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Contract

## **CO0335 Electric Vehicle Salary Sacrifice Scheme**

Essex County Council

F03: Contract award notice

Notice identifier: 2024/S 000-031628

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

Published 3 October 2024, 9:03am

### **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](mailto: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.4) Type of the contracting authority**

Regional or local authority

**I.5) Main activity**

General public services

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## **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 consumers pending 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.1.6) Information about lots**

This contract is divided into lots: No

#### **II.1.7) Total value of the procurement (excluding VAT)**

Value excluding VAT: £300,000

### **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

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.2.11) 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

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## **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.2.1) Previous publication concerning this procedure**

Notice number: [2024/S 000-022531](#)

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## **Section V. Award of contract**

### **Contract No**

CO0335 Electric Vehicle Salary Sacrifice

A contract/lot is awarded: Yes

### **V.2) Award of contract**

#### **V.2.1) Date of conclusion of the contract**

2 October 2024

#### **V.2.2) Information about tenders**

Number of tenders received: 4

Number of tenders received from SMEs: 2

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 0

Number of tenders received by electronic means: 4

The contract has been awarded to a group of economic operators: No

**V.2.3) Name and address of the contractor**

Knowles Associates Total Fleet Management LTD

Red Lion House, The Green, Great Bentley,

Colchester

CO7 8QG

Country

United Kingdom

NUTS code

- UKH3 - Essex

The contractor is an SME

Yes

**V.2.4) Information on value of contract/lot (excluding VAT)**

Total value of the contract/lot: £300,000

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**Section VI. Complementary information**

**VI.4) Procedures for review**

**VI.4.1) Review body**

Royal Courts of Justice

London

Country

United Kingdom