

Replacement Fuel Cards

Subject: Procurement Report
Date: 19th January 2024
Reference: HWFRS/179

1. Background

Hereford and Worcester Fire & Rescue Service (HWFRS) [Fleet Strategy 2021-2025](#) identifies a replacement programme for all Service vehicles this links to the Service's core strategy of "providing and maintaining the right fleet, tools and equipment to ensure our staff can do their jobs effectively".

To be able to support the fleet strategy and replacement programme HWFRS require fuel cards to facilitate daily refuelling where bulk stock is not available for many of their road vehicles and to provide associated requirements such as oil, car wash and other sundry vehicle related items.

HWFRS current supplier for this contract is Allstar, the current National Framework Agreement (RM6000, Crown Commercial Service) expires on 22nd March 2024, so a review of our current requirement/needs has been undertaken, whilst a replacement Framework Agreement is procured.

This document aims to provide a clear and transparent rationale for how the appropriate re-procuring of fuel cards and associated services across HWFRS is selected. The Service has assessed the appropriate procurement routes, the appropriate available suppliers and the relevant costs.

2. Service Review

Following the review of our current fleet provision and engagement with service delivery via the Fleet Equipment Steering Group (FESG) on their operational requirements a user specification was drafted inline with current legislation.

It was agreed that Fuel Cards shall be issued to a vehicle. The types of fuel required would be for:

- Leaded, unleaded and super unleaded petrol;
- Standard diesel;
- EV Charging

Cards must also allow the purchase of vehicle-related items which include but are not limited to:

- ad-blu;
- air;
- car wash;
- lubricants;
- oil;
- screen wash;

Cards should not be enabled to allow the purchase of non-vehicle related goods available at forecourts, such as newspapers, refreshments etc.

HWFRS requires nationwide coverage with at least 70% of all UK sites covered. It also requires provision of Management Information about vehicle mileage, based on odometer readings recorded at the point of fuel sale, and must be able to be used by any employee, not a named person on the card.

As part of the NFCC Fire Commercial Transformation Programme (FCTP) Fuel cards were identified as a collaborative procurement project and agreement and representation from NFCC TOG was sought to represent Fire and Rescue Services in the pre-market engagement, framework procurement and subsequent further competition. An existing arrangement was in place with Police and Fire (27 FRS) utilising Allstar fuel cards through a CCS previous arrangement. This project was looking to build on that prior work by increasing the stakeholders to include all Ambulance Trusts and a tri-service 'Bluelight' collaboration.

Sussex Police are the lead for the Framework Agreement. Fire and Rescue Services were involved in the pre-market research lead by Devon and Somerset Fire Service and in the letting of the overarching Framework Agreement alongside The Crown Commercial Services CCS, to ensure Fire and Rescue Service requirements were incorporated.

BlueLight Commercial lead on the National Agreement for Fuel Cards for Emergency Services on behalf of UK Fire and Rescue Services, Police Authorities and Ambulance Services via their RM6000 Framework Agreement.

Crown Commercial Services (CCS), a national public sector procurement, offers a wide range of options and suppliers with heavily discounted public sector specific products. This framework also significantly reduces the costs and capacity otherwise required to undertake a full procurement (tender) process. This framework complies with all appropriate and relevant legal requirements.

The replacement Framework Agreement (RM6186) is to be available for use.

There was a need for BlueLight Commercial to go to market for the procurement of Fuel Cards for Emergency Services and have done so by undertaking a mini competition under the already established CCS Framework RM6186.

This opportunity will be for a single supplier, available across all three Emergency Services to drive economies of scale and to reduce contract management / administration, burden.

As part HWFRS review and finalising the process the following document was agreed.

Finalising of Documents

1. Appendix 1- Specification

The specification was agreed by the fleet manager and service delivery representatives and included the following headings:-

- Fraud Prevention
- Security
- Customer Service and Account Management
- Transition and Implementation
- Continuous Improvement; Delivering Efficiencies and Increasing Performance
- Invoicing and Payment
- Online Management Tool
- Contracting Authority Management Information

- Reporting to the Authority
- Specific Services
- Additional Requirements

The Authority requires a 2 year contract for the supply of all fuel types, based on our 2022/23 estimated usage:

Annual Volume; 193,883

Number of Transactions; 4,531

Net Value; £198,005.97

Gross Value; £237,607.13

Payment Terms; 30 days

Invoice Type; Monthly

Total Number of Cards; 181

*Number of Bearer Cards; 1

* means Fuel Cards that have no employee name or vehicle registration ascribed to them.

Hereford & Worcester requirements were feed into National competition Procurement and Contracts Manager **Appendix 1**- Specification.

The collective annual value of the contract is estimated at £112,700,000 and a total of 75,000 cards anticipated to be issued.

Emergency Services	Number of Fuel Cards	Annual Spend
Police	55,872	£70 million
Fire and Rescue	5,649	£4.7 million
Ambulance	13,574	£38 million

3. Procurement

This was undertaken as a mini competition through RM6186 Fuel Cards and Associated Products; run by Bluelight Commercial.

The contract will operate from 23/03/2024 to 22/03/2026

Options to extend:

- (i) 23rd March 2026 to 22nd March 2027.
- (ii) 23rd March 2027 to 22nd March 2028.
- (iii) Extension options above are exercisable under the existing Commercial Agreement RM6186 terms and conditions.

4. Evaluation Stage

Police, Fire and Rescue and Ambulance are represented on the evaluation panel. The Fire representatives are:

- Facilitator - Charlotte Rudd - Bluelight Commercial - Commercial Lead
- Evaluators - Amy Harraway - Devon & Somerset Fire - Category Manager (Fleet)
- Peter Aighton - Devon & Somerset Fire - Category Manager (IT)

- Martin Taylor - East of England Procurement Hub – Ambulance - Assistant Director of Procurement
- Raj Dosanjh - East of England Procurement Hub – Ambulance - Procurement Specialist
- Vicky Turner-Roope - Devon & Cornwall Police – Procurement

Evaluation questions were based on the following overarching criteria and weighted scores:

Selection Criteria:	Assessment Criteria
Mandatory Selection Criteria (as part of Framework)	Pass/Fail
Award Criteria	Assessment Criteria
ITT Part 1 – Information Question	Pass/Fail
ITT Part 2 – Technical Questions	30%
Method Statement	10%
Innovation Roadmap	6%
Benefits Realisation	6%
EV Infrastructure	4%
Cyber Security	4%
Social Value	10%
Fighting Climate Change	5%
Equal Opportunities	5%
Price	60%
Total	100%

5. Recommended Decision

Allstar Business Solutions are appointed for the Fuel Cards Contract.

Contract Value would be £215,000 (estimate) the contract commenced on the 22nd March 2024 to 23rd March 2026, with the option to extend for two (2) years in twelve (12) month increments.

6. Savings Achieved

This is the first occasion whereby all Emergency Services are procuring their needs in an aggregated manner.

Advantages of the new deal include:

- Discount of 0.4 pence per litre on all non-discount diesel transactions.
- Discount diesel supplied with a pump minus discount of 2.4 pence per litre or a mid cif + discount of 4.1 pence per litre, on standard grade diesel purchase. Based upon historical data the mid cif + discount offers the best value for money.
- Monthly card charge reduced to £0.90 per month per card. There will be a rationalisation of user cards to remove those cards that have not been used, which will remove the unused card fees.
- Transaction fees removed.
- Up to 10% of an Emergency Service Organisation's cards can be designated "Contingency Cards,"

and will only incur the £0.90 per month card charge during months when the cards are actually used to purchase fuels.

- Service is future proofed for the increasing Electric Vehicle infrastructure.
- Alternative Fuels such as hydrogen available.
- Should demand for unleaded increase to the point where Allstar buy their own reserves, the savings will be passed back to the Emergency Services.
- Allstar have offered to present the contract benefits to Emergency Service Organisations Account Managers to promote the benefits of the new contract. This is offered to encourage changes to user behaviours to take advantage increased savings.


The Authority also made non cashable savings due to using the National Framework and not having to run a full tender process.

(Approx cost; own procurement cost process estimated at 10 days worth of effort at £150 per day.

Use of framework resulted in 4 days at £150 per day therefore a 'non cashable' savings of £900 can be demonstrated (saved 6 days at £150 per day= £900)

7. Full Audit trail (including Specification/Scoring matrix)

[Allstar](#)

Appendix 1- Specification	 Organisational Specification Fuel Car
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