

Nottinghamshire Police and Crime Commissioner – Notice of Decision

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DECISION OR INFORMATION:	Decision
DATE RECEIVED:*	16/08/2022
REF:* (to be inserted by the OPCC)	2022.081

TITLE:	Award of Contract – Data Protection Officer Service and Information Governance Advice and Support
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EXECUTIVE SUMMARY:

In June 2022 the PCC agreed to commission a Data Protection Officer Service for the office along with Information Governance Advice and Support.

A Request for Proposals was disseminated to five organisations. Three bids were received and following an evaluation of these bids, Information Governance Support (part of Essex County Council), is the preferred bidder. The Contract will run from 16th August 2022 to 31st August 2023. The total value of the contract is up to £25,000 broken down as follows:

2022/23: £9,000

2023/24: £5,000

Up to £11,000 available on a call off basis across both 2022 and 2023.

The PCC is therefore requested to approve the award of the contract to provide a Data Protection Officer Service and Information Governance Advice and Support to Information Governance Support (Essex County Council) at a total cost of up to £25,000 from 16th August 2022 to 31st August 2023.

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

The Police and Crime Commissioner is a corporation sole which is required to have a Data Protection Officer (DPO) or DPO service. Following a recent review of the OPCC, it is anticipated that the DPO service will be established in house in late 2023. Whilst the new in house service is implemented the PCC requires provision of a DPO and Information Governance (IG) Service, as well as an audit of OPCC and Nottingham and Nottinghamshire Violence Reduction Unit (NNVRU) information governance activity to include recommendations for improvement and development of an implementation plan for the recommendations. Staff training may also be required. Support to deliver the audit recommendations implementation plan and staff training will be delivered on a call off basis.

A Request for Proposals including a detailed specification for the DPO service and IG advice and support was disseminated to five organisations. This is in line with Standing Orders which state that for contract values between £10,000 and £25,000 a minimum of three quotes should be obtained.

Three bids were received. Bids were scored independently by three individuals and then moderated as a group. Bids had to meet quality and financial threshold scores. Information Governance Support (part of Essex County Council) was the highest scoring bidder.

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FINANCIAL INFORMATION	
The funding is revenue and is in budget.	
Signature: Chief Finance Officer	REDACTED
Date:	19/08/2022

Is any of the supporting information classified as non-public or confidential information?*	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
If yes, please state under which category from the guidance**				
DECISION:				
The PCC is requested to approve the award of the contract to provide a Data Protection Officer Service and information Governance Advice and Support to Information Governance Support at a total cost of up to £25,000 from 16 th August 2022 to 31 st August 2023.				

OFFICER APPROVAL:	
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.	
Signature: Chief Executive	<i>S. M. Goodell</i>
Date:	19/08/2022

DECLARATION:	
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	
Signature: Nottinghamshire Police & Crime Commissioner	<i>Caroline Henry</i>

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Date:	26/08/2022
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