



Crown
Commercial
Service

Vehicle Lease, Fleet Management and Flexible Rental Solutions Customer guidance notes

Framework agreement RM6096



Framework reference: RM6096

Start date: 16/05/2019

End date: 15/05/2023

OJEU contract notice: [2018/S 232-530478](#)

What you can buy through this framework

A wide range of vehicles of all fuel trains can be leased through this agreement, along with complementary vehicle services. Leases and services cover those for cars, 4x4s, motorcycles, vans, commercial vehicles, minibuses and coaches. Scope includes everything from standard production to specially modified vehicles. Electric, alternatively fueled and other ultra-low emission vehicles are covered too.

The most popular vehicle financing arrangement available is the operational lease (contract hire) with the option to include servicing, maintenance, repair and other vehicle services.

Independent fleet management services to help manage vehicle efficiently and effectively. Services include vehicle selection, acquisition, driver and vehicle administration services, telematics and fuel card management. Help in ensuring the health and safety of drivers and vehicles, optimising fleet performance and offering staff benefit schemes through fleet.

In addition, access to flexible rental solutions for shorter terms requirements, typically 28 days or longer, is also provided. Flexible rental is usually taken up when you are unable to commit to the longevity of a standard lease, but want better value and more continuity than a daily rental vehicle. It is a good option for “pre-contract” whilst waiting for permanent vehicle delivery. Vehicles are usually available at short notice, using suppliers’ stock of vehicles. They can range from fairly standard to fully bespoke converted.

Full details of the scope of vehicles and associated services you can buy through this agreement are available in the framework specification.

Who can use this framework?

All UK public sector buyers, which include central government departments and their agencies, the wider public sector and the third sector.

Benefits of using the framework

- **Competitive Discounts:** Using an average market rate comparator, CCS discounts are currently 11.3% better than the average of the top 10 leasing companies in the market.
- **Direct Award:** Customers can make a direct award for standard cars and light commercial vehicles via the Fleet Portal.
- **Online Fleet Portal:** Obtain real-time quotations and a full breakdown of costs allowing you to compare options and whole life costs.
- **Dedicated Independent Fleet Management lot:** for access to specialist vehicle and driver services
- **Dedicated Flexible Rental lot:** for flexible solutions to complement your operations
- **Local Dealer options:** Option to use a local dealership for delivery, supporting SMEs
- **Environmental & Social Value:** Access vehicles of all fuel trains to support the Government Buying Standards and Fleet Commitments by making available ultra-low emission vehicles.
- **Legality:** The framework is fully compliant with public procurement regulations and reflects commercial best practice within the market. It also reduces procurement risk for customers, and reduces bureaucracy in the procurement process.
- **Pre-defined Terms and Conditions:** Contract Terms & Conditions have been established in line with commercial best practice. This include a comprehensive Lease Terms Schedule and Simple Order Forms

How the framework is structured

The framework is split into 4 lots

Lot 1 Lease of vehicles up to 3.5 tonnes:

Contract hire, option for service, maintenance and repair, supplementary flexible rental, standard lease management, option for sole supply fleet management and other fleet specialist services

Lot 2 Lease of commercial vehicles:

Light, medium and heavy commercial vehicles, contract hire, option for service, maintenance and repair, supplementary flexible rental, standard lease management, option for sole supply fleet management and other fleet specialist services

Lot 3 Independent fleet management services:

Provided independently from vehicle funders, management of leased and/or owned vehicles, operational or employee benefit vehicles, vehicle and driver management, wide range of fleet services

Lot 4 Flexible rental solutions:

Rental of vehicles for 28 days or longer, full range from cars, light and heavy commercial vehicles, standard build or bespoke, flexible contract terms.

Supplier Assurances undertaken

The award evaluation criteria for all lots was based on the most economically advantageous tender (MEAT), as defined in the OJEU Contract Notice.

CCS has carried out an open competition in compliance with all public procurement regulations to appoint suppliers to this agreement.

You should not have to request information on supplier's financial, technical, environmental or social standing unless it is specific to your requirements.

Suppliers have already agreed to the terms in the framework schedules and customer call-off schedules that govern this agreement.

How you can buy through this framework

At CCS we know that fleet policies, operations and profiles vary greatly across the public sector. With this in mind, there is a great deal of flexibility for you to determine how to contract for your goods and services to obtain the best value solution for you.

The starting point for customers wishing to source vehicles is to determine which lot they should use - see the lot descriptions.

This agreement supports both direct award and further competition.

If you wish to lease vehicles the CCS vehicle lease suppliers on lots 1 and 2 will be able to source the vehicle with the benefit of the vehicle purchase framework discount on your behalf and add the value benefit into your lease cost.

If you require a non-standard, converted vehicle the suppliers are able to arrange this on your behalf and apply to the vehicle. Where appropriate, framework suppliers may access the suppliers appointed to the CCS vehicle conversion dynamic purchasing system, making the most of the variety of specialisms available.

For more information about vehicle purchase and vehicle conversion please see the relevant agreements on the CCS website.

Direct Award

If leasing a standard specification passenger car or light commercial vehicle the easiest route to market is to use the CCS Fleet Portal (details below). Here you can compare vehicle specifications, whole life cost pricing and select the vehicle which is most appropriate for your organisation.

The CCS Fleet Portal provides extensive technical details for each vehicle and pricing for all available vehicle options to assist you with your selection.

The Fleet Portal provides information for vehicles in lot 1 only. If you require a vehicle which isn't of standard build, or from lot 2, then contact the relevant suppliers for pricing and technical information, compare their responses and select the vehicle which provides best value for your organisation.

Once a vehicle has been selected, contact your chosen supplier to complete the ordering process. At this point advise the supplier if you have a preferred local dealership you would like to use.

For Flexible Rental, contact the CCS Fleet team to access the Rate Card of pricing available for common vehicles. If you have a more bespoke requirement, then contact the relevant suppliers for pricing and technical information, compare their responses and select the vehicle which provides best value for your organisation

Once you are ready to order, you can either make use of the Simple Order Forms (Call Off Schedules 23 and 24) or full Order Form (Framework Schedule 6). When using the full Order Form, all of the standard Call Off Schedules will apply to your purchase by default. Some Schedules will be required to be completed with the bespoke details of your contract, for example Schedule 5 - Pricing Details and Schedule 20 - Specification. If you wish to vary any of the standard terms within the Call Off Schedules, you will need to edit these up front, and share with the supplier for agreement.

Further Competition

Customers who have significant volume or more complex requirements may further compete their requirements amongst the framework suppliers to determine which supplier will provide best value for their organisation. For lot 3 services, it is advised that a further competition is most appropriate.

You will need to prepare further competition documentation including an ITT (Invitation to Tender), a timetable for your competition, your specification/statement of requirements and the evaluation criteria you will use to evaluate bids (see evaluation criteria below).

If you include a draft Order Form, completed as far as possible, this will help save time in getting your order placed with the successful supplier at the end of the further competition process.

Ensure you allow suppliers sufficient time to prepare and submit their bids and to encourage maximum supplier response. Only ask for information that is relevant to your requirements.

During your bid evaluation, you must treat all suppliers equally and fairly and it is also vital that you evaluate the bids in the same way you stipulated in the further competition documentation.

Once you have identified which bid was the most economically advantageous you must tell all the suppliers of the outcome of the further competition. You can place your order with the successful supplier by finalising and placing the completed order form.

Further competition documentation should not duplicate what is in the standard T&Cs and should only cover any enhancements to these

Lease Terms

Call Off Schedule 22 applies by default to the lease of vehicles under the agreement. It reflects best practice leasing arrangements across the industry and protects the customer. Wider T&Cs are reflected within the Order Forms previously highlighted above.

Further competition evaluation criteria:

Quality – 0% to 100%

Price – 0% to 100%

When running a further competition, you are able to utilise the CCS eSourcing tool. This is a free online procurement tool to help you manage your further competitions, creating a clear audit trail, and supporting the delivery of the further competition in line with EU regulations. Further information and access to the eSourcing tool can be found [here](#).

If you wish to find out more about the system, its capabilities, and the benefits of using this, please contact the CCS eEnablement team at: eenablement@crowcommercial.gov.uk

As with Direct Award, following a further competition once you are ready to order, you should use either the Simple Order Forms (Call Off Schedules 23 and 24) or full Order Form (Framework Schedule 6) to provide a summary of your contract.

CCS Fleet Portal

The Fleet Portal is a web based system where customers will find a wealth of information to assist them when leasing or purchasing standard car or light commercial vehicles.

Customers using the portal can search for a specific vehicle or enter generic vehicle details to view a range of vehicles that meet their specification.

They can then use the technical and pricing information available for each vehicle to determine which best meets the requirements of their organisation.

Vehicle pricing and technical information is updated daily and real time pricing is pulled from lease provider's websites ensuring that customers using the portal have the most up to date information available. Vehicle quotations are honoured for 30 days.

The portal provides customers with:

- Quotations from suppliers of passenger and light commercial vehicles on the CCS vehicle purchase framework.
- Ability to search against wide criteria including body style, engine size, economy, emissions, safety features and standard optional extras.
- Automated whole life cost calculation.
- Vehicle lease quotations from all suppliers on the CCS vehicle lease framework enabling comparison of rates across the supplier base.
- The ability for lease customers to select a preferred lease profile and compare costs over a range of lease terms if required.
- A breakdown of lease costs including the cost of service, maintenance and repair and the anticipated residual value of a vehicle at the end of the lease term.
- Updates and news from suppliers about new models and special offers.
- Ability to obtain quotes for any vehicle available in the UK market for any fuel train, in support of meeting the Government Buying Standards and Fleet Commitment.
- Details of the support rates (discounts) available for each vehicle model.
- Extensive vehicle technical information.
- Emissions details for every vehicle model.
- Information and pricing for optional vehicle extras.

There is no obligation when using the portal and customers can run as many quotations as they wish.

To register for access to the CCS Fleet portal follow the link below:

<https://fleetportal.crowcommercial.gov.uk/>

Suppliers Awarded (see over page)


Vehicle Purchase RM6096	Lot 1	Lot 2	Lot 3	Lot 4
Adept Vehicle Solutions Ltd.			Yes	
ALD Automotive Ltd.	Yes & Sole supply			
Alphabet (GB) Limited	Yes & Sole supply			
ARI Fleet UK Ltd.			Yes	
Arnold Clark Vehicle Management	Yes & Sole supply			Yes
Arval UK Ltd.	Yes			Yes
Babcock Critical Services Ltd.			Yes	
BT Fleet Solutions			Yes	Yes
CLM Fleet Management			Yes	Yes
Dawson Group Truck and Trailer Ltd.		Yes		Yes
Days Fleet	Yes			
Days Rental				Yes
Enterprise Rent-A-Car UK Ltd.			Yes	Yes
Fleetcare (PSCSM) Ltd.			Yes	
Fraikin Ltd.			Yes	
GAP Group Ltd.				Yes
GMP Drivercare Ltd.			Yes	
Go Plant Fleet Services Limited		Yes		
Hitachi Capital Vehicle Solutions	Yes & Sole supply	Yes & Sole supply		
Inchcape Fleet Solutions	Yes & Sole supply			
Knowles Associates Total Fleet Management Ltd			Yes	
LeasePlan UK Ltd.	Yes & Sole supply			Yes
Lex Autolease	Yes & Sole supply			Yes
Limesquare Vehicle Rental Ltd.				Yes
Lookers Leasing Limited	Yes			

Vehicle Purchase RM6096	Lot 1	Lot 2	Lot 3	Lot 4
Maxxia (UK) Limited	Yes & Sole supply			
Mercedes Benz Financial Services UK Ltd. T/A Daimler Fleet Management	Yes & Sole supply			
NHS Fleet Solutions (Northumbria Healthcare)			Yes	
NTW Solutions Ltd.			Yes	
Ryder Ltd.		Yes & Sole supply		Yes
Scot Group Ltd. T/A Thrifty Car & Van Rental				Yes
SG Fleet Solutions UK Limited	Yes & Sole supply			
Sinclair Finance & Leasing Co Ltd.	Yes			
Specialist Fleet Services Ltd.		Yes		
T C H Leasing	Yes & Sole supply			Yes
Venson Automotive Solutions Limited	Yes & Sole supply	Yes & Sole supply		Yes
Volkswagen Financial Services (UK) Ltd.	Yes & Sole supply			Yes
Wessex Fleet			Yes	Yes
West Wallasey				Yes
Zenith Vehicles Limited	Yes & Sole supply	Yes & Sole supply		Yes
Total Suppliers by Lot	19	8	13	20

Help and advice

If you require any help with this guidance please contact

 info@crowcommercial.gov.uk

 0345 410 2222

You can also learn more about what we offer online:

 www.crowcommercial.gov.uk

 [@gov_procurement](https://twitter.com/gov_procurement)

 [Crown Commercial Service](https://www.linkedin.com/company/crown-commercial-service)

 <https://fleetportal.crowcommercial.gov.uk/>



Total Fleet Solutions from CCS