

**Report of the Chief Constable to the Chair and Members  
of Policy & Resources / Corporate Development Panel  
10<sup>th</sup> December 2008**

**Executive & Presenting Officer: Mr Graeme Slaughter, Temporary Assistant  
Chief Officer (Finance & Commissioning)**

**Status: For Decision**

**Procurement report for the provision of Arrest Referral Services**

**1 Purpose**

- 1.1 Crime and Disorder Reduction Partnerships, consisting of Drug Action Teams (DAT's), Criminal Justice Intervention Programme (CJIP), Courts and Probation Services provide a co-ordinated approach to drug related crime reduction.
- 1.2 Arrest Referral Services are a support network to provide continued support and increase the number of offenders taking up the drug and alcohol referral services. Support is provided in custody facilities, court liaison, assertive outreach teams an out of hours service and a 24/7 freephone help line service. Cleveland Police Authority contributes approximately 7% of the annual cost of Arrest Referral Services, however, the Authority take the strategic lead in their procurement through the tendering exercise to award of final contract.
- 1.3 Due to significant changes in service delivery, which include the introduction of a new Alcohol Arrest Referral Pilot Scheme, Cleveland Police Authority and its partners have decided to bring forward the scheduled tender date. The original contract commenced on 1<sup>st</sup> April 2005 for 1 year with annually renewable extensions of up to 4 years. The Force will not be renewing this contract for 2009/10 as we have had to revisit the market to include a programme of change which will continue to support and increase the number of offenders taking up the drug and alcohol referral services.
- 1.4 The purpose of the tender exercise is to ensure that Cleveland Police Authority and its partners achieve best value for the goods and services procured and complies with legislation.

## 2 Recommendations

Members are recommended to approve:

- 2.1 The procurement method and evaluation analysis used
- 2.2 That the proposed contract be awarded to Tenderer No 1.

## 3 Reasons

3.1 An open tender was the chosen procedure for this procurement to encourage competition. This procedure is open to all contractors and involves advertising the tender, both locally and in appropriate related trade journals.

3.2 The tender specification was split into six service lots allowing contractors the opportunity to select individual lots or bid for the complete service, the Lots were:

**Lot 1** – An Arrest Referral Service covering the custody facilities at Middlesbrough.

**Lot 2** – An Arrest Referral Service covering the custody facilities at Kirkleatham.

**Lot 3** – Staff for a Criminal Justice Integrated Team (CJIT) based at Hartlepool. This is a multi agency team with the contractor providing staff for the arrest referral, court liaison and assertive outreach elements.

**Lot 4** – An out of hours service which includes an arrest referral service operating between 11pm and 7am, 7 days a week covering all the custody facilities within the Force area and a 24/7 free phone help line service.

**Lot 5** – A Tees wide alcohol arrest referral service pilot at all custody suites and focusing activity at bail clinics.

**Lot 6** – A Court Referral Service based at Teesside Magistrates Court and Langbaugh East Magistrates Court

3.3 The term of the contract is 3 years with an option to extend the period for a further 1 + 1 years, i.e. there is an opportunity to extend the term of the contract to a maximum term of 5 years subject to approval and funding.

3.4 Fourteen expressions of interest were received, with only three of those organisations submitting a tender response.

3.5 The tenders were evaluated, and the breakdown of the scores is detailed in the table below:

<b>Category</b>	<b>Weighting %</b>	<b>Tender 1</b>	<b>Tender 2</b>	<b>Tender 3</b>
Organisational Structure	10.0	8.0	6.0	5.0
Financial Stability	4.0	4.0	3.0	3.0
Contract Control	0.5	0.0	1.0	1.0
Resource Allocation (if sub contractors used - discounted)	0.5	1.0	1.0	0.0
Quality Assurance Procedures	0.5	1.0	1.0	0.0
Compliance with Legislation	5.0	5.0	5.0	5.0
Health & Safety	2.0	2.0	1.0	2.0
Environmental Attitude	0.5	0.0	0.0	0.0
General	2.0	2.0	1.0	1.0
Technical Ability (if less than 20% - discounted)	30.0	30.0	10.0	6.0
References	10.0	10.0	10.0	10.0
Presentations	20.0	20.0	0.0	0.0
Price	15.0	15.0	12.9	9.1
<b>Total</b>	<b>100.0</b>	<b>97.3</b>	<b>51.3</b>	<b>43.0</b>

3.6 It was stipulated in the Tender Document that should the score for the Technical questions was below 20% the bid may be discounted. Tenders 2 and 3 fell below this mark. The evaluation team agreed that tenders 2 and 3 did not have the local knowledge required to deliver the service effectively and both referred to systems and approaches that were out of date. The evaluation team unanimously agreed that the service proposed by Tender 1 was significantly better with greater emphasis on proactive measures to increase engagement with offenders, linking in with family members, involving the community and very focused on crime reduction.

3.7 Consequently, only the contractor responsible for Tender 1 was invited to carry out a presentation to members of the evaluation team and the presentation was evaluated using the following criteria:

- 3 – Exceptionally detailed response which was over and above requirement
- 2 – Good response answering question posed
- 1 – Poor/basic response which did not answer the question

3.8 The majority of the Team scored the presentation as a 3 and their commenting that Tenderer 1 had good overall knowledge over a range of criminal justice issues.

## **4 Implications**

### **4.1 Finance**

Maximum total cost of the contract for Year 1 is £950,572 and over the potential five year term is £4,752,860.

- 4.2 The Drugs Action Team will contribute £891,895 to the first year's costs. The DAT's are committed to Year 2 and 3 of the contract. The net contribution from the Authority is capped at £67,000 per annum.
- 4.3 Cleveland Police charge an administration fee of £8,323 per annum for the administration of the service, which is paid by the Drugs Action Teams.
- 4.4 Diversity & Equal Opportunities  
All the contractors have supplied the force with a copy of their Diversity and Equal Opportunities Policy.
- 4.6 Sustainability  
There are no sustainability issues arising from this report.
- 4.7 Risk  
There are no risks arising from this report.

## **5 Conclusions**

- 5.1 The procurement process has been completed in line with Cleveland Police Authority's Standing Orders and European legislation. The tender submission has fully met the specification required by Cleveland Police Authority and the DAT's. The Evaluation Team recommend that the contractor responsible for Tender 1 is offered the contract due to the reasons referred to already in the report.

Sean Price  
Chief Constable

### Evaluation Team

Procurement Assistant - Commissioning  
Contracts Monitoring & Review Officer - Commissioning  
Inspector, Strategic DIP/PPO Strategic Lead – Criminal Justice Unit  
Chief Inspector, Head of Custody – Criminal Justice Unit  
Modernisation Manager - Safer Middlesbrough Partnership  
Reducing Re-Offending Manager - Safer Hartlepool Partnership  
DAT Chair - Stockton Borough Council  
Modernisation Manager - Stockton DAT  
Reducing Re-Offending Manager – Redcar & Cleveland Partnership