

DMPC Decision – PCD 586**Title: Agency Fuel Card Supply****Executive Summary:**

The Metropolitan Police Service (MPS) are seeking approval to award the call-off contract to Allstar Business Solutions Ltd for the Provision of Fuel Cards via the Crown Commercial Services (CCS) Framework. This will enable access to commercial fuel sites, which is an essential requirement for the MPS in order to have a mobile workforce and response capability.

The Crown Commercial Services Framework offers the MPS the best value for money as it combines the fuel requirements of over 200 Public Sector bodies and aligns with other GLA member's procurement strategies.

The fuel card procurement aligns with the Mayor's London Environment Strategy and the MPS Environment Policy. A range of fuels are made available for use with Fuel Cards including the ability to fuel hybrid and electric vehicles.

Fleet Services collaborated nationally on a joint procurement for Emergency Services Fuel Cards, for a two-year period with options to extend for a further two years. The combined Emergency Services call-off contract award value is £83M per annum for Fuel Cards and Fuel Usage, of which the MPS is £10M (£40m over the four-year period).

The procurement actions will not commit the MPS to any guaranteed volume or expenditure; this will provide flexibility to meet changes in operational and financial demands.

Recommendation:

The Deputy Mayor for Policing and Crime is recommended to approve:

1. Approve the award of a call-off to Allstar Business Solutions Ltd Fuel Card Services and associated Services to the MPS, with a contract value of £40M over a four year term commencing 1st August 2019.
2. Note that in March 2021 the MPS will have the option of: extending the CCS Framework call-off, collaborating with the NAPFM Bluelight Organisations or conducting its own procurement process.

Deputy Mayor for Policing and Crime

I confirm I have considered whether or not I have any personal or prejudicial interest in this matter and take the proposed decision in compliance with the Code of Conduct. Any such interests are recorded below.

The above request has my approval.

Signature

Edna Lunde

Date

10/6/19

PART I - NON-CONFIDENTIAL FACTS AND ADVICE TO THE DMPC

1. Introduction and background

- 1.1. The core service requirement of Fleet Services is to deliver the right vehicles and equipment at the right time, in the right place, and in the most cost-effective way in order to maximise operational vehicle availability.
- 1.2. The MPS require a multi-supplier solution for the provision of a range of fuel cards and associated services providing regional and nationwide coverage. This assists in managing and controlling costs, providing an easy method of payment for fuel and detailed management information to aid efficient fleet management.

2. Issues for consideration

- 2.1. There is an increased range of fuels being made available for use with Fuel Cards and will benefit Emergency Services during the transition over to hybrids and eventually electric vehicles, as per the Mayor's London Environment Strategy.

3. Financial Comments

- 3.1. Agency fuel spend under this contract will be met by respective business groups from devolved revenue budgets.
- 3.2. The expected revenue spend for MPS agency fuel is £10M per annum and £40M over the potential four-year duration of the contract.

4. Legal Comments

- 4.1. The Mayor's Office for Policing and Crime (MOPAC) is a contracting authority as defined in the Public Contracts Regulations 2015 (the Regulations). When awarding public contracts for goods and services valued at £181,302 or above, all contracting authorities must do so in accordance with the Regulations.
- 4.2. This report confirms the tender detailed exceeded the above threshold. Consequently, the Regulations will apply to this requirement. This report identifies the Crown Commercial Services (CCS) framework agreement was the preferred procurement route for the Provision of Agency Fuel Cards. A compliantly procured framework agreement is a compliant route to market on the basis the framework is in force, and MOPAC is identified as an eligible user of the framework. MOPAC's requirements are within the technical and financial scope of the framework and the call-off procedure set out in the framework is followed. Commercial Services have confirmed the above within the body of their Award Recommendation Report.
- 4.3. Paragraph 4.15 of the MOPAC Scheme of Delegation and Consent requires that approval is obtained by the Deputy Mayor for Policing and Crime (DMPC) for all requests to award contracts of £500,000 or above.

5. GDPR and Data Privacy

- 5.1. The MPS is subject to the requirements and conditions placed on it as a 'State' body to comply with the European Convention of Human Rights and the Data Protection Act

(DPA) 2018. Both legislative requirements place an obligation on the MPS to process personal data fairly and lawfully in order to safeguard the rights and freedoms of individuals.

- 5.2. Under Article 35 of the General Data Protection Regulation (GDPR) and Section 57 of the DPA 2018, Data Protection Impact Assessments (DPA) become mandatory for organisations with technologies and processes that are likely to result in a high risk to the rights of the data subjects.
- 5.3. The Information Assurance and Information Rights units will be consulted at all stages of the work arising from the current paper to ensure that all compliance requirements in respect of GDPR and Privacy are met.
- 5.4. Agency Fuel Cards are issued to vehicles rather than individuals therefore personal data is not required or stored. The Fuel Card procurement project does not use personally identifiable data of members of the public, so there are no GDPR issues to be considered.

6. Equality Comments

- 6.1. There are not considered to be equality or diversity implications arising from this procurement process.

7. Background/supporting papers

- 7.1. MPS Paper

Public access to information

Information in this form (Part 1) is subject to the Freedom of Information Act 2000 (FOIA) and will be made available on the MOPAC website following approval.

If immediate publication risks compromising the implementation of the decision it can be deferred until a specific date. Deferral periods should be kept to the shortest length strictly necessary.

Part 1 Deferral:

Is the publication of Part 1 of this approval to be deferred? NO

If yes, for what reason:

Until what date:

Part 2 Confidentiality: Only the facts or advice considered as likely to be exempt from disclosure under the FOIA should be in the separate Part 2 form, together with the legal rationale for non-publication.

Is there a **Part 2** form – NO

ORIGINATING OFFICER DECLARATION

Tick to confirm statement (✓)

Financial Advice

The Strategic Finance and Resource Management Team has been consulted on this proposal.

✓

Legal Advice

The MPS legal team has been consulted on the proposal.

✓

Equalities Advice:

Equality and diversity issues are covered in the body of the report. AND/OR The Workforce Development Officer has been consulted on the equalities and diversity issues within this report.

✓

Public Health Approach

Due diligence has been given to determine whether the programme sits within the Violence Reduction Unit's public approach to reducing violence. This has been reviewed and supported by a senior manager within the VRU.

N/A

Commercial Issues

Commercial issues are not applicable OR The Contract Management Team has been consulted on the commercial issues within this report. The proposal is in keeping with the GLA Group Responsible Procurement Policy.

N/A

GDPR/Data Privacy

GDPR compliance issues are covered in the body of the report

✓

Director/Head of Service

The CFO has reviewed the request and is satisfied it is correct and consistent with the MOPAC's plans and priorities.

✓

Chief Executive Officer

I have been consulted 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 Deputy Mayor for Policing and Crime.

Signature

R. Lawrence

Date

4/6/19



**MOPAC**MAYOR OF LONDON
OFFICE FOR POLICING AND CRIME**AGENCY FUEL CARD SUPPLY****MOPAC Investment Advisory & Monitoring meeting 23rd May 2019****Report by Bidisha Kondal, Director MO11 Met Operations on behalf of the Deputy Commissioner****Part 1 – This section of the report will be published by MOPAC. It is classified as OFFICIAL – PUBLIC****EXECUTIVE SUMMARY**

The Metropolitan Police Service (MPS) are seeking approval to award the call-off contract to Allstar Business Solutions Ltd for the Provision of Fuel Cards via the Crown Commercial Services (CCS) Framework. This will enable access to commercial fuel sites, which is an essential requirement for the MPS in order to have a mobile workforce and response capability.

The Crown Commercial Services Framework offers the MPS the best value for money as it combines the fuel requirements of over 200 Public Sector bodies and aligns with other GLA member's procurement strategies.

The fuel card procurement aligns with the Mayor's London Environmental Strategy and the MPS Environment Policy. A range of fuels are made available for use with Fuel Cards including the ability to fuel hybrid and electric vehicles.

Fleet Services collaborated nationally on a joint procurement for Emergency Services Fuel Cards, for a two-year period with options to extend for a further two years. The combined Emergency Services call-off contract award value is £83M per annum for Fuel Cards and Fuel Usage, of which the MPS is £10M (£40m over the four-year period).

The procurement actions will not commit the MPS to any guaranteed volume or expenditure; this will provide flexibility to meet changes in operational and financial demands.

Recommendations

The Deputy Mayor for Policing and Crime, via the Investment Advisory and Monitoring meeting (IAM), is asked to:

1. **Approve the award of a call-off to Allstar Business Solutions Ltd Fuel Card Services and associated Services to the MPS, with a contract value of £40M over a four year term commencing 1st August 2019.**

2. **Note that in March 2021 the MPS will have the option of: extending the CCS Framework call-off, collaborating with the NAPFM Bluelight Organisations or conducting its own procurement process.**

Time sensitivity

A decision is required from the Deputy Mayor by the 14th June 2019. This is to allow sufficient time to formalise and transition to the new contract before expiry of the existing contract with Allstar Business Solutions Ltd.

Introduction and background

1. The core service requirement of Fleet Services is to deliver the right vehicles and equipment at the right time, in the right place, and in the most cost effective way in order to maximise operational vehicle availability.
2. The MPS require a multi-supplier solution for the provision of a range of fuel cards and associated services providing regional and nationwide coverage. This assists in managing and controlling costs, providing an easy method of payment for fuel and detailed management information to aid efficient fleet management.
3. The existing contract with Allstar Business Solutions Ltd (SS2/13/22) was extended for six months in January 2019, in order to enable the MPS to collaborate with other UK Emergency Services for the procurement of Fuel Card Services. The existing contract was awarded against the Crown Commercial Services (CCS) framework for Fuel Cards and Associated Services RM1027 (PCD 406).

Issues for consideration

4. Access to agency fuel sites is an essential requirement for MPS in order to meet its operational capability. Therefore, if a solution for the supply is not implemented following expiry of the current arrangements, the MPS operational effectiveness and ability to police London would be compromised.

Contributes to the MOPAC Police & Crime Plan 2017-2021¹

5. The Fleet Services Air Quality Strategy 2017/2020 is aligned to the Police and Crime Plan through the delivery of a fit-for purpose, available, and flexible fleet. Access to all fuel types and payment at the point of supply supports the Fleet Services Air Quality Strategy 2017/2020, whilst ensuring operational capability.

Financial, Commercial and Procurement Comments

6. Agency fuel spend under this contract will be met by respective business groups from devolved revenue budgets.
7. The expected revenue spend for MPS agency fuel is £10M per annum and £40M over the potential four year duration of the contract.

¹ [Police and crime plan: a safer city for all Londoners | London City Hall](#)

8. The procurement strategy was determined following a review of the requirement. Various procurement routes were considered, of which the CCS Framework RM6000 – Fuel Card and Associated Services was considered to be the best option. Annex A Procurement Strategy Report provides details of the procurement route options.
9. Nationally, the public sector is collaborating to enhance service quality and value for money therefore the Fuel Card procurement was carried out with the National Association of Police Fleet Managers (NAPFM). The opportunity to collaborate was seen to deliver value through improved pricing as a result of combining volumes. The nominated users of the Contract extends to:
 - a. 44 Police Authorities
 - b. 52 Fire and Rescue Services
 - c. 16 Ambulance Services Organisations
 - d. Manchester City Council
10. The focus of the MPS on the use of alternatives to fossil fuels is more advanced compared to other Emergency Services, in order to comply with the Mayor's Air Quality requirements in the London Environment Strategy 2018. This has led to an increased range of fuels being made available for use with Fuel Cards and will benefit the other Emergency Services in the future as they transition over to hybrids and eventually electric vehicles.
11. The Fuel Cards will provide access to the following goods and services;
 - 100% UK Coverage
 - Leaded, Unleaded and Super Unleaded Petrol
 - Ultra-Low Sulphur Diesel and Standard Diesel
 - Hydrogen Gas
 - Liquid Pressurised Gas
 - Electric charge points
 - Ad-Blue, Lubricants and Oil
 - Air and Car wash
 - Breakdown Services
 - Consumables
 - Glass
 - Screen wash and Tyres
 - Service, maintenance and repair
 - A card management service and management information
12. The importance of Agency Fuel Cards enabling the purchase of a wide range of products, is that it provides a route for emergency supplies to covert and frontline officers if required. This reduces breakdown call-outs and loss of operational capability.
13. The purchase of non-vehicle related goods available at fore-courts, such as newspapers, refreshments etc. have been excluded from the requirements of the Fuel Cards contract.

14. European Fuel Cards were excluded from this procurement although Allstar Fuel Cards can be used in Europe. The level of data required and the lack of transparency with transactions is not however sufficient therefore BP Oil UK Ltd will continue to provide this service for the MPS as a separate contract.
15. The procurement commenced in September 2018 and concluded at the end of January 2019. In total nine potential providers were invited to participate with five submitting a bid.
16. The scores were awarded by an evaluating panel, consisting of representatives from each Emergency Service. Police Services were represented by; MPS, Surrey and Sussex Police, South West Police, Lancashire Constabulary, and Cheshire Constabulary.
17. Only the incumbent supplier, Allstar Business Solutions Ltd, submitted a compliant bid. All other bidders did not achieve the minimum score of 50% for certain aspects of their responses. The pricing for these bidders was therefore excluded from the evaluation and a default score of zero awarded.
18. Although Allstar Business Solutions Ltd was the only compliant bid, their pricing was difficult to understand therefore four separate clarification meetings were held. These meetings enabled the Evaluators to gain a clear understanding of; the pricing model, cost efficiencies that will be delivered through the single contract and the distribution spread of the savings across individual Emergency Service Organisations. This was felt to be the most expedient way of resolving the clarification questions on the financial model prior to commencing the approval process.
19. Allstar Business Solutions Ltd has met the requirement and demonstrated 'Value for Money' by being the only compliant bid received and with a pricing model that demonstrates it meets all of the requirements.
20. The Call-off Term is as follows:
 - a. The CCS Framework expires on the 22nd March 2021 with an option by CCS to extend by a further 12 months to 22nd March 2022.
 - b. Any customer call-off can run for up to two years beyond the expiry date of the Framework agreement. Based on the current expiry date of the Framework, the maximum allowed call-off expiry date (without the extension) will be 22nd March 2023.
21. The MPS can call off via this Framework agreement at any time over the initial period to the 22nd March 2023.
22. The NAPFM Bluelight Organisations who participated in the joint procurement are reserving the right to run their own procurement process for the provision of Agency Fuel Cards at the end of the initial contract term in March 2021. Yorkshire Police have expressed an interest in being the national lead for the procurement, which will remove the CCS fees, however Yorkshire Police may have their own fee arrangements.
23. In March 2021 the MPS will have the option of: extending the CCS Framework call-off, collaborating with the NAPFM Bluelight Organisations or conducting its own procurement process.

24. MOPAC are signatories to the GLA Responsible Procurement Policy, which expects our supply chain to adhere to the requirements and we ensure that all suppliers have demonstrated this in their method statements at tender stage.
25. Allstar Business Solutions Ltd have access to 1,969 individual charging points available across 457 UK locations via two providers as well as access to five hydrogen fueling stations. This will soon increase to seven via one provider. As their network grows the charging points and fueling stations will also increase throughout the term of the contract. This supports the requirement of seeking 'to integrate hydrogen technology into the zero and alternative fuels plan for London transport infrastructure, alongside electric'.
26. The implementation of the new Fuel Card Contract is considered to be a relatively low level risk as the supplier is the incumbent. Allstar Business Solutions Ltd provided a roll out programme as part of their bid submission and this recognised the importance of ensuring the security levels are maintained, particularly on covert cards.
27. Continuity plans are in place and there will be no impact of the change to operational policing.
28. Fuel Card users and the MPS will benefit from the features on the cards for the following reasons:
 - a. Payment for all fuels utilising one card, assisting with the increase in hybrid vehicles on the MPS fleet, which require electric and petrol fuel.
 - b. Additional products enabled on the card where required, to support officers and keep the fleet on the road.
 - c. Increased savings for purchases at discount fuel sites.
 - d. Discount of the pump price at all other fuel stations, which accept the Allstar card including supermarkets.
 - e. More accurate fuel reporting.

Legal Comments

29. The Mayor's Office for Policing and Crime (MOPAC) is a contracting authority as defined in the Public Contracts Regulations 2015 (the Regulations). When awarding public contracts for goods and services valued at £181,302 or above, all contracting authorities must do so in accordance with the Regulations.
30. This report confirms the tender detailed exceeded the above threshold. Consequently, the Regulations will apply to this requirement. This report identifies the Crown Commercial Services (CCS) framework agreement was the preferred procurement route for the Provision of Agency Fuel Cards. A compliantly procured framework agreement is a compliant route to market on the basis the framework is in force, and MOPAC is identified as an eligible user of the framework. MOPAC's requirements are within the technical and financial scope of the framework and the call-off procedure set out in the framework is followed. Commercial Services have confirmed the above within the body of their Award Recommendation Report.
31. Paragraph 4.15 of the MOPAC Scheme of Delegation and Consent requires that approval is obtained by the Deputy Mayor for Policing and Crime (DMPC) for all requests to award contracts of £500,000 or above.

32. Given that the Contract will have a number of Users, confirmation was requested for liabilities to the MPS for any costs or payments if another User defaults. The Lead Force, Surrey and Sussex Police, confirmed that all Forces will be signing their own call-off documents and therefore will only be responsible for their own costs/payments. The Forces named in the tender have no obligation to participate in the call-off and no commitment was given under the mini competition process.

Equality Comments

33. The CCS Framework (RM6000) supports public sector bodies in being able to award call-off contracts ensuring Responsible Procurement has been considered. By utilising the framework, the MPS benefits from being part of a national procurement solution but also a national standard to select service providers who meet equality and diversity criteria.
34. There are no negative or positive equality or diversity implications arising from this procurement process. The call off contract for the Agency Fuel Cards ensures suppliers adhere to perform their obligations in accordance with equality law.
35. Fleet Services acknowledges its responsibilities towards its staff and the members of London's diverse communities and will engage with, and value the contributions of, communities and our partners and continue to nurture positive relationships of constructive support.

Privacy Comments

36. The MPS is subject to the requirements and conditions placed on it as a 'State' body to comply with the European Convention of Human Rights and the Data Protection Act (DPA) 2018. Both legislative requirements place an obligation on the MPS to process personal data fairly and lawfully in order to safeguard the rights and freedoms of individuals
37. Under Article 35 of the General Data Protection Regulation (GDPR) and Section 57 of the DPA 2018, Data Protection Impact Assessments (DPIA) become mandatory for organisations with technologies and processes that are likely to result in a high risk to the rights of the data subjects.
38. The Information Assurance and Information Rights units within MPS will be consulted at all stages to ensure the project meets its compliance requirements.
39. Agency Fuel Cards are issued to vehicles rather than individuals therefore personal data is not required or stored. Identification of the user of the Fuel Card is only possible through the vehicle Log Book.
40. The Fuel Card procurement project does not use personally identifiable data of members of the public, so there are no GDPR issues to be considered.

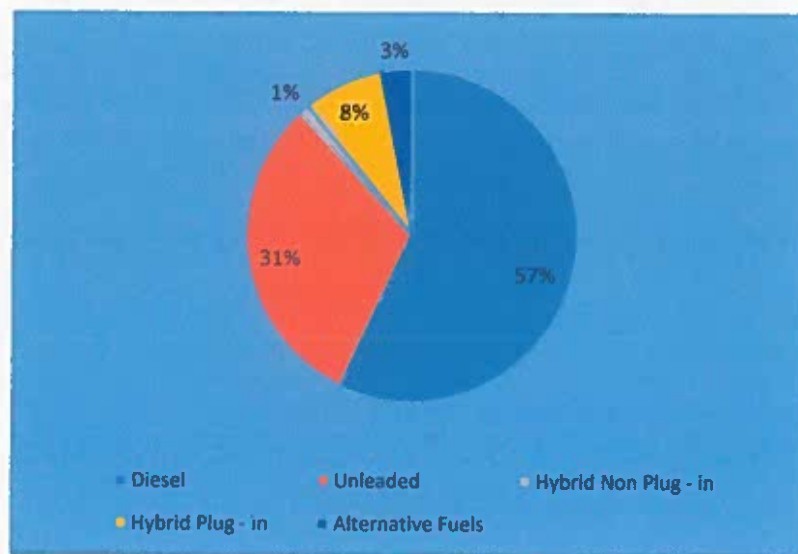
Real Estate Implications

41. No real estate implications are anticipated with this contract award.

Environmental Implications

42. There are environmental implications associated with the use of fuel across the MPS fleet. Fleet Services continues to monitor usage and support carbon reduction initiatives (such as replacing vehicles with reduced CO₂/km and air quality emissions per vehicle) in line with the Mayoral commitment and MPS Environment and Sustainability Strategy (draft) objectives to reduce CO₂/km and air quality emissions.
43. In addition, Fleet Services have published the Fleet Services Air Quality Strategy 2017/2020, which supports the move away from diesel fuel vehicles and towards a hybrid, and electric vehicle fleet. The current profile of the MPS fleet is illustrated below.

Figure 1 – Vehicle Profile of MPS Fleet by Fuel Type April 2019



44. Over the next four years, Fleet Services expects a significant shift toward petrol or hybrid fuel vehicles.
45. Diesel fuel represents 66% of the total fuel purchased between March 2018 and February 2019. The commitment by Fleet Services to reducing the diesel fleet to 40% by 2020, is forecast to reduce CO₂ emissions by 4,995 tonnes per year based on recent fuel usage statistics.
46. The ability to purchase a variety of fuel types is a significant factor towards the delivery of the Fleet Services Air Quality Strategy 2017/2020, therefore this agency fuel contract will support this initiative.

Background/supporting papers

47. MOPAC Procurement Initiation Approval PCD 406

Report author: Wendy Sutherland, Fleet Services Project Support

ANNEX A: PROCUREMENT STRATEGY REPORT



**Crown
Commercial
Service**

PROCUREMENT STRATEGY REPORT

FOR

**EMERGENCY SERVICES FUEL CARDS
CCPF18A01**

CONTRACT FOR

**UK POLICE AUTHORITIES; FIRE AND RESCUE SERVICES
AND UK AMBULANCE SERVICES**

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1. CUSTOMER

Name:	Neil Watts
Position:	Head of Procurement in Joint Procurement Services
Authority:	Surrey and Sussex Police Constabularies
Mobile Number:	07584 618051
Email Address:	Neil.Watts@surrey.pnn.police.uk

2. BACKGROUND TO THE AUTHORITY

2.1 Information about the UK Police Authorities can be found on the following website:
<https://www.police.uk/contact/force-websites/>

2.2 Information about the Fire & Rescue Services of England, Wales and Scotland can be found on the following website: <https://www.fireservice.co.uk/>

2.3 Information about the UK Ambulance Services can be found at <https://aace.org.uk/uk-ambulance-service/map-of-nhs-ambulance-services/>

3. SCOPE

Initial Term:	1 st September 2018 to 22 nd March 2021. (This being the current expiry date of Commercial Agreement RM6000 – Fuel Card and Associated Services).
Options to Extend:	RM6000 – Fuel Card and Associated Services has extension options to 22 nd March 2023. Should Crown Commercial Service invoke this option, the Authority may at its discretion extend the contract by two 12 monthly intervals to 22 nd March 2023 (+ 1 + 1).
Value per Annum/Year: Delete where not applicable]	Estimated £100M per annum (exc VAT).
Total Contract Value (excluding VAT):	£500M exc VAT, including extension options.

4. DESCRIPTION OF REQUIREMENT

4.1 The Police Authorities; the Fire & Rescue Services of England, Wales and Scotland and the UK Ambulance Services, require fuel cards to facilitate daily refuelling for many of their road vehicles and to provide associated requirements such as oil, car wash and other sundry vehicle related items.

4.2 Included under this contract are Fuel Cards for usage by authorised personnel of the organisations listed at para 2 of this document.

4.3 Types of fuel to be provided under contract:

- Leaded, unleaded and super unleaded petrol;
- ULSD and standard diesel;
- LPG;
- Electricity to charge electric vehicles, and;
- Hydrogen for hydrogen powered vehicles.

4.4 Cards must be enabled to allow the purchase of vehicle-related items which include but are not limited to: ad-blu; air; breakdown services; car wash; consumables; glass; lubricants; oil; screen wash; service, maintenance and repair and tyres.

4.5 Cards should not be enabled to allow the purchase of non-vehicle related goods available at forecourts, such as newspapers, refreshments etc.

4.6 Authority requires nationwide coverage with at least 70% of all UK sites covered.

4.7 Authority also requires provision of Management Information about vehicle mileage, based on odometer readings recorded at the point of fuel sale.

5. PROCUREMENT OPTIONS APPRAISAL

5.1 Following a review of the requirement, the following procurement routes have been researched;

CCS Commercial Agreement RM6000 – Fuel Card and Associated Services	
Benefits;	Risks;
<ul style="list-style-type: none"> • Use of Commercial Agreements reduces the administrative burden, procurement timescales and costs of acquisition • The Commercial Agreement offers suppliers that have specific expertise in the specialist area. • Commercial Agreement further competitions provide a competitive environment which should stimulate competition and deliver added value. • The use of Commercial Agreements offers savings and value for money. Additionally, central government are mandated to use Commercial Agreements where possible. • The suppliers in the Commercial Agreement have all agreed the terms and conditions of the and have all had checks carried out to ensure their stability reducing risks to the department. 	<ul style="list-style-type: none"> • Call Off contracts can only operate for up to two years following the expiry date of RM6000. Expiry date is 22nd March 2021. This may prohibit the Authority from having the contract length it wishes. • Only 9 Suppliers in the single Commercial Agreement Lot. May result in reduced competition if only a few decide to bid. • Not all Suppliers may be able to provide the fuel types indicated in para. 4.3 which might limit the competition. • Not all Suppliers may be able to achieve the coverage indicated in para 4.6, which might limit competition. • Not all Suppliers might be able to record vehicle odometer readings for inclusion in MI, indicated in para 4.7, which again might limit competition.
OGD Commercial Agreement – None identified.	

Open Market – Not applicable, budget above OJEU threshold.

OJEU Procurement – Not applicable as there is a compliant government framework that can meet this requirement.

6. CUSTOMER'S SUGGESTED APPROACH

- 6.1 The Customer had already investigated RM6000 – Fuel Card and Associated Services and was content to tender via this Commercial Agreement.

7. RECOMMENDED COMMERCIAL APPROACH

- 7.1 It is recommended that the Emergency Services Fuel Cards requirement is sourced via Commercial Agreement RM6000 – Fuel Card and Associated Services.

8. SOURCING STRATEGY

- 8.1 It is proposed that the following sourcing strategy will be used to offer the requirement to Potential Providers.

8.1.1 The anticipated timescales for the procurement are:

DATE	ACTIVITY
Friday 13 th July 2018	Publication of ITT inclusive of Launch of e-Sourcing event.
Friday 13 th July 2018	Clarification period starts.
Friday 20 th July 2018 @ 1700 hours	Clarification period closes ("Tender Clarifications Deadline").
Tuesday 24 th July 2018 @ 1700 hours	Deadline for the publication of responses to Tender Clarification questions.
Monday 6 th August 2018 @ 1000 hours	Deadline for submission of Tenders to the Agent ("Tender Submission Deadline").
Monday 6 th August 2018 to Wednesday 15 th August 2018	Evaluation Process.
Friday 17 th August 2018	Provision of the Agent's 'Award Recommendation Report' following internal approval.
Wednesday 22 nd August 2018	Provision of Authority's 'Approval to Proceed'.
Thursday 23 rd August 2018	Proposed Award Date of Contract.
Wednesday 29 th August 2018	Expected execution (signature) date for Contract(s).

DATE	ACTIVITY
Saturday 1 st September 2018	Expected commencement date for Contract(s).

8.1.1.1 The above timetable is subject to change and is dependent upon key gateway points being met in terms of receiving information from the customer and obtaining all required approvals.

8.2 Lots

8.2.1 One Supplier is required across all three Emergency Services to drive economies of scale and to reduce contract management / admin. burden. So not divided into Lots.

8.3 eAuction

8.3.1 Not suitable.

8.4 Evaluation Criteria

8.4.1 Evaluation Criteria is based on the following:

8.4.1.1 Provision of Covert Fuel Cards – Pass / Fail.

8.4.1.2 Recording of Vehicle Odometer readings – Pass / Fail.

8.4.1.3 Provision of Savings – Pass / Fail.

8.4.1.4 Programme Transition and Implementation – 30%

8.4.1.5 Price – 70%

8.5 Clarification Period

8.5.1 Following the launch of the event, a clarification period will be held to allow Potential Providers to submit any questions regarding the requirement. All questions will be submitted via the e-Sourcing Suite and will be collated by the Procurement Lead. The technical questions will be forwarded to the customer who will be required to provide a response within the pre-agreed deadline. The Procurement Lead will be responsible for providing a response to all commercial questions.

8.5.2 Where a clarification call has been scheduled as part of the procurement timetable, the Procurement Lead will act as host. The customer is responsible for providing a written response to each of the questions raised which will be shared via the e-Sourcing Suite.

8.5.3 The Procurement Lead is responsible for reviewing all responses to clarification questions, seeking any approvals if necessary before uploading to all Potential Providers via the e-Sourcing Suite.

8.6 Event Closure

8.6.1 Potential Providers will be required to submit their bids via the e-Sourcing Suite.

8.7 Evaluation Process

8.7.1 The customer will be required to provide an evaluation panel consisting of a minimum of three (3) individual members. All members will be required to complete 'Evaluator Declaration' forms. Additionally, each member will be required to register on the e-Sourcing Suite using the link below:

<http://ccs.cabinetoffice.gov.uk/i-am-buyer/run-further-competition/using-esourcing-suite-0>

8.7.2 When the event closes, the Procurement Lead will undertake an initial 'Compliance/Validation' evaluation to confirm that the Potential Providers have met all the mandatory requirements advertised.

8.7.3 Following this, the panel will need to log in to the e-Sourcing Suite in order to download and score the bids individually. If necessary, the Procurement Lead will provide e-Sourcing Suite training via a conference call. In addition, the panel will need to provide the Procurement Lead with individual feedback against each bid via the commentary box within the system.

8.7.4 The Procurement Lead will conduct the price evaluation which will be shared with the evaluation panel once the final technical scores have been agreed as outlined in 8.7.5.

8.7.5 The Procurement Lead will facilitate a telephone evaluation consensus meeting where the panel will discuss the proposals and their individual scores before agreeing on a final score and rationale. All members of the evaluation panel must attend this consensus meeting.

8.8 Bid Clarifications

8.8.1 If there are any bid clarification questions required, the Procurement Lead will be responsible for ensuring these are communicated via the e-Sourcing Suite to Potential Providers agreeing an appropriate timeframe with the customer.

8.9 Award Stage

8.9.1 Following the completion of the evaluation the Procurement Lead will draft an Award Recommendation Report outlining the entire process and the recommendation. This must be agreed by CCS and the customer before the contract award is made. CCS are not responsible for ensuring any additional customer approvals are obtained to enable the contract award to be made.

8.9.2 The Procurement Lead will draft all outcome letters (inclusive of the appendix feedback template) and the contract and these will be submitted to the suppliers via the e-Sourcing Suite.

8.10 Transparency

8.10.1 Following contract award, the Procurement Lead will handle the transparency commitments by undertaking the relevant commercial redactions and will;

8.10.1.1 Ask the customer to provide their technical redactions

8.10.1.2 Ask the supplier to confirm acceptance to the redactions made and/or request further redactions where there is a commercial reason.

9. APPROVALS

Activity	Name	Signature	Date
Produced By (CCS Customer Operations Procurement Lead)	Jonathan Bloomer	<i>J.P. Bloomer</i>	26 th June 2018
Authorised By (Internal CCS delegated officer)	Steve Lewis	<i>S.P. Lewis</i>	26 th June 2018
Agreed By (Customer)			

