**FORM OF CONTRACT**

**Contract no. 2021-0035**

**For**

**Research and Public Consultation: Police and Crime Plan**

**[Insert Date] to [Insert Date]**

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# Section One: Form of Contract

THIS CONTRACTis made on [Insert Date] between;

The Police, Fire and Crime Commissioner for North Yorkshire (PFCCNY) of 12, Granby Road, Harrogate, North Yorkshire, HG1 4ST whose principal place of business is at North Yorkshire Police, Headquarters, Alverton Court, Crosby Road, Northallerton, North Yorkshire, DL6 1BF.

and

[Insert supplier name and address] (Supplier)

**BACKGROUND**

The PFCCNY wishes to arrange for the provision of a **Research and Public Consultation: Police and Crime Plan.**

The PFCCNY has accepted a Request For Quotation from the Supplier for the Contract.

**IT IS AGREED:**

1. In this Contract words and expressions shall have the meanings assigned to them in the General Terms and Conditions referred to in Section Two.

## The Contract shall take effect on [the Commencement Date] and shall expire upon [the Expiry Date ], unless it is otherwise terminated in accordance with the provisions of the Contract, or otherwise lawfully terminated, or extended under clause 3 below.

## The PFCCNY may extend the duration of the Contract beyond [the Expiry Date] pursuant to clause 4 below. The provisions of the Contract will apply throughout any such extended period.

## For the purposes of clause 3, the PFCCNY may extend the duration of the Contract beyond [the Expiry Date] for a further period of up to [xx years] on giving reasonable written notice to the Supplier prior to the [Expiry Date].

1. The following documents (“the Contract Documents”) shall be deemed to form and be construed as part of the Contract: [Amended as appropriate]
   1. Request For Quotation Response
   2. The Request For Quotation Schedules
   3. The Clarification letters (attached) dated:-
   4. The Sections annexed to this Contract
   5. Any Order generated in accordance with the Contract
   6. Any signed Change Control Notice

In the event of any conflict between the provisions they shall be read in the following order: [Amended as appropriate]

1. Schedule of Rates referred to in Section Five
2. Any signed Change Control Notice
3. Service Level Agreement referred to in Section Four
4. The Clarification letters
5. The Specification
6. Special Conditions referred to in Section Three
7. The General Terms and Conditions referred to in Section Two
8. The Request For Quotation Response
9. The relevant Order.
10. In consideration of the payments to be made by the PCC to the Supplier as provided in the Contract Documents the Supplier agrees with the PCC to provide to the entire satisfaction of the PCC the Services/Goods/works in accordance with this Contract.
11. The PFCCNY agrees with the Supplier to pay the Supplier in consideration of the provision of the Services/Goods/works such sums as are provided at the times and in the manner provided for by the Contract Documents.

**Signed** …………………………………… ……………………………………….

(Authorised) (Position)

…………………………………… ……………………………………

(Print Name) (Date of Signature)

on behalf of [insert Supplier name]

**Signed** …………………………………… ……………………………………….

(Authorised) (Position)

…………………………………… ……………………………………

(Print Name) (Date of Signature)

on behalf of the PFCCNY

# Section Two: General Term and Conditions



# Section Three: Special Conditions

Not applied.

# Section Four: Specification

## Objectives

1. **Public consultation:** To deliver a full, exemplary and robust public consultation, in line with best practice and legal requirements for local government consultations (Gunning Principles). It must gather views not only from the public, but from a range of local stakeholders, partners and employees.
2. **Police and Crime Plan:** to recommend priorities for the new Police and Crime Plan to meet the needs and expectations of the public, NYP, partners, stakeholders and employees and continue to set clear priorities and direction to 2025.

## Expected Activities

Working with the OPFCC, the agency would need to deliver a range of activities, suggested below on the lead up to and during a 12-week consultation period commencing late July. We are also looking for ideas on additional activities you would recommend in order to deliver as full a consultation as possible. We are open to agencies collaborating with other agencies in order to deliver a wider range of services.

To include, but not limited to:

|  |
| --- |
| **Police and Crime Plan consultation** |
| **Need assessment and outline proposals for consultation**  In close collaboration with the OPFCC and NYP:   * Analysis of priorities and key drivers; * High level assessment of needs and areas for service improvement from available information and data; * Insight from previous staff /public/stakeholder/partner/employee consultations on their requirements of NYP; * Insight workshop(s) with the PFCC and Chief Constable and senior stakeholders. |
| **Public Consultation Programme**   * Design and implementation of a survey to be used to collect:   + Representative sample (of North Yorkshire and City of York residents covering all districts and demographics, c1000-2000 residents, and businesses.)   + Opinion of NYP partners and stakeholders   + Employee opinion   + Wider public opinion - open online (self-selecting) * Support for consultation events in locations across North Yorkshire; * Personalised, written requests to certain groups e.g. MPs and councillors; * Input into content of a communications strategy and plan and design of promotional materials to be used on the lead up to and during consultation. |
| Consultation analysis   * Analysis of both qualitative and quantitative feedback and data; highlighting statistical variations by subgroup and significant findings as appropriate; * Full statistical breakdown of survey responses with the raw survey data. |
| **Final reporting**   * Assessment and recommendation of priorities * Final consultation report |

## Target Audiences

* The public of North Yorkshire and the City of York, including harder to reach groups.
* Residents and businesses in locations where perceived crime and real crime statistics have most impact.
* Organisations, partners and/or stakeholders, including;
  + Businesses;
  + Members of Parliament;
  + Councillors from Top Tier Authorities (i.e. North Yorkshire County Council, City of York Council,);
  + Councillors from the North Yorkshire District and Borough Councils (Craven, Hambleton, Harrogate, Richmondshire, Ryedale, Scarborough, York and Selby);
  + Councillors from the Parish and Town Councils;
  + The Police, Fire and Crime Panel;
* NYP staff and staff networks including representative organisations such as UNISON and Police Federation.

In addition, the agency will need to consult with other organisations and groups.

These include:

* North Yorkshire Fire and Rescue Service
* Health services (inc. CCGs and Yorkshire Ambulance Service)
* Justice partners (HMPPS, HMCTS, CPS)
* Economic groups (e.g. LEPs, West and North Yorkshire Chamber of Commerce)
* Military establishments
* Universities and relevant educational establishments
* The Community and Voluntary Sector
* National parks
* Heritage Groups

The representative sample for resident and business interviews will need to be sourced by the agency. Contact details can be provided for all other consultees to allow an invitation to participate to be sent via email or letter. There will be a number of existing channels that can be used to gather feedback from staff groups and employee representatives.

## Deliverables

### **Public Consultation**

The successful agency will deliver a full, exemplary and robust public consultation in line with best practice and legislative requirements and to Market Research Society standards.

Full preparatory work and analysis (in line with that set out as expected activity) and a comprehensive consultation survey will be delivered for sign off by 19 July and it is expected that the consultation will launch during the week commencing 26 July.

### **Final consultation report and recommendations**

### This report is due on 31 October and will deliver:

* Evidence-based recommendations on how the new P&C Plan should reflect public, stakeholder, PFCCNY and Service expectations, identifying the future priorities and setting a clear direction for NYP to 2025.

This report will include, but is not limited to:

* Quantitative and qualitative analysis of the key themes and priorities raised by previous public consultations and evidence/data/information from the policing sector and NYP.
* Consideration of the continued validity of current priorities, any new themes that need to be included, and where and how they might best fit.
* Sub-group analysis by respondent type (resident, business, stakeholder, partner, staff).

## Instruction for proposals

Section 3 to this request for quotation should be completed in the following way:

1. Questions 1.1 to 1.7 inclusive to be completed as per the form below.
2. The submission for questions 2.1 to 3.3 (inclusive) should be 1 document, in a format of your choice, and sent as an attachment along with the completed Request for Quotation.

Section 4 to be completed to provide your quote and a breakdown of your financial quote – how you will allocate the fees and any expenses within the total you are quoting.

## Budget

We are looking for proposals of up to £30,000 + VAT. The budget must cover all fees and expenses, including recruitment of respondents to any groups or surveys, venue hire, expenses, etc. Please note that whilst an upper limit has been set, value for money is a key criterion in the assessment of quotes and potential suppliers will need to clearly demonstrate this in their responses.

# Section Five: Schedule of Rates

*[Insert pricing Schedule as submitted by the Supplier]*

**Section Six: Change Control Notice**

|  |  |
| --- | --- |
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**CONTRACT VARIATION / CHANGE**

|  |  |
| --- | --- |
| **CONTRACT TITLE:** |  |
| **CONTRACT REF:** |  |
| **CHANGE No:** |  |
| **DATE:** |  |

**BETWEEN:**

|  |  |  |
| --- | --- | --- |
| **The Police, Fire and Crime Commissioner for North Yorkshire**  **(hereinafter called “the PFCCNY)** | **&** | **(hereinafter called “the Supplier”)** |

1. With effect from the Contract shall be changed as follows:

|  |
| --- |
| **With regard to:-**    Clause shall be amended to include the following definitions:  Clause shall be amended in its entirety to read:  Clause shall be deleted in its entirety.  The following will be added at clause |

1. Words and expressions in this Contract Change Form shall have the meanings given to them in the Contract.
2. The Contract, including any previous Contract Changes, shall remain effective and unaltered except as amended by this Contract Change.

**SIGNED:**

|  |  |
| --- | --- |
| For: The PFCCNY | For: The Supplier |
| By: | By: |
| Full Name: | Full Name: |
| Title: | Title: |
| Date: | Date: |

# Schedule Seven: Service Level Agreement

Not applied.

# Section Eight: Key Contacts

[Insert Supplier Key Contacts]

[Insert PFCC Key Contacts]

# Section Nine: Request For Quotation Response and clarifications letters

# Section Ten: Data Processing Contract

Not applied.

# Section Eleven: Security Aspects Letter

Not applied.