



DECISION PAPER

DECISION: 2020/13	DATE: 21ST JULY 2020
TITLE: CONTRACT AWARD-SUMMER CONSULTATION (LETS TALK POLICING).	
REPORT BY: B.BISCOMB, PROCUREMENT AND COMMISSIONING LEAD	

Executive Summary

The PCC is looking to utilise telephone and online surveys over the summer to put a series of questions to the Lancashire public, in order to inform his Police and Crime Plan.

Recommendation

The Police and Crime Commissioner is asked to award the contract for this work to the organisation named in the report.

Signature

Police and Crime Commissioner

Date 21 July 2020

PART II

1. Background and Advice

- 1.1. The Police and Crime Commissioner is looking to put a series of up to 10 questions to members of the public with the aim of collecting the views of local residents regarding their police force, covering key topics such as safety, confidence, contact, policing priorities and funding.
- 1.2. The question set is to be provided by the Police and Crime Commissioner's Office for the successful bidder to set up and manage both the online and telephone survey both to be launched in July 2020.
- 1.3. The successful bidder will put measures in place to ensure that collated survey responses across the online and telephone survey are statistically sound.
- 1.4. The successful bidder will review the question set provided to ensure questions are structured in line with best practice to achieve the most statistically significant results, representative of the views of the wider public of Lancashire.
- 1.5. Based on previous consultations the Police and Crime Commissioner is looking to engage with at least 4,000 residents across the telephone and online survey.
- 1.6. Questions will be mostly multiple choice with up to three question allowing for a free text response.
- 1.7. A key outcome will be a detailed report to be provided by the successful bidder examining survey responses and highlighting key findings to inform the work of the Police and Crime Commissioner and his office.
- 1.8. The successful bidder will work with and advise the OPCC on how to best utilise findings from any additional engagement activities and surveys to feed into the final report. The report is to be submitted in September 2020
- 1.9. The Police and Crime Commissioner's Office will support the consultation by sharing links and information through its online channels including Facebook, Twitter, Instagram and the website.
- 1.10. The OPCC is looking for submissions of up to a maximum value of £15,000.
- 1.11. Following the process laid out in Contract Standing Orders, 2 organisations submitted bids for the work, and scored as follows:

		Planning Express		SMSR
Price-60%		55.89%		60%
Methodology-		3/5x 10%=6%		4/5X10%=8%

10%			
Resources 10%		$4/5 \times 10\% = 8\%$	$5/5 \times 10\% = 10\%$
Previous experience-5%		$4/5 \times 5\% = 4\%$	$4/5 \times 5\% = 4\%$
References - 5%		$5/5 \times 5\% = 5\%$	$5/5 \times 5\% = 5\%$
Social value- 5%		$3/5 \times 5\% = 3\%$	$3/5 \times 5\% = 3\%$
Innovation-5%		$2/5 \times 5\% = 2\%$	$2/5 \times 5\% = 2\%$
Total score		83.89%	92%

1.12 The Police and Crime Commissioner is therefore asked to award the contract in respect of Let's Talk Policing-Summer Consultation, to SMSR at a contract value of £13,900 +VAT.

2. Links to the Police and Crime Plan

2.1. This research will directly inform and support the Police and Crime Commissioner's objectives contained within his Police and Crime Plan.

3. Consultations

N/A

4. Implications:

- a. **Legal-** the Police and Crime Commissioner has a legal duty to consult with the public of Lancashire, regarding policing issues in the County, in order that the public's concerns are reflected in the PCC's Police and Crime Plan. The procurement process has taken place in accordance with Contract Standing Orders.
- b. **Financial-** The proposal can be contained within budget.
- c. **Equality Impact Assessment-** No equality issues have been identified.
- d. **Data Protection Impact Assessment-** Advice has been sought from the DPO in this regard.

5. Risk Management

5.1. The successful organisation has the requisite insurances and Indemnities in place.

6. Background Papers

6.1. The invitation to quote and associated documents are available

7. Public access to information

Information in this form is subject to the Freedom of Information Act 2000 and other legislation. Part 1 of this form will be made available on the PCC website within 3 working days of approval. Any facts/advice/recommendations that should not be made available on request should not be included in Part 1 but instead on the separate Part 2 form.

Chief Executive Officer (Monitoring Officer)

I have been informed 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 for Lancashire.

Signature.....Date.....