

Meeting	SPA Board Meeting
Date and Time	24 June 2015, 11.30 – 14.30
Location	Tollcross International Swimming Centre, Glasgow
Title of Paper	Award of Framework Agreement for the Supply and Delivery of Police Uniform Trousers
Item Number	18
Presented By	Mrs Susan Mitchell, Director of Corporate Services, Police Scotland
Recommendation to Members	For Approval
Appendix Attached:	No

PURPOSE

Following approval by the Scottish Police Authority (SPA) Finance & Investment Committee at their meeting on 26 May 2015, the purpose of this report is to provide members of the Scottish Police Authority Board with information on the tender process and the proposed award of a framework agreement for the supply and delivery of police uniform trousers. The framework agreement will be for a period of four years.

This paper is presented in accordance with the Scottish Police Authority (SPA) Scheme of Administration between the SPA and Police Scotland, Section 27, and is submitted for Approval.

1 BACKGROUND

- 1.1 Currently the SPA does not have a contract for the supply and delivery of police uniform trousers.
- 1.2 Police Scotland has a requirement to purchase uniform trousers for all officers to allow them to undertake their day to day role comfortably whilst therefore presenting a professional image. Uniform trousers must be fit for purpose and withstand activities undertaken in the normal day to day role of an officer.
- 1.3 Following the merging of the eight legacy Forces it was identified that similar but not identical uniform was purchased. A procurement exercise was therefore undertaken to realise consistency of uniform.
- 1.4 The Uniform and Personal Protective Equipment (PPE) Working Group agrees the uniform items and specifications of garments that will be purchased for the Force. At present, a number of officers across the country are wearing different styles and quality of trousers. The new framework will see the implementation of a standard uniform trouser for all new officers across the country, regardless of area.
- 1.5 It was agreed by the Uniform and PPE Working Group that the Force will issue all new officers with one pair of Poly-wool trousers and two pairs of Poly-cotton trousers. Both trousers will be supplied in a male and female fit. In addition, the Force requested samples of 'comfort fit' or elasticated waist trousers. The tender

evaluation was based on the standard fit trousers, however the comfort fit has been included as a potential option. A sample pair will be taken to the Uniform and PPE Working Group for review.

- 1.6 The advertisement of a framework agreement was the chosen route to market. The framework agreement will be open to the SPA and the British Transport Police (BTP) to purchase uniform trousers. The framework agreement does not commit the SPA or the BTP to purchase, instead both organisations can purchase the quantities of trousers required throughout the duration of the framework.
- 1.7 A timeline of the tender process undertaken is provided below:

Activity	Date	Outcome
Issue of Pre-Qualification Questionnaire (PQQ)	11/12/2014	
PQQ return deadline	23/01/2015	15 PQQ responses received
Issue of Invitation to Tender	25/02/2015	5 suppliers invited to tender
Tender response deadline	16/04/2015	5 tender responses received
Tender evaluation	29/04/2015	Tender responses and sample trousers evaluated. Successful supplier identified

- 1.8 In accordance with The Public Contracts (Scotland) Regulations 2012, as amended, a tendering process commenced with an advertisement in the Public Contracts Scotland (PCS) web portal, inviting firms to download, complete and return a Pre-Qualification Questionnaire (PQQ) for the Framework Agreement for the supply and delivery of police uniform trousers.

Of the thirty seven (37) firms that downloaded the Pre-Qualification Questionnaire fifteen (15) firms completed the document and submitted it, in accordance with the tender notice on PCS web portal.

The Pre-Qualification Questionnaires were evaluated by the procurement department and a short list of five (5) firms were accepted to tender stage. Ten (10) firms were rejected.

The tender document was submitted to the five (5) pre-qualified firms using the PCS web portal Stage 2 process.

All five (5) firms returned completed tender submissions.

The offers were evaluated by an evaluation team comprising of procurement officers, police officers and members of police staff from the client department as appropriate, to identify the most economically advantageous tender in accordance with the award criteria detailed in the Invitation to Tender.

Summary of Award Criteria

Award Criteria	Weighting (%)
Quality	60
Price	40
Total	100

- 1.9 Physical samples were received and evaluated as part of the tender process in line with the evaluation criteria published and included in the evaluation score.

Supplier visits were not necessary for this procurement.

2 FURTHER DETAIL ON REPORT TOPIC

- 2.1 Each of the firms that submitted a compliant bid was evaluated in accordance with the published award criteria as detailed above.
- 2.2 The overall score for each tenderer is calculated by adding the Quality score to the Price score.

The relevant score of the recommended firm is listed below.

2.3

Firm Name	Score	Value of Offer (Ex VAT)
MW (UK) Ltd	86	£2,078,612.50*

The tender response represents the most economically advantageous tender based on the evaluation criteria in 1.8. MW (UK) Ltd offered the lowest price based on the estimated quantities required for the duration of the framework agreement. The successful supplier also provided a strong tender response for the quality criteria.

**Note that this offer includes the SPA and the British Transport Police estimated quantities of trousers for the duration of the framework agreement (four years)*

- 2.4 The other firms that submitted a compliant bid are as follows:

Firm Name	Score	Ranked Position
Cooneen	82.87	2 nd
Turner Virr	78.91	3 rd
Hunter Apparel Solutions	68.93	4 th
WM Sugden and Sons	55.26	5 th

3 FINANCIAL IMPLICATIONS

- 3.1 The total estimated value of the Framework for the supply and delivery of police uniform trousers for the SPA for the period 1st July 2015 to 30th June 2019 is £1,315,950 (EX VAT) and provision has been made in the uniform budget.

The total estimated value of the Framework for the supply and delivery of police uniform trousers for the BTP for the period of 1st July 2015 to 30th June 2019 is £762,662.50.

The quantities provided in the Invitation to Tender were estimated and the development of a Framework Agreement does not commit either organisation to spend.

- 3.2 The potential procurement saving to the SPA can be predicted in line with savings calculation method 1 of the procurement savings definitions (as presented to the Finance & Investment Committee in November 2013), which is the comparison to the last known price paid.

The estimated quantities required for Police Scotland over the four year framework period is:

- *Poly-wool trousers 51,000 pairs over the life of the framework*
- *Poly-cotton trousers 99,000 pairs over the life of the framework*

Based on the estimated quantities required, the total cost at the **current** price would be £1,759,800.

Based on the estimated quantities required, the total cost at the **new** price will be £1,315,950.

This is an estimated potential cashable saving of £443,850 (excluding VAT) per annum for SPA, based on a comparison of what is currently being paid and what would be paid under a new contract.

4 PERSONNEL IMPLICATIONS

- 4.1 There are no personnel implications associated with this procurement.

5 LEGAL IMPLICATIONS

- 5.1 This procurement was performed in compliance with The Public Contracts (Scotland) Regulations 2012 and the Police and Fire Reform (Scotland) Act 2012.
- 5.2 There are no legal implications associated with this procurement.

6 REPUTATIONAL IMPLICATIONS

- 6.1 There is a risk to the reputation of the organisation by failing to supply officers with appropriate uniform trousers. Officers will be unable to undertake the range of duties required. The Force would lack a professional image.

- 6.2 The manufacture of uniform trousers is undertaken in Bangladesh. As part of the tender process, the successful supplier was assessed on its corporate social responsibility and asked to provide details on how it monitors its supply chain for risks such as child labour and factory conditions. The supplier demonstrated that it has a robust quality management and risk assessment process in place.

7 SOCIAL IMPLICATIONS

- 7.1 The successful supplier has provided details of a number of sustainability initiatives within its tender submission. This includes initiatives to reduce packaging, ensure all packaging used is recyclable, and consolidate deliveries to the SPA where possible. This will be monitored by the SPA throughout the life of the framework agreement.
- 7.2 As part of the tender process, the successful supplier was assessed on its corporate social responsibility and asked to provide details on how it monitors its supply chain for risks such as child labour and factory conditions. The company demonstrated that it has a robust quality management and risk assessment process in place.

- 7.3 Of the fifteen (15) firms who submitted a PQQ response to the tender advertisement as highlighted in 1.8 above, none were received from a supported business

8 EQUALITIES IMPLICATIONS

- 8.1 The tender process ensures that all suppliers sign up to confirm compliance with the Equality Act 2010. In addition, as part of the Pre-Qualifying stage, suppliers were asked to disclose any finding of unlawful discrimination made against the organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court. In addition, it is the responsibility of the successful supplier to ensure that all of its suppliers conform to Equalities legislation.

9 RECOMMENDATIONS

Following approval by Members of the Finance and Investment Committee at their meeting on 26 May 2015, Members of the Scottish Police Authority Board are now invited to:

- (i) Approve the award of a framework agreement in respect of the supply and delivery of police uniform trousers to MW (UK) Ltd in the estimated sum of £1,315,950 for the period 1st July 2015 to 30th June 2019 for Police Scotland requirement for police uniform trousers. The estimated requirement for uniform trousers for the BTP would be at a cost of £762,662.50 for the same period. The estimated total framework value for a four year period is £2,078,612.50;
- (ii) As part of service provision to the SPA by police staff permitted under section 83 (2) of the Police and Fire Reform (Scotland) Act 2012, to instruct procurement staff within Police Scotland on behalf of the SPA:
- (1) to issue the appropriate notification under Regulation 32 of the Public Contracts (Scotland) Regulations 2012 of the SPA's award decision;
 - (2) to observe the relevant stand still period required by the said Regulations;
 - (3) subject to there being no challenge by an unsuccessful tenderer, to prepare, issue and sign, on behalf of the SPA, contract documentation; and
 - (4) thereafter throughout the framework period to place orders as required to satisfy the organisation's requirements for the supply and delivery of police uniform trousers.