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Originator:
Peter Skelton, Chief Finance Officer

Decision number: D20-2018

Submitted to: Martin Surl, Police & Crime Commissioner for Gloucestershire

Subject: Contract Award for MFDs (Multi-Functional Devices)

Executive summary:

Following a tender exercise run by SWPPD it is recommended that a four year contract is awarded to Ricoh for the use of multi-functional devices (MFDs).

The contract value over four years is £320k (£80k per year).

An audit will be carried out of the estate to see where the requirement for machines can be reduced.

Recommendation:

To award the contract for four years to Ricoh.

Outcome/approval by:

Signature:

Date: 26 June 2018

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<p>Public access to information</p> <p><i>Information in this form and associated reports is subject to the Freedom of Information Act 2000 and the Elected Local Policing Bodies (Specified Information) Order 2011. Where it has been indicated that this is a decision of significant public interest, all of this form except Part Two will be made available on the website of the OPCC.</i></p> <p><i>Any information that should not be automatically available on request should not be included in Part One but instead on a separate Part Two form.</i></p>	
<p>Is this a decision of significant public interest?</p> <p><i>This includes a decision with any impact on the community, expenditure in excess of £50,000, or any decision that would be of obvious interest to the media or the general public</i></p>	<p>Yes, expenditure of £320k over the four year contract/</p>
<p>Is there a Part Two form? <i>This section should only include information that, if published:</i></p> <ul style="list-style-type: none"> <i>a) would, in the view of the chief officer of the police, be against the interests of national security;</i> <i>b) might, in the view of the chief officer of police, jeopardise the safety of any person;</i> <i>c) might, in the view of the chief officer of police, prejudice the prevention or detection of crime, the apprehension or prosecution of offenders, or the administration of justice; or</i> <i>d) is prohibited by any enactment.</i> <i>e) breaches commercial sensitivity</i> 	<p>No</p>

<p>Originator checklist (must be completed)</p>	<p>Comments including who has approved the report if applicable</p>
<p>Has legal advice been sought on this submission if required?</p>	<p>Legal advice provided by SWPPD</p>
<p>Has the Chief Finance Officer been consulted, if required?</p>	<p>Yes, prepared the paper. Paper submitted as contract value is over delegated approval limit of £200k.</p>
<p>Have equality, diversity and human rights</p>	<p>N/A</p>

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implications been considered, as appropriate?	
How is the recommendation consistent with the objectives of the Police and Crime Plan?	An audit of devices will be carried out before implementation to see where the number and specification of machines can be reduced. This will be reviewed by a small group who will also look to provide advice on reducing copying.
Has consultation been undertaken with people or agencies likely to be affected by the recommendation?	N/A
Has communications advice been sought on areas of likely media, community, staff or partner interest and how they might be managed?	Not yet. Communication advice will be sought before the audit takes place.
Have all relevant implications and risks been considered?	Yes

Part One – For publication

1. Purpose of the report

To report the recommendation from the contract award exercise for the provision of Multi-Functional Devices (MFDs).

2. Background

Ricoh are the current supplier of MFDs. The current contract with them has ended and the machines are due for replacement. SWPPD have run a mini competition for Devon and Cornwall, Dorset, Gloucestershire and Wiltshire.

Four bids were received from Ricoh, Xerox, Canon and Konica. The bid from Ricoh was rated first, and was the cheapest. The recommendation is to award the contract to Ricoh. The contract is for four years and is not subject to maximum or minimum volumes.

Ricoh will then carry out an audit of all machines to see where we can reduce the number of machines or the specification of the machine. They will then develop an implementation plan to change all the machines.

3. Recommendations

- To award the contract for MFDs to Ricoh
- To review the audit carried out by Ricoh to look to either reduce the number of machines or the specification of the machines.

4. Financial and resource implications

Both the cost of the machine and the cost of each print (click) is reduced in the new contract. The average reduction in cost for a general device will be 37%.

There are also savings available from reducing the number of prints from the machines. A group will be set up to review the Ricoh audit and to develop guidelines for staff to reduce the number of prints/copies they make.

5. Risk assessment

N/A

6. Equality & Diversity impact assessment

N/A

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7. Environmental impact assessment

The number of copiers will be reviewed and guidance will be provided for all staff on reducing their printing.

8. Consultation

Gloucestershire stakeholder, Andy Buxcey, involved in tender evaluation

9. Discussed with Communications & Engagement

Comms and Engagement will be involved in the replacement project and will assist in providing guidance on reducing printing.

10. Conclusion

That, following the tender evaluation, Ricoh are awarded the contract.

Originator approval

Name: Peter Skelton

Job title: Chief Finance Officer

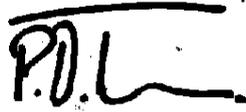
Signature: Peter Skelton

Date: 11/06/18

Chief Executive approval

I am satisfied that relevant advice has been taken into account in the preparation of the report and that this is an appropriate request to be submitted to the PCC.

Signature:



Date: 11 June 2018