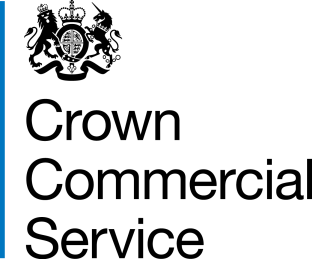
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**RM6268 Vehicle Lease, Fleet Management and Salary Sacrifice Supplier Briefing**

In preparation for the release of the tender for RM6268, we would like to share the following information to help you prepare:

Contracts Finder

This opportunity will be published on [Find a Tender Service](https://www.gov.uk/find-tender).

Lot Structure

The RM6268 framework will consist of 4 Lots (with 2 sub-lots), as follows:

* Lot 1 Lease of Vehicles up to 3.5 tonnes
* Lot 2
  + 2a - Lease of Specialist, Commercial and Municipal Vehicles up to but not including 7.5 tonnes
  + 2b - Lease of Specialist, Commercial and Municipal Vehicles 7.5 tonnes and above
* Lot 3 Independent Fleet Management Services
* Lot 4 Salary Sacrifice Car Schemes

Bid Process

You can submit a bid for one or more lots. However, if successful, Bidders will only be awarded a Framework Contract on individual lots, OR a combination of lots as set out below.

Bidders can be awarded a Framework Contract for:

* Any combination of Lots 1-2; and Lot 4

OR

* Lot 3 and Lot 4.

To confirm, if a Bidder is successful across a combination of Lots 1, 2 and 3, they will be awarded a Framework Contract for the lot(s) they have told us is their preference.

**The deadline for all bids is currently Monday 5 September 2022 at 12 noon.**

Evaluation Criteria

Lots will be evaluated using the following criteria

|  |  |  |
| --- | --- | --- |
| **Lots** | **Quality** | **Price** |
| Lots 1, 2a and 2b | 60% | 40% |
| Lots 3 & 4 | 80% | 20% |

Awarded Suppliers by Lot

Framework contracts will be awarded to a maximum number of suppliers per lot as follows

Lot 1: 25 Suppliers

Lot 2a: 10 Suppliers

Lot 2b: 10 Suppliers

Lot 3: 15 Suppliers

Lot 4: 8 Suppliers

We also reserve the right to award a framework to any bidder whose final score is within 1% of the last awarded position

Carbon Reduction Plans

CCS requires all Suppliers to work towards the development of a Net Zero Carbon Reduction Plan (CRP). Suppliers who awarded a place on the framework agreement will have to evidence completion of a CRP within 12 months of the framework award date

The development of Carbon Reduction Plans will form part of the Supplier’s Performance Indicators (PI’s) and will be monitored on a regular basis as part of CCS’ Supplier Relationship Management programme.

Driving for Better Business (DfBB)

As part of the tender bid process, CCS requires all Suppliers to sign up to the Driving for Better Business programme prior to the framework launch date of 16 May 2023. Subscription is free of charge and more information about the programme can be found via the following link:

<https://www.drivingforbetterbusiness.com/>

Progression through the Driving for Better Business accreditation stages will form part of the Supplier’s Performance Indicators (PI) and will be monitored on a regular basis as part of CCS’ Supplier Relationship Management programme.

Financial Assessment

CCS has adopted the Cabinet Office’s Financial Viability Risk Assessment (FVRA) Tool (version 4.3.1) as the basis to conduct a financial assessment on all Bids. The RM6268 Vehicle Lease, Fleet Management and Salary Sacrifice FVRA Tool will be provided as Attachment 5a in the bid pack – Financial Viability Risk Assessment Tool and is to be completed and submitted by Bidders.

It is advised that before completing the FVRA, Bidders review the May 2021 Guidance Note ‘Assessing and Monitoring the Economic and Financial Standing of Bidders and Suppliers’ (hereafter referred to as ‘The Guidance Note’) which can be

found at: <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/987132/Assessing_and_monitoring_the_economic_and_financial_standing_of_suppliers_guidance_note_May_2021.pdf>

Commission Charge

The commission charged will be 0.5% for all lots.

Cyber Security

The conclusion of a framework contract is subject to the provision of due ‘certificates, statements and other means of proof’ where bidders have, to this point, relied on self-certification.

This means:

* Insurance certificates; and
* Cyber Essentials Basic certification or an acceptable alternative verified by an accrediting body, which may include but is not limited to the following:

- PCI-DSS Certification

- ISO27001

Any alternative certifications submitted will be assessed by CCS who will confirm acceptance at its sole discretion.

Prompt Payment

The Government [Supplier Code of Conduct](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779660/20190220-Supplier_Code_of_Conduct.pdf) will apply to RM6268 this includes the requirement for Suppliers to pay subcontractors within 30 days on government contracts and comply with the standards set out in the Prompt Payment 11 Code on all other contracts.

Lot 1 Fleet Portal Requrements

For Lot 1 only, Supplier must successfully integrate with the CCS Fleet Portal, by the framework launch date of 16 May 2023, in order to provide quotations for standard vehicles and factory fit options. Supplier obligations include, but are not limited to:

* providing live vehicle quotations for standard specification vehicles including factory fit options within the scope of Lot 1 via the CCS dedicated vehicle web portal (“Fleet Portal”)utilising Web Service technology.

[https://fleetportal.crowncommercial.gov.uk](https://fleetportal.crowncommercial.gov.uk/)

* ensuring that its systems are configured to receive and transmit vehicle quotation information securely in XML format
* ability to link to CAPid vehicle and options data either by directly subscribing or to a data source that enables the cross referencing to CAPid vehicle and options data
* utilising vehicle identification data on the CAP1 code
* ensuring that the vehicle quotations provided are accurate