

Nottinghamshire Police and Crime Commissioner – Notice of Decision

AUTHOR:	Ruth Rolling
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DECISION OR INFORMATION:	Decision
DATE RECEIVED:*	05.04.23
REF:* (to be inserted by the OPCC)	2023.038

TITLE:	OPCC Printing - award of contract
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EXECUTIVE SUMMARY:

The Commissioner is seeking a provider to print her monthly newsletter, as well as additional ad hoc printing as required.

A Request for Proposals was disseminated to seven organisations. Five bids were received and following an evaluation of these bids, Veritas Management is the preferred bidder. The Contract will run from 1 April 2023 to 30 September 2024.

The total value of the contract is up to £25,000 broken down as follows:
 2023/24: £3,336 for the printing of the monthly newsletter
 2024/25: £1,668 for the printing of the monthly newsletter
 Up to £19,996 available on a call off basis across both 2023 and 2024.

The PCC is therefore requested to approve the award of a contract to Veritas Management to provide printing services for the OPCC at a total cost of up to £25,000 from 1 April 2023 to 30 September 2024.

INFORMATION IN SUPPORT OF DECISION: (eg report or business case)

A Request for Proposals including a breakdown of printing requirements was disseminated to seven organisations. This is in line with Standing Orders which state that for contract values between £10,000 and £25,000 a minimum of three quotes should be obtained.

Five bids were received. Bids were scored independently by three individuals and then moderated as a group. Bids had to meet quality and financial threshold scores. Veritas Management was the highest scoring bidder.

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FINANCIAL INFORMATION	
The funding is revenue and is in budget.	
Signature: Chief Finance Officer	REDACTED
Date:	19.04.23

Is any of the supporting information classified as non-public or confidential information?*	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
If yes, please state under which category from the guidance**				
DECISION:				
The PCC is requested to approve the award of a contract to Veritas Management to provide printing services for the OPCC at a total cost of up to £25,000 from 1 April 2023 to 30 September 2024.				

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.	
Deputy Monitoring Officer	<i>Mede</i>
Date:	20.04.23

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 & Crime Commissioner	<i>Caroline Henry</i>
Date:	21.04.23

** See guidance on non-public information