



Our Reference:

BY EMAIL ONLY

14 August 2015

Dear

Request for Information

Thank you for your email dated 19 July 2015 requesting information on the Homes and Communities Agency's (HCA) car leases. For ease of reference we have answered each of your questions in turn, below:

1. Contract Type: Maintenance, Leased, Hire

The contract ID is RM3710. Lot 1: Lease of passenger motor vehicles and light commercial vehicles up to 3.5 tonnes, including cars, vans, 4x4s, alternatively fuelled vehicles (e.g. hybrids, electric) and converted vehicles up to 3.5 tonnes. Maintenance of the vehicles is included in the lease.

2. Who is the supplier of this contract? If there is more than one supplier please can you split all the information out below including annual spend, contract description and contract dates.

The contract provided by Crown Commercial Service. This framework forms an integral part of the Central Government fleet strategy, providing access to a wide range of vehicles needed to deliver essential day to day public services for both Central Government Departments and other public sector organisations. The contract start date was 16 May 2015 and the end date is 15 May 2018.

A Panel of 12 lease companies were chosen for this contract following tender, listed below.

1. ALD Automotive Ltd
2. Alphabet (GB) Ltd
3. ARNOLD CLARK FINANCE Ltd.
4. Arval UK Ltd
5. Daimler Fleet Management
6. Hitachi Capital Vehicle Solutions Ltd
7. Inchcape Fleet Solutions Ltd

8. Leasedrive Ltd
9. LeasePlan UK Ltd t/a Automotive Leasing
10. Lex Autolease Ltd
11. Lookers Leasing Ltd
12. Volkswagen Financial Services Ltd

The HCA's current annual lease cost commitment is £1,010,516.02. However, the current fleet of cars the HCA hires was procured under the previous contract, RM858. To date, two cars have been ordered by the HCA under this new contract – however the HCA has not yet taken delivery of them.

3. A small description of the contract.

This agreement was developed to replace the previous Vehicle Lease agreement (RM858) which expired on 15 May 2015. In developing the new agreement a number of needs were addressed:

- More flexible, clear and concise route to market by consolidating two separate agreements into one and reduction of lots from 11 to 3
- Greater level of transparency of costs to drive through savings initiatives
- Review and development of the fleet portal to improve customer and supplier interfaces to support increased spend and savings
- Introduction of a matrix approach for fleet management in order to attract/retain SMEs and additional customers
- Opportunity for improved technology such as telematics to improve fleet utilisation and manage risk effectively
- Opportunity to introduce improved management information to provide greater visibility of the customers' fleet structure and spend
- Introduction of optional service offerings e.g. salary sacrifice
- A stakeholder group of customers across both central government and the wider public sector was formed to shape the requirements of the new agreement.
- The procurement was undertaken using the Open Procedure with the OJEU notice and Invitation To Tender (ITT) being published on 13 December 2014 via the CCS eSourcing portal.
- The return date for the ITT was 26 January 2015 and following full compliance checks, tenders were evaluated in accordance with the published evaluation process.
- The framework agreement will be managed in accordance with the CCS process for Supplier Relationship Management (SRM)

4. The expiry date of each individual contract.

The contract RM3710 expires on 15 May 2018.

5. The contract review date.

The contract will be reviewed by Crown Commercial Service however we do not have a date for this. Link to Framework Information:

<http://ccs-agreements.cabinetoffice.gov.uk/contracts/rm3710>

6. Can you please send me contact details of the individual within the organisation responsible for this contract? Can you please send me two contact one from the fleet management (or equivalent) and the other procurement or purchasing preferably the category manager.

The Government Procurement Service contact is James Rodgers (Framework Manager) james.rodgers@crownccommercial.gov.uk. The HCA's contact is Stephen Hailes (Lease Car & Insurance Manager) stephen.hailes@hca.gsi.gov.uk.

7. If the contract above was awarded within the last six months could you please provide me with the suppliers that were shortlisted?

This information is not held by the HCA. You may wish to contact Crown Commercial Service for this information. For further information, including how to make an FOI request, please see their website at the following address: <https://www.gov.uk/government/organisations/crown-commercial-service>.

8. I understand that the FOI Act is for recorded information but if you could be so help please include notes into what the organisation tends to do for future procurements. Extending contract, going to tender etc.

We will adhere to Government directives and sign up to future/replacement government frameworks provided by the Crown Commercial Service for the provision of passenger vehicles. We will remain with the current contract until a replacement framework has been procured.

If you have any questions regarding this response or any further queries you can contact us at the following addresses and quote your unique reference number found at the top of this letter:

Email: mail@homesandcommunities.co.uk

Mail: Information Access Officer
Homes and Communities Agency
Fry Building
2 Marsham Street
London
SW1P 4DF

If you are unhappy with the way Homes and Communities Agency has handled your request you may ask for an internal review. You should contact

Head of Legal Services
Homes and Communities Agency
Fry Building
2 Marsham Street
London
SW1P 4DF

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Yours sincerely

Naomi McMaster
Information Access Officer
Homes and Communities Agency