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Tender

CO0335 Electric Vehicle Salary Sacrifice Scheme

Essex County Council

F02: Contract notice

Notice identifier: 2024/S 000-022531

Procurement identifier (OCID): ocds-h6vhtk-0482f3

Published 19 July 2024, 3:16pm

Section I: Contracting authority

I.1) Name and addresses

Essex County Council

County Hall, Market Road

Chelmsford

CM1 1QH

Contact

Mr Andrew Beaver

Email

Andrew.beaver@essex.gov.uk

Country

United Kingdom

Region code

UKH3 - Essex

Internet address(es)

Main address

<https://www.essex.gov.uk/>

Buyer's address

<https://www.essex.gov.uk/>

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://procontract.due-north.com>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://procontract.due-north.com>

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object**II.1) Scope of the procurement****II.1.1) Title**

CO0335 Electric Vehicle Salary Sacrifice Scheme

Reference number

DN663192

II.1.2) Main CPV code

- 34144900 - Electric vehicles

II.1.3) Type of contract

Supplies

II.1.4) Short description

Essex County Council (ECC) has made a commitment to develop an employee benefits scheme for its employees and also has a long-term vision to move towards a 'Total Reward' system to potentially include total reward statements. ECC wishes to continue to offer its staff salary sacrifice arrangements that offer 'real' benefits that reflect typical consumer spending and provides significant savings for scheme members.

We are seeking a provider to extend our benefits offering to include the provision of an Electric Vehicle Leasing Salary Sacrifice Scheme.

The Electric Vehicle Leasing Salary Sacrifice Scheme will be available to eligible core ECC employees (circa 5,250 employees). The scheme will need to be flexible to allow for fluctuations in workforce numbers as ECC reviews structure and operating models.

II.1.5) Estimated total value

Value excluding VAT: £300,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKH3 - Essex

II.2.4) Description of the procurement

Essex County Council (ECC) has made a commitment to develop an employee benefits scheme for its employees and also has a long-term vision to move towards a 'Total Reward' system to potentially include total reward statements. ECC wishes to continue to offer its staff salary sacrifice arrangements that offer 'real' benefits that reflect typical consumer spending and provides significant savings for scheme members.

We are seeking a provider to extend our benefits offering to include the provision of an Electric Vehicle Leasing Salary Sacrifice Scheme.

The Electric Vehicle Leasing Salary Sacrifice Scheme will be available to eligible core ECC employees (circa 5,250 employees). The scheme will need to be flexible to allow for fluctuations in workforce numbers as ECC reviews structure and operating models.

The successful Bidder (the Contractor) will provide the online infrastructure to enable eligible ECC employees to purchase Electric Vehicles through the government-endorsed Scheme (salary sacrifice). The system will allow staff to browse and choose their vehicle from a range of manufacturers, before deciding to apply to lease their chosen vehicle.

The successful Bidder (the Contractor) will provide the online infrastructure to enable eligible ECC's administrators to view, download and update registered employee's details including payroll deductions and P11d information.

Approval to lease a vehicle will be required on the grounds of length of contract and affordability criteria (e.g. by ensuring partaking in this offering does not cause an employee to fall under the National Living Wage). There should also be the facility to put further limits on the scheme eligibility where ECC feel appropriate throughout the term of the contract.

All offers should be available to eligible Essex County Council (ECC) employees and others as agreed via a dedicated, provider owned and managed website (Critical). The website should be:

Secure to the extent that only ECC employees (and those of nominated partners) may access the benefits, and that membership fluctuations to take account of new starters and leavers can be easily accommodated.

The solution needs to be compatible with the latest version of MS Edge and Chrome running on Windows 10. It is also desirable for broad compatibility with leading browsers and platforms (as some staff may use their own personal devices).

All online facilities used to deliver these services to the Authority and end users shall be

compliant with Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

Help Desk assistance should be available to ECC employees as a minimum Monday – Friday 9.00 – 17.00 to assist with problems and respond to any complaints.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 65

Price - Weighting: 35

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

37

This contract is subject to renewal

Yes

Description of renewals

Option to extend for a period of up to 24 months in 2 x 12 month periods.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

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

The procurement is covered by the Government Procurement Agreement: Yes

IV.2) Administrative information

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

23 August 2024

Local time

12:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.7) Conditions for opening of tenders

Date

23 August 2024

Local time

1:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.4) Procedures for review

VI.4.1) Review body

Royal Courts of Justice

London

WC2A 2LL

Country

United Kingdom