

# Nottinghamshire Police and Crime Commissioner

## Notice of Decision



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\*to be inserted by Office of PCC

### TITLE: Provision of Temporary Staff to Nottinghamshire Police

#### EXECUTIVE SUMMARY:

##### 1. Purpose of the Notice

The purpose of this Notice is to recommend approval for the award of contract for the provision of Temporary Staff to Nottinghamshire Police, to be provided by Reed Specialist Recruitment Limited for the period of 1 August 2014 to 31 July 2016, for the total anticipated Contract Value of £2.5m, with the option to extend for two further periods of 12 months each at the discretion of the Commissioner and subject to satisfactory performance of the supplier.

##### 2. Background and Analysis

Whilst the numbers of temporary staff in the case of Nottinghamshire Police have seen a recent fall, there does still remain an ongoing sizeable requirement for this service and consequently the need for contractual arrangements to remain in place from August 2014. The requirement is principally for admin / clerical grades and some police specialist office based support roles.

Tenders were issued to all six suppliers on the appropriate Lot within the ESPO MSTAR national framework and three subsequently responded. The tender evaluation panel was made up of representatives from EMSCU Procurement and Nottinghamshire Police HR, Finance and Criminal Justice and the decision as to award of contract takes into account both price and quality factors. Quality was weighted as 40% and price 60% of the overall marks. The process itself included a number of compliance checks and both a desktop evaluation and presentations / clarifications day.

A summary of the bidders overall scores and ranking achieved are as set out in the table below:

Bidder	Pass / Fail Stages	Price Score (out of 60%)	Quality Score (out of 40%)	Total Score (out of 100%)	Ranking
Reed	Pass	60.00	28.50	88.50	1
Adecco	Pass	58.00	22.50	80.50	2
Randstad*1	Pass	55.40	18.00	73.40	3

\*1 Randstad technically failed the process for poor scoring in respect of certain quality sub-criteria.

Current spend for the force in this area amounts to approximately circa £1.3m per annum.

Bidders were invited to submit details of all fees and charges applicable according to the job roles

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and categories appropriate to Nottinghamshire's current requirements. Reed have either maintained or provided details of rates and charges which reflect a saving on both current charges and those fees that would typically apply under any normal ESPO MSTAR arrangement.

As part of the process, the incumbent service Provider Adecco highlighted a number of individuals which they claimed would be subject to TUPE in the event of losing the current contract. Reed have confirmed that their tendered pricing remains unaffected by any TUPE situation.

Based on the current numbers / types of temporary staff hired by Nottinghamshire Police and the rates / charges tendered by Reed, the following costs would apply over a 4 week period\*2:

Pay Rate Charges	Agency Fees	Booking Fees	ESPO Fees	Total per 4 Week Period	Total Per Annum
£81,474.00	£14,674.20	£692.73	£153.92	£96,994.84	£1,260,932.90

**Potential saving of circa £40,000 per annum, with a further saving of circa £6,000 per annum through a reduced agency fee for all current staff that will transfer from the incumbent service provider.** \*2 NB: Final precise costs will however vary depending on Nottinghamshire's Police precise volume and make-up of requirements in terms of categories and types of staff etc.

In conclusion, Reed's response represents the tender response received, that offers the lowest costs with some potential for savings, is compliant with our requirements and has achieved the highest overall evaluation score.

#### **INFORMATION IN SUPPORT OF DECISION:** (e.g report or business case)

It was agreed at the outset by the Nottinghamshire Police Business and Finance department that no business case would be required specifically for this procurement, as it represents 'business as usual' to Nottinghamshire Police.

HR scrutinise each request for Agency support received from line management. All requests are submitted via the Managing Resources panel in HR.

Agency requests are not approved where funding is not identified.

Funding is primarily approved establishment costs already budgeted for or as part of additional work where project costs have been approved in advance.

The decision to approve agency request is dependant on funding being secured through the appropriate channels.

**Is any of the supporting information classified as non public or confidential information\*\*?**

No



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**DECISION:**


**Recommend that a Zero Commitment Contract be awarded to Reed Specialist Recruitment for the period 1 August 2014 to 31 July 2016 (with the option to extend for 2 x 12 months) for the provision of Temporary Staff to Nottinghamshire Police.**

**DECLARATION:**

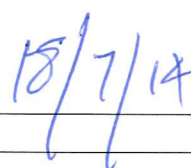
I confirm that I do not have any disclosable pecuniary interests in this decision and I take the decision in compliance with the Code of Conduct for the Nottinghamshire Office of the Police and Crime Commissioner. Any interests are indicated below:

The above request has my approval.

Signature:

**Nottinghamshire Police and Crime Commissioner**

Date:

**OFFICER APPROVAL**

I have been consulted about the proposal and confirm that the appropriate 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 Police and Crime Commissioner.

Signature:

**Chief Executive**

Date:



\*\* See guidance on non public information and confidential information.