



Mae'r ddogfen hon ar gael yn Gymraeg yn ogystal â Saesneg.

This document is available in Welsh as well as English.

REPORT / SUMMARY DECISION SHEET

**PURPOSE:** To request the signature of the contract for the provision of digital interviewing solutions with Capita Secure Information Systems Ltd

**Timing: Routine**  
(Specify date required and why, where possible)

**Title:** Contract for the provision of digital interviewing solutions

**Category of Decision / Business Area Impact:** Procurement - Contract signature

**Executive Summary:**

In March 2012 the Digital Interview Recording Project Board approved the award of a contract for digital interviewing solutions under the NPIA (now Home Office) framework following a collaborative mini tender exercise undertaken collaboratively with Gwent Police. The contract was awarded to Capita Secure Information Solutions Limited. Due to the innovative nature of the solution, the Project Board agreed a pilot phase to test the suitability of the proposed solution prior to the contract being formally signed. The contract document was collated and issued to Capita for signature in January 2013. Following this, the Force Project Manager undertook further clarifications regarding requirements and a request was received in May to include an additional document as an Appendix to the contract. The contract was therefore amended, re-bound and re-issued to Capita in June 2013. The signed copies were received back from Capita week commencing 12<sup>th</sup> August 2013 and are now submitted for signature.

**Recommendation:**

To provide a signature on the three copies of the contract where indicated.

**Police and Crime Commissioner for Dyfed-Powys**

I confirm I have considered whether or not I have any personal or prejudicial interest in this matter and take the proposed decision in compliance with the Code of Conduct.

The above request has my approval.

**Signature:**



**Date:**

22/10/2013

OPCC LOGO HERE

**Contract for the provision of digital interviewing solutions between the Police and Crime Commissioner for Dyfed-Powys and Capita Secure Information Systems Limited**

**1. Purpose of Report**

To request the signature of the contract

**2. Options Appraisal**

N/A
2.
3.

**3. Background / Issues for consideration**

**4. Legal issues**

The Police and Crime Commissioner has the power to enter into a contract for the provision of digital interviewing solutions by virtue of paragraph 14 schedule 1 of the Police reform and Social Responsibility Act 2011.

The CFO(CC) is authorised to “invite and where appropriate accept quotations and tenders for goods and services for which provision is included in the budget.” (Scheme of Governance page 19 para 4.38)

**5. Financial Implications/Assessment of Value For Money**

The initial purchase costs are funded from the capital budget with on-going annual maintenance and support costs covered by IS&T.

**6. (Strategic) Risk analysis**

**7. Contribution to the Police and Crime Plan**

**8. Implications for Regional / Collaborative/ Partnership Working**

**9. Media Handling Considerations**

**10. Miscellaneous Implications: (Include consideration of implications of: Equality and Diversity, Crime and Disorder Act, Children and Young People, Human Rights, Environmental and National Park, Biodiversity and Sustainability Issues**

**11. Appendices**

**12. Background / Supporting papers**

**13. Contact details**

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**14. Public Access to Information**

Information in this form is subject to the Freedom of Information Act 2000 (FOI Act) including the exemptions set out within the Act and other relevant legislation. Where the exemptions or other restrictions are applicable, this form will be edited prior to being made available on the OPCC website within 5 working days of the decision being made by the Police and Crime Commissioner.

**15. Officer Approval**

**Chief Financial Officer**

I have been consulted about the proposal and confirm that financial and legal advice have been taken into account in the preparation of this report. I am satisfied that this an appropriate request to be submitted to the Commissioner for information. I approve the procurement in accordance with the delegated authority provided to me in accordance with Standing Orders on Contracts

Signature



Date

26/9/2013