

REQUEST FOR DMPC DECISION – PCD 392

Title: Facilities Management - Contract Value Increases – Firing Ranges and Equipment Maintenance Services, and Mail Screening Services

Executive Summary:

Following the award of the optional extension year for both of these contracts MOPAC is asked to approve an increase in the contract values to reflect changes in the volume of activity and locations associated with these services. The costs are funded from within existing budgets.

Recommendation:

The DMPC is recommended to approve

1. an increase in the contract value of the current Firing Ranges and Firing Equipment Services contract by £221k,
2. an increase in the contract value of the current Mail Screening Services contract by £208k

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

Spine Under

Date

11/06/18

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

Decision required – supporting report

1. Introduction and background

- 1.1. In April 2015 contracts were awarded for the provision of Firing Ranges and Equipment Maintenance Services, and Mail Screening Services on the basis of a 3 year contract plus a one year optional extension year. The extension of the contracts to April 2019 was recently approved under consented authority by the MPS. Changes to the volume of work and geographical locations of the sites associated with these services has resulted in a need to increase their contract values.

2. Issues for consideration

- 2.1. Due to the armed officer uplift implemented following the Paris attacks there has been an increase in the volume of officers needing to access the firing ranges for training and maintaining their skills purposes. This has resulted in a more intensive use of the ranges, and increased costs.
- 2.2. Changes to the location of MPS sites requiring the collection and delivery of mail for screening has increased transport contract costs.

3. Financial Comments

- 3.1 The increase in the contract values are £221,000 and £208,000 for Firing Ranges and Equipment Maintenance Services, and Mail Screening Services, respectively. These costs will be met from within the existing MPS revenue budget.

4. Legal Comments

- 4.1 There are no legal implications arising from this report. The DMPC is asked to approve this variation based on section 4.13 of the Scheme of Delegation and Consent “To approve all unforeseen variations and extensions to contracts with an original value of £500,000 or above, when the variation or extension is greater than 10% of the original value and/or is for a period of more than 12 months.”

5. Equality Comments

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

6. Background/supporting papers

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>
Head of Unit: The Chief Finance Officer has reviewed the request and is satisfied it is correct and consistent with the MOPAC's plans and priorities.	✓
Legal Advice: The MPS legal team has been consulted on the proposal.	✓
Financial Advice: The Chief Financial Officer has been consulted on this proposal.	✓
Equalities Advice: Equality and diversity issues are covered in the body of the report.	✓

OFFICER APPROVAL

Chief Executive Officer

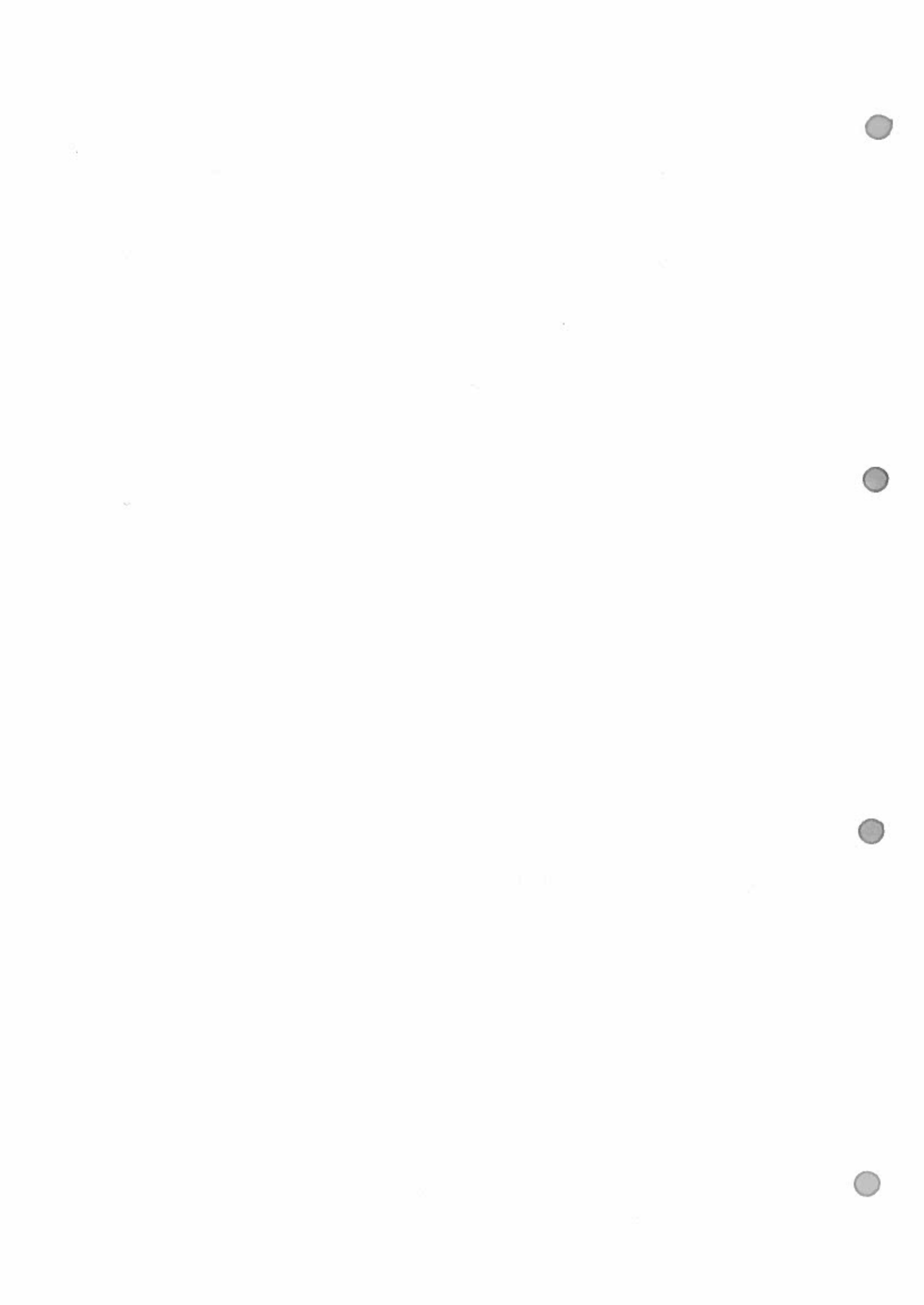
I have been consulted about the proposal and confirm that financial, legal and equalities advice has been taken into account in the preparation of this report. I am satisfied that this is an appropriate request to be submitted to the Deputy Mayor for Policing and Crime.

Signature

R. Lawrence

Date

06/06/18



**MOPAC**MAYOR OF LONDON
OFFICE FOR POLICING AND CRIME

The Provision of Firing Ranges and Firing Equipment Maintenance Services and the Provision of Mail Screening Services

Report by KBR on behalf of the Deputy Commissioner

EXECUTIVE SUMMARY

This Business Justification requests approval to increase the contract values of the services for the Provision of Firing Ranges and Firing Equipment Maintenance Services and the Provision of Mail Screening Services.

The Firing Ranges and Firing Equipment Services and the Mail Screening Services Contracts have recently been awarded the optional extension year, however due to unforeseen operational changes the original contract values will be exceeded during this extension period.

Recommendations

The Deputy Mayor for Policing and Crime is asked to:

1. **Approve the increase in the contract value of the current Firing Ranges and Firing Equipment Services contract by £221k (including contingency).**
2. **Approve the increase in the contract value of the current Mail Screening Services contract by £208k (including contingency).**

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

Introduction and background

1. In May 2014, MOPAC approved the award of two three-year contracts plus one-year optional extension years for Firing Ranges and Firing Equipment Services and Mail Screening Services, commencing 30th April 2015. These Contracts are valued at £874k and £800k respectively.
2. The Firing Ranges and Firing Equipment Services and the Mail Screening Services Contracts have recently been awarded the optional extension year, however due to unforeseen operational changes the original contract values will be exceeded during this extension period.
3. The increase in cost for the Firing Ranges and Firing Equipment contract is due

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to higher than anticipated spend as a result of the increase in the number of officers receiving firearm training.

4. The increase in Mail Screening contract is due to changes in the location of MPS sites requiring the services. New sites are located further in distance and are subject to increased transport and logistics costs.

Issues for consideration

5. The Mail Screening contract is specialist in nature and has a very small market. This is due to factors such as the MPS requirement for on-site canine detection and the requirement for a secure facility for the screening of mail.

Contributes to the MOPAC Police & Crime Plan 2017-2021¹

6. The Police & Crime Plan 2017 – 21 identifies the need to 'invest in the tools they (officers) need to do their job' which includes improving the quality and versatility of the MOPAC estate to meet the needs of modern policing. This includes investment both in public facing buildings such as police stations, but also operational support facilities critical to ensuring the police can "do their job".

Financial, Commercial and Procurement Comments

7. The MPS currently spend on average £221K p.a. on the Firing ranges and Equipment Contract; and £208K p.a. on the Mail Screening Services, the costs of which are met from property services revenue budgets.
8. The Agreement has a built in clause that fixes prices for the extension period. As both contracts are an extension to an existing service this does not change any aspects relating to responsible procurement.

Legal Comments

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

Equality Comments

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

Privacy Comments

11. This is a routine estates contract extension and does not involve the processing of personal data.

Real Estate Implications

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

12. These services do not introduce any changes to the physical estate.

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 appendices are in Part 2 and exempt from publication.

Report author: Paul Homshaw (KBR), Procurement Specialist

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 IAB Business Justification – Firing Ranges and Mail Screening Part 2 is exempt from publication for the following reasons:

- Exempt under Article 2(2)(a) of the Elected Local Policing Bodies (Specified Information) Order 2011
- The relevant sections under the FOIA that would exempt this information from disclosure- Commercial Interest Section 43

The paper will cease to be exempt until May 2025

