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Planning

## **Lease Car and Transport Management and Administration Services**

Cambridge University Hospitals NHS Foundation Trust

F01: Prior information notice

Prior information only

Notice identifier: 2023/S 000-022293

Procurement identifier (OCID): ocids-h6vhtk-03ebfd

Published 1 August 2023, 11:25am

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Cambridge University Hospitals NHS Foundation Trust

Hills Rd

Cambridge

CB2 0QQ

#### **Contact**

Corporate Services

#### **Email**

[corporate.services@eoecph.nhs.uk](mailto:corporate.services@eoecph.nhs.uk)

#### **Country**

United Kingdom

**Region code**

UKH12 - Cambridgeshire CC

**Internet address(es)**

Main address

<https://www.cuh.nhs.uk/>

Buyer's address

<https://www.cuh.nhs.uk/>

**I.3) Communication**

Additional information can be obtained from the above-mentioned address

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://health-family.force.com/s/Welcome>

**I.4) Type of the contracting authority**

Body governed by public law

**I.5) Main activity**

Health

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Lease Car and Transport Management and Administration Services

#### **II.1.2) Main CPV code**

- 50111000 - Fleet management, repair and maintenance services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

This Market Engagement is being undertaken by the East of England NHS Collaborative Procurement Hub (EoECPH) for and on behalf of Cambridge University Hospital NHS Foundation Trust (CUH).

Cambridge University Hospital NHS Foundation Trust (CUH) is seeking to establish a Lease Car and Transport Management and Administration Services Framework

As part of the potential procurement CUH is issuing this market engagement piece to connection with the marketplace to help shape the resulting procurement.

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.3) Place of performance**

NUTS codes

- UK - United Kingdom

#### **II.2.4) Description of the procurement**

The purpose of the PIN is to gauge interest and connect with providers within this

marketplace to better understand market interest, capability and capacity to deliver the requirements.

This notice is for information only and the Contracting Authority reserves the right to not proceed to tender or at its absolute discretion to amend it at the time of issue of any further notice or notices or at any other time.

As part of this pre-tender strategy Cambridge University Hospitals (CUH) would like to connect with providers of this type of service via a pre-market engagement exercise. We are therefore asking for your assistance through completion of our questionnaire. The information you provide will help us to form and shape the way the service specification is refreshed and updated for a framework that will last 4 years.

CUH is seeking to establish a Lease Car and Transport Management and Administration Services Framework that offers the following fully managed services; a lease car scheme (leases direct with the contracting authority or via salary sacrifice/salary deduction to staff), grey fleet management, electronic expenses, insurance mediation, accident management including claims administration, and the acquisition of vehicles on contract hire and/or other funding arrangements using multiple suppliers.

The primary services required are summarised below:

1. lease schemes:

- a.) to allow Beneficiaries to provide employee incentives and benefits around vehicle provision, incorporating lease vehicles on a salary deduction or salary sacrifice basis;
- b.) to allow Beneficiaries to secure vehicles at the best possible value for direct use by staff within the organisation for business purposes;

2. grey fleet; to allow Beneficiaries to appoint a suitable provider to manage the grey fleet administration requirements they may currently undertake in-house,

3. electronic expenses; the provision of an automated submission and claims system that simplifies the claims process for end users and administrators,

4. other ancillary services that are related to the core service provision are expected to be provided as part of this Framework. These should include comprehensive and readily accessible data monitoring for the service – incorporating, for example, records of lease vehicle mileages, fuel consumption and carbon emissions, all updated and made available on a monthly basis for each individual vehicle.

All the above should be provided to ensure that they support the Beneficiaries in meeting their carbon and waste reduction targets.

CUH are being supported by the East of England Collaborative Procurement Hub (EoECPH) for this procurement by using the Atamis eSourcing portal.

The Beneficiaries of the framework contract will be for CUH and NHS Trusts: Acute; Foundation; Community; Care; Primary Care; and Mental Health.

Where an entity listed as a Beneficiary is succeeded by another entity, which is itself a contracting authority, the successor entity shall be deemed to be included.

## **II.2.14) Additional information**

The Beneficiaries of the framework contract will be for CUH and other beneficiaries as listed below

Where an entity listed as a Beneficiary is succeeded by another entity, which is itself a contracting authority, the successor entity shall be deemed to be included.

a) Ambulance services;

b) NHS bodies;

c) Councils, including county councils, district councils, county borough councils, community councils, London borough councils, unitary councils, metropolitan councils, parish councils;

## **II.3) Estimated date of publication of contract notice**

18 September 2023

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

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## Section VI. Complementary information

### VI.3) Additional information

EoECPH/CUH intends to use an eTendering system, Atamis, in any resulting procurement exercise.

EoECPH is utilising an e-tendering tool to manage this project for both pre-procurement / marketplace engagement communication and activity with suppliers as well as any resulting tender process which may follow this early engagement. Accordingly, there will be no hard copy documents issued to suppliers and all communications with the EOECPH/CUH including the submission of the questionnaire will be conducted via <https://health-family.force.com/s/Welcome>. Any resulting procurement documentation will be published on the same procurement portal to ensure minimal supplier registration.

The questionnaire will run on the Atamis portal: <https://health-family.force.com/s/Welcome>

How to access the Questionnaire on the portal:

- Suppliers should register on the portal, if not already registered:
- To Express an Interest in this market engagement, search and Select contract reference - C168512 - CUH – Lease Car and Transport Management and Administration Services
- Please complete the questionnaire within the requirements section
- Suppliers can contact the Atamis helpdesk at -
- [support-health@atamis.co.uk](mailto:support-health@atamis.co.uk) or by calling 0800 9956035 for technical assistance when completing responses.

We would like to take this opportunity to thank you for your interest and participation.