

Subject: 5F DAMS Contract Variation

Originator: Kerry Cornwall, Programme, Project & Portfolio Manager

Decision no. 37/2024

Reason for submission: For Decision

Submitted to: Police and Crime Commissioner

Summary:

1. Following the implementation of the Aetopia Digital Asset Management System (DAMS) across the 5 Forces (5F) of Bedfordshire, Cambridgeshire, Hertfordshire (BCH) and Norfolk and Suffolk (N/S), this paper seeks approval from the Police and Crime Commissioner (PCC) for Norfolk, to enter into a contract variation with Aetopia Ltd to support the needed enhancements driven by the operational business requirements since its go live in both BCH and N/S.

Recommendation:

It is recommended that the PCC approves the contract variation as described in this paper.

Outcome/approval by: PCC

The recommendations as outlined above are approved.



Signature:

Date: 20/06/2024

Detail of the submission

1. Objective:

- 1.1 On 13th February 2020 the Strategic Procurement Governance Board agreed to procure a 'commercial off the shelf' Digital Asset Management System (DAMS) Solution via an existing Framework Agreement.
- 1.2 This was followed by a shortlisting process using the G-Cloud Framework, which resulted in two potential suppliers being identified as meeting the high-level business requirements. The two suppliers were Aetopia Ltd and Nice.
- 1.3 The variation of this contract allows for the functionality of the system to be enhanced, better meeting the needs of the forces and system users.

2. Background:

- 2.1 The Full Business Case (FBQ) for the implementation of a 5 Forces DAMS was agreed by the Eastern Region Summit on 12th November 2021. The implementation is a 'Software as a Service' (SAAS) solution for the ingestion, storage, management and sharing of digital assets in line with national, regional, and local policing strategic direction. The 5F DAMS was launched in BCH in July 2023 and in N/S in October 2023.
- 2.2 Following implementation of the 5F DAMS the forces want to enhance existing functionality to better support its Operational needs:
 - Embedded Date & Time subtitle tracks available in the Sandbox following public upload should be available in the Aetopia DAMS.
 - Transcription workflow: allow foot pedal connection at the task screen and include a 0.75 speed
 - Capture notes for closed workflows.
 - Reduce the amount of confirmation emails for Public Upload - currently, one per file is sent. Option to add more information when requesting details in a Public Upload
 - BCH & N/S File Quality Teams need to access the CPS sharing URL to review what has been shared
- 2.3 Not allowing these fundamental enhancements will continue to impact operational capabilities and presents risks in auditing, evidential sharing and contact with MOP.

2.4 Aetopia will look to take approx. 3 – 4 months to complete and release the changes following standard user testing process.

3. Areas for consideration:

3.1 This variation has arisen due to the requirement not being incorporated in the original specification. Under the Public Contract Regulations, Regulation 72 allows for the modification of a contract as long as 50% of the modification does not amount to more than 50% of the original contract value. In this instance the original contract value is £1,767,135. The total costs for variations already issued is £229,850. In issuing this variation we are relying specifically on Regulation 72(b) which states:

(b) for additional works, services or supplies by the original contractor that have become necessary and were not included in the initial procurement, where a change of contractor—

(i) cannot be made for economic or technical reasons such as requirements of interchangeability or interoperability with existing equipment, services or installations procured under the initial procurement, or

(ii) would cause significant inconvenience or substantial duplication of costs for the contracting authority, provided that any increase in price does not exceed 50% of the value of the original contract.

3.2 All contract changes going forward will be monitored to ensure that the PCR thresholds are not breached, and all spend is captured correctly.

4. Other options considered:

4.1 Do nothing – This represents audit risks and evidential sharing risks with the MOP.

4.2 Delay implementation of the enhancements – This option risks losing the funding secured for this change as we as the same risks for the do-nothing option.

5. Strategic aims/objective supported:

5.1 The provision of the 5F DAMS contract and this variation supports the strategic objectives of equipping all the workforce with modern and innovative tools and technology, as well as maintaining an effective and efficient policing service

6. Financial and other resource implications:

6.1 To support the process Aetopia will be responsible for working with the local ICT and business teams in the development and testing of the enhancements.

6.2 The total Aetopia costs for the 5 Forces are £25,200 + VAT, which will be split:

BCH- £15,564 + VAT

N/S- £9,636 + VAT

7. Carbon Emissions and Other Environmental Implications:

Carbon Emissions

7.1 The estimated impact on our carbon emissions that must be reported under current statute from this proposal is:

Emission Categories:	Increase in tCO ₂	Saving in tCO ₂
Scope 1 – Fuel – Building Heating	0	0
Scope 1 – Fuel – Transport	0	0
Scope 2 – Electricity	0	0

Environmental Implications

7.2 No material implications.

8. Other implications and risks:

8.1 No further risks or issues have been raised.

Originator checklist (must be completed)	Please state 'yes' or 'no'
Has legal advice been sought on this submission?	NO
Has the PCC's Chief Finance Officer been consulted?	YES
Have equality, diversity and human rights implications been considered including equality analysis, as appropriate?	NO
Have human resource implications been considered?	NO
Is the recommendation consistent with the objectives in the Police and Crime Plan?	YES
Has consultation been undertaken with people or agencies likely to be affected by the recommendation?	YES
Has communications advice been sought on areas of likely media interest and how they might be managed?	NO
Have sustainability and environmental factors been considered? (e.g. biodiversity, employee commuting, business travel, waste and recycling, water, air quality, food and catering and estates construction)	YES
In relation to the above, have all relevant issues been highlighted in the 'other implications and risks' section of the submission?	YES

Is this report a Confidential Decision?

No

If Yes, please state reasons below having referred to the [PCC Decision Making Policy](#)

Approval to submit to the decision-maker (this approval is required only for submissions to the PCC).

Chief Executive

I am satisfied that relevant advice has been taken into account in the preparation of the report, that the recommendations have been reviewed and that this is an appropriate request to be submitted to the PCC

Signature:



Date: 19/06/2024

Chief Finance Officer (Section 151 Officer)

I certify that:

- a) there are no financial consequences as a result of this decision,
Or
- b) the costs identified in this report can be met from existing revenue or capital budgets,
Or
- c) the costs identified in this report can be financed from reserves
And
- d) the decision can be taken on the basis of my assurance that Financial Regulations have been complied with.

Signature:



Date: 19/06/2024

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