

DR Required for this contract over £100k NY.



**PFCC SIGNATURE SUMMARY**

		TICK/DELETE
<b>AUTHORITY:</b>	NCFRA	
<b>ITEM FOR DECISION/SIGNATURE:</b>	Statement of Requirement (SOR)  <b>Purchase of Type B Appliance.</b>	
<b>REVIEWED BY:</b>	<b>COMMENTS FOR PFCC CONSIDERATION:</b>	<b>SUPPORT: Y/N</b>
PROCUREMENT	<p>NFRS wish to purchase <sup>4</sup> Type B Appliances to replace existing older vehicles. This will cost approx. £1,750,000 (£350k per appliance).</p> <p>There is also the opportunity to undertake one procurement to procure 5 + 5 + 3 appliances over a 3-4 yr financial period. This would be at a cost of £4,550,000. But it is recognised that funding would need to be approved for this to be taken forward.</p> <p>29/11/19 but subject to Cap Reg / MTPP + Strategy Development</p>	Yes
ESTATES		
MONITORING OFFICER/DEPUTY MONITORING OFFICER	Agreed on basis of finance comments for 4 appliances	<i>[Signature]</i>
S151 OFFICER/FORCE S51 OFFICER	Follow up discussion with chief fire officer - reduced to 4 to enable original appliance to be spread over 2	OK
<b>SUPPLEMENTARY INFORMATION/ADVICE NOTES ATTACHED AS APPROPRIATE</b>		
<b>DECISION RECORD REQUIRED YES/NO</b>		

Revised Profile being considered likely  
4+0+2+2+2+2+1  
for discussion with chief fire officer

and any subsequent specification for alternative equipment

*[Signature]*

# East Midlands Strategic Commercial Unit



## SERVICE REQUEST

STATEMENT OF REQUIREMENT      AND/OR      SINGLE TENDER APPROVAL REQUEST

Exception to contract procedure rules (WAIVER)

SOR No.:    **SOR1001133**

STA No.:    For EMSCU use

<b>PROJECT TITLE</b>	Capital Replacement Program	REF	
<b>BUSINESS CASE</b>	BType Appliance Purchase	REF	

ORIGINATING ORGANISATION	Northants Fire
BUDGET HOLDER, INCL. CONTACT DETAILS	John Vella <a href="mailto:Jvella@northantsfire.gov.uk">Jvella@northantsfire.gov.uk</a> 07770595509
DEPARTMENT	Fleet
ORIGINATOR, INCL. CONTACT DETAILS (if different from above)	
BUDGET CODE	Capital TBC
PROCUREMENT ENGAGEMENT PARTNER	Fleur Winters
TYPE OF REQUIREMENT (Incl. current CN # if applicable)	New
DATE SUBMITTED	25/10/19
PROPOSED CONTRACT START DATE	Unknown
PROPOSED CONTRACT END DATE	Unknown

	Capital					Revenue				
	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5
✓ BUDGET for 5 appliances only	500,000	1,250,000								
✗ BUDGET for 5 +5 +3	500,000	1,250,000	1,750,000	1,050,000						
<p><i>this has not been agreed so could be progressed at this stage -</i></p> <p><i>The above to be completed in all instances</i></p> <p><i>- it is subject to vehicle strategies + impact a cap Programme + MTRP</i></p> <p>The above figures are based on going out to Tender for 5 BType Appliances, as currently approved. Each Appliance is based on an estimated figure of £350,000 so total for <b>five is £1,750,000</b>. The split is an approximate based on staged payments. However time is tight to complete the procurement with the first payment within this financial year. <i>- why do we have to complete procurement this financial year? there is no imperative to do so.</i></p> <p>There is the option to undertake one procurement that would allow for the purchase of <b>5 +5 +3</b> over four years. This would have an overall cost of <b>£4,550,000</b>. The fleet manager has indicated he would expect in years 3 &amp; 4 an increase of approximately 3% per annum to take into account chassis and body builder price increases. However based on volume commitment as part of the Tender process, it is expected that there is scope to reduce these figures.</p> <p>Evidence at this stage is provided through an Accountability Board paper produced by Martin Scoble on August 13th 2019 (which is attached)</p> <p><i>- the Suppliers agreed.</i></p>										



**KEY STAKEHOLDERS, INCLUDING: POTENTIAL TENDER EVALUATION PANELLISTS, IMPACT ON OTHER DEPARTMENTS & WHERE SUPPORT WILL BE REQUIRED FROM**

It is important to identify the key stakeholders for the requirement so that they can inform the specification and potentially sit on the Tender Evaluation Panel

Fleet Manager [John Vella Jvella@northantsfire.gov.uk](mailto:John.Vella@northantsfire.gov.uk) 07770595509  
Head of Support Services Martin Scoble [Martin.scoble@northantspfcc.pnn.gov.uk](mailto:Martin.scoble@northantspfcc.pnn.gov.uk) 07557778680  
Operational Lead TBC

**MARKET RESEARCH/BACKGROUND INFORMATION**

A summary of the results of any market research undertaken by either the ORIGINATOR or EMSCU’s Supplier Services team should be provided. Please attach any quotes/proposals

Current research indicates that there are very few frameworks available to undertake this type of Tender and identifies the National Fire Chiefs Council framework for UK Fire and Rescue Emergency Response Vehicles facilitated by Devon and Somerset Fire and Rescue to be the most viable option under Lot No. 3 for this tender.

**EMSCU comment:** YPO have recently launched a new framework that does provide Fire Appliances procurement. EMSCU are currently researching the best framework to utilise, and are having discussions with both providers, although it is recognised that the Devon & Somerset FRS is likely to be the most appropriate.

**SPECIFICATION / REQUIREMENT**

This will vary according to the requirement/project, but should be as outcome-based as possible. The Engagement Partner (EP) should act as ‘critical friend’ in supporting the originator to develop as full a specification as possible.

**Note:** The sample template at **Appendix A** identifies the types of information required in a specification. A guidance note (‘Sustainable Procurement’) explaining how to build wider community benefits into specifications/contracts is available on EMSCU’s section of its member forces’ intranet sites

The requirement is to replace BType Appliances based on the attached specification due to the vehicles being at end of life in accordance with our fleet strategy replacement program.



NFRS B  
TypeTenderVehSpecN

**RISK ASSESSMENTS - To be completed in all instances**

The following risk areas are to be rated (placing an ‘x’ in the appropriate box), using the assessment tools at appendices B-G. **Note:** Guidance notes relating to these risk areas are available on EMSCU’s section of its member forces’ intranet sites

**Business Continuity**

High Impact  Medium Impact  Low Impact

**Information Assurance**

Category 1  Category 2  Category 3  Category 4  **GDPR**  **Other**

**Health and Safety**

High Impact  Medium Impact  Low Impact

**Vetting**

Yes  No  **DBS check**  NPPV 1  NPPV 2  NPPV 3

**Equality**

High Impact  Medium Impact  Low Impact

**Intellectual Property Rights**

Yes  No

**Covert Ops (Police only)**

Yes  No  IL3  IL4  IL5  IL6

**TUPE**

Yes  No

Is the procurement SME friendly? Yes  No

If you are happy with the detail provided above, and that your request will go through a tendering/competition exercise, please submit this form to your Engagement Partner. There is no requirement to fill in anything further.

If you wish to award a contract to one supplier, without any competition, you will require a waiver from the procurement rules and MUST fill in Boxes 1, 2 and 4 before submitting to your Engagement Partner.

**BOX 1**

Name of Contractor	
Is this a direct award without competition?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is this an extension to an existing contract where no option is provided for in the contract?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If the answer to the above question is "Yes", please list all previous contract numbers and values.	

**BOX 2**

<b>Approval is requested on the grounds of :</b>		
<b>Urgency reasons</b> <input type="checkbox"/> YES <input type="checkbox"/> NO  If it is a matter of extreme urgency and this is due to circumstances <b>outside</b> the control of the originator. This does <b>not</b> include circumstances brought about by lack of internal planning.	<b>Product reasons</b> <input type="checkbox"/> YES <input type="checkbox"/> NO  If there are strong <b>compatibility</b> issues relating to goods or services already used and it would be uneconomic to replace.	<b>Limited Supplier</b> <input type="checkbox"/> YES <input type="checkbox"/> NO  If there is only one supplier of a particular product or service. This may arise, for example, if ownership of the relevant Intellectual Property Rights excludes all other potential suppliers.
Utilise the below box for supporting information, including an explanation of the rationale behind the above reason selected and why you cannot go out to competition for this requirement. Include any associated risks.		

**BOX 3**

<b>Procurement Services Sign Off</b>			
Date Received :		Document Ref No:	
Procurement comments			
For EMSCU to complete for waiver only			
STA supported by Procurement		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Signature		Date	

**BOX 4**

<b>Head of Department / Budget Holder comments (to confirm have the budget)</b>			
STA supported by Head of Department		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Signature		Date	

**BOX 5**

<b>Director of Finance/ OPFCC CFO Decision and comments</b> (please consult current OPFCC Financial Regulations for relevant Authorisation levels and Scheme of Delegation )			
For EMSCU to obtain signatures if required for waiver only			
STA supported by Director of Finance / OPFCC CFO		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Signature		Date	

**BOX 6**

<b>The Police and Crime Commissioner Decision and comments</b> (please consult current OPFCC Financial Regulations for relevant Authorisation levels and Scheme of Delegation)			
For EMSCU to obtain signatures if required for waiver only			
STA supported by Police and Crime Commissioner		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Signature		Date	

**DOCUMENT CONTROL (EMSCU COMPLETED)**

Document Title	Combined SOR/STA
Owner	Commercial Director & Engagement Partner
Status	Final
Version	V1
Date	12/4/18
Last revision	12/4/18
Review Date	TBC