

DMPC Decision – PCD 526

Title: Contract Award – Mail Screening Service

Executive Summary:

This paper recommends the award of a single supplier framework in the value of £2.4m, and the award of a call off contract in the value of £2.1m, following MPS procurement exercise. The costs can be met from within the MPS approved budget.

Recommendation:

The Deputy Mayor for Policing and Crime is recommended to:

1. Approve a single supplier framework agreement accessible to all members of the GLA members (including Mayor's Office for Policing and Crime/ Metropolitan Police Service, Transport for London, London Fire Commissioner (London Fire Brigade)), Royal Parks, City of London Corporation, London Ambulance Service.
2. Approve award of a Call-Off Contract for the Mail Screening Service.

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

Sybil Under

Date

6/2/19

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

1. Introduction and background

- 1.1. MOPAC approved the initiation of procurement for the mail screening service in July 2018, PCD 436

2. Issues for consideration

- 2.1. The MPS engaged with the market and carried out a procurement exercise for the service. The recommended four-year single supplier framework award is to the supplier who across both price and technical evaluations scored the overall best score. The award of the framework does not commit MOPAC/MPS to any liability.
- 2.2. The contract call-off award is for an initial term of 5 years plus two 12-month optional extensions.
- 2.3. The prices are fixed for the first three years and subsequently subject to increases capped at inflationary indexation for the remainder of the contract period.

3. Financial Comments

- 3.1. The estimated value of the framework is £2.4m. The cost of the contract call off is estimated at £2.1m across the respective proposed multiple years. This cost can be met from within the MPS approved budget.

4. Legal Comments

- 4.1. There are no legal implications arising from this report. The DMPC is asked to approve this request based on section 4.14 of the MOPAC Scheme of Delegation and Consent "To reserve the right to call in:- Any MPS proposal to award a contract for £500,000 or above."

5. Commercial Issues

- 5.1. The subject of this paper is a commercial procurement and the issues are included in the body of the report.

6. GDPR and Data Privacy

- 6.1. The proposal does not use personally identifiable data therefore there are no GDPR issues to be considered.

7. Equality Comments

- 7.1. There are no equality or diversity implications arising from this report.

8. Background/supporting papers

- 8.1. MPS 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 Commercial issues are covered in the body of this report	✓
GDPR/Data Privacy A 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

6/2/19



Facilities Management Services: Supply of Mail Screening Services

MOPAC Portfolio and Investment Board 9th January 2019

Report by KBR / MPS on behalf of the Deputy Commissioner

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

EXECUTIVE SUMMARY

The award of a Mayor's Office for Policing and Crime (MOPAC) single-supplier Call-off Contract, as follows:

- Supply of Mail Screening Services: Five Years plus two optional one year extension periods

All MPS investments that are over £500,000 or are novel in nature or contentious must go through the MPS and MOPAC governance process. This means submitting a paper to the MPS Portfolio & Investment Board (PIB), and if supported, the same paper is considered by the Deputy Mayor for Policing and Crime's Investment Advisory and Monitoring (IAM) for a decision.

Recommendations

The MPS Portfolio & Investment Board (PIB) is asked to:

1. **Approve one single supplier framework agreement accessible to all members of the GLA members (including Mayor's Office for Policing and Crime/ Metropolitan Police Service, Transport for London, London Fire Commissioner (London Fire Brigade), Royal Parks, City of London Corporation, London Ambulance Service.**
2. **Approve award of one Call-Off Contract for the following service:**
 - **Supply of Mail Screening Services**

If supported by the MPS Portfolio & Investment Board, the Deputy Mayor for Policing and Crime, via Investment Advisory Monitoring (IAM), is asked to:

1. **Approve one single supplier framework agreement accessible to all members of the GLA members (including Mayor's Office for Policing and Crime/ Metropolitan Police Service, Transport for London, London Fire Commissioner (London Fire Brigade), Royal Parks, City of London Corporation, London Ambulance Service.**
2. **Approve award of one Call-Off Contract for the following service:**
 - **Supply of Mail Screening Services**

Time sensitivity

A decision is required from the Deputy Mayor by 08/02/19 to allow for contract award and mobilisation ensuring continued uninterrupted service provisions to all service lines.

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

Introduction and background

1. This Business Justification paper seeks the approval to award one single-supplier Call-off Contract as listed below. This contract will replace the existing contract, which is due to expire in April 2019
 - Supply of Mail Screening Services: Expires 29th April 2019
2. The Board is requested to approve the following recommendations:
 - The award of one Mayor's Office for Policing and Crime (MOPAC) single-supplier Call-off Contract for the following periods:
 - Supply of Mail Screening Services: Five Years plus two optional one year extension periods

The revenue funding to support these contracts is allocated within Property Services revenue budget.

Issues for consideration

3. The overall value of all the Frameworks is £2.4M
4. The overall MPS Spend is anticipated to be in the region of £2.1M
5. Full public procurement (OJEU Open procedure) tender exercises has been undertaken for each service line in compliance with the Public Contract Regulations 2015 (PCR15) and MOPAC Contract Regulations.
6. There is also no exclusivity or guarantee of work volumes to using the Call-off Contracts.

Contributes to the MOPAC Police & Crime Plan 2017-2021¹

7. The delivery of Facilities Management (FM) services to the MOPAC Estate ensures these key objectives are provided:
 - Quality of service – best service
 - Cost effectiveness – Value for Money (VfM)
 - Service Delivery - best possible service
 - Responsiveness – ability to anticipate change
 - Resilience – ensure we have a robust supply chain
 - Flexibility – being able to adapt to change

Financial, Commercial and Procurement Comments

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

8. The MPS currently spend on average £280K p.a. on the Supply of Mail Screening Services contract which expires in 2019. Costs are met from the property services revenue budget. Provision has been made within the Medium Term Financial Plan to meet the cost of the inflationary impact from year 4 onwards. This information is contained in the restricted section of the report.

Legal Comments

9. There are no deviations from the contract agreed by MPS legal advisers.

Equality Comments

10. There are no negative equality or diversity implications arising from this procurement process. All bidders were evaluated for acceptable equality and diversity statements, as well as their ability to meet the MPS requirements under the Equality Act 2010 as a supplier to MOPAC. The evaluation exercise considered their ability to act as a responsible employer and meet employment obligations deemed commensurate with wider GLA objectives.

Privacy Comments

11. These service will not involve the processing of personal data.

Real Estate Implications

12. None

Environmental Implications

13. There are no additional environmental risks arising from this request.
14. KBR has worked closely with the Authority's Environment and Sustainability Team to ensure that a supply chain is procured which has an environmental capability relating to service delivery aligned to Authority's sustainability programmes.
15. KBR and the Authority have developed a set of contractual provisions for suppliers working with the Authority, including a set of robust requirements relating to sustainability embedded in the contracts. In addition, KBR has developed a Contract Health, Safety and Environment plan which sets out how the contract will be delivered in a way which meets the Authority's sustainability standards and environmental compliance, and where applicable, industry best practice.

Background/supporting papers

16. Supporting papers in Part 2, exempt from publication.

Report author: Dawn Lewis (KBR), Procurement Lead (Acting)