



## Procurement Plan 2022/23

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Police and Crime Commissioner for Lincolnshire

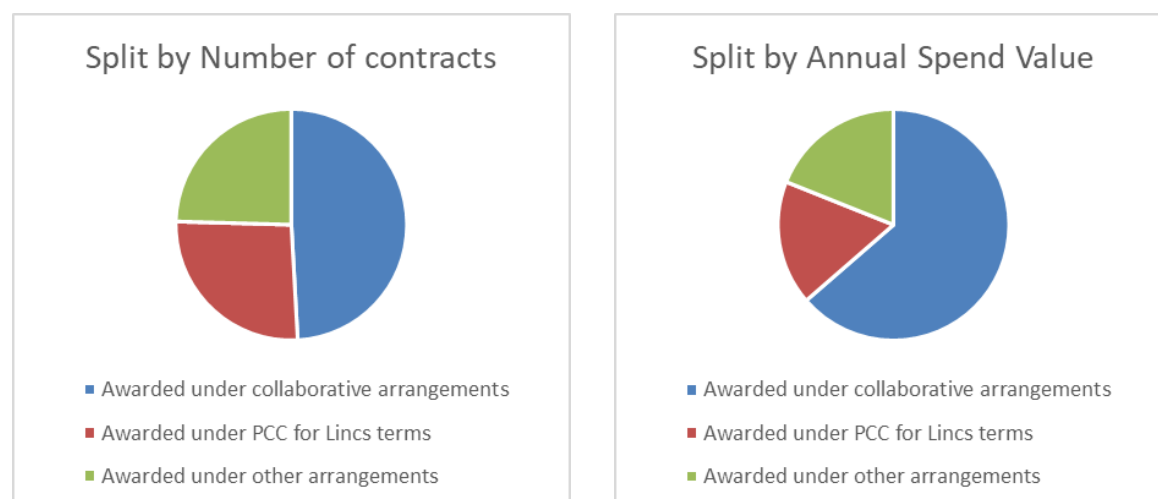
Chief Constable, Lincolnshire Police

## **Background**

1. The Police and Crime Commissioner (PCC) and the Chief Constable are required to undertake procurement actions on a day to day basis. In general, most of these decisions will be for purchases of a relatively minor basis and will be dealt with under delegated purchasing by individual departments. However, there are occasions where the obligations being taken on by the PCC or the Force will be significant both in terms of the financial commitment and/or the timescales of the contract being entered into. In these circumstances the Strategic Procurement Unit (SPU) will manage the contractual process to ensure both compliance to legal and statutory requirements and advise on suitable timescales and routes to market.
2. The Strategic Procurement Unit keep a register of all contracts currently in place, which they manage on a day to day basis and ensure that where renewal actions are required that these are identified, planned and actioned on a timely basis. Furthermore, they ensure that the processes that are followed are undertaken in accordance with the relevant rules and standards connected with police procurement in the public sector.
3. The Strategic Procurement Unit will proactively seek out best value procurement routes for all Contract renewals and alternatives to exceptional purchase actions (EPAs) where available. For ongoing annual requirements where there are no suitable alternatives to EPA, the SPU will seek to extend the contracts for a longer-term period.

## **Current performance**

3. The schedule attached at Appendix A lists fixed term contracts with values above £25k and planned action on the expiry of these contracts. This details both currently managed OPCC/Lincolnshire Police Contracts and Contracts that have been previously held by G4S.
4. A summary of OPCC/Lincolnshire Police's current overall spend identified in the above Appendix is shown below:
  - Currently 113 live Contracts above £25k with an estimated total value of £27,538,349 (estimated annual value of £16,759,376)
  - 27% (31) of contracts listed have an annual value above £100,000 and constitute 47% of spend
  - 49% (55) of contracts listed were awarded under other police/public collaborative/framework arrangements and constitute 63% of spend
  - 27% (30) of contracts listed were awarded under the PCC for Lincolnshire terms/arrangements and constitute 18% of spend.



## Priorities for 2022/23

5. The main emphasis of work in 2022/23 will be:

- **Major new Contract Work for 2022/23.** The following major procurements are due to be undertaken during the Financial Year 2022/23:
  - Banking Services. Budget value is £10k. Local tender process and framework options to be researched. No further detail known at this time.
  - ERP Solution. Budget value could be up to £1million. A project has commenced to look at this, which may include either an upgrade to t-police or a completely new system. No further detail known at this time.
  - Higher Education Institute. Budget value is likely to be between £30k to £150k depending on entry routes agreed. As the Force implements PEQF, a contract will be required for a University or college to provide a policing degree. Likely to be procured under framework.
  - Job Evaluation System. Budget value is estimated £50,000. The Force is looking at a new JE system. No further detail is known at this time.
  - ICT equipment. Budget value between £300,000 and £1million. May require mini-competition process to be undertaken to put longer term arrangement in place. No further detail known at this time.
  - New Bureau Payroll system. Budget value is £80k per annum. To be procured under framework.
  - Child Exploitation and risk assessment solution (CESIUM). Budget value is £60,000. No further detail known at this time.
  - Commissioning of new OPCC website and a new Victim Lincs website. Budget value is unknown. Consultancy services currently being undertaken to see what requirements will be. No further detail known at this time.
  - PSD Audit system. Budget value is unknown. Potentially looking at ATA system but no further detail known at this time.

- Fleet Capital budget. Budget value is likely to be £1,076,000 – includes the replacement of 52 vehicles. All purchases will be awarded either under the BLC National Contract or under any available framework arrangements where possible.
- Building Works Capital budget. Budget is £1,330,000. Includes:
  - HQ window replacement (final phase level 1) – budget of £750k – to be procured under framework or via local tender process
  - Custody HVAC systems at Skegness – budget of £250k – to be procured under framework or via local tender process
  - End of lease dilapidation works at Sixfields Close – budget of £80k – to be procured under framework or via local tender process
  - Window replacement at Gainsborough – budget of £250k – to be procured under framework or via local tender process
- **Continued review of expiring fixed term contracts** to ensure that these are dealt with in a timely and effective manner. The SPU will notify user departments of expiry all contracts. The renewal of any contracts below £25k will be undertaken by individual departments with advice from SPU as requested.  
For contracts above £25k, the SPU in liaison with the relevant user department will identify and investigate all available procurement options/routes to ensure the best value option/route is utilised. There are 40 OPCC/Lincolnshire Police Contracts and 17 G4S Contracts (due to be novated) that will expire during 2022-23 with a total value of £12.981m (annual value of £8.084m).
- **Review of the Procurement Risk Assessment** will be undertaken on an ongoing basis throughout the year as required. This should ensure all risks associated with procurement and purchasing are identified as early as possible and reduced as much as possible. The SPU shall report to the PCC and the Force any non-compliance with regulations.
- **Updating the PCC and the Force on any updates and amendments regarding procurement/contractual requirements** as these are received and any implications that these will have on current processes. This will include any amendments to existing or new legislation/regulations which have an impact on the procurement policies and processes. This will ensure compliance to the relevant procurement rules and standards and reduce the risk of non-delivery on current large Contracts.
- **Updating the PCC and the Force on the work streams currently being undertaken by the Bluelight Commercial Organisation** as these are received and any implications that this will have on current processes. This will ensure the PCC and the Force are collaborating and using national arrangements as much as possible and, hopefully, ensuring better value is achieved on national requirements.
- **Undertake 6 monthly reviews of PO spend (April and October)** to see if formal contracts need to be put in place with any particular

suppliers with high value spend. This should ensure compliance to the PCC Contract and Procurement Regulations and could provide better value for money procurement arrangements.

**The following additional specific work will be commenced in the relevant quarters below:**

**Quarter 1 22/23:**

- **Investigate and review the processes currently being followed for purchasing goods and services undertaken by individual departments transferring back to the Force** to ensure these are compliant with relevant Public Procurement Regulations and to ensure the best procurement routes are being followed. This will include looking at where it is possible to consolidate Contracts for similar services.

**Quarter 2 22/23:**

- **Review the procurement processes undertaken by the Strategic Procurement Unit** in line with the outcome of the review of the Finance Department to ensure they are fit for purpose and in line with best practice.

**Quarters 3 and 4 22/23:**

- **Potentially commence work on any changes to processes and policies required to comply with the new UK Public Procurement Regulations.** This is dependent on when the government finalises the new Regulations and when compliance to these is expected. This will also include undertaking any training required to all relevant staff.

## **Management and performance**

6. Performance targets and measures will include:

- Percentage of spending via national and regional frameworks or contracts
- Percentage of spending via local tender processes
- Savings achieved on major contracts
- Percentage of purchase orders that are retrospective.

The Procurement plan progress will be reported to the Joint Independent Audit Committee (JIAC) on a half yearly basis.