LONDON COMMERCIAL

FLEET PROJECT

funded by Capital Ambition - London Councils

Shared Commercial Fleet Requirements Planning Cloud

Core Specification

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Date: *28th November 2011*

Version: *0.2 Draft*

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Contents

1. Introduction

1.1 Purpose of the document

This performance specification sets out the core requirement for the provision of a shared 'cloud based' commercial fleet requirements planning tool.

1.2 Background information

As a category, commercial fleet represents an expenditure of over £600M across the UK public sector. Although the range of vehicles purchased is relatively small, the permutations and combinations within each range are extensive, with many variants and special requirements. This leads to:

- Piecemeal buying

- Proliferation of mixed fleets

- Duplicated and uncoordinated effort allied to poor planning

- Significant addition of cost to both customers and suppliers

Notwithstanding this, the underlying base elements such as chassis often remain common. Like minded groups across the UK have recognised the business case for changing this situation and have been busily engaged in:

- Producing core specifications for various ranges

- Creating widely available framework contracts, some of which promote the use of e-Auctions and standardisation

- Sharing information on, and coordinating, future requirements and attempting to align them to planned e-Auctions

The latter activity is done manually via spreadsheet and e-mail and is extremely difficult to do even with the best effort and determination.

The issues raised in this narrative can also be applied to other common categories such as ICT, highways, and FM.

1.3 Business Objectives

It is designed to meet the following business objectives:

- To allow public sector organisations to **plan and register** their potential future requirements over a rolling five year programme for a wide range of commercial and specialist vehicles

- To allow these to be **aggregated into lots** with a view to promoting sharper purchasing, supporting **the alignment of requirements and e-Auctions** and contributing to the generation of **cashable savings**

- To allow participating organisations to download and adopt **core specifications** with the goal of supporting the

development of **vehicle standardisation** across ranges

♦ To share information on a multi-authority basis

1.4 Business Case

The **business case** for using such a tool is clear, and participating organisations will be able to expect the following from taking part:

♦ **Cashable savings**, through adopting core specifications and aggregating requirements with those of other organisations to enter into formalised e-Auctions / mini-competitions

♦ **Efficiency savings**, through saving officer time in issuing tenders and undertaking research

The cost to an organisation in having access to, and using the tool, is in the £0 to £300 per annum range from year 3 onwards.

1.5 Vision for the future

The development of new technologies, particularly 'cloud based' ones provides an ideal opportunity to overcome the last remaining obstacle – namely planning and communication of information.

We have a vision of a password protected virtual system which allows registered users to

♦ access, view and record future requirements for a given range of commercial vehicles over a rolling five year period

♦ see what others are doing and make contact with other organisations

♦ view and download core specifications (PDF)

♦ create aggregated lots for future competitions and view published e-Auction dates

The system used to do this needs to be:

♦ Simple to use and requiring minimal training (measured in hours)

♦ Secure

♦ Easy to build and implement in days with no need for consultancy and hand holding

♦ Cheap and fixed cost

♦ Hosted

1.6 Design and operating principles

The tool used to deliver the requirement must be fully compliant with the following design and operating principles:

♦ Preference will be given to solution that uses open-source software and tools as favoured by the UK government where there is no exposure to third party licence fees

♦ No restrictions are to be placed on the usage of the information contained within the solution, except those that

are laid down in this specification

♦ The provider is not permitted to use any of the information uploaded by users or pass it to any third party organisation. The information will remain the property of the participating public bodies and must be returned in a machine readable format at the termination of the agreement

1.7 Participating organisations

This requirement is being driven by the Commercial Fleet project hosted by London Councils. This project is working with all 33 London local authorities:

Strong interest has also been expressed by:

♦ Government Procurement Service – formerly Buying Solutions

♦ Improvement and Efficiency South East (IESE)

♦ Improvement East (IE)

♦ Association of Greater Manchester Authorities (AGMA)

It is expected that they will all wish to have users and recommend it to their constituent authorities / departments.

2. Business Requirement

This section contains the basic requirements

2.1 Information

The solution must be able to store information on:

♦ Different vehicle types and ranges (up to 500) together with associated specifications. In some cases there might be two or more specifications for the same vehicle type and range. This should be shown as one record, but be capable of being sub-divided

♦ Total numbers required against each range / type and the ability to see a break down of the organisations contributing to the total

♦ The numbers need to be stored in quarters with year starting 1st April over a rolling five year period

The solution should also be able to store:

♦ A library of core specifications in PDF / Excel format for each range / type – with an upload download facility

♦ A list of core contacts for each user – Name / position / organisation / contact phone number / e-mail address

♦ A list of links to useful organisations

♦ A library of relevant framework contracts and associated downloads such as terms and conditions (PDF)

♦ An e-Auction library setting out the e-auction process together with roles and responsibilities and minimum numbers required for an e-Auction for each vehicle type /range

♦ A questions and answers section for e-Auctions / mini-competition, which should be sent to the hosting organisation, but also displayed for general viewing to all users along with the accompanying answers

There should be three types of User – system administrator, super user and general user:

♦ The Administrator must have access to and control of, all parts of the solution

♦ The Super User – would be the buying organisations that would be responsible for maintaining the e-Auction / mini competition calendar (see functionality) and the accompanying information. They would also be responsible for maintaining their associated core specifications in the library. They would be able to view all other parts of the solution but not amend it

♦ The User would be from a local authority or public body and have a vehicle requirement. The User should have read and/or write access. A user must only be able to amend or move their own requirements but view all other records, together with the library and calendar

The solution should have a 'branding capability' including: the ability to

♦ Add / delete logos and/or change fonts

♦ Make and receive a request to join

♦ Issue alerts or communications to all users

2.2 Functionality

♦ Access must be by user name and password – with appropriate security

♦ A calendar of e-Auctions and/or mini competitions planned must be held but only updated by the appropriate buying consortia. This must be capable of being viewed in conjunction with the main planning schedule so that users can move their requirements to coincide with the planned e-Auctions

♦ Users must be able to move requirements but there must be a 'lock down' for all requirements within the immediate three month window where an e-Auction is involved

♦ The calendar function should send an automatic e-mail reminder to each registered organisation giving a one month/one week/one day warning of the requirements lock down

♦ Super Users / Users should be able to access simple reports on:

  o organisations contributing information to the tool

  o numbers of vehicle types required by organisations over any given financial year or quarter

  o number of organisations together with their stated requirements for any vehicle range or type

♦ System Administrator should be able to see activity details of each organisation including when they last accessed or viewed the tool