



Contract Briefing Report Police and Crime Survey Contract Ref: BLC0041

MEGAN POOLE
ASSISTANT COMMERCIAL OFFICER
OPERATIONS PILLAR

Procurement / Contract Details

Scope/Requirement	The development and delivery of a police and crime survey for the policing area of Nottinghamshire. The survey methodology is primarily face to face/door drop to cover a representative sample of the demographic.
Participating Forces	Nottinghamshire Police
Annual Value	Up to £40,000 PA. Actual values for contracting years: Year 1: £37,606 Year 2: £38,735 Year 3: £39,897 Year 4 (optional/extension): £39,897
Procurement Process	Open Process (over £100,000)
Type of Contract	Services
Proposed Length of contract (in months)	35 Months
Contract start date- Contract End Date (Excluding extension options)	01/05/2022 – 31/03/2025
Extension Periods (in months, if applicable)	12 Months
Ultimate End Date (Including Extension options)	31/03/2026
Consultation	The Office of the Police and Crime Commissioner for Nottinghamshire Nottinghamshire Police Data Protection Officer
Stakeholder Engagement	As above.

Tender Evaluation Process

All Tender submissions will be evaluated on the basis of: -
Most Economically Advantageous Tender (MEAT)

- Price 30%
- Quality 65%
- Social Value 5%

Tender Submissions were evaluated by assessing responses against the Standard Selection Questionnaire and Gateway Questions on a Pass/Fail basis and Technical Questions and Price using a scoring matrix as follows:

The Evaluation Panel was made up of: Claire Good, Philip Boxholme, Daniel Howitt
The evaluation was facilitated by Claire Cuttall and Megan Poole of BlueLight Commercial.

- Number of expressions of interest: 24
- Number of compliant bids received: 1
- Number of non-compliant bids: 0
- Detail of any presentation / demonstrations completed: 0

Due diligence that has been conducted on the successful Supplier(s):

- Experian report to assess the economic and financial standing.
- References will be sought upon completion of the alcatel period.

Award

Supplier Name(s)	Information By Design
Percentage Score	87%

Savings

Savings Achieved	£3866
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Savings have been calculated as a cost avoidance. The OPCC stated a budget of £40,000 per year as part of the tender process. The successful bidder has been able to submit costs that come in under budget for each contract year. The breakdown is as follows:

Year 1: £37,606
Year 2: £38,735
Year 3: £39,897
Year 4: £39,897

The contract annual costs include additional measures that are in place as a result of Covid19 measures. These costs will be reviewed annually and should safety measures be lowered or removed entirely, additional savings will be achieved.

Implementation and Contract Management

The Supplier will provide a named point of contact for the fieldwork whilst it is being carried out, in addition to a named contract manager for this service for the duration of the contract. Whilst the fieldwork is being completed, the OPCC requires a virtual weekly progress meeting. This meeting will provide updates on numbers of surveys achieved, issues, complaints, compliments and plans for the following week.

Upon completion of the fieldwork, a review meeting will be held to review the final data set, address any issues, risks and complaints and agree a plan for the next quarter. The OPCC may require ad-hoc meetings with the data analysis team to review data sets and discuss weightings and analysis.


KPI's

The Supplier will be required to achieve and report on the below KPI's on a quarterly basis upon the completion of fieldwork for the reporting period.

Reference Number	KPI/Measure	Indicator
1	Achievement of quarterly target of a minimum of 1,065 surveys	100%
2	Completion of fieldwork within the required timescale	100%
3	Delivery of data reports on time	100%

Scheme of Delegation

Mark Kimberley – Chief Finance Officer

Signature: 

Name: M S Kimberley

Position: Chief Finance Officer

Date: 06/04/2022

Appendix 1 – Bidder Evaluation Scores

Supplier Name	Quality Total Score	Quality %	Cost Total Score	Cost %	Total %	Ranking
Information By Design	81	57%	30%	30%	87%	1



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