



REQUEST FOR DECISION – 2014:

Title: Collaborative Photographic Contract

Lot 1 – Photographic Consumables

Lot 2 – Photographic, Equipment, Service & Maintenance and Leasing

Executive Summary:

This paper requests the approval of:-

1. An award to Calumet Photographic for Lot 1.
2. Multiple Award to Calumet, Warehouse Express (Wex) and Keyphoto for Lot 2.

The Collaborative Forces committing to this Contract are listed in Appendix A

Recommendations:

The Police and Crime Commissioner is invited to agree the award of the Contract Lots as listed;

Lot 1 – Photographic Consumables (single award)

Calumet Photographic Limited meets all the requirements and offers the most economically advantageous tender. They can supply all the consumables listed in our 'shopping basket' and offer the best pricing against the most popular items across Police Forces, such as speed camera film.

Lot 2 – Photographic Equipment, Service & Maintenance & Leasing (multiple award)

Due to the fast paced IT developments and upgrades relating to photographic equipment and in order to achieve best market price within Lot 2, the Contract is awarded to Calumet Photographic Limited, Warehouse Express (Wex) and Keyphoto. These three contractors have offered the best price and service provision for this Lot. Forces will carry out a quotation exercise between the contractors within Lot 2 to establish the most economical bid each time they require new equipment, additional services or leasing.

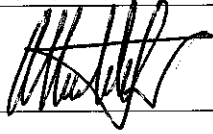
The new contract is for a 2 year duration, with two 12 month extension options thereafter

(The collective actual spend since 2009 is £11,123,245. TVPs actual spend since 2009 is £804,012.)

Police and Crime Commissioner

I hereby approve the recommendations above.

Signature

A handwritten signature in black ink, appearing to be 'A. Hill', written over a horizontal line.

Date

23.5.14

PART 1

1. Introduction and Existing Service

For the last four years Thames Valley Police have been the lead Force in supporting other forces on a national framework contract for the supply of photographic consumables and equipment. Due to the success of this contract 42 collaborative Forces/Agencies have committed to a new framework. Throughout the life of the current contract Forces have shared best practice and benefited from the buying power to reduce costs of photographic and imaging departments.

Nationally, Forces and Agencies use digital and wet chemistry for their imagery production. The provision of wet chemistry has proven invaluable to smaller Forces who are yet to move into a fully digital environment. This is prolific within the speed enforcement arena. The aggregated volume of film being purchased allows suppliers to negotiate pricing with large manufacturers such as Fuji to reduce costs and allow manufacturers to profile and manage their film print production for the UK police market thus reducing waste and associated costs.

This arrangement continues the opportunity for Forces to conduct quotation exercises for camera equipment which allows them to take advantage of best market price on the day. This is supported by Suppliers advising on obsolete or new models within ranges allowing Forces to make informed decisions on the equipment that they buy.

The collective actual spend on our existing arrangement since 2009 is £11,123,245. TVPs actual spend since 2009 is £804,012.

Within our existing contract we are able to obtain loan or trial equipment to Forces which facilitates device changes.

2. Scope of Requirements

In order to gauge our requirements for the new contract, which is based on the existing service, Forces were requested to provide their top ten consumables and equipment. This was confirmed against management information provided by our incumbent suppliers.

In order to ensure items most frequently ordered were competitively costed the contract was divided into lots:

Lot 1 – Consumables contained top 50 item lines

Lot 2 – Equipment contained top 25 lines.

Due to the sometimes small orders required and chemical deliveries, particular consideration was given to delivery costs.

The photographic contract is used across TVP from SETSU to Neighbourhood Teams. Items procured via this contract range from state of the art imaging equipment through to camera leads and specialist batteries.

An evaluation team from TVP made up of Finance, Photographic/Imaging and Forensics, assembled the tender documents and these were issued at the beginning of December 2013.

3. The collaborative approach

This framework embraces collaboration as 42 organisations have committed to use the arrangement. This supports the request from the National Audit Office encouraging Police forces to adopt a collaborative approach.

4, Assessment of Offers

In accordance with Force Financial Instructions and OJEU Legislation, notice of this contract was placed in the European Journal (OJEU) via the Bluelight ProContract portal. 24 companies made application with 9 returning the Pre-Qualification Questionnaires. Financial assessments were carried out at the PQQ stage. As a result of short listing 7 companies were invited to tender. (Two companies subsequently opted out)

Five companies submitted formal offer for both Lots;

Calumet Photographic Limited
Keyphoto Ltd
Park Cameras Limited
Tetenal Ltd
Wex (Warehouse Express)

The tenders were assessed using the evaluation criteria below;

Cost/Pricing – 60%
This includes the total cost of the shopping baskets times by estimated quantities.

Deliverables – 40%
Service Level Response – 10%
Delivery – 10%
Additional Services – 10%
References – 5%
Compliance with Terms and Conditions – 5%

A cross-functional team evaluated the submissions; these were TVP, Surrey Police, Sussex Police, Police Service Northern Ireland and Dyfed-Powys Police.

Scores were submitted for collation. The evaluation team were also requested to include their overall thoughts and comments with regard to each contractor's submission.

5 Financial/Costings (Collaborative)

The table below identifies the scores awarded based upon the 'basket' of goods identified for each lot.

Lot 1 – one supplier. Lot 2 – three suppliers.

Tetenal Ltd was not included in either Lot as they only quoted for the supply of chemicals. Park Cameras were only included in Lot 2 as they did not submit full shopping basket for consumables in Lot 1.

The collective actual spend on the existing contract since 2009 is £11,123,245. TVPs actual spend since 2009 is £804,012. This is funded from the annual revenue budgets.

Table One – Cost 60%

Contractor	Lot 1 Consumables	Lot 2 Hardware
Calumet Photographic Ltd	£477,971.77	£8,715.36
Keyphoto Ltd	£542,381.34	£8,348.70
Park Camera's	n/a	£8,907.26
WEX	£517,804.42	£8,582.30

Table Two – Deliverables 40% (scores out of 10)

Contractor	Lot 1 Consumables	Lot 2 Hardware
Calumet Photographic Ltd	10	9.74
Keyphoto Ltd	7.88	9.30
Park Camera's	n/a	7.91
WEX	7.616	8.92

6 Legal comments

The proposed collaborative contract has been advertised in the Official Journal of the European Union and tendered electronically in a manner compliant with EU and UK regulations.

7 Summary and Recommendation

Following evaluation of the information supplied from independent evaluation of the submissions it is recommended that:

Lot 1 (Consumables) is awarded to Calumet Photographic Ltd
Lot 2 (Equipment, service & maintenance and Leasing) is awarded to Calumet Photographic Ltd, Keyphoto Ltd and Warehouse Express (WEX) Ltd.

This is a two year contract with options to extend by two years on a 12 monthly basis. The estimated value of this contract to TVP is £800,000 for the total 4 year period.

Public access to information

Information in this form is subject to the Freedom of Information Act 2000 (FOIA) and other legislation. Part 1 of this form will be made available on the website within 1 working day of approval. Any facts and advice that should not be automatically available on request should not be included in Part 1 but instead on a separate Part 2 form. Deferment of publication is only applicable where release before that date would compromise the implementation of the decision being approved.

Is the publication of this form to be deferred? Yes

If yes, for what reason? Due to ten day stand still period

Until what date, Until 10 days after award from the PCCs office.

Is there a Part 2 form? No

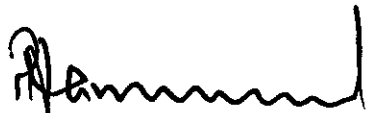
ORIGINATING OFFICER DECLARATION (as appropriate):

	Officer	Date reviewed
This framework contract allows forces to share best practice and reduce the costs of running their photographic and imaging departments.	Scientific Support Manager, Forensic Investigation Unit.	
The proposed collaborative contract has been advertised in the Official Journal of the European Union and tendered electronically in a manner compliant with EU and UK regulations.	Force Solicitor	
This framework arrangement provides best value for all forces engaged.	Financial Advice Director of Finance	

OFFICER'S APPROVAL

We have been consulted about the proposal and confirm that financial and legal advice have been taken into account in the preparation of this report.

We are satisfied that this is an appropriate request to be submitted to the Police and Crime Commissioner.


Chief Executive

Date **22/5/2014**


Chief Finance Officer

Date **22/5/14**

Collaborative Forces are;

Thames Valley Police
Cumbria Police
College of Policing
Dyfed-Powys
South Wales Police
Cheshire Police
North Wales Police
Bedfordshire Police
Cambridgeshire Police
Hertfordshire Police
Surrey Police
Sussex Police
Staffordshire Police
Police Service of Northern Ireland
Norfolk and Suffolk Police
Lancashire Police
Greater Manchester Police
Kent and Essex Police
British Transport Police
Lincolnshire Police (Subject to signing a Non Disclosure Agreement with TVP)
Avon & Somerset Police (Subject to signing a Non Disclosure Agreement with TVP)
Warwickshire Police
Derbyshire Police
Northamptonshire Police
West Mercia Police
Nottinghamshire Police
West Midlands Police
Hampshire Constabulary
Northumbria Police
National Crime Agency
Devon & Cornwall Police
Gloucestershire Police
Dorset Police
Wiltshire Police
Merseyside Police
Scottish Police Services Authority and all successor bodies
Metropolitan Police Service
North Yorkshire Police
West Yorkshire Police
South Yorkshire Police
Humberside Police
Gwent Police

