

**Scottish Community Safety Network**

## **Specification**

**Purchase of Consultancy or Research Services to Conduct Research into Public Space CCTV – the Current Landscape and Future Opportunities.**

## 1. **SPECIFICATION**

### 1.1 **Background**

The Scottish Community Safety Network (SCSN) is the national forum for officers who are responsible for the strategic development of community safety at both local and national level, in the private, public and voluntary sector. We are the strategic voice for community safety in Scotland and through working collaboratively with our members and partner agencies, we champion community safety and influence the shaping and development of national policy and local delivery. SCSN is a third sector organisation, registered in Scotland: SC357649; Charity No. SC040464

SCSN would like to commission a consultant or researcher to conduct research into the current applications and use of Public Space CCTV and future opportunities. A Project Advisory Board (PAB) has been created to provide management and leadership to the research project. The PAB is chaired by SCSN Chief Officer, Lorraine Gillies. The PAB will have ownership of the research and final reports.

### 1.2 **Specification**

1.2.1 In order to conduct a successful research piece the SCSN is seeking to engage qualified and proficient consultancy and or research support to appraise the Public Space CCTV – the Current Landscape and Future Opportunities. In support of this the PAB envisage the following project elements:

- a) Assessment of the current level of provision and gaps to include
  - a. Current standards and appropriateness of provision
  - b. Technological equipment and use of complementary devices
  - c. Training and or training provision
  - d. Maintenance and upgrade planning
  - e. Resource models
  - f. Identification of good practice for example – effective partnerships; innovation; shared resources; procurement models; data protection solutions; outcomes based usage.
  - g. Identification of benefits
  - h. Interplay with private space CCTV
  - i. Relevance of the 2011 CCTV Strategy  
<https://www2.gov.scot/Publications/2011/03/18085554/0>
  
- b) An assessment of potential future use and development of Public Space CCTV based on bench mark achieved from above and in addition to include
  - a. Development of a shared vision

- b. Potential use of new technologies or complementary technologies
- c. Rural and urban comparison or components
- d. Potential new options for further development
- e. Identification of potential practice or examples out with Scotland
- f. Potential for options of shared model

### 1.3 Timescales and Deliverables

1.3.1 Any interested parties will submit an electronic bid covering-

- 1.3.1.1 Cost of research
- 1.3.1.2 Research methodologies to be used. It is expected that this will include focus groups or one to one interviews with key organisations and individuals as advised by the PAB..
- 1.3.1.3 A timeline for research completion
- 1.3.1.4 Evidence of professional and technical competence to deliver this work, citing previous examples where they have worked in a similar capacity. This would be supported by appropriate references.
- 1.3.1.5 Indication of resources to be assigned to this work and demonstrate how they will meet key deliverables and timescales.

1.3.2 The successful supplier will deliver

- a) 3 copies printed and collated research reports, which includes as section on opportunities and any potential further products such as guidelines or a toolkit.
- b) 1 electronic version research report
- c) 1 power point presentation to the PAB on completion.

1.3.4 The anticipated timescale for this work is –

9 January 2019	Invitation to tender sent to key providers
28 January 2019	applications submitted to <a href="mailto:dawn.exley@scsn.org.uk">dawn.exley@scsn.org.uk</a>
30 January 2019	contract awarded to successful supplier
1 February 2019	project commences, draw down 50% of budget
18 March 2019	interim report to PAB, remedial work advised
29 March 2019	final report submitted to PAB, 50% remainder paid.

### 1.4 Support

1.4.1 The successful supplier will have access to members of the PAB and to SCSN staff. Steven Connolly from Police Scotland will be the key link officer. In addition, PAB members and SCSN staff will endeavour to provide information, background details and contact addresses for key individuals and organisations who have agreed to participate in the research.

## 1.5 Quality Assurance

- 1.5.1 Bidding suppliers will be expected to be able to demonstrate their technical and professional competence to deliver this work, citing previous examples where they have worked in a similar capacity. This should be supported by appropriate references.
- 1.5.2 Bidding suppliers should also state the resources they will be assigning to this work and demonstrate how they will meet key deliverables including timescales.

## 2 QUERIES AND ADDITIONAL INFORMATION

- 2.1
  - a) The budget for this Research is expected to be no more than **£10,000**
  - b) Payment will be made in 2 instalments, at outset and on completion
  - c) Any queries should be directed to [Lorraine.gillies@scsn.org.uk](mailto:Lorraine.gillies@scsn.org.uk) or [Steven.Connolly@scotland.pnn.police.uk](mailto:Steven.Connolly@scotland.pnn.police.uk)

Applications should be submitted to [dawn.exley@scsn.org.uk](mailto:dawn.exley@scsn.org.uk) **by 28 January 2019 at 12 noon.**