

POLICE AND CRIME COMMISSIONER FOR LEICESTERSHIRE *DECISION RECORD*

To be completed in cases where a decision is required

DECISION OF POLICE AND CRIME COMMISSIONER

Date: 30/03/23

Received in OPCC Date: 30/03/23

OPCC Ref: EXE0010-23

Title: CONT0112 Provision of Security Services

Summary of Issue:

A new contract is required for the provision of Security services. The Force and EMSOU employ the services of a Security company at two sites. These services include Guarding, Reception services, room bookings and security patrols. A 24-hour presence at one operational site is maintained.

Background

The current contract expires on 31st March 2023. The current contractor is Profile Security Services Ltd

Force Headquarters operates with a Site Manager between 06:45am and 2:45pm Monday to Friday and is supported with an additional Security Guard 24x7x365. The other site has one security Guard working Monday to Friday from 8am to 4pm. A request was made to increase this level of service to 7am to 4pm Monday to Friday.

In total there are four security guards working on a rota system who support the Site Manager at FHQ. For annual leave and sickness support there is a relief guard who undertakes periodic support to the contract.

There is one full time person at another site. Relief for that site is managed by the supplier form their core team.

The existing contract with Profile Security Services Ltd expires on 31st March 2023. The value of the current contract with Profile Security is currently split as follows: -

Force Headquarters	£168,244.06
Other site	£ 31,259.10

Total current contract value is £199,503.16

Tender Process

An invitation to tender was issued via the Force Procurement portal. In total 12 companies provided bids for the new contract.

A specification was issued together with three pass/fail questions on annual turnover, Security Industry Association licensing and acceptance of the Force Conditions of contract.

Thirteen technical questions were responded to by tenderers these technical questions included responses on: -

contract management, suppliers' approach to Information Security (training, awareness and management), suppliers' approach to managing lone working, implementation of the new contract, the TUPE process, Training programme (initial assessment and on-going), relief staff management and recruiting, complaints management, performance management and Diversity and social value.

The evaluation was broken down as Price 40% and Technical 60%

Summary of the top three suppliers: -

Profile	99.26%
2 nd supplier	93.25%
3 rd supplier	87.94%

Recommendation(s) presented:

Information Management will be required to complete a Data Handling Agreement.

Paul Dawkins, Assistant Chief Officer (Finance & Resources) has approved the recommendation for an estimated value of £1,000,000 for an initial three-year contract period, with an optional extension of a further two years to the current provider Profile Security Services Ltd. The potential contract period is 1st April 2023 until 31st March 2026 with an optional extension until 31st March 2028. The pricing quoted has not increased for this proposed new contract. An additional 5 hours per week at one of the sites has been agreed to provide an enhanced level of cover. The annual value of the contract is £201,674.70.

Key discussion points

The procurement complies with the public procurement regulations and the Force's policies and procedures. The contract meets the Force's requirements and is value for money.

It was resolved that:

The Police & Crime Commissioner signs the contract and adds his seal.

OFFICE OF PCC APPROVAL

Chief Executive or Chief Finance Officer:

I have been consulted about the proposal and confirm that 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:

Name: Kira Hughes

Date: 3/4/23

Publication Scheme

Decision of Monitoring Officer:

As Monitoring Officer for the Office of Police and Crime Commissioner for Leicestershire I have determined that:

It is appropriate to publish this record of decision made by the Police and Crime Commissioner: **Yes**

It is appropriate to publish details of the decision by the Police and Crime Commissioner for Leicestershire:

Reasons for any non-Publication (referencing appropriate legislation): None

Signature:

Name: Andrew Champness

Date: 31/3/23

Police and Crime Commissioner for Leicestershire

Having received the advice set out above and reviewed relevant documentation my decision in regard of this matter is:

Approved

Signature

Date: 4/4/23