

**THE OFFICE OF POLICE AND CRIME COMMISSIONER  
FOR DERBYSHIRE  
DECISION RECORD**

<b>Request for PCC Decision</b>	<b>Received in OPCC Date: OCTOBER 2017</b>	<b>OPCC Ref: 52</b>
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**RECOMMENDATION TO AWARD THE CONTRACT FOR THE PROVISION OF  
MULTI-FUNCTIONAL DEVICES**

**Executive Summary:**

Approval was sought to award a contract for the Provision of Multi-Functional Devices to be provided by Konica Minolta Business Solutions UK, for the period of 1 December 2017 to 30 November 2022, with the option to extend for a further 2 x 12 months, for the total contract value of £481,901.00.

**Decision**

- i. The recommendation to award the contract to Konica Minolta Business Solutions UK for the initial contract period of 1 December 2017 to 30 November 2022, with the option to extend for 2 x 12 months, for the total contract value of £481,901.00 was confirmed.

**Declaration**

I confirm that I have considered whether or not I have any personal or prejudicial interest in this matter and take the proposed decision in compliance with the Code of Conduct for the Police and Crime Commissioner for Derbyshire. Any such interests are recorded below.

None

The above request has my approval.



**DECISION REPORT**  
**5 SEPTEMBER 2017**  
**REPORT OF THE POLICE AND CRIME COMMISSIONER**

**NO: RECOMMENDATION TO AWARD THE CONTRACT FOR THE PROVISION  
OF MULTI-FUNCTIONAL DEVICES**

**1 PURPOSE OF THE REPORT**

- 1.1 Recommend approval to award contract for the Provision of Multi-Functional Devices to be provided by Konica Minolta Business Solutions UK, for the period of 1 December 2017 to 30 November 2022, with the option to extend for a further 2 x 12 months, for the total contract value of £481,901.00.

**2 INFORMATION AND ANALYSIS**

- 2.1 Following the recent collaboration on the construction on a joint headquarters, there was the opportunity to combine printing resources.
- 2.2 Derbyshire Constabulary currently have a contract with Konica Minolta Business Solutions UK for the Multi-Functional Devices. Derbyshire Fire and Rescue Service extended their current contract to align with Derbyshire Constabulary's contract; therefore both contracts expire on 30 November 2017.
- 2.3 The evaluation team consisted of Sharon Adkin (Project Manager, Information Services), Ellen Stone (IS Business Analyst, Information Services), Shaun Riley (Print Room Manager), Michael Bowman (Technical Systems Analyst), Rob Atkinson (Procurement Officer), Kirsty Holding (Procurement Assistant) for Derbyshire Constabulary and Julie Painter (Procurement Manager) for Derbyshire Fire and Rescue Service.
- 2.4 This further competition was conducted under the Crown Commercial Service Framework RM 3781. 9 suppliers expressed an interest in this tender. 3 suppliers submitted a bid.

The submissions were evaluated against the Most Economical Advantageous Tender Criteria (MEAT): Weighting 50% Price and 50% Quality.

2.5 Based on the detailed evaluation, Konica Minolta Business Solutions (UK) received the highest possible marks for their response. They demonstrated that they could meet the requirements which were outlined within the specification and provided a comprehensive response to the method statements.

2.6 Based on the evaluation of the pricing schedules, Konica Minolta Business Solutions (UK) Ltd received the full 50 points, as they were the most economical submission. There was an 18.81% (£90,637.00) difference between the submission from Konica Minolta Business Solutions (UK) and the second cheapest, from Ricoh UK Ltd.

### 3 RECOMMENDATIONS

3.1 Confirm the recommendation to award the contract to Konica Minolta Business Solutions UK for the initial contract period of 1 December 2017 to 30 November 2022, with the option to extend for 2 x 12 months, for the total contract value of £481,901.00.

### IMPLICATIONS

All implications are assessed and scored to the table below.

**HIGH** – supporting explanation and narrative required and to be contained within the report

**MEDIUM** – narrative to be contained within the report at the discretion of the author

**LOW** – no narrative required

	LOW	MEDIUM	HIGH
Crime & Disorder			
Environmental			
Equality & Diversity			
Financial			
Health & Safety			
Human Rights			
Legal			
Personnel			

<b>Contact details in the event of enquiries</b>	<b>Name:</b> <b>External telephone number:</b> <b>Email address: @derbyshire.pnn.police.uk</b>
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