

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

Request for PCC Decision	Received in OPCC Date: 16 OCTOBER 2017	OPCC Ref: 47/17
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**RECOMMENDATION TO AWARD THE CONTRACT FOR THE PROVISION OF A
LEGAL CASE MANAGEMENT SYSTEM**

Executive Summary:

Approval was sought to award contract for the Provision of a Legal Case Management System to be provided by Civica UK Limited, for the period from 16 October 2017 for 4 years from Go Live (which is currently estimated to be January 2018) to 14 January 2021, with the option to extend for a further 3 years in annual increments, for the total contract value of £117.950.

Decision

- i. Confirm the recommendation to award the contract to Civica UK Limited for the initial contract period of 4 years from Go Live (currently expected January 2018), with the option to extend for a further 3 years in annual increments, for the total contract value of £117,950.

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.

(Recorded interests: Patron of Sporting Futures, as declared on the Register of Disclosable Interests and Hospitality Gifts) and Derby City Councillor.

The above request has my approval.

Signature Hardyal Dhindsa	Date 30 November 2017
PUBLICATION SCHEME CONSIDERATIONS	
Is the related Section B report to be published Yes The report contains commercially sensitive information.	

Is the publication of this approval to be deferred No If Yes, provide reasons below Date to be deferred to – NB Statutory Instrument 2011/3050 (as amended by SI 2012/2479) states that: <i>all decisions made by a PCC are in the types of information that must “be published as soon as practicable after it becomes available to the elected local policing body”.</i>
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OFFICER APPROVAL	
Chief Executive or Nominee: I have been consulted about the proposal and confirm that financial, legal and equalities 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	
Name Andrew Dale	Date 30 November 2017

DECISION REPORT
16 OCTOBER 2017
REPORT OF THE POLICE AND CRIME COMMISSIONER

**RECOMMENDATION TO AWARD THE CONTRACT FOR THE PROVISION OF A
LEGAL CASE MANAGEMENT SYSTEM**

1 PURPOSE OF THE REPORT

- 1.1 Recommend approval to award contract for the Provision of a Legal Case Management System to be provided by Civica UK Limited, for the period from 16 October 2017 for 4 years from Go Live (which is currently estimated to be January 2018) to 14 January 2022, with the option to extend for a further 3 years in annual increments, for the total contract value of £117,950.

2 INFORMATION AND ANALYSIS

- 2.1 The East Midlands Police Legal Service (EMPLS) is a collaborative unit providing services to the five Police and Crime Commissioners in the East Midlands (Derbyshire, Leicestershire, Lincolnshire, Northamptonshire and Nottinghamshire) and the five Chief Constables of the police forces within the East Midlands.
- 2.2 The Police and Crime Commissioner for Derbyshire is the lead party under the collaboration agreement for EMPLS with responsibility for providing the resources, software, equipment and systems to enable EMPLS to provide its services to its clients.
- 2.3 EMPLS currently use Amicus Attorney, a thick client based case management system which is stored on the Derbyshire Constabulary network and which currently EMPLS staff may access remotely via Citrix. Although EMPLS has a perpetual licence to use Amicus Attorney, the contract for support and maintenance expired on 24 September 2017.
- 2.4 This competition was an EU Open Procedure. 38 suppliers expressed an interest in this tender. 3 suppliers submitted a bid.
- 2.5 The submissions were evaluated against the Most Economical Advantageous Tender Criteria (MEAT): Weighting 40% Price and 60% Quality.

- 2.6 Based on the detailed evaluation, Iken Business Limited received the highest possible marks for their response. Although Civica UK Limited didn't receive the full 60 points for their quality score, they did receive 58.43. The evaluation panel confirmed that they demonstrated that they could meet the requirements which were outlined within the specification and provided a comprehensive response to the method statements.
- 2.7 Based on the evaluation of the pricing schedules, Civica UK Limited received the full 40 points, as they were the most economical submission. There was 28.55% (£33,898.50) difference between the submission from Civica UK Limited and the second cheapest, from Iken Business Limited.

3 RECOMMENDATIONS

- 3.1 Confirm the recommendation to award the contract to Civica UK Limited for the initial contract period of 4 years from Go Live (currently expected January 2018), with the option to extend for a further 3 years in annual increments, for the total contract value of £117,950.

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			

Contact details in the event of enquiries	Name: Mr R Poxon Internal telephone number: 16689 Email address: Raymond.poxon.16689@derbyshire.pnn.police.uk
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