

# **Request for Quotation (RFQ)**

# **for the service provision of**

**For the service provision of a Joint Independent Review of Community Safety Partnership Funding by the Nottinghamshire Office of the Police and Crime Commissioner, Nottinghamshire Police Chief Constable and Partner Organisations**

**EMSCU Ref : SOR1000394**

**EU Supply ID ref: 21222**

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**1. PREAMBLE**

**GENERAL REQUIREMENTS**

Quotations are invited for the provision of a Joint Independent Review of Community Safety Partnership Funding by the Nottinghamshire Office of the Police and Crime Commissioner (the Commissioner), Nottinghamshire Police Chief Constable (the Chief Constable) and Partner Organisations.

The Commissioner’s detailed requirements are defined in the Specification.

**PROCUREMENT TIMETABLE**

This procurement process is intended to follow the time-line below:

|  |  |
| --- | --- |
| 1 .Request for Quotation Issued | 16.07.2015 |
| 2. Deadline for Questions | 24.07.2015 by 5pm |
| 3. Deadline for Quotation Responses | 30.07.2015 at 12noon |
| 4. Quotation Evaluation | 3rd, 4th and 7th August 2015 |
| 5. Contract Awarded | 07.08.2015 |
| 6. Contract Strategy/Delivery Meeting | w/c 17.08.2015 |

Please note the Commissioner reserves the right to amend this timetable and steps 4 to 6 inclusive are provided for indicative purposes only.

**QUESTIONS**

If you wish to discuss this reveiw prior to your tender submission, please contact

Kevin Dennis (Chief Executive)

Tel: 0115 8445998 (Internal Extension 801 2002)

[Kevin.dennis@nottinghamshire.pnn.police.uk](mailto:Kevin.dennis@nottinghamshire.pnn.police.uk)

Any queries about the procurement process, please contact

Cheryl Choong Lewis MCIPS – Commercial Officer

Via the e-tendering portal

<https://uk.eu-supply.com/login.asp?B=BLUELIGHT>

Please note that the deadline for questions is 24 July 2015 by 5pm (U.K time)

**SUBMISSION OF QUOTATION**

Quotations, which should be received no later than 30th July 2015 at 12noon (U.K. time), should be addressed to:

<https://uk.eu-supply.com/login.asp?B=BLUELIGHT>

**EVALUATION OF QUOTATIONS**

As part of the evaluation process, the Commissioner may check your organisation’s financial stability. If so, your organisation will be eliminated from the procurement process where your Experian score is less than 50.

# The Commissioner will accept the quotation which meets all of the requirements including delivery and invoicing.

Quotation response to the areas of the evaluation criteria relative to the Requirements and Questionnaire elements of the contract, and as detailed in the Specification will be scored as follows:

Each section to be scored on the basis of 0 – 4 where -:

|  |  |
| --- | --- |
| **Score** | **Description** |
| 0 | No answer provided |
| 1 | Minimal or poor response provided and/or a totally inadequate response to the question(s) or area of evaluation. |
| 2 | Passable response provided to the question(s) and an acceptable level of content provided to meet the area of evaluation. |
| 3 | Good response provided to the question(s) and clear acceptable content provided to meet the area of evaluation. |
| 4 | Excellent response provided to the question(s) providing significant additional relevant content to meet the area of evaluation. |

**EVALUATION CRITERIA**

**PRICE** – There is an overall total of 20% of the marks available for price.

**SUCCESSFUL SUPPLIER** - will be awarded the contract who, in the opinion of the Lead Commissioner or Participating Authority or Commissioner at the conclusion of the evaluation, offers the most economically advantageous Tender(s) to the Lead Commissioner.

Quotation Responses to the questions contained in the Response Requirement and their Response to the Specification along with pricing information and any other information, specifically related to the evaluation of Tenders and requested by the Lead Commissioner in this mini competition will be evaluated against *[XX]* of criteria, details of which can be found in Table 1.0 below:

|  |  |
| --- | --- |
| **TABLE 1.0: EVALUATION CRITERIA FOR SELECTION** | |
| **CRITERION** | **DESCRIPTIONS** |
| 20% | Pricing Schedule |
| 20% | Outline Project Plan and Project Brief with clear milestones showing number of days (and hours) to be worked |
| 20% | Outline the methdology to meet the aims and objectives |
| 20% | Outline experience in delivering complex reviews |
| 20% | Capability to deliver the Project i.e. CV |

**THE SELECTION CRITERIA**

**PAPER SIFT**

The Commissioner is looking for an experienced Reviewer who has relevant experience in gathering information and analysing budget and expenditure together with qualitative and quantitative data. Reviewers will have a background and understanding of policing and community safety.

You should submit/attach:

* A short letter with your tender document summarising your experience in Reviewing.
* An up-to-date copy of your CV.
* A Pricing Schedule / Budget Plan.
* Outline Project Plan and Project Brief.
* Outline the methodology to meet the aims and objectives.
* Outline experience in delivering complex reviews.
* Confirm your availability for interview by the 24th July 2015 for the 06th August 2015 and availability to undertake this study between August and October 2015.

Selection will be based on the closest fit to the selection criteria. However, if you are unable to meet the criteria in its entirety in respect of the time frame or budget your submission will still be considered. You should however, explain your reasons.

Individuals, agencies and other Consortiums are also invited to quote where the project maybe undertaken utilising different Academic Researchers with different skill sets thus providing a wide range of relevant experience.

Cheryl Choong Lewis MCIPS – Commercial Officer

Name: Kevin Dennis

Name: Karen Sleigh

Name: TBC

**INVITATION TO INTERVIEW**

Once the Papersift stage has been completed, successful candidates will be invited to take part in an interview.

**You will be required:**

* To provide a 15 minute presentation on your approach to the Review.
* To have a 30 minute interview on how you meet the requirments of the Review.

**RESPONSE FORMAT**

Documents should be A4 paper size and double sided.

RFQ Response – Failure to response to “RFQ Response”, the Supplier shall receive automatically a score 0.

**SECTION 2. SPECIFICATION**

**1.0 Tender Brief**

1.1 The Nottinghamshire Police and Crime Commissioner (the Commissioner) is responsible for the totality of policing for Nottinghamshire. The Commissioner has pledged to put victims at the heart of working with partners across the police, community safety, criminal justice and victim’s services to address crime issues facing individuals and communities.

1.2 Nottinghamshire has a mature history of partnership working, providing a focus for problem solving initiatives which have been embedded into neighbourhoods. However, with the ongoing challenges of austerity on the public sector and local authorities, there is a need to look for opportunities to work differently whilst achieving our collective partnership goals to improve trust and confidence through safer communities and deliver value for money policing and community safety services in a landscape of decreasing budgets.

1.3 The Commissioner is inviting Tenders for the supply of services in respect of conducting a Joint Independent Review of Community Safety Partnership Funding by the Commissioner, the Nottinghamshire Police Chief Constable (Chief Constable) and oartner organisations.

1.4 Nationally dedicated Home Office funding for drugs, crime and community safety has reduced from around £123m in 2012/13 to £90m in 2013/14.

1.5 Central Government funding in real terms for policing in Nottinghamshire between 2010/11 to 2015/16 has reduced by 25%. Subject to the Comprehensive Spending Review announcement in the autumn it is estimated that Nottinghamshire Police will have to find an additional £11.4 million in efficiency savings in the 2015/16 Medium Term Financial Plan (MTFP). The worst case scenario could mean that this figure could rise to £15 million savings in 2016/17.

1.6 The Police and Crime Commissioner and Chief Constable both invest in crime prevention, partnership activity and community safety services, which supports the delivery of the Police and Crime Plan. The Commissioner invests nearly £5 million in community safety and victim services.

1.5 Given the future financial challenges on policing and our community safety partners, it is more important that the Commissioner, Chief Constable and Partner Organisations understand the community safety funding landscape in Nottingham and Nottinghamshire, and we are looking for a Reviewer to specifically cover the following aims:

1. How much funding is currently being invested in community safety by the Commissioner, Chief Constable and partner organisations?
2. What are the financial challenges, risks and opportunities to the current funding of community safety?
3. What impact is the investment in community safety having on policing and crime priorities, community safety and other social value and inequality outcomes?
4. What are the implications for partnership working from reducing budgets?
5. Can we work differently to achieve savings and provide an efficient service and partnership structures?
6. How do we sustain and take forward the prevention model with partners?

1.6 The successful Reviewer will be responsible for designing the review to identify the challenges and oppotunties and recommend options to the Commissioner, the Chief Constable and partner organisations, which will require liaising closely with the Head of Programmes, Research and Information. The methodology will include a literature review, desk top review of current documentation, gathering additional data and information, interviews with key individuals and delivering a report addressing the key areas of the review.

1.7 The Nottinghamshire Office of Police and Crime Commissioner (NOPCC) encourages tenders to be submitted for the NOPCC Panel Assessment based on a paper sifting of tenders, with successful tenders being invited to attend a selection process interview.

1.8 Following the selection process, based on the tenders, the Commissioner, Chief Executive, Head of Programme, Research and Information Manager and the chosen supplier will jointly produce the Final Brief, Project Plan and contract.

**2.0 Purpose of project**

2.1 The Commissioner’s vision is to give victims and citizens a bigger **VOICE** in policing to achieve a safer Nottingham and Nottinghamshire.

2.2 This document is an Invitation to Tender for parties with the capacity to provide the Commissioner, Chief Constable and Partner Organisations with a bespoke Independent Review of Community Safety Funding for Nottingham and Nottinghamshire.

2.3 The aim of the Joint Independent Review will be to directly provide up-to-date information about the Nottinghamshire Community Safety Funding and will contribute to the budget planning and precept consultations, Police Crime and Needs Assessment and the refreshing of the Police and Crime Plan covering Nottingham and Nottinghamshire 2016/17. The key focus will be on providing an assessment of value for money for community safety, partnership activity and crime prevention spending by the Police and Crime Commissioner, Chief Constable and partner organisations.

2.4 Making communities safer requires a multi-agency approach, and this piece of work will contribute to understanding problem areas to help prioritise activities and ensure effective use of combined resources.

2.5 The Joint Independent Review will gather information on the current budget lines for expenditure and delivery of value for money. Potential Police business areas where savings and efficiencies could be made are to be indentified and discussed and key findings and verified recommendations are to be provided to Commissioner, Chief Constable and partner organisations.

**3.0 Objectives of the project**

3.1 In 2013-14, in addition to the Home Office Police Main Grant and other specific Home Office police grants (such as Counter Terrorism Policing Grant), Police and Crime Commissioners (PCCs) received funding from the new Home Office Community Safety Fund (CSF). The CSF was un-ringfenced and PCCs were able to use it to commission services that help tackle drugs and crime, reduce re-offending, and improve community safety in their force area.

3.2 The allocations of the CSF are based on the existing distribution of drugs, crime and community safety grants across police force areas. However, the CSF is a new funding stream which PCCs have the freedom and flexibility to use as they see fit to support their wider crime prevention priorities.

3.3 Given the introduction of the CSF, the vast majority of existing Home Office drugs, crime and community safety funding streams ended in March 2013 (i.e. did not receive direct funding from the Home Office). This includes:

* Drug Interventions Programme (DIP)
* DIP Drug Testing Grant
* Community Safety Partnership Funding
* Youth Crime and Substance Misuse Prevention activities
* Positive Futures
* Communities against Gangs, Guns and Knives
* Ending Gang and Youth Violence programme
* Community Action Against Crime: Innovation Fund
* Safer Future Communities

3.4 PCCs are free to use the CSF to invest in existing programmes if they see a benefit in doing so. However, this is a decision for individual PCCs to take locally. PCCs are also free to pool funding with local partners. From 2014/15 CSF is now part of the policing grant and not ring fenced.

3.5 In addition, local partners have invested in community safety at a local level. Partner organisations are under similar budget pressures and it is likely that they will be looking to achieve savings on their community safety expenditure in future years. The scale and impact of any partner saving proposals is not known at this stage.

3.6 The objectives of the Independent Review are to:

* Map investment in community safety and partnership activity across Nottingham and Nottinghamshire.
* Provide evidence on the impact being achieved from the investment and how it aligns with the Police and Crime Plan.
* Understand how the budget reductions on public services will impact on community safety and partnership working.
* Identify opportunities for greater collaboration amongst partners, avoiding duplication and working differently.
* Identify partners proposals for community safety savings in future years.
* Provide an assessment of how well the funding being used to address the main risks, threats and vulnerabilities facing Nottingham and Nottinghamshire.
* Provide an assessment of how well we are taking forward prevention and understanding demand.

3.7 The Tenderer is responsible for obtaining all information necessary for the preparation of its Form of Tender and all costs, expenses and liabilities incurred by the Tenderer in connection with the preparation and submission of the Form of Tender.

3.8 Tenders are invited for the supply of services in respect to the Joint Independent Review of Community Safety Partnership Funding by the Commissioner, Chief Constable and Partners across Nottingham and Nottinghamshire.

3.9 This is a timed piece of work and will involve identifying existing data that can be benchmarked for improving the rich data available for recommendations.

3.10 The final report will be expected, and will have been verified throughout the lifecycle of the project, to ensure that the expectations of the Commissioner, Chief Constable and partner organisations are met in line with the Project Brief. Key findings and recommendations should be presented with verifiable evidence. All documents and raw data collated throughout the Review will be presented to the NOPCC for internal audit processes and compliance with Information and Records Management.

3.11 To final report will need to set out the reviews findings and make recommendations for improvement and focus for the Commissioner, Chief Constable and partner organisations,. Findings will also contribute towards the understanding of threat, harm, risk and vulnerability profiling as part of the refreshing of the Police and Crime Plan Strategic Needs Assessment  2015/16 together with setting the 2015/16 Nottinghamshire Police budget and precept.

**4.0 Background Information**

4.1 The Police Reform and Social Responsibility Act 2011 (PRSR Act 2011) established new arrangements for policing governance and accountability in England and Wales, effective from 22 November 2012.

4.2 The PRSR Act 2011 places a statutory duty on the Commissioner to publish a Plan for their policing area. Section 5(1) of the PR&SR Act 2011 requires the Commissioner to *‘issue a Police and Crime Plan within the financial year in which each ordinary election is held’.* For the first Plan this meant no later than 31st March 2013. Prior to publication of the Plan, the Commissioner consulted with the Chief Constable in preparing the Plan; obtained the views of the community and victims of crime on the draft Plan and sent the draft Plan to the Police and Crime Panel - having regard to any recommendations made by the Panel. This year has seen the refreshing of the Police and Crime Plan 2015-18.[[1]](#footnote-1)

4.3 The statutory duties of the Commissioner include working with the police, community safety and criminal justice agencies to improve outcomes locally and their specific duty to consult victims. There has also been the additional transfer of grants for commissioning victim’s services from October 2014, with the Commissioner being an early adopter.

4.4 It may be helpful to recognise that the Commissioner has responsibility for the totality of policing and has a key role to play on behalf of the public to hold the police and community safety partners to account for the delivery of services. The Police and Crime Commissioner needs to be confident in the shape and design of services he is spending public money on, as well as ensuring that services meet the needs of victims and the wider community

4.5 The Commissioner recognises the importance of providing a professional policing service that is focussed on giving victims and citizens a wider part to play in their policing and criminal safety services. This is to be achieved in a climate of fiscal challenge and public sector reform. This is providing an opportunity to work uniquely in partnership across key local policy areas which includes the resettlement of prisoners, problem drug use and 'troubled' families, Health and Well-being Boards and Clinical Commissioning Groups to widen the net of inclusion in tackling the issues that affect individuals in their local neighbourhoods.

**National Context**

4.6 Globalisation and other social forces are transforming certain aspects of the cultural and political landscape and generating new forms and patterns of crime.

4.7 The government has highlighted in its policy for reducing and preventing crime[[2]](#footnote-2) that any amount of crime in society is unacceptable. Not just because of the human cost, but also the cost to society. The new approach to fighting crime[[3]](#footnote-3) involves a shift of power from Whitehall to local communities. The police and partners will be given far greater freedom to do their jobs and use their discretion. Some of the new approaches to fighting crime include:

* Creating [community triggers](https://www.gov.uk/government/policies/reducing-and-preventing-crime--2/supporting-pages/antisocial-behaviour) to deal with persistent anti-social behaviour.
* Using [community safety partnerships](https://www.gov.uk/government/policies/reducing-and-preventing-crime--2/supporting-pages/community-safety-partnerships) and PCCs, to work out local approaches to deal with issues, including anti-social behaviour, drug or alcohol misuse and re-offending.
* Establishing the [national referral mechanism](https://www.gov.uk/government/policies/reducing-and-preventing-crime--2/supporting-pages/human-trafficking) to make it easier for all the different agencies that could be involved in a trafficking case to cooperate, share information about potential victims and get access to advice, accommodation and support.
* Producing a new [serious and organised crime strategy](https://www.gov.uk/government/policies/reducing-and-preventing-crime--2/supporting-pages/serious-and-organised-crime) supported by local profiles.
* Creating [street-level crime maps](http://www.police.uk/) to give the public up-to-date, accurate information on what is happening on their streets so they can challenge the police on performance.

There is also prevention of crime by:

* Creating the [child sex offender disclosure scheme](https://www.gov.uk/government/policies/reducing-and-preventing-crime--2/supporting-pages/child-sex-offender-disclosure-scheme), which allows anyone concerned about a child to find out if someone in their life has a record for child sexual offences.
* Legislating against [hate crime](https://www.gov.uk/government/policies/reducing-and-preventing-crime--2/supporting-pages/hate-crime).
* Using [football banning orders](https://www.gov.uk/government/policies/reducing-and-preventing-crime--2/supporting-pages/football-banning-orders) to stop potential troublemakers from travelling to football matches - both at home and abroad.
* Legislating to stop cash payments to buy scrap metal and [reforming the regulation of the scrap metal industry](https://www.gov.uk/government/publications/scrap-metal-dealer-act-2013-licence-fee-charges) to prevent unscrupulous dealers buying stolen metal.

4.8 The new approach also sets out that the public will have more power to hold the police and community safety partnerships to account and feel empowered to reclaim their communities. ‘Putting victims first: more effective responses to anti-social behaviour’ sets out plans to introduce more effective measures to tackle anti-social behaviour. The Anti-social Behaviour, Crime and Policing Act 2011 has set out more effectively powers to tackle anti-social behaviour and better protection for victims and communities including:

* Tackling the use of illegal firearms by gangs and organised criminal groups.
* Stopping irresponsible dog ownership.
* Strengthening the protection afforded to the victims of forced marriage and those at risk of sexual harm.
* Amending the port and border security powers in Schedule 7 to the Terrorism Act 2000.

**Regional Context**

4.9 The profile of the East Midlands shows it to have a relatively small urban population that is comparatively old, with a median age of 41.0 years. The East Midlands contributes 6% to the UK’s economic output, and traffic on major roads in the region has increased by nearly 5% over the past 10 years.

4.10 The East Midlands is a varied region including the Peak District National Park in the north west and the Lincolnshire Wolds in the north east with large built-up areas mainly in the central western part of the region. The percentage of the East Midlands population living in urban areas is lower than that for England (73.3% and 82.4% respectively) in 2011.

4.11 The region covers 15,600 square kilometres (sq km), which represents 6% of the total area of the UK. The East Midlands had a population of 4.6 million at mid-2012, which was 7% of the UK total. The increase from mid-2011 was the same as for the UK at 0.7%. The population density in the East Midlands in mid-2012 was 293 people per sq km, below the England average of 411 but above the UK average of 263.[[4]](#footnote-4)

**Local Context**

4.12 Community safety is about helping communities to be and feel safe. This piece of work will identify value for money in achieving improved community safety. The Commissioner is working with the Policing and Community Safety Partnerships across Nottinghamshire to set up and to help make communities safer by ensuring that the voices of residents in local neighbourhoods are heard and that they are empowered to work with and deliver policing and community safety solutions that help tackle crime, fear of crime and anti-social behaviour. The Commissioner is seeking to gain the co-operation of local people in preventing crime and enhancing local community safety.

4.13 The Police and Crime Needs Assessment has tracked changes in crime over the Commissioner’s period of office and key actions to address threat, risk and harm are identified and monitored through the delivery of the Police and Crime Plan.

4.14 The Community Safety Partnerships have provided their priorities and challenges as being:

* **Nottinghamshire Crime and Drugs Partnership (CDP):** Other violence, burglary, drug and alcohol misuse, domestic violence and Anti-Social Behaviour and will focus on High Impact Neighbourhoods (these are the priority problem placed, premises and people for partnership focus through locality working and problem solving.
* **Safer Nottinghamshire Board (SNB):** Serious acquisitive crime, violent crime, domestic violence, anti-social behaviour, drugs and alcohol, youth issues and hate crime and will focus on Partnership Plus Areas (these are the areas of highest levels of priority crime).
* **Ashfield and Mansfield:** Violence remains the key priority.
* **Bassetlaw, Newark and Sherwood:** In line with priorities in strategic assessment (serious acquisitive crime, violent crime, domestic violence, anti-social behaviour, drugs and alcohol, youth issues and hate crime).
* **South Notts:** Violence and road safety (parking, speeding and safety – Broxtowe only).

**5.0 Precise nature of the project**

5.1 It is expected that the Reviewer will:

* Demonstrate within the Project Brief the activities to meet the aims and objectives set out in this Tender Brief.
* Provide a clear Project Plan inline with the final Project Brief, which will deliver the Review, with early findings to be provided by the end of August 2015 and the final report to be presented by the end of September 2015.
* Make reasonable adjustments to facilitate interviews with the Commissioner, relevant NOPCC staff, the Chief Constable and relevant Officers and staff and Partner Organisations leads and relevant staff.
* Identify existing information, data sources and make recommendations for improvements to delivering value for money.
* Submit analysis and produce a main findings report.
* Provide technical report at the end of the Review, which sets out fully and clearly the key findings and implications of the Review. All data collected and the detailed technical reports are to be treated as strictly confidential and are the property of the client and not the Reviewer.
* The report should provide a separate discussion of each objective and outcomes which identifies key findings.
* The specific format of the technical report will be discussed in detail and agreed at the initial project briefing meeting, together with the quality assurance of the final reports. Confidentiality will be observed at all times in relation to the information provided by individual respondents.
* The final report should be delivered in electronic form and in a format that is capable of reproduction in black and white.

5.2 The Head of Programmes, Research and Information will provide the necessary officer support to the Reviewer as agreed by the Commissioner.

5.3 All information submitted to the Commissioner in their Tender will be treated in confidence.

**6.0 Results**

6.1 It is expected that the following products will be produced:

* A budget plan setting out a breakdown of estimated costs associated with this Review for selection purposes.
* A brief Project Plan with clear milestones showing number of days (and hours) to be worked for selection purposes.
* A written report with detailed findings, analysis with impacts of proposals and a rationale for explaining any recommendations.
* Records and raw data to be submitted as part of internal audit and records management to the NOPCC.

**7.0 Program Timescale**

7.1 The Review will start in August 2015, with interim findings presented at the beginning of September and the final reports (consulted on) will be presented bythe end of October 2015 to align to the Nottinghamshire Police and Crime Needs Assessment and the refreshing of the Police and Crime Plan and Police budget and precept setting process for 2016/17.

**8.0 Budget**

8.1 The budget for this piece of work will be allocated to fund the Review by the Nottinghamshire Police and Crime Commissioner.

**SECTION 3. PRICING SCHEDULE**

|  |  |
| --- | --- |
| **COST ELEMENT** | **(£)** |
| **Service Delivery Staff** |  |
| Direct Costs (gross salary) |  |
|  |  |
| **Support Costs** |  |
| Service Delivery Staff |  |
| * Indirect costs |  |
| * Employer NI, and any pension contributions |  |
| Service Specific Support Staff |  |
| * Gross of direct and indirect costs |  |
| Corporate Overhead Allocation |  |
| * i.e. buildings rental, utilities, IT & communications, administrative and managerial staff costs |  |
|  |  |
| **Travel Costs** |  |
| **Profit (if applicable to your organisation)** |  |
| **Any other costs associated to this project (please detail)** |  |
|  |  |
| **TOTAL PRICE (£)** |  |

Prices to exclude VAT

**SECTION 4. CONDITIONS OF CONTRACT**

Any purchase order or contract awarded to an organisation as a result of the acceptance of their quotation by the Commissioner will be in accordance with the following terms and conditions of contract:

4.1 Appendix A – EMSCU Standard Terms and Conditions of Services below £50k

4.2 Compliance with / Response to the Terms and Conditions of Contract

RFQ Response:

4.3 If there are any amendments to the Terms and Conditions of contract, please use table format below to supply alternative wording or new proposal terms. State n/a for not applicable.

RFQ Response:

|  |  |  |
| --- | --- | --- |
| Ref No | EMSCU Terms and Conditions of Contract | Suggested wording / New proposal terms |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**SECTION 5. SPECIAL TERMS AND CONDITIONS**

5.1 Appendix B – EMSCU Data Handling Schedule Category 2 Suppliers

5.2 Compliance with / Response to the Special Terms and Conditions of Contract

RFQ Response:

**SECTION 6. SUPPORTING INFORMATION**

*Note – You may adjust the size of the following text boxes to suit your response.*

##### SECTION A Organisation Details

A-1 Organisation Name

A-2 Type of Organisation *(Please tick as appropriate)*

|  |  |
| --- | --- |
| A Public Limited company? |  |
| A Limited Company |  |
| A Company Limited by Guarantee |  |
| A Partnership? |  |
| A Sole Trader? |  |
| A Charity |  |
| A Franchise |  |
| A Small/Medium Sized Enterprise or SME[[5]](#footnote-5)? |  |
| Other (e.g: a Special Purpose Vehicle, Joint Venture Company etc |  |
| *Please specify* |  |

A-3 Registered Office

A-4 Company Registration

Number

A-5 VAT Registration Number

A-6 If the Organisation is a member of a group of companies, give the name and address of the ultimate holding Company.

**SECTION B Experience of the Organisation**

B-1 Please provide a brief history of the Organisation and its evolution.

B-2 Organisation and Management Structure

Please detail your organisation and management structure.

**SECTION C References**

C-1Please provide the details of two organisations who would be willing to act as references to demonstrate your organisation’s previous experience in providing the type of goods required under this contract. Please ensure that the named organisations are able and willing to act as a reference on your behalf before providing their details.

|  |  |
| --- | --- |
| **Contact name and position in organisation** | **Organisation name and full postal address; telephone number; e-mail address** |
| 1. |  |
| 2. |  |

The Commissioner shall reasonably endeavour to expedite any unfulfilled requests for references but any further action to secure this information is at the discretion of the Commissioner.

**SECTION D Any Other Information**

D-1 Please indicate here any other information which you consider may be relevant to support your submission.

**SECTION 7. PAYMENT DETAILS**

The Commissioner’s standard payment terms are 30 days from receipt of a valid invoice.

Payment is by BACS.

It is the policy of the Commissioner to make payments to all suppliers direct into their bank account using the Bankers Automated Clearing Systems (BACS). Please complete your bank and relevant company details below. If your sales are factored to an Agency, please enclose a copy of the authorisation to make payment directly to them. The bank details will then be those of the factor and not yours.

Bank Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Account Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bank Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sort Code

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Account No.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Postcode\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No invoices will be accepted from any Supplier without an official written order from the Commissioner and the order number in full being quoted on all invoices.

**IMPORTANT** - All invoices for the Nottinghamshire Office of the Police and Crime Commissioner should be addressed to:

Nottinghamshire Police

MFSS Account

P.O Box 287

Winsford

Cheshire

CW7 9GP

**Failure to do so may lead to a delay in payment.**

**SECTION 8. DECLARATIONS**

**Conflict of Interest**

Conflict of Interest refers to situations in which personal interests (which may include financial interests) may compromise, or have the appearance of, or potential for, compromising professional judgement and integrity and, in doing so, the best interests of the Commissioner.

Examples of conflicts of interest include: *(This is not an exhaustive list)*

* Being employed by (as staff member or volunteer) of any Police Force or Office of the Police and Crime Commissioner (OPCC)
* Being a member of a Police Force or OPCC management/executive board
* Canvassing, or negotiating with, any person with a view to entering into any of the arrangements outlined above
* Having a close member of your family (which term includes unmarried partners) or personal friends who falls into any of the categories outlined above
* Having any other close relationship (current or historical) with any Police Force or OPCC

**\* delete as applicable**

I declare that my Organisation or anyone associated with my Organisation **does not** have any conflicts of interest that prevent my Organisations full and unprejudiced participation in this procurement process.

Or

I declare that my Organisation or someone associated with my Organisation **does** havea conflict of interest that may prevent our full and unprejudiced participation in this procurement process. The nature of this conflict of interest is described below:

**Gifts & Hospitality**

I declare that my Organisation or anyone associated with my Organisation has not and will not:

Offer/offered or give/given, or agreed to give, to the Commissioner or any other public body or any person employed by or on behalf of the Commissioner or any other public body any gift or consideration of any kind as an inducement or reward for doing, refraining from doing, or for having done or refrained from doing, any act in relation to the obtaining or execution of this Contract opportunity or any other Contract with the Commissioner or any other public body, or for showing or refraining from showing favour or disfavour to any person in relation to the Contract opportunity or any such contract.

**SECTION 9. CONTRACT CONDITIONS ACCEPTANCE**

Contract for Provision of Joint Independent Review of Community Safety Partnership Funding by the Nottinghamshire Office of the Police and Crime Commissioner, Nottinghamshire Police Chief Constable and Partner Organisations.

**To The Commissioner**

I/we the undersigned DO HEREBY UNDERTAKE to provide the Service upon and subject to the terms and conditions set out in such Conditions of Contract, Specification, and the pricing and rates contained in the pricing schedule and all other Contract Documents as are contained or incorporated herein.

Signature ...............................................................

## *Duly authorised agent of the Supplier*

(Electronic/typed signatures are acceptable)

Position held ...............................................................

Name and Address ...............................................................

of Supplier

...............................................................

...............................................................

...............................................................

Dated ...............................................................

It must be clearly shown whether the Supplier is a Limited Company, Corporation, Partnership, or Single Individual, trading in his own or another name, and also if the person signing is not the actual tenderer, the capacity in which he signs or is employed.

**SECTION 10: CONTACT INFORMATION**

Name of person to whom any

queries relating to this enquiry

should be addressed

Telephone/Mobile

Email

Organisation Name

Address (only if different from

Registered Office address

stated in Section 5)

1. [Nottinghamshire’s Police and Crime Plan](http://www.nottinghamshire.pcc.police.uk/Home.aspx) [↑](#footnote-ref-1)
2. Home Office Policy: [Reducing and preventing crime](https://www.gov.uk/government/policies/reducing-and-preventing-crime--2) [↑](#footnote-ref-2)
3. Home Office: [A new approach to fighting crime](https://www.gov.uk/government/publications/a-new-approach-to-fighting-crime) [↑](#footnote-ref-3)
4. The 2013 ONS regional characteristics analysis for the East Midlands [↑](#footnote-ref-4)
5. The European Commission defines an SME as an enterprise which employs fewer than 250 persons and which has an annual turnover not exceeding EUR 50million and/or an annual balance sheet total not exceeding EUR 43million. [↑](#footnote-ref-5)