue with the existing print service. The costs are based on a contract of 2 years plus 1 year optional extension on the recommended proposal of the 'hybrid' approach as part on Canon UK Ltd response via CCS Framework.
- 3.2. Project Revenue spend of £111k in 2020/21 will be funded from MOPAC approved DP Project Revenue budget.
- 3.3. Capital spend of £89k in 2020/21 will be funded from the MOPAC approved DP Capital budget.

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 (Regulations). All awards of public contracts for goods and/or services valued at £181,302 or above must be procured in accordance with the Regulations. This report confirms the value of the proposed awards exceeds this threshold.
- 4.2. The report identifies a Crown Commercial Services framework agreement as the preferred route to market for the proposed contract award. This will represent a compliant route where the ordering processes laid out in the framework agreement are followed.
- 4.3. Paragraph 4.13 of the MOPAC Scheme of Delegation and Consent provides the Deputy Mayor for Policing and Crime (DMPC) has delegated authority to approve the procurement strategy for all requests to go out to tender for contracts valued at £500,000 or above.
- 4.4. Paragraph 7.23 provides the Director of Strategic Procurement has consent to approve the award of all contracts, with the exception of those called in through the agreed call in

procedure. Paragraph 4.13 provides that the Deputy Mayor for Policing and Crime reserves the right to call in all decisions to award MPS contracts valued at £500,000 or above.

- 4.5. Paragraph 4.8 of the MOPAC Scheme of Delegation and Consent provides that the Deputy Mayor for Policing and Crime (DMPC) has delegated authority to approve business cases for revenue or capital expenditure of £500,000 or above.

5. Commercial Issues

- 5.1. The recommended route to market is a direct award using Crown Commercial Services Framework RM3781 Lot 2 for a Managed Print Service for Multifunctional devices for printing, scanning and copying and includes all consumables, Support of the Print Fleet and spare parts.
- 5.2. The contract will be awarded on a basis of 2 years plus 1 year optional extension from 1st June 2020 to Canon UK Ltd. This timeline has been aligned to transfer these requirements across to the MPS IT Transformation programme Pegasus.
- 5.3. Contracts will be aligned to the existing SIAM and Towers framework and will use existing governance to avoid time and cost of a lengthy procurement exercise.
- 5.4. There is no GLA collaborative procurement arrangement in place for this service.

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. The Information Assurance and Information Rights units within MPS will be consulted at all stages to ensure the project meets its compliance requirements.
- 6.3. The project does not use personally identifiable data of members of the public, so there are no current GDPR issues to be considered. If the project uses personally identifiable data of members of the public at a later date DPIAs will be completed as needed.

7. Equality Comments

- 7.1. Equality Screening has been conducted with no equality impact. This is due to a significant reduction for the need of manual printing in line with the implementation of Smarter Working and digital platforms across the MPS.

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.

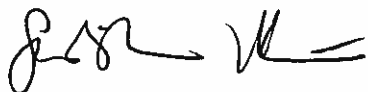
Is there a **Part 2** form – YES

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 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 <ul style="list-style-type: none">• 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

13/12/2019



MOPAC

MAYOR OF LONDON
OFFICE FOR POLICING AND CRIME

Corporate Print - Final Business Case

MOPAC Investment Advisory and Monitoring 3rd December 2019

Report by Gulzar Ali

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

EXECUTIVE SUMMARY

This full business case seeks approval for an award of contract to Canon UK Limited for the provision of multi-function device (MFD) and print management service for MPS.

The service provides devices and support for all users across MPS in both corporate and secure areas as well as a 24/7 business critical service for Custody suites. The intent is to maintain the current scope of service, with refresh of 84 devices in Custody suites and on an as needed basis elsewhere, until the Digital Policing (DP) Pegasus programme delivers the strategic print service as part of the wider ICT services in 20/21.

Recommendations:

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

Approve

- Award and entry into a contract with Canon UK Ltd for MFD and print services for:
 - 2 years commencing 1st June 2020, with an option of a 3rd year.
 - a total contract value £8.29M across the 3 years.
- Revenue spend of £4,778k for initial 2 year period to be funded from the MOPAC approved Digital Policing revenue budget.

Note:

- Project Revenue spend of £111k in 2020/21.
- Capital spend of £89k in 2020/21.
- Year 1 capital spend provides new devices for custody suites and small stock of devices to avoid lead times on sourcing replacement devices.
- The contract can be terminated after year 1.
- The contract value includes provision for replacement of devices if needed, for which budget approval will be sought via approved governance routes.

- Crown Commercial Services have recommended the direct award approach as best meeting MPS needs.

Time sensitivity

1. A decision is required from the Deputy Mayor by 03/12/2019. This is because any delay will impact how quickly we achieve the identified savings.

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

Introduction and background

2. Print is a critical service for custody suites, planned and unplanned events such as Notting Hill Carnival and Operation Northleigh as well as a standard requirement for users across the corporate and secure areas of operation.

Issues for consideration

3. To balance protecting critical services such as Custody suites whilst ensuring efficiency as need reduces, the recommendation is to continue the scope of current business as usual service, with the addition of the following:
4. Renewing a number of critical end of life devices in Custody suites,
5. Provision of a limited number of loan devices by the Supplier where it is more economic for them to achieve ongoing service levels at no additional charge

Contributes to the MOPAC Police & Crime Plan 2017-2021¹

6. The Mayor's Office for Policing and Crime (MOPAC) Police and Crime Plan sets some tough challenges to meet the ever changing nature of London. This project will assist in meeting these challenges by continuing to provide print services to align with the Pegasus strategy.

Financial, Commercial and Procurement Comments

7. The Finance Case is based on a new contract with Canon to continue with existing print service. The costs are based on a contract of 2 years plus 1 year optional extension on the recommended proposal of the 'hybrid' approach as part on Canon UK Ltd response via CCS Framework.
8. The recommended route to market is a direct award using Crown Commercial Services Framework RM3781 Lot 2 for a Managed Print Service for Multifunctional devices for printing, scanning and copying and includes all consumables, Support of the Print Fleet and spare parts.
9. The contract will be awarded on a 2 years plus 1 year optional extension from 1st June 2020 to Canon UK Ltd. This timeline has been aligned to transfer these requirements across to the MPS IT Transformation programme Pegasus.
10. Contracts will be aligned to the existing SIAM and Towers framework and to

use existing governance to avoid time and cost of a lengthy procurement exercise.

11. There is no GLA collaborative procurement arrangement in place for this service.

Legal Implications:

12. The Mayor's Office for Policing and Crime (MOPAC) is a contracting authority as defined in the Public Contracts Regulations 2015 (Regulations). All awards of public contracts for goods and/or services valued at £181,302 or above must be procured in accordance with the Regulations. This report confirms the value of the proposed awards exceeds this threshold.
13. The report identifies a Crown Commercial Services framework agreement as the preferred route to market for the proposed contract award. This will represent a compliant route where the ordering processes laid out in the framework agreement are followed.
14. Paragraph 4.13 of the MOPAC Scheme of Delegation and Consent provides the Deputy Mayor for Policing and Crime (DMPC) has delegated authority to approve the procurement strategy for all requests to go out to tender for contracts valued at £500,000 or above.
15. Paragraph 7.23 provides the Director of Strategic Procurement has consent to approve the award of all contracts, with the exception of those called in through the agreed call in procedure. Paragraph 4.13 provides that the Deputy Mayor for Policing and Crime reserves the right to call in all decisions to award MPS contracts valued at £500,000 or above.
16. Paragraph 4.8 of the MOPAC Scheme of Delegation and Consent provides that the Deputy Mayor for Policing and Crime (DMPC) has delegated authority to approve business cases for revenue or capital expenditure of £500,000 or above.

Equality and Diversity Impact:

17. Equality Screening has been conducted with no equality impact. This is due to a significant reduction for the need of manual printing in line with the implementation of Smarter Working and digital platforms across the MPS.

Privacy Comments

18. 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.
19. 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. The Information Assurance and Information Rights units within MPS will be consulted at all stages to ensure the project meets its compliance requirements.
20. The project does not use personally identifiable data of members of the public, so there are no current GDPR issues to be considered. If the project uses personally identifiable data of members of the public at a later date DPIAs will be completed as needed.

Health and Safety Implications:

21. There are no specific health and safety considerations required with the new contract.

Real Estate Implications

22. There are no changes to real estate.

Environmental Implications

23. The environmental implications of this work are positive due to approx. 2,500 printers will not be disposed.
24. The consumables will be collected by the supplier, and recycled this will reduce environmental impact.

Report author: Gulzar Ali, Project Manager, 07958 398603

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 [ORGANISATIONAL]

Part 2 of Corporate Print - Final Business Case 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).
- Provides sensitive information in relation to a business critical corporate intelligence and information management solution.
- The relevant sections under the FOIA that would exempt this information from disclosure are:-
 - Section 43 Commercial Interest

The paper will continue to be exempt from publication until two years after the contract ceases.

