

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: 10/01/2023

Received in OPCC Date: 04/01/2023

OPCC Ref: EXE0001-23

Title: CONT0169 Video Conferencing Contract

Summary of Issue:

The current agreement to maintain and install video conferencing equipment in Leicestershire Police has expired. EMSOU also require a suitable contractor to maintain and install video conferencing equipment.

Background

The current video conferencing installation and maintenance contract with Insight Direct (sub-contracted to Ajar) expired 30th September. There were a number of contracts and the value is given below:

CON904 Phase 1 + Amenities Building: £154,257.66 + £34,827.21 for further maintenance.

CON963 Lecture Theatre: £64,191.17

CON982 Phase 2: £56,897.21

CON999-9 HQ Training rooms: £54,639.94

CONT0123 MS Teams Meeting Room Refresh: £14,763.50

CONT0167 EMSOU AV Installation: £18,702.44

IT have budgeted for £30,000 a year for maintenance, however the spend for new upgrades and installations in the coming periods are unknown. We also include EMSOU as an option for the 1st time and they were unable to provide an estimate.

it was agreed to publish an open OJEU tender to cover any possible spend and the maintenance required.

Tender Process

It was agreed, after taking legal advice, to publish an open tender on Contracts Finder and Find a Tender tendering portals.

The Find a Tender reference is Notice reference is 2022/S 000-022233

We received tenders from Ajar Tec Limited, Boxxe Limited, GVAV Ltd and proAV Limited. However, proAV withdrew their tender and GVAV were disqualified as they hadn't submitted a pricing document nor a form of tender.

Ajar and Boxxe scores are given below:

Evaluation Summary			
	Weighting	Ajar	Boxxe
Response	60.0%	60.00%	57.13%
Installation Large Room	4.0%	1.93%	4.00%
Installation Medium Room	16.0%	8.85%	16.00%
Maintenance & Support	20.0%	20.00%	19.45%
Final Overall Scores	100%	90.78%	96.58%

Recommendation(s) presented:

We award the video conferencing opportunity to Boxxe for a maximum value of £360,000 for the two years contract plus the optional 1-year extension. This covers £30,000 annual maintenance plus £90,000 a year (total annual value £120,000) for EMSOU maintenance and potential new upgrades and installations for Leicestershire Police and EMSOU.

The recommendation was approved by Paul Dawkins, Assistant Chief Officer (Finance & Resources).

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: 10/01/2023

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 No

It is appropriate to publish the contents of the report proposing this course of action prepared by either of the senior post holders in the Office of the Police and Crime Commissioner for Leicestershire (i.e. either the Chief Executive or Chief Finance Officer) : Yes No

It is appropriate to publish details of the decision by the Police and Crime Commissioner for Leicestershire Yes No

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

Signature:



Name: MICHAEL VEALE

Date: 10/01/2023

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



RANI MAHAL

Date: 11/01/2023