**Regulated Below-Threshold Tender**

Invitation to Tender – Statement of Requirements

Risk Management Software

2425-0022

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# Introduction

## This Invitation to Tender (“ITT”) has been issued by the contracting authority who are seeking to award a **below-threshold contract** for the provision of ‘Risk Management Software’.

## This will be tendered on behalf of the York and North Yorkshire Combined Authority on behalf of itself and the Chief Constable of North Yorkshire Police and on behalf of the North Yorkshire Fire and Rescue Authority for North Yorkshire.

## The requirement will be tendered with the view to awarding to a single supplier.

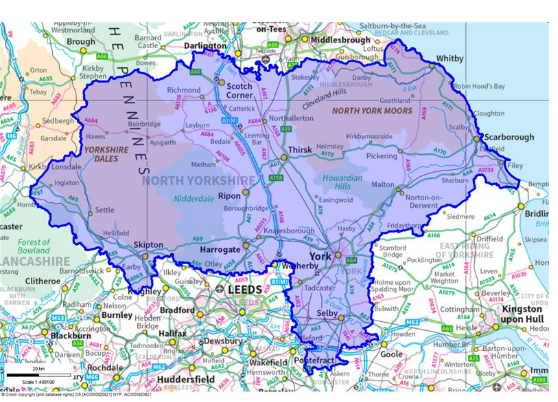
## The Contract Term shall be for a period of 3 years with the option to extend by a further year.

## The anticipated commencement date of the contract is 1st January 2026 to enable project implementation with a ‘go-live’ date of 1st April 2026. Any changes to this commencement date will be communicated to all Bidders through the e-tendering portal.

# Background

North Yorkshire is England’s largest county, covering an area of almost 3,212 square miles, stretching from the North Sea in the east to beyond the Pennine watershed in the west and from the Tees in the North to the Ouse and beyond in the south, which includes two National Parks and two areas of outstanding natural beauty.  It has over 6,000 miles of roads from motorways to unmarked country lanes. This provides challenges associated with rurality and travel distances. Both North Yorkshire Police (NYP) and North Yorkshire Fire & Rescue Service (NYFRS) serve the communities of North Yorkshire and the City of York.  The population of 819,000 is spread across isolated rural settlements and farms, market towns and larger urban areas such as York, Harrogate and Scarborough.

North Yorkshire operates several Police Stations and employs approximately 2,900 personnel together with over 350 volunteers (who are not employed) performing a variety of duties. North Yorkshire Fire & Rescue Service operates 38 Fire Stations and employs just under 700 members of staff including both operational and support staff colleagues. The more urban areas have shift stations, larger market towns have day crewed stations and smaller towns/rural villages have on call.  We also have two volunteer stations.



In November 2012 North Yorkshire Police Authority was abolished and replaced by the Police and Crime Commissioner for North Yorkshire, a corporation sole, pursuant to the Police Reform and Social Responsibility Act 2011. Subsequently, in November 2018, the Police and Crime Commissioner was replaced by the Police, Fire and Crime Commissioner for North Yorkshire.

In 2019, EnableNY was formed as a collaboration of the back-office functions, such as People Services, Finance, ICT and Estates and Logistics, between North Yorkshire Police and North Yorkshire Fire & Rescue Service. However, it is neither a legal entity nor does it enjoy any legal privileges. The vision behind this is for a more strategic collaboration between the Police and Fire & Rescue services that can deliver genuine change and improved outcomes for the public rather than focussing on organisational sovereignty.

On the 7th May 2024 pursuant to Statutory Instrument 2023, No. 1432, the role of the Police, Fire and Crime Commissioner was abolished and replaced by a new legally recognised body corporate known as the York and North Yorkshire Combined Authority. Since this date, the Mayoral Authority has overseen North Yorkshire Police, holding the Chief Constable to account, and ensuring that the police budget is spent efficiently. The York and North Yorkshire Combined Authority, as a corporate body, now enters into contracts as the contracting body on behalf of North Yorkshire Police and North Yorkshire Fire and Rescue Service.

For more information on North Yorkshire Police Force please visit;

<https://hmicfrs.justiceinspectorates.gov.uk/peel-reports/north-yorkshire-2023-25/>

## North Yorkshire Police (NYP), North Yorkshire Fire and Rescue Service (NYFRS) and the Policing, Fire and Crime Directorate (that is part of York and North Yorkshire Combined Authority YNY CA), currently utilise a software application to facilitate maintenance and monitoring of the Risk Register infrastructure and recording and monitoring of Internal Audit outcomes. The software is currently hosted on NYP servers and NYFRS colleagues access the software remotely.

## A cost-effective Risk Management software solution is required that will service a number of customers and departments including:

* North Yorkshire Police
* North Yorkshire Fire and Rescue Service and
* Policing, Fire and Crime Directorate (part of the York and North Yorkshire Combined Authority.)

2.4 NYP require the supplier to collaborate with our Information, Communication and Technology (ICT) department, key stakeholders and staff within the Risk Team to formulate an appropriate User acceptance testing (UAT)UAT plan, implement the system and provide training on the system.

The overall key aspects to the requirements are:

* Supply and implement the software
* Migrate the existing risk information from the current system (Active Risk Manager)
* Provide training (and appropriate materials) on the new system and
* Provide a solution support contract

The current risk management software expires on 31.3.26 and from 1.4.26 there needs to be a fully operational solution containing the live data from the previous system, that is configurable to reflect the language that is currently utilised.

# Social Value

## The contracting authority will consider how economic, social, and environmental well-being may be improved through the goods, works and services we procure, and how procurement may secure those improvements, under the provisions of: the National Procurement Policy Statement and Wales Procurement Policy Statement (Procurement Act s.13-14), the Public Services (Social Value) Act 2012 and the Well-being of Future Generations (Wales) Act 2015.

## We want to use the opportunity the Act presents to support delivery of the Government’s missions as detailed within the [National Procurement Policy Statement](https://www.gov.uk/government/publications/national-procurement-policy-statement) :

* Kickstart economic growth
* Make Britain a clean energy superpower
* Take back our streets
* Break down barriers to opportunity
* Build a National Health Service fit for the future

## To support organisations with the delivery of Social Value, The contracting authority have developed a free of charge Social Value Action Planning Tool online solution that enables organisations to develop customised Social Value Action Plans. Detail of this tool can be found on [Social Value Action Planning Tool (bluelightcommercial.police.uk)](https://bluelightcommercial.police.uk/how-we-help/social-value/social-value-action-planning-tool/). It will be a requirement for any successful bidder to register on the tool and create a Social Value Action Plan.

# Scope and Specification

**The mandatory requirements** *that the suppliers must meet are:*

* Web based application
* Data migration from the existing solution to the new software
* Hold Risk (Risk / Opportunity and issues) data
* Customisable to reflect multiple organisational structures and objectives
* Segregation of registers, access and reporting for each organisation (NYP, NYFRS and PFC Team)
* Ability to escalate and de-escalate risks / opportunities / issues
* Reporting Structure – Access to a number of reports to present the information from the registers in a user-friendly manner (including changes /risk and audit information / exceptions / dashboards)
* Configurable fields to mirror the language used within the organisations and align to corporate plans
* Ability for at least 100 NYP / 30 NYFRS / 20 PFC licenses for 50% concurrent use across all customers (NYP, NYFRS and PFC Team) and functions (risk/audit)
* Comprehensive audit trail
* Bespoke and customizable probability and impact grids
* The provider to deliver support for the product and NYP ICT Department to provide the network
* Cloud based solution
* Data storage is UK based
* 2 Factor Authentication
* Integrate with multiple Active Directory systems to enable single sign on for all customers
* Provide training (and appropriate materials) on the new system.
* Email notification to customers for reviews
* Ability for unlimited view only access accounts
* Customisable with branding
* Configurable mandatory fields
* Aligned to ISO 31000

*Desirable Requirements – requirements that whilst bringing benefits are not essential:*

* Potential to hold data linked to risk, actively manage and track actions for:
  + Internal audits
  + Compliance
  + Inspection outcomes / recommendations

# Additional Information

## In the event the Highest Scoring Bidder(s)’ staff must attend Force sites or access force systems they may need to undertake a full vetting process. Due to the information the supplier and their staff will be party to, there may be a requirement for vetting under this contract. Any cost for undertaking staff vetting will be met by the Highest Scoring Bidder(s). The vetting must remain valid for each contracting authority throughout duration of Contract. Please note the contracting authority reserve the right at any time within the contract to revise the vetting levels and costs.

## All persons (including sub-contracted employees) connected with the Bidder(s) and deemed to require vetting will be required to submit and pass the vetting process.

## There is a fee attached to each vetting application an example is provided here:

## <https://www.warwickshire.police.uk/police-forces/warwickshire-police/areas/warwickshire-police/about-us/about-us/police-national-vetting-service/useful-documents/>

## Staff that are not vetted must not be used on the contract until such time as the vetting has been completed and you have been notified that all is in order.

# Pricing

## Bidders must complete the pricing schedule document within the tender pack.

## In accordance with the overall requirements of this tender specification, bidders shall submit a fee exclusive of VAT, which shall include all software licensing costs, ongoing maintenance and support, upgrades and any additional training required because of any upgrade.

## All pricing will be held for the initial 36-month contract period with any price increase for the 12-month extension being capped at the prevailing CPI rate.

## Pricing submitted for additional software licences will not form part of the evaluation and are only for general information purposes. Thus, bidders may choose not to submit these costs if they do not wish to, i.e. they are not mandatory.

# Delivery Model

Timelines:

The existing solution contract is due to expire on 31 March 2026 and therefore the new solution needs to start implementation no later than 31 December 2025.

|  |  |
| --- | --- |
| Requests for quotes issued: | Week commencing 28/7/25 |
| Responses to invitation to Quote received: | Week commencing 11/8/25 |
| Anticipated Award of Contract: | 31/8/25 |
| Project Commencement | 1/1/26 (no later than) |
| Project Completion | 1/4/26 (Go live date) |
| Post -Project Support Ends | 2029 +1 |
| Support and Maintenance Commencement | 1/4/26 |
| Support and Maintenance Ends | 31/3/29+1 |