

Invitation to Quote

Public Consultation – Police and Crime Plan / Operational Policing Model
20 January 2014

Background

Why is this project being commissioned?

On 22nd November 2012, 41 new Police and Crime Commissioners took up their posts throughout England and Wales. Each Commissioner is responsible for overseeing the performance of the police force in their local area on behalf of the public and for working with the wider community of agencies and organisations to develop and implement strategies to reduce crime. They are accountable to the electorate and have a duty to involve and inform their local communities on the development of their strategic Police and Crime Plan and to report back to the public on its delivery.

In North Yorkshire, the Police and Crime Commissioner is Julia Mulligan and her Police and Crime Plan was first published on 31st March 2013. The plan is the 'blueprint' for policing and crime reduction across the county of North Yorkshire and the City of York. The Commissioner now wishes to review and refresh Plan, to ensure it sets a clear direction and identifies priorities for the next three years. The Commissioner is keen that the plan is based on evidence of need and that the public and stakeholders are fully engaged in service delivery and improvement. The plan also needs to reflect the changes taking place in policing and criminal justice more widely, such as Transforming Rehabilitation, Victims Commissioning and the requirement to make over £10m of savings before 2016.

The evidential base of the Police and Crime Plan will primarily be the recently produced Joint Strategic Intelligence Analysis (JSIA). This sets out the key issues facing the police service and its wider partners across the force area, and also looks in detail at the requirements of each individual district:

Craven	Hambleton	Harrogate	Scarborough
Selby	Richmondshire	Ryedale	York

A number of key 'themes' and / or priorities will be identified through the JSIA and these will need to be 'tested' against the expectations of local people and stakeholders.

In addition, a detailed Victims' Needs Assessment has just been commissioned and fieldwork will be conducted during February and early March. This will identify the detailed needs of victims of crime and anti-social behaviour and it is expected will provide valuable input into the refreshed Police and Crime Plan. The objective of the needs assessment is to develop a detailed service specification for the commissioning of victims' services from October 2014 and referral of services from April 2015.

Concurrently with the Commissioner's work to refresh the Plan, the new Chief Constable Dave Jones has initiated a fundamental review of the Operational Policing Model (OPM). This considers how police resources in their widest sense are deployed across the policing area and within districts, including police officers and staff, buildings and custody facilities, the use of IT, fleet and vehicles, as well as specialist operations such as roads policing and dogs. The review of the OPM will lead to changes at a local level and both the Chief Constable and the Commissioner wish to ensure that the public have a chance to have their say about the proposals, as well as to explain why they are necessary.

Objectives

What do we want to achieve?

- An evidence-based Police and Crime Plan that takes into consideration the requirements and feedback of the public and key stakeholder groups
- A clear set of priorities that are firmly focused on reducing crime and anti-social behaviour – these will include 'traditional' policing operations and also innovations to reduce demand, including through the commissioning of services
- Understanding and 'buy-in' from the public and stakeholders about priorities and service developments – our 'vision' for the police service and crime reduction
- Qualitative and quantitative insight into current services and proposed priorities/changes that highlight opportunities for improvement and innovation through feedback from the public and key stakeholders
- Communication of changes to the OPM and understanding of its implications for local communities

Deliverables

What are required?

- Audit of 'routes to market' and the channels available for engagement either directly or via partners / third parties – this must also include online channels
- Segmentation of key audiences and stakeholders in line with the priorities that fall out of the JSIA and the emerging findings of the victims' needs assessment
- A series of workshops / focus groups with key audience segments across the policing area, that are representative of the geography and diversity of the County of North Yorkshire and City of York
- Quantitative and qualitative assessment of priorities, segmented by audience
- Identification of any potential implications of changes to the OPM from the community, user and stakeholders perspectives that will inform communication and operational engagement
- Analysis and report on the proposed 'themes' of the Police and Crime Plan
- An 'infrastructure' and methodology for more effective on-going consultation and engagement with the public of North Yorkshire

Target audiences

Who do we wish to engage?

- The public of North Yorkshire
- Groups of people with a particular interest in specific areas of service delivery
- Public sector and 'third sector' organisations / stakeholders, eg. local councils, Fire and Rescue, the NHS, Community Safety Partnerships, the 'third sector', UNISON and police staff associations such as the Police Federation
- The media – locally and regionally, online and via print and broadcast

Budget

What is the maximum spend allocated to this project?

£25,000 + VAT

The budget must cover all fees and expenses, including recruitment of respondents to any groups or surveys, venue hire, expenses, etc. Please note that whilst an upper limit has been set, value for money will be a key criteria in the assessment of quotes and potential suppliers will need to clearly demonstrate this in their responses.

The tendering process

What are you required to do and by when?

This invitation to quote has been issued to 5 potential suppliers. Your response must be received by 12 noon on Friday 31st January.

The final recommendations and report must be delivered by 31st March 2014.

Any questions concerning the brief should be emailed to pcc@northyorksire-pcc.gov.uk before 5pm on Monday 27th January. Responses to questions will be returned before 5pm on Wednesday 29th January.

There will also be an opportunity for potential suppliers to meet for a 45-minute informal Q&A with the client team at the Office of Police and Crime Commissioner in Harrogate. Timeslots available are detailed below. Every effort will be made to meet supplier preferences, but the OPCC reserves the right to allocate on a first come, first served basis.

<i>Monday 27th January</i>	<i>Tuesday 28th January</i>
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4.15 – 5pm	12 - 12.45pm
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	3.30 – 4.15pm
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	4.30 – 5.15pm
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Responses will be evaluated within 5 working days of the closing date and you will be notified of the result by 5pm on Friday 7th February.

The successful company needs to be ready to commence work w/c Wednesday 10th February and there will be a project set up briefing at the Office of Police and Crime Commissioner in Harrogate at 2pm on Wednesday 12th February.

Your quotation needs to include the following information:

- Your understanding of the role of Police and Crime Commissioner and how this would shape your approach to the brief
- Three case studies of similar work for public sector clients. Please note that it is recognised that the Office of Police and Crime Commissioner is new, but your examples should demonstrate their relevance to this brief
- Your proposed process, stages of work, methodologies and a project schedule / timings, working to the final deadline for report and recommendations on or before 31st March 2014
- Any potential barriers and issues you anticipate and how they might be overcome
- A breakdown of the budget – how you will allocate the fees and any expenses within the total you are quoting
- Your standard day rates for the people who would be involved in delivering this project and the number of days each person will spend on the job
- Your proposed project team and their biographies demonstrating why they have the skills and experience to fulfill the brief
- Any discounts / added value you are prepared to offer bearing in mind that value for money will be important during the evaluation process

Evaluation criteria

How will you be judged?

Criteria	Points (maximum 100)
Demonstration of value for money	30
Evidence of ability to deliver against the brief – case studies, staff skills and experience, schedule of work	20
Ability to understand the context in which this brief has been issued and the 'business' of the Police and Crime Commissioner	10
Detailed methodology and projected outcomes	40
TOTAL	100