



OFFICE OF THE POLICE & CRIME COMMISSIONER FOR THAMES VALLEY

REQUEST FOR DECISION – PCC 2018 / 018

Title: Contract for the supply of Apprenticeships, qualifications and other training provision

As part of government Apprenticeship reforms, from 1st May 2017 employers with an annual wage bill of £3m or more are required to pay a value equivalent to 0.5% of their wage bill as an Apprenticeship Levy. Employers are able to use this levy funding to purchase Apprenticeship Training Services from providers of Apprenticeships through an online digital account managed by the Education and Skills Funding Agency (ESFA).

Public Sector employers have been made subject to a target of 2.3% of their employees being Apprentices by 2020.

The College of Policing has undertaken to develop on behalf of the police service a Policing Education Qualifications Framework (PEQF). The first entry route from this Framework is the Police Constable Degree Apprenticeship (PCDA).

Thames Valley Police, Hampshire Constabulary and Surrey and Sussex worked together on a regional collaboration to develop an aligned specification and delivery model under the governance of South East Regional Integrated Policing Board (SERIP). The contract value for the Four Force collaboration was established at over £50m over the contract period of five years (36 months initially with one option to extend for a further 24 months).

Rather than go through a full OJEU process, which could prove to be resource intensive and time consuming, the SERIP Board agreed to utilise the Yorkshire Purchasing Organisation (YPO) Framework for Apprenticeships. It was also agreed that the Four Force Collaboration divide the procurement into three smaller 'lots' covering each Force:

- Lot 1 – Thames Valley Police
- Lot 2 – Surrey and Sussex Police
- Lot 3 – Hampshire Constabulary

Following evaluation it is recommended that Lot 1 be awarded to Buckinghamshire New University

Full details are provided in Annex 1.

Recommendation:

The Police and Crime Commissioner is invited to agree the award of contract in respect of the above mentioned Service to Buckinghamshire New University.

The above contract is for an initial term of 36 months duration with one extension option(s) of 24 months each period.

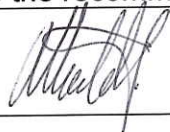
The total value of this contract for the Thames Valley Police is estimated at £21,775,000 over the full project period (including extension options). The total value is made up of £13,065,000 for the initial term and £8,710,000 for the extension period.

The supplier meets all the requirements of the contract terms and conditions and specification and offer the Most Economically Advantageous Solution, as assessed through the evaluation process.

Police and Crime Commissioner

I hereby approve the recommendation above.

Signature



Date 4-2-19

PART 1 – NON-CONFIDENTIAL

1 Introduction and Background

- 1.1 As part of government Apprenticeship reforms, from 1st May 2017 employers with an annual wage bill of £3m or more are required to pay a value equivalent to 0.5% of their wage bill as an Apprenticeship Levy. Employers are able to use this levy funding to purchase Apprenticeship Training Services from providers of Apprenticeships through an online digital account managed by the Education and Skills Funding Agency (ESFA).
- 1.2 Public Sector employers have been made subject to a target of 2.3% of their employees being Apprentices by 2020.
- 1.3 The College of Policing has undertaken to develop on behalf of the police service a Policing Education Qualifications Framework (PEQF). The first entry route from this Framework is the Police Constable Degree Apprenticeship (PCDA).
- 1.4 Thames Valley Police, Hampshire Constabulary and Surrey and Sussex worked together on a regional collaboration to develop an aligned specification and delivery model under the governance of South East Regional Integrated Policing Board (SERIP). The contract value for the Four Force collaboration was established at over £50m over the contract period of five years (36 months initially with one option to extend for a further 24 months).
- 1.5 The Procurement process, led by Thames Valley Police (TVP) in consultation with Hampshire Constabulary, Surrey and Sussex Police, has been complex and thorough in order to ensure that the final specification meets the differing needs of all four Forces, whilst aiming to align and standardise wherever possible.
- 1.6 Rather than go through a full OJEU process, which could prove to be resource intensive and time consuming, the Senior Responsible Officers from the Four Force Collaboration and the SERIP Board members agreed on 13th August 2018 to utilise the Yorkshire Purchasing Organisation (YPO) Framework for Apprenticeships. This was the preferred direction of the National Police Procurement Executive as the YPO developed a framework to incorporate a specific apprenticeship 'lot' for the Police.
- 1.7 It was also agreed that the Four Force Collaboration divide the procurement into three smaller 'lots' covering each Force:

Lot 1 – Thames Valley Police

Lot 2 – Surrey and Sussex Police

Lot 3 – Hampshire Constabulary
- 1.8 The use of 'lots' under an overarching specification was deemed to increase resilience and significantly reduce risk. It provided equal opportunity for Higher Education Institutes (HEIs) of all sizes to tender for the forces requirements and would not exclude smaller institutions. When partnering with Higher Education Institutes, it allowed flexibility to account for the

different operating structures within different forces or collaborative partnerships. However, this decision detracted from the ability to maintain regional consistency across the collaboration and increased the possibility of divergence.

1.9 For Lot 1 (TVP) bids were received from

- Buckinghamshire New University
- The Open University
- Police degree Apprenticeship Consortia
- University of Sunderland

1.10 Full details are provided in Annex 1

2 Issues for Consideration

2.1 The evaluation criteria were allocated as 70% Quality 30% Price.

2.2 All bidders were considered to be acceptable for the evaluation stage. Moderation sessions took place both locally and regionally in December.

2.3 The Open University and the University of Sunderland were deemed to be non-compliant, as they failed to comply with the Four Force Collaboration's IT requirements and as such were disqualified from continuing in the process.

3 Financial Comments

3.1 The total value of this contract is estimated to be £13.065m for the initial term (36 months) and £8.710m for the (24 months) extension

3.2 This project will mean that a significant element of the internal training costs of apprentice police officers will now be reclaimable against the force apprenticeship levy payments.

4 Legal Comments

4.1 The EU Procurement Directive has been followed for this mini competition award against the Yorkshire Purchasing Organisation (YPO) framework. The Senior Responsible Officers for this tender have agreed that in this instance a voluntary standstill period should not be applied due to the urgent need to start the implementation. This is consistent with the Procurement Contract Regulations.

5 Equality Comments

5.1 No specific comments

6 Background Papers

6.1 Tender documentation

Public Access to Information

Information in this form is subject to the Freedom of Information Act 2000 (FOIA) and other legislation. Part 1 of this form will be made available on the website within 1 working day of approval. Any facts and advice that should not be automatically available on request should not be included in Part 1 but instead on a separate Part 2 form. Deferment of publication is only applicable where release before that date would compromise the implementation of the decision being approved.

Is the publication of this form to be deferred? No

**If yes, for what reason?
Until what date?**

Is there a Part 2 form? Yes

ORIGINATING OFFICER DECLARATION (as appropriate):

	Officer	Date reviewed
Head of Procurement	Richard Fowles	16.1.19
Financial Advice	Linda Waters	16.1.19

OFFICER'S APPROVAL

We have been consulted about the proposal and confirm that financial and legal advice have been taken into account in the preparation of this report.

We are satisfied that this is an appropriate request to be submitted to the Police and Crime Commissioner.


Chief Executive

Date 4/2/19


Chief Finance Officer

Date 12-1-19



Procurement Services

Procurement Outcome Report

Contract for the supply of

Apprenticeships, qualifications and other training
provision – Four force collaboration

Police Constable Degree Apprenticeship (PCDA) &
Degree Holder Entry Programme (DHEP)

Submitted By Natalie Sowden

Date Submitted: 15/01/2019

Contract Award (and POR) Sign-Off Sheet

By approving this document the Procurement Governance Board confirms acceptance of the detail contained within this document, approval to proceed with contract award, implementation and realisation of the benefits.

In the case of a Procurement which results in a new contract (or extension) the document replaces the previous award paper, and has a section for the relevant sign-offs below.

Executive Summary and Recommendations

The Police and Crime Commissioner / Chief Constable of Thames Valley Police (Chief Finance Officer and Director of Finance) are invited to agree the award of contract in respect of the above mentioned Service to Buckinghamshire New University.

The above contract is for an initial term of 36 months duration with one extension option(s) of 24 months each period.

The total value of this contract for the Four Force Collaboration is estimated at £51,581,500 over the full project period (including extension options). The total value is made up of £30,780,150 for the initial term and £20,801,350.00 for the extension period.

This is broken down into the individual Lots as follows:

Lot 1 – Thames Valley Police - £13,065,000 for the initial term and £8,710,000 for the extension period.

Lot 2 – Surrey and Sussex Police – £12,244,050 for the initial term and £8,443,950 for the extension period.

Lot 3 – Hampshire Constabulary - £5,471,100 for the initial term and £3,647,400 for the extension period.

The suppliers meet all the requirements of the contract terms and conditions and specification and offer the Most Economically Advantageous Solution, as assessed through the evaluation process.

1.1 BACKGROUND

1.1.1 Apprenticeship Levy Budgeted Spend - £1,300,000 per annum
Estimated Force L&D Internal Training Costs based on current expenditure against predicted PCDA intake numbers – £3,364,806.44

Subjective Codes: 9361 – Apprenticeship Levy Income
(to be offset against various Learning & Development Budget codes)

1.1.2 Requirement Summary & Procurement Route

As part of government Apprenticeship reforms, from 1st May 2017 employers with an annual wage bill of £3m or more are required to pay a value equivalent to 0.5% of their wage bill as an Apprenticeship Levy. Employers are able to use this levy funding to purchase Apprenticeship Training Services from providers of Apprenticeships through an online digital account managed by the Education and Skills Funding Agency (ESFA).

Public Sector employers have been made subject to a target of 2.3% of their employees being Apprentices by 2020.

The College of Policing has undertaken to develop on behalf of the police service a Policing Education Qualifications Framework (PEQF). The first entry route from this Framework is the Police Constable Degree Apprenticeship (PCDA).

Thames Valley Police, Hampshire Constabulary and Surrey and Sussex worked together on a regional collaboration to develop an aligned specification and delivery model under the governance of South East Regional Integrated Policing Board (SERIP). The contract value for the Four Force collaboration was established at over £50m over the contract period of five years (36 months initially with one option to extend for a further 24 months).

The Procurement process, led by Thames Valley Police (TVP) in consultation with Hampshire Constabulary, Surrey and Sussex Police, has been complex and thorough in order to ensure that the final specification meets the differing needs of all four Forces, whilst aiming to align and standardise wherever possible.

Rather than go through a full OJEU process, which could prove to be resource intensive and time consuming, the Senior Responsible Officers from the Four Force Collaboration and the SERIP Board members agreed on 13th August 2018 to utilise the Yorkshire Purchasing Organisation (YPO) Framework for Apprenticeships. This was the preferred direction of the National Police Procurement Executive as the YPO developed a framework to incorporate a specific apprenticeship 'lot' for the Police.

It was also agreed that the Four Force Collaboration divide the procurement into three smaller 'lots' covering each Force:

- Lot 1 – Thames Valley Police
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The use of 'lots' under an overarching specification was deemed to increase resilience and significantly reduce risk. It provided equal opportunity for Higher Education Institutes (HEIs) of all sizes to tender for the forces requirements and would not exclude smaller institutions. When partnering with Higher Education Institutes, it allowed flexibility to account for the different operating structures within different forces or collaborative partnerships. However, this

decision detracted from the ability to maintain regional consistency across the collaboration and increased the possibility of divergence.

At the SERIP Board on 31st August 2018, a decision was taken to agree to YPO conducting the sourcing exercise for the Four Force Collaboration with Thames Valley Police acting as the Lead Contracting Authority to provide governance and assurance.

On the 6th November 2018, the following bids were received:

Bidder	Lot 1 – Thames Valley	Lot 2 – Surrey & Sussex	Lot 3 – Hampshire
Buckinghamshire New University	✓	✗	✓
The Open University	✓	✓	✓
Police Degree Apprenticeship Consortia	✓	✓	✓
University of Sunderland	✓	✓	✓
Total Bids	4	3	4

All bidders were considered to be acceptable for the evaluation stage. Moderation sessions took place both locally and regionally in December.

The Open University and the University of Sunderland were deemed to be non-compliant, as they failed to comply with the Four Force Collaboration's IT requirements and as such were disqualified from continuing in the process.

The evaluation results for the Four Force Collaboration were as follows:

Bidder	Lot 1 – Thames Valley	Lot 2 – Surrey & Sussex	Lot 3 – Hampshire
Buckinghamshire New University	✓	✗	✗
The Open University	✗	✗	✗
Police Degree Apprenticeship Consortia	✗	✓	✓
University of Sunderland	✗	✗	✗
Total Bids	4	3	4

Due to the lotting structure, the results mean that there is a divergence within the Four Force Collaboration of recommended HEIs (Buckinghamshire New University for TVP and the Police Degree Apprenticeship Consortia for Surrey and Sussex and Hampshire). Within the tender process, it became apparent that all recommended HEIs are members of the HEI Consortium developing academic elements of the PCDA and as such are flexible in their partnership approach in meeting student needs and operational commitments across the regional collaboration.

Regulation 84 form has been completed and is at Appendix A.

(Note that by default a regulation 84 form should be completed in all circumstances). This is a record of the exercise required to be kept by the Cabinet Office.

1.2 RECOMMENDATION

The Police and Crime Commissioner / Chief Constable of Thames Valley Police (Chief Finance Officer and Director of Finance) are invited to agree the award of contract in respect of the above mentioned Service to Bucks New University.

The above contract is for an initial term of 36 months duration with one extension option(s) of 24 months each period.

The total value of this contract for the Four Force collaboration is estimated at £51,581,500 over the full project period (including extension options). The total value is made up of £30,780,150 for the initial term and £20,801,350.00 for the extension period.

This is broken down into the individual Lots as follows:

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The suppliers meet all the requirements of the contract terms and conditions and specification and offer the Most Economically Advantageous Solution, as assessed through the evaluation process.

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Process and POR approval

Role	Name/Job Title	Signature and Sign-Off Date
Project Sponsor	Christine Kirby	<i>Christine Kirby</i> – 15.01.19
Procurement Business Partner	Natalie Sowden	<i>N Sowden</i> – 15.01.19
Procurement Lead	Natalie Sowden	<i>N Sowden</i> – 15.01.19
TVP Finance	Simon Townsend	

Legal	Guy Lemon	
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Contract Award Approval

Approval Role	Name	Job Title	Signature and Sign-Off Date
Reviewer:	Richard Fowles	Head of Procurement	Richard Fowles 15.1.2019
First Approver:	Linda Waters	Director of Finance	
Second Approver:	Ian Thompson	Chief Finance Officer	
Third Approver:	Anthony Stansfield	OPCC	

Public access to information

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PART 1 – FOR PUBLICATION ON TVP INTRANET SITE

Contract Summary and Information for BLPD	
Proposed Supplier (s)	Bucks New University
Planned Contract Start Date	1 st February 2019
Contract Duration – Initial Term (<i>months</i>)	36 Months
Contract Extensions Available (<i>months</i>)	1 Option to extend by 24 Months
Contract Value Initial Period (months)	£21,775,000
Contract Value Extension per extensions periods	£8,710,000
Collaborative Purchase Information (who are we buying with and what is there proportion of spend).	N/A

Include Annual & Total Contract Savings	The chosen HEI has submitted a charge per recruit in line with the maximum funding band of £24,000 for the PCDA. Once the levy fund is fully utilised, TVP will be able to recover 90% of any further apprenticeship training costs from the government and therefore, will only pay 10% in total.
	Non-Cashable:
Savings Start Date if different from Contract start date	Not applicable
Collaborative Savings	Not applicable
Savings Types (based on Savings Definitions in Savings Analysis Worksheet)	Not applicable
Other Benefits:	<p>Working as part of the Four Force collaboration and assuming that the recommended HEIs will be willing to work in partnership with each other, the following short to medium term benefits can be realised:</p> <ul style="list-style-type: none"> ✓ Closer alignment with national vision ✓ Pooling of resources, reducing duplication and gaining economies of effort ✓ Added-value gained by sharing skill-sets, ideas and approaches ✓ Building relationships and joint ways of working that will be advantageous for future national developments <p>The following long term benefits can be realised:</p> <ul style="list-style-type: none"> ✓ Alignment with Policing 2025 Vision ✓ Actively look to embed scalable models of working ✓ Greater voice within the policing sector enabled by consistency in ways of working ✓ Better able to support borderless policing ✓ Collaborative working enables creation of consistency within joint operational units or specialist posts. ✓ Future-proofing economies of scale ✓ Potential to create regional Centres of Excellence or training centres
Total Savings as a % of baseline spend:	%

Realisation / Implementation Plan and Key Milestones

YPO have conducted a financial health check on the recommended Higher Education Institute, which demonstrates that Buckinghamshire New University is low risk and confirmation received from Simon Townsend that they meet the TVP force criteria.

A joint review of IT, systems and services, location, facilities and financial processes will be undertaken between the HEI and the Force. We shall agree the specifics around data security, location, transfer, learner plans, on-boarding and monitoring/reviews. Subsequently, a detailed action plan for preparation of all agreed services will be produced.

Proposed Contract Management Review Frequency

Tier 1

Tier 2

Tier 3

☒ Quarterly

☐ Bi-Annually

☐ Annually

☐ Not Applicable

Additional Confidential Information

Include any additional confidential information to support the recommendation

N/A

Attachments

Please include the following attachments as additional supporting information:



190115 - Evaluation
Cost and Deliverables

☒ Supplier Scoring Evaluation

☐ Any additional Supporting information

☐ Contract Documents Insert

APPENDIX A - REGULATION 84 REPORT

The Regulation 84 actual original Information is not required to be input into this document, but you should ensure that the information is contained within your procurement files. Please only insert a text summary of the information in the table below.

Regulation	Data	Required?	Included?
84(1)(a)	Name and address of contracting authority Thames Valley Police, Oxford Road, Kidlington OX5 2NX	Yes	Y
84(1)(a)	Subject-matter and value of the contract Apprenticeships, qualifications and other training provision – Four force collaboration (Four Force Collaboration - £51,581,500 of which TVP is £21,775,000.00 for initial term and extension period)	Yes	Y
84(1)(b)	Names of candidates/tenderers passing any selection stage and the reasons for their selection. To See Cost and Deliverables overall evaluation summary in Part 2 of POR	If relevant	Y
84(1)(b)	Names of candidates deselected following any selection stage and the reasons for their deselection. To See Cost and Deliverables overall evaluation summary in Part 2 of POR	If relevant	Y
84(1)(b)	Names of bidders selected (following a “reduction of numbers” under Regulation 66), to continue to take part in a competitive with negotiation or competitive dialogue process, and the reasons for their selection. N/A	If relevant	N/A
84(1)(b)	Names of bidders deselected (following a “reduction of numbers” under Regulation 66) from a competitive with negotiation or competitive dialogue process, and the reasons for their deselection. N/A	If relevant	N/A
84(1)(c)	Reasons for rejection of any tender found to be abnormally low N/A	If relevant	N/A
84(1)(d)	Name(s) of successful bidder(s) Bidder Name(s) Buckinghamshire New University	Yes	Y
84(1)(d)	Reasons why successful bid(s) was/were selected Reasons: the successful bid offered the Most Economically Advantageous Solution, as assessed through the evaluation process.	Yes	Y
84(1)(d)	Share of the contract/framework agreement that the successful bidder intends to sub-contract Percentage of contract sub-contracted N/A	If relevant	N/A
84(1)(d)	Names of the main sub-contractors Names of Sub-Contractors N/A	If relevant	N/A
84(1)(e)	Justification for use of competition with negotiation process or competitive dialogue process (see Regulation 26) N/A	If relevant	N/A
84(1)(f)	Justification for use of negotiated procedure without a notice (see Regulation 32) N/A	If relevant	N/A
84(1)(g)	Reasons why the contracting authority decided not to award the contract/framework agreement. N/A	If relevant	N/A
84(1)(h)	Reasons why non-electronic means was used for submission of tenders. N/A	If relevant	N/A
84(1)(i)	Details of conflicts of interest detected and measures taken to nullify these. Details - N/A	If relevant	N/A
76(4)(b)(iii)	In a Light Touch regime process, where the contracting authority has chosen to depart from the process as originally stated in the procurement documents (in accordance with the conditions permitting this at Regulation 76(4)), this decision and the reasons behind it must be documented in compliance with Regulations 84(7) and (8). Reasons - N/A	If relevant	N/A

58(9)	If not recorded elsewhere in the procurement documentation, an indication of the main reasons why the contracting authority considers there to be a justified case for requiring bidders to evidence turnover that is greater than the standard permitted maximum of twice the estimated contract value (for example, due to special risks attached to the nature of the works, services or supplies). Reasons for evidencing turnover - N/A	If relevant	N/A
46(2)	If not recorded elsewhere in the procurement documentation, the main reasons for decision of the contracting authority not to subdivide the requirement into lots. Reasons for not Lotting - N/A	If relevant	N/A

Comments

The following are not applicable 84(1)(b), (d), (e), (f), (g), (h), (i)

76(4)(b)(iii)

58(9)

46(2)