

# Nottinghamshire Police and Crime Commissioner

## Notice of Decision



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<b>Date Received*:</b>	<b>22 August 2014</b>
<b>Ref*:</b>	<b>2014.044</b>

\*to be inserted by Office of PCC

**TITLE: Provision of Pensions Services to Nottinghamshire Police**

### **EXECUTIVE SUMMARY:**

#### **1. Purpose of this Notice**

The purpose of this Notice is to outline recommendation and seek approval for the award of contract for the ongoing supply of Pension Services to Nottinghamshire Police, to be provided by Mouchel Business Services Limited for the period 23 September 2014 to 31 August 2019 (with the option to extend for 2 x 12 month periods) for the total contract value of £511,500.

#### **2. Background and Analysis**

Nottinghamshire Police currently obtain their Pensions services via Civica through an arrangement established by Nottinghamshire County Council. A benchmarking exercise including the obtaining of some indicative costs was carried out earlier in 2014 with regards to whether Nottinghamshire Police should remain with their current arrangement / service provider or consider transferring across to a regional framework let and managed by West Yorkshire Police, for which Nottinghamshire Police is on as one of five named forces.

On both cost and service delivery / continuity grounds it has been determined that Nottinghamshire Police's future interests would be best served by moving across to use of Mouchel via this West Yorkshire Police framework let in April 2012. This framework is a sole supplier framework which has been subject to EU public procurement regulations. Whilst a number of councils continue to utilise Civica, no other police force is known to be currently using the Civica system for pensions. Use of Mouchel would also be consistent with the approach taken in other forces covered by the MFSS partnership.

The framework requires that Mouchel prepare proposals specific to each force intent on utilising the framework, so as to properly reflect each force's particular software needs with regards to the provision of Pension services. This work has now been completed by Mouchel in conjunction with Nottinghamshire Police Finance and the contract document setting out the relevant service specification / standards & pricing etc is currently being finalised with Mouchel.

This contract covers both pensions administration and payroll and the two areas will be implemented in a phased approach, with pensions administration effective from 23 September 2014 and payroll effective from 1 December 2014.

**Nottinghamshire Police and Crime Commissioner**  
**Notice of Decision**

An IT healthcheck dated 8 December 2013 has been carried out on behalf of Mouchel which verifies that the system it is proposing to supply is satisfactory.

The service specification is as agreed between Mouchel and Nottinghamshire Police Finance and the terms of the contract will be the terms of the West Yorkshire Police National Pensions Framework which incorporates any necessary data protection provisions required.

The contract cost is inclusive of all administration costs including those associated with introducing the new police pension scheme in 2015. Whilst there will be some additional software development costs related to the introduction of the new police pension scheme, these will be universally chargeable to all forces nationally direct by the software provider and do not form part of this contract for which this Notice of Decision is seeking approval.

The total cost of £511,500 breaks down to an annual recurring cost for the provision of this service of £102,000 per annum. This compares to a cost of £141,000 per annum if the service had stayed with Civica, a saving of approximately £40,000 per annum.

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

This represents a core ongoing service to Nottinghamshire Police officers & staff and a Business Case in respect of this procurement has previously been agreed at the outset by the Nottinghamshire Police and Crime Commissioner.

The budget for this procurement has also been previously been approved and takes account of all revenue costs over the initial definite five year period.

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

No

**DECISION:**

**Recommend that a Contract be awarded to Mouchel Business Services Limited for the period 23 September 2014 to 31 August 2019 (with the option to extend for 2 x 12 month periods) for the provision of Pension Services 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:

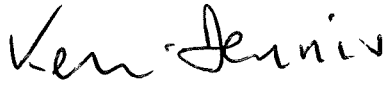
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**Nottinghamshire Police and Crime Commissioner**  
**Notice of Decision**

**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: 28<sup>th</sup> August 2014.

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

## East Midlands Strategic Commercial Unit



**18 August 2014**

To: Police and Crime Commissioner  
Subject: Contract Award Report  
Tender Title: Pensions  
Force: Nottinghamshire Police

### **1. PURPOSE OF THE REPORT**

The purpose of this report is to recommend approval for the award of contract for the supply of Pension services, to be provided by Mouchel Business Services Limited for the period 23 September 2014 to 31 August 2019 (with the option to extend for 2 x 12 month periods) for the total contract value of £511,500.

### **2. BACKGROUND INFORMATION**

Nottinghamshire Police currently obtain their Pensions services with Nottinghamshire County Council via Haywoods this contract ends January 2015 when it will be provided via Civica.

A benchmarking exercise including the obtaining of some indicative costs was carried out earlier in 2014 with regards to whether Nottinghamshire Police should remain with their current arrangement / service provider or consider transferring across to a regional framework let and managed by West Yorkshire Police, for which Nottinghamshire Police is on as one of five named forces.

On both cost and service delivery / continuity grounds it was determined that Nottinghamshire Police's future interests would be best served by moving across to use of Mouchel via this West Yorkshire Police framework let in April 2012. Whilst a number of councils continue to utilise Civica, no other police force is known to be currently using the Civica system for pensions. Use of Mouchel would also be consistent with the approach taken in other forces covered by the MFSS partnership.

The business case for use of this West Yorkshire Police framework has previously been approved by the Nottinghamshire PCC.

### 3. TENDER PROCESS AND ANALYSIS

No tendering is required in respect of this contract award and consequently there is no formal evaluation of bidders and scores to detail as part of this report. West Yorkshire Police have let a sole supplier framework for police pensions administration, which has been subject to the EU Procurement regulations.

The framework requires that Mouchel prepare proposals specific to each force intent on utilising the framework, so as to properly reflect each force's particular software needs with regards to the provision of pension services. This work has now been completed by Mouchel in conjunction with Nottinghamshire Finance and documents have been drafted which set out the service specification / standards and pricing etc applicable to this contract.

This contract covers both Police pensions administration and Police pensioner payroll and the two areas will be implemented in a phased approach, with pensions administration effective from 23 September 2014 and payroll effective from 1 December 2014.

An IT healthcheck dated 8 December 2013 has been carried out on behalf of Mouchel which verifies that the system it is proposing to supply is satisfactory.

The service specification is as agreed between Mouchel and Nottinghamshire Police Finance and the terms of the contract will be the terms of the West Yorkshire Police National Pensions Framework which incorporates any data protection provision required.

### 4. FINANCIAL AND QUALITY CONSIDERATIONS AND VFM

The budget for this procurement has previously been approved and takes account of all revenue costs over a 5 year period. The contract cost is inclusive of all administration costs including those associated with introducing the new police pension scheme in 2015.

Whilst there will be some additional software development costs related to the introduction of the new police pension scheme, these will be universally chargeable to all forces nationally direct by the software provider and do not form part of this contract for which this Tender Award Report is seeking approval.

The total cost of £511,500 breaks down to an annual recurring cost for the provision of this service of £102,000 per annum. This compares to a cost of £141,000 per annum if the service had stayed with Civica, a saving of approximately £40,000 per annum.

### 5. RECOMMENDATION

I confirm the recommendation is therefore to award the contract to Mouchel Business Services Limited for the ongoing provision of Police Pensions services

# RESTRICTED CONTRACTS COMMERCIAL IN CONFIDENCE

to Nottinghamshire Police in accordance with the pricing and terms of the Police Pensions National Framework let and managed by West Yorkshire Police.

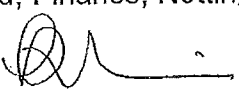
## 6. NEXT STEPS

The following next steps will need to be undertaken:

- 1 – formal notification of award to Mouchel and West Yorkshire Police
- 2 - internal communication of award to the OCO and all other interested parties
- 3 – signing of the contract documents
- 4 – registration of the supplier and loading of details / documents on Crystal
- 5 – loading of redacted contract documents onto BLPD.

<b>EQUALITY, DIVERSITY AND HUMAN RIGHTS CONSIDERATIONS.</b>
<b>HUMAN RESOURCES CONSIDERATIONS:</b>
<b>RISK MANAGEMENT and IMPACT CONSIDERATIONS:</b>
<b>HEALTH AND SAFETY CONSIDERATIONS:</b>
<b>LEGAL CONSIDERATIONS:</b>
<b>BUSINESS CONTINUITY CONSIDERATIONS:</b>
<b>SUPPORTING BACK GROUND DOCUMENTATION:</b> None

*All the above taken into account as part of the letting of the West Yorkshire Police National Framework*

<b>PROPOSED BY:</b>	
<b>Author</b> Print: Sign: Date	Paul Whitehall, Category Manager, EMSCU 18.08.14
<b>Force Department Tender Representative</b> Print name and title: Sign: Date	Julie Read, Finance, Nottinghamshire Police 18.08.14 

<b>Award APPROVED BY:</b>	
<b>Police and Crime Commissioner</b> Print: Sign: Date	

<b>Internal Contract Award Notification</b>	
<b>Operational Contract Owner (OCO)</b> Name/email	Julie Read, Finance, Nottinghamshire Police

# RESTRICTED CONTRACTS COMMERCIAL IN CONFIDENCE

<b>EMSCU Contract Reference Number</b>	CN1000762
Force Finance/Purchasing Departments: <i>Attach Finance Information Required</i> <i>Old supplier details to be closed</i> <i>New supplier details to be set up</i>	hqfinance.orders@nottinghamshire.pnn.police.uk
EMSCU Supplier Services	<u>Maura.wallace-nichols@emscu.pnn.police.uk</u> Contract Management
EMSCU Finance Business Partner	<u>Caroline.murphy1214@nottinghamshire.pnn.police.uk</u> Savings Register
EMSCU Procurement/Customer Services	<u>steve.north12381@nottinghamshire.pnn.police.uk</u> Marketing
EMSCU Crystal Contract	File approved TAR against the crystal contract reference.
EMSCU Frameworks Manager	Tracey.slack@emscu.pnn.police.uk

## Savings APPROVED BY:

**David Machin**, Management Accountant  
Manager  
**Nottinghamshire Finance**  
Sign: Date