

## Nottinghamshire Police and Crime Commissioner – Notice of Decision

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<b>DECISION OR INFORMATION:</b>	Decision
<b>DATE RECEIVED:*</b>	06.12.21
<b>REF:*</b> (to be inserted by the OPCC)	2021.122

<b>TITLE:</b>	Nottinghamshire Police and Crime Plan Design and Print – Award of Contract
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### EXECUTIVE SUMMARY:

As outlined in Notice of Decision 2021.118, Commissioner Henry published a Request for Quotes for the Design and Print of her new Police and Crime Plan and associated leaflets.

Three quotes were received which were assessed against the published criteria. SW1 Media Limited (trading as Millbank Creative) quote received the highest overall marks.

Following assessment of the received quotes, Commissioner Henry is requested to approve the award of the contract to Design and Print her new Police and Crime Plan and associated leaflets to SW1 Media Limited. The contract will cost £14,527.31 and will be funded out of the budget for the Office of the Police and Crime Commissioner.

### INFORMATION IN SUPPORT OF DECISION: (eg report or business case)


Commissioner Henry's Contract Standing Orders require 3 quotes for activity under £25,000. The Request for Quotes for the Design and Print of the Police and Crime Plan and associated leaflets was circulated to six potential organisations.

Three quotes were received and were assessed against criteria published in the Request for Quotes. The winning quote received the highest score and is therefore recommended for contract award.

### FINANCIAL INFORMATION

The funding is revenue and is in budget.

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<b>Signature:</b> <b>Chief Finance Officer</b>				
<b>Date:</b>	6 <sup>th</sup> December 2021			
<b>Is any of the supporting information classified as non-public or confidential information?**</b>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
If yes, please state under which category from the guidance**				
<b>DECISION:</b>				
Commissioner Henry is requested to approve the award of the contract to Design and Print her new Police and Crime Plan and associated leaflets to SW1 Media Limited. The contract will cost £14,527.31 and will be funded out of the budget for the Office of the Police and Crime Commissioner.				

<b>OFFICER APPROVAL:</b>	
I have been consulted about the proposal and confirm that the appropriate advice has been taken into account in the preparation of this report. I am satisfied that this is an appropriate request to be submitted to the Police and Crime Commissioner.	
<b>Signature:</b> <b>Chief Executive</b>	S.M. Coase
<b>Date:</b>	6 <sup>th</sup> December 2021

<b>DECLARATION:</b>	
I confirm that I do not have any disclosable pecuniary interests in this decision and I take the decision in compliance with the Code of Conduct for the Nottinghamshire Office of the Police and Crime Commissioner. Any interests are indicated below:	
The above request has my approval	
<b>Signature:</b> <b>Nottinghamshire Police &amp; Crime Commissioner</b>	CE Henry
<b>Date:</b>	6 <sup>th</sup> December 2021

\*\* See guidance on non-public information