RECOMMENDATION REPORT

DECISION: 28/2026	DATE: 29th September 2026

Title:
Intention to publish an invitation to quote for video content production

Author:

Emily Slinger, Commissioning and Procurement Officer

Sponsor:

Rebecca Keech, Senior Policy and Partnerships Manager (Commissioning & Procurement)

Executive Summary

This report seeks approval from the Police and Crime Commissioner to commence a quotation process for the procurement of video content production services, in line with procurement regulations.

Recommendation

The Police and Crime Commissioner is recommended to approve the service specification and associated budget allocation for the video content production project, and to authorise the publication of the Invitation to Quote.

PART I

1. Background and Advice

1.1 The Office of the Police and Crime Commissioner (OPCC) outsources its video content production requirements to an external supplier. This recommendation seeks the Commissioner's approval to undertake a quotation process and invite suitable suppliers to submit quotations for the provision of video content production services.

1.1 The invitation to quote asked for proposals to include the following:

- Experience of delivering similar projects
- Collaboration with internal stakeholders and continuous improvement
- References from clients
- The budget for this evaluation is £100,000.00 over a 3-year delivery period, with no minimum spend.

1.2 The Award Criteria for this project is split 60:40, quality: price. The quality criteria is listed below:

Criteria	Weighting
1. Experience Please provide examples of similar projects you have delivered, including objectives, outcomes, and any challenges overcome. How does your experience demonstrate your ability to meet the requirements as detailed above?	25%
2. Collaboration Please describe your approach to collaborating effectively with internal stakeholders throughout the contract. Your response should include how you will: • Engage with the Communication & Media team during planning and filming • Ensure clear communication, roles, and responsibilities across all parties • Incorporate stakeholder feedback to support continuous improvement	25%
3. References Please supply at least two references from clients (not including the Office of the Police & Crime Commissioner for Lancashire) for whom you have delivered comparable work. Include contact details and a brief description of the services provided. *Score will be allocated dependent on the relevance to the deliverables and objectives listed in the service specification.*	10%

1.3. The invitation to quote document will be sent out to three potential suppliers via the Commissioning & Procurement email address.

1.4. The Commissioning and Procurement team will run a competitive three quote process. It is anticipated that the opportunity will go live on Wednesday 7th October 2026, suppliers will have the opportunity to submit clarification questions until Wednesday 21st October 2026 with the opportunity closing on Wednesday 28th October 2026 at 12pm.

1.5. The evaluation will take place week commencing 2nd November 2026 with the intention to award the contract on Friday 13th November 2026. The evaluation panel will consist of the OPCC Communications Team representatives, facilitated by the Commissioning & Procurement Team.

2. Links to the Police and Crime Plan

This invitation to quote links to the Commissioners priority to 'Rebuild Public Trust & Confidence", by showcasing the work ongoing both in the Office and in Lancashire Constabulary.

3. Consultations

N/A

4. Implications:

a. Legal
There will need to be a contract in place for delivery from 1st April 2026.

b. Financial
The cost of the contract is £100,000.00 over 3 years with no minimum spend allocated. These costs are covered by the OPCC communications and engagement budget.

c. Equality Impact Assessment
N/A

d. Data Protection Assessment
N/A

5 Risk Management
A contract will need to be in place between the successful provider and the OPCC.

6. Background Papers

Appendix A: Invitation to Quote Document.

7. Public access to information

Officer declaration	Date
LEGAL IMPLICATIONS – As above	
FINANCIAL IMPLICATIONS – As above	
EQUALITIES IMPLICATIONS – As above	
CONSULTATION – As above	

Author

Signature Emily Slinger Date 29.09.2026

Sponsor

I have read the above report and confirm this is factually correct.

Signature Rebecca Keech Date 29.09.2026

Section 151 Officer for the Office of the Police and Crime Commissioner

I have read the above report and have considered the financial implications. I am satisfied that this is an appropriate (financial) request to be submitted to the Police and Crime Commissioner for Lancashire.

Signature Steve Freeman Date 05.10.2026

Chief Executive (Monitoring Officer) for the Office of the Police and Crime Commissioner for Lancashire

I have been informed about the proposal and confirm that financial, legal and equalities 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 for Lancashire.

Signature Anna Hopkins Date 06.10.2026