



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

REQUEST FOR DECISION – PCC 2017 / 013

Title: Office supplies and printer consumables

Devon & Cornwall Police conducted a mini competition exercise under the Crown Commercial Services (CCS) Framework for Office Supplies and awarded the contract to Banner on 1 June 2016 with approximately 29 Police Forces using the contract when their own arrangements allowed. Thames Valley Police made a commitment to use this framework on expiry of their current contract with Lyreco.

The supplier (Banner) meets all the requirements of the contract specification and offers significant cash savings to the Force. The Force will also be fulfilling its commitment to collaboration.

Full details are provided in Annex 1.

Recommendation:

The Police and Crime Commissioner is invited to agree the award of the contract for Office Supplies and Printer Consumables to Banner for a period of 2 years from 1 June 2017 with a possible 1 year option extension available.

This Framework was awarded to Banner by Devon and Cornwall after conducting a mini-competition under the (CCS) Framework RM3703.

The total value of this contract is estimated at £2,066,978.55. This includes figures of £12,386 based on annual non-core spend and annual core spend of £676,606.85. These figures are based on volume data from 2016-17.

Police and Crime Commissioner

I hereby approve the recommendation above.

Signature

Date

8th May 2017

PART 1 – NON-CONFIDENTIAL

1 Introduction and Background

- 1.1 Devon & Cornwall Police conducted a mini competition exercise under the CCS Framework for Office Supplies and awarded the contract to Banner on 1 June 2016 with approximately 29 Police Forces using the contract when their own arrangements allowed. Thames Valley Police made a commitment to use this framework on expiry of their current contract with Lyreco.
- 1.2 Full details are provided in Annex 1

2 Issues for Consideration

- 2.2 This recommendation paper has been delayed due to initial reports that performance issues were having significant operational impact to 3 of the Forces using Banner. Improvement notices were issued to the company in early 2017 and since then, all 3 Forces have now reported marked improvements in the service delivery of this contract. A national contract meeting was held in mid-April and the lead force has recently confirmed to Thames Valley Police that they are confident Banner are able to deliver this contract at the service level required. Some of the issues reported were not solely the fault of Banner, and now that the contracts have fully settled, performance has improved. The savings on offer, and the due diligence in checking service delivery justify this award.

3 Financial Comments

- 3.1 Baseline spend on office supplies and consumables is £748,855 per annum. The new contract will provide annual savings of £59,862.
- 3.2 Of the new annual contract value of £688,993, over 98% (£676,607) relates to core spend. This demonstrates the success of the current core list reflecting the needs of the business and so ensuring that spend is concentrated on items whose price has been agreed and reflects good value for money.

4 Legal Comments

- 4.1 Thames Valley Police are named on the Framework conducted by Devon & Cornwall under the Crown Commercial Services Framework.
- 4.2 TUPE regulations do not apply to this contract.

5 Equality Comments

- 5.1 This contract is covered by the Equality Legislation under the Equality Act 2010.

6 Background Papers

- 6.1 Not applicable.

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? Alcatel period

Until what date?

Is there a Part 2 form? Yes

ORIGINATING OFFICER DECLARATION (as appropriate):

	Officer	Date reviewed
Head of Procurement	Richard Fowles	5/5/17
Legal Advice		
Financial Advice	Linda Waters	5/5/17

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

8/5/2017

Chief Finance Officer

L. Thompson

Date

8/5/2017

