NOTTINGHAMSHIRE POLICE & CRIME COMMISSIONER

COMMISSIONER CAROLINE HENRY

OFFICIAL
Request for Proposals (RFP)
for the service provision of

REVIEW OF NOTTINGHAMSHIRE OFFICE OF THE POLICE AND CRIME COMMISSIONER'S FUNCTIONS, ROLES AND RESPONSIBILITIES

Ref: **2021/763**

Issue Date: **28 June 2021**

Return Date: **midday 12 July 2021**

Nottinghamshire Office of the Police
and Crime Commissioner
Arnot Hill House
Arnot Hill
Arnold
Notts NG5 6LU

1 Preamble

The Police and Crime Commissioner for Nottinghamshire ("the Commissioner") is inviting quotations for the provision of an independent review of the Office of the Police and Crime Commissioner's functions, roles and responsibilities. The Commissioner's detailed requirements are defined in the Specification. The Specification provides potential Bidders with the relevant information to enable them to tender to deliver the work.

1.1 Procurement timetable

This procurement process is intended to follow the timeline below:

a)	Request for Proposals issued	28 June 2021
b)	Deadline for questions	Midday 2 July 2021
c)	Deadline for proposal submission	Midday 12 June 2021
d)	Proposal evaluation	w/c 12 July 2021
e)	Contract awarded	w/c 19 July 2021
f)	Contract strategy/delivery meeting	w/c 26 July 2021

Please note that the Commissioner reserves the right to amend this timetable and steps d) to f) inclusive are provided for indicative purposes only.

1.2 Questions

Any queries about this document, the procurement process, or the proposed contract itself, should be referred to:

Charlotte Radford
Chief Finance Officer
CarolineHenryPCC@nottinghamshire.pnn.police.uk

Please note that the deadline for questions is midday on 2 July 2021.

1.3 Submission of Proposal

Bidders should complete and submit a signed Declaration, the Tender Response Document, a project plan, delivery plan in Gantt chart format, and up to date CVs for all personnel that will be involved in delivering the project.

The Commissioner welcomes bids from consortia of individuals/organisations which bring different skills sets. If your bid includes other individuals or organisations then detail should be provided of which organisations will deliver which part of the project.

Proposals should be submitted by midday on 12 July 2021 to CarolineHenryPCC@nottinghamshire.pnn.police.uk

1.4 Evaluation of quotations

Based on the information provided by Bidders, and once mandatory criteria are met, each submission will be evaluation based on the following combination of experience, quality and price criteria:

	Score available	%
Experience		
Proven track record of delivering similar reviews within limited timescales	5	15
Substantial senior operational management experience at CEO or Director level, specifically including structuring staff teams with in a complex partnership and political structure to achieve organisational objectives and outcomes.	5	15
Deep knowledge and understanding of the role of the Office for the Police and Crime Commissioner within the wider criminal justice arena	5	15
Quality		
Credible project methodology which is likely to lead to desired results	5	10
Delivery plan which includes granular detail of relevant activity with realistic time allocations with dependencies, risks and mitigating actions clearly identified	5	10
There is a clear accountable management structure to deliver the contract and staff have the relevant skills and experience.	5	10
Price		
There is an overall total of 25% of the marks available for price	5	25
Total		**100**

Each section will be scored on the basis of 0 – 5 where:

Assessment	Score	Interpretation
Excellent	5	Exceeds the requirement. Exceptional demonstration by in the Bid of the understanding and skills required to provide the services. Response identifies factors that will offer potential added value, with evidence to support the response.

Good	4	Satisfies the requirement with minor additional benefits. Above average demonstration in the Bid of the understanding and skills required to provide the services. Response identifies factors that will offer potential added value, with evidence to support the response.
Acceptable	3	Satisfies the requirement. Demonstration in the Bid of the understanding and skills required to provide the services, with evidence to support the response.
Minor Reservations	2	Minor reservations. Some minor reservations of the Bidder's understanding and skills required to provide the services, with little or no evidence to support the response.
Serious Reservations	1	Major reservations. Considerable reservations of the Bidder's understanding and skills required to provide the services, with little or no evidence to support the response.
Unacceptable	0	Does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the Bidder has the understanding and skills required to provide the services, with little or no evidence to support the response.

Bids must meet or exceed the minimum pass mark of 3 out of 5 on all questions. Failure to meet or exceed the minimum pass mark for any question will result in the bid being rejected.

Paper bids will be scored against the criteria above, with the highest scoring bid being awarded the contract.

With regards to the price evaluation for overall costs the lowest price bid will be awarded the maximum price score of 25% and all other bids will be scored relative to that. Below is an example calculation:

Bid 1 - £10,000 = 10,000/10,000 x 25 = 25%
Bid 2 - £15,000 = 10,000/15,000 x 25 = 16.7%
Bid 3 - £20,000 = 10,000/20,000 x 25 = 12.5%

2 Specification

2.1 Introduction

The Police and Crime Commissioner for Nottinghamshire ("the Commissioner") has a wide remit to cut crime, improve community safety and support victims of crime in Nottingham and Nottinghamshire. Caroline Henry was elected as Police and Crime Commissioner for Nottinghamshire in May 2021. Commissioner Henry wishes to review the functions, roles and responsibilities of staff within the Office for the Police

and Crime Commissioner ("OPCC") and now seeks a Provider to conduct the review. The review is broad in scope and in addition to OPCC staff will also consider the staffing functions funded by the Commissioner through the Nottingham Crime and Drugs Partnership, Safer Nottinghamshire Board and Nottingham and Nottinghamshire Violence Reduction Unit ("NNVRU").

Commissioner Henry will use the review to inform both future staffing structure within the Office of the Police and Crime Commissioner and additional support functions provided by other organisations.

2.2 Context

Under the terms of the Police Reform and Social Responsibility Act 2011 Police and Crime Commissioners have a statutory responsibility to[1]:

- secure an efficient and effective police force for their area;
- appoint the Chief Constable, hold them to account for running the force, and if necessary dismiss them;
- set the police and crime objectives for their area through a police and crime plan;
- set the force budget and determine the precept;
- contribute to the national and international policing capabilities set out by the Home Secretary; and
- bring together community safety and criminal justice partners, to make sure local priorities are joined up.

Police and Crime Commissioners are also responsible for commissioning local victim support services.

Every Police and Crime Commissioner (PCC) must have a Chief Executive in post who will support and advise the PCC in delivering all his/her statutory duties and responsibilities[2]. The Chief Executive will work with the PCC to enable delivery of the PCC's vision, strategy and identified priorities and facilitate appropriate scrutiny of the police force's activities. The Chief Executive will also ensure the effective strategic and operational leadership of the Office of the PCC (OPCC). The chief executive also holds the role of the Monitoring Officer[3], with a remit to draw to the PCC's attention any actual or possible contravention of law, maladministration or injustice. Additionally, this post will fulfil the statutory function of the Head of Paid Service[4]. The post of Chief Executive is politically restricted and the post holder must be appointed on merit.

Section 151 of the Local Government Act 1972 requires every authority in England and Wales to "... make arrangements for the proper administration of their financial affairs and shall secure that one of their Officers has responsibility for the administration of those affairs". The Officer appointed as the responsible Financial Officer must by virtue of section 113 of the Local Government Finance Act 1988 be a Member of a specified

[1] Role of the PCC (apccs.police.uk)
[2] APACE Statement on role of CE-MO
[3] section 5 of the Local Government and Housing Act 1989, as amended by the PRSRA11
[4] section 4(1A) of the Local Government and Housing Act 1989, as amended by p202 sch16 PRSRA11

accountancy body. The statutory role must be performed by an "Officer" of the authority.

Nottinghamshire Office of the Police and Crime Commissioner currently has 19 staff roles with 16 FTE staff. Staff roles within the Office of the Police and Crime Commissioner are politically restricted, with the exception of staff who transferred into the Office from the former police authority.

Nottingham and Nottinghamshire Violence Reduction Unit (NNVRU) is a multi-agency team overseen by the VRU Director who reports into the OPCC CEO. There are currently 11 roles with 5.4 FTE staff, the majority of which are seconded from partnership agencies.

Staffing support functions such as HR, IT, facilities and information governance are provided by Nottinghamshire Police. These are out of scope for the review.

The Commissioner has grant funded Nottingham's Crime and Drugs Partnership (CDP) and the Safer Notts Board (SNB). Part of these grants include contributions towards local authority staff time for functions including research and analysis, project management, partnership co-ordination, management and administration of community safety partnerships and strategic domestic abuse expertise.

The Commissioner also has partnership agreements in place with Nottingham City and Nottinghamshire County Councils to set out how the local authorities act as the lead commissioners for domestic abuse support services. A financial contribution is made by the Commissioner towards local authority commissioner staff time.

2.3 Aims and objectives

The roles and responsibilities review aims to determine the future structure of OPCC functions in Nottinghamshire. The future structure must meet statutory responsibilities and be effective, efficient and fit for purpose. The objectives are to:

a) Understand the roles and responsibilities of current staff members including the OPCC and VRU;
b) Understand the contribution that the staff paid for by PCC grant in community safety partnerships and local authorities make to the Commissioner's agenda;
c) Identify costed options for future delivery that will enable the Commissioner to deliver statutory functions and Police and Crime Plan priorities effectively. The costed options should consider the risks and benefits of each option;
d) Produce a report to set out all of the above and recommend a preferred option.

2.3 Scope

The review should include the functions delivered by OPCC and VRU staff, plus the support functions currently grant funded by the Commissioner in partnership structures such as community safety partnerships and any commissioning activity paid for through partnership agreements. Back office functions such as IT, facilities, HR and information governance are out of scope.

2.4 Background information

There are a number of relevant documents which will be made available to the successful Provider.

- Job descriptions for all OPCC and VRU staff;
- Working Together (the governance document which sets out the working arrangement between the OPCC and Nottinghamshire Police)
- Grant and partnership agreements which include PCC payment for staff time in partner agencies.
- PCC Manifesto and Draft Police and Crime Plan priorities.

2.5 Methodology

The Provider's methodology is likely to include:

- Desk research on current roles and responsibilities, PCC manifesto and draft Police and Crime Plan;
- Interviews with staff members to understand their role and views in gaps in support;
- Interviews with senior community safety partnership and commissioning staff in partner agencies to understand how their work contributes towards the Commissioner's agenda
- Development and costing of options.
- Report writing with recommendations.

2.6 Other requirements

The review must be conducted by someone with extensive senior operational experience gained within a PCC office.

The review is sensitive and all staff interviews must be conducted confidentially, sensitively and tactfully and comply with appropriate social research or ethical codes and standards such as the Market Research Society. Providers will also be expected to work within the OPCC's code of professional conduct as attached within Appendix A.

Bids from any party with a link to the Commissioner, any Nottinghamshire OPCC or Nottinghamshire VRU staff member, or to Nottinghamshire Police, Nottingham City Council or Nottinghamshire County Council will be rejected.

OPCCs are politically neutral and the work must also be conducted in a politically neutral manner. This is mandatory.

2.7 Price

Bidders should set out in the pricing response:

- how many days each consultant will provide and her/his daily rate
- expenses if not included in daily rate
- other costs if relevant

- detailed breakdown of fees to other organisations if you are submitting a consortia bid

Up to £25,000 is available to undertake this work. Prices should exclude VAT.

The Provider will be paid on receipt of a satisfactory report agreed by the OPCC's Head of Paid Service.

2.8 Results

It is expected that the following products will be produced as part of the research:

- final research brief, outlining the context, brief, methodology, key work areas, the expected timings, quality and reporting standards;
- detailed timeline with clear milestones and updates to be developed following selection and final brief with the Commissioner;
- update reports as agreed with the Commissioner;
- draft and final confidential written reports detailing finding, analysis, costed options and recommendations. The recommended option must meet legal requirements and be effective, efficient and fit to deliver support functions required.
- executive summary of the review which will be published.

2.9 Timescales

It is expected the review will ideally be completed by the end of September 2021. There may be some flexibility in timescales.

2.10 Conditions of Contract

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

Appendix B: Standard Terms and Conditions for Services Medium
Appendix C: Data Handling Schedule Category 1 Suppliers