



**OFFICE OF THE POLICE & CRIME
COMMISSIONER FOR THAMES VALLEY**

Report for Decision – PCC 2017 / 008

Title: Interpreting and Translation Services

Executive Summary:

This contract is for the provision of a managed service provider for Language Services, covering face to face interpreting, telephone interpreting and written translation.

The procurement was led by Hampshire Constabulary on behalf of Thames Valley Police, Surrey/Sussex Police and was conducted as a mini competition under the Eastern Shires Procurement Organisation (ESPO) Framework.

TVP will have access, through a managed service provider, to interpreters for all required languages vetted and qualified to the correct levels.

Although interpreting hourly costs remain broadly in line with previous price paid, the ability for Interpreters to charge for travel and subsistence has been removed and this will represent a saving of around £0.150m per annum based on previous year's usage.

Full details are provided in the Appendix.

Recommendation:

The Police and Crime Commissioner is invited to agree the award of a contract in respect of the above to Capita Translation and Interpreting

The total value of this contract is estimated at £4.795m over the full project of period 5 years, including extension options. The supplier meets all the requirements of the contract specification and offers the most economically advantageous solution.

The above contract is for 3 years duration, with 2 extension option(s) of 1 year thereafter.

Police and Crime Commissioner

I hereby approve the recommendation above.

Signature

Date

20.3.17

PART 1 – NON-CONFIDENTIAL

1 Introduction and background

1.1 TVP is currently supplied with interpreting and translation services through two contacts:

- Face-to-Face Interpreting and Written Translation, through a contract set up and led by TVP, which is also used by Hampshire, Surrey, Essex, Hertfordshire and Bedfordshire Police.
- Telephone Interpreting, through a framework agreement set up and led by the Metropolitan Police Service (MPS), which is open to all police forces.

1.2 These two separate contracts will be replaced by the provision of a managed service provider for Language Services, covering face to face interpreting, telephone interpreting and written translation.

1.3 The procurement was led by Hampshire Constabulary on behalf of Thames Valley Police, Surrey/Sussex Police and was conducted as a mini competition under the Eastern Shires Procurement Organisation (ESPO) Framework.

1.4 Please see Appendix 1 for full information

2 Issues for consideration

2.1 The contract will cover all available interpreting and translation services which are currently used by TVP, the requirement is not predefined so the volume and spend will vary.

3 Financial comments

3.1 The contract is estimated at £4.795m over the potential five year contract period

3.2 The contract will deliver £0.150m of cashable, £0.100m of which has already been taken into account in the budget.

4 Legal comments

4.1 This contract has been established through a legally compliant contract framework in accordance with public sector procurement regulations

5 Equality comments

5.1 No specific comments.

6 Background papers

6.1 Contract documentation

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? No

If yes, for what reason:


Is there a Part 2 form?


Name & Role	Officer
Head of Unit Award of contract for the provision of interpreting and translation temporary alarms	Head of Procurement
Legal Advice This contract is fully compliant with EU Procurement regulations UK law and the PCCs Financial Regulation.	Chief Executive
Financial Advice The total estimated cost over the 5 year contract period is £4.795m. This will generate annual cash savings of £0.15m.	Chief Finance Officer
Equalities and Diversity No specific comments	Head of Procurement

STATUTORY CHIEF OFFICERS' 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 20/03/2017

Chief Finance Officer  Date 13/3/17

