# **RM6265 - Framework Schedule 1 (Specification)**

This document should be read in conjunction with Call-Off Schedule 22 (Vehicle Hire Terms) and Call-Off Schedule 24 (Car Share Hire Terms).

**Definitions**

|  |  |
| --- | --- |
| “Car Share”“Car Share Dedicated Vehicles”“Car Share Mixed Use Vehicles”“Car Share Publicly Accessible Vehicles” | the provision of vehicle hire for which Buyers use a booking system with the capability to reserve Vehicles for hourly periods rather than a whole day or longer. The Vehicles are equipped with technology to enable entry by membership card and individual journey tracking by driver. Car Share includes Car Share Dedicated Vehicles, Car Share Mixed Use Vehicles and Car Share Publicly Accessible Vehicles;Car Share Vehicles, either kept at the Buyer’s or Supplier’s premises or at specified locations which are for exclusive use by the Buyer or, if requested by the Buyer, shared with other organisations;Car Share Vehicles, either kept at the Buyer’s or Supplier’s premises or at specified locations which are for exclusive use by the Buyer during an agreed period within working hours. Outside of the agreed period, the Supplier may make the Vehicles available to the general public;Car Share Vehicles available through the Supplier’s Car Share network which are not solely reserved for a single Buyer but can be hired by anyone with Car Share Membership. Vehicles can be rented by the hour and rental durations are capped at a single whole day rate; |
| “Car Share Technology Only”“Social Value Review” | the provision of standalone technology offered by the Supplier to allow the Buyer’s own fleet vehicles to be reserved through the Supplier’s online booking system and facilitate the reporting of Management Information on the use of these vehicles;A review detailing Suppliers delivery against social value commitments made in the Supplier’s tender or agreed in the Supplier’s social value implementation plan. |
| “Hire” | an agreement specifying the Vehicles and Equipment that the Buyer will hire from the Supplier under the Call-Off Contract which the Buyer will detail using the Online Booking System or in an equivalent form as agreed by the Parties from time to time. |

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# Overview of the Framework Contract

* 1. The Crown Commercial Service (CCS) framework agreement RM6265 provides Vehicle Hire and Car Share services to the United Kingdom (UK) and overseas. The Framework Contract comprises 5 Lots as described in section 2.2.
	2. The procurement for the Framework Contract has been advertised on the Find a Tender service using the Open Procedure.
	3. The list published in section VI.3 of the contract notice provides the Crown Bodies and other Buyers who will be able to access the Deliverables pursuant to this Framework Contract.
	4. The Supplier will be required to provide Deliverables to Buyers
	5. The Framework Contract will be managed centrally by CCS and Call-Off Contracts will be managed locally by individual Buyers.
	6. The Supplier will be required to supply its full range of commercially available vehicles for all Lots to which it has been appointed, as outlined in Table 3.1 below.

# Framework Deliverables

This Specification (Schedule 1) sets out the characteristics of the Deliverables that the Supplier will be required to make available to all Buyers under this Crown Commercial Service (CCS) Vehicle Hire Solutions Framework Contract.

The mandatory requirements applicable to each Lot under this Framework Contract, are identifiable by ‘**M**’, which appears in the left-hand margin next to the applicable paragraph numbers in this Framework Schedule 1 (Specification).

Where ‘**M**’ appears in the left-hand margin next to a paragraph number, this means that the deliverable stated in that paragraph is a mandatory requirement that Suppliers will be expected to fulfil as part of the Framework Contract for the relevant Lot.

Where ‘**D**’ appears in the left-hand margin next to a paragraph number, this means that the deliverable stated in that paragraph is a desirable requirement that Suppliers may be expected to fulfil, but it is not a mandatory requirement as part of the Framework Contract.

* 1. For all Lots and Deliverables:
		1. The Supplier shall only provide the Deliverables for the Lot that they have been appointed to
		2. The Supplier must help Buyers comply with any applicable Standards;
		3. The Deliverables (including any Standards) set out in this Schedule may be refined by a Buyer during a Further Competition Procedure;
		4. The Supplier shall provide the Deliverables in accordance with the Hire Template, Joint Schedules, Call-Off Schedules including Call-Off Schedule 22 (Vehicle Hire Terms), Call-Off Schedule 24 (Car Share Hire Terms) and the Core Terms.

# Lot Structure

The Framework Contract consists of five (5) Lots. The table below (3.1) details the Lot structure and the Deliverables available under each Lot. The Deliverables available under each Lot are further described in each section of this Framework Schedule 1 (Specification).

**Table 3.1**

|  |  |  |
| --- | --- | --- |
| **Lot** | **Description of Lots** | **Types of vehicles by Lot** |
| Lot 1 | Hire of Vehicles up to 3.5T  | Mandatory - passenger cars Desirable - LCVs up to 3.5T, minibuses up to 17 seats, 4x4s, car share, international rental |
| Lot 2 | Hire of Commercial Vehicles up to 7.5T | Mandatory - LCVs up to 3.5TDesirable - HGVs from 3.5T - 7.5T, 4x4s, specialist LCVs, minibuses, passenger cars  |
| Lot 3 | Hire of HGVs from 7.5T and above | Mandatory - HGVs from 7.5T and aboveDesirable - municipal vehicles, street scene vehicles, tractor units, trailers, refuse vehicles, hot boxes, tippers, dropsides, crane-related vehicles or other specialist HGVs. |
| Lot 4 | Hire of emergency service and specialist healthcare operational vehicles | Mandatory - at least one of the vehicles in the scope of this LotDesirable - any other vehicles in scope including but not limited to trailers for healthcare usage, A&E ambulances, response vehicles or other specialist vehicles and trailers |
| Lot 5 | Car Share solutions | Mandatory - cars for Car Share within at least one of the following:Publicly Accessible VehiclesDedicated VehiclesDesirable - Mixed Use Vehicles Car Share Technology Only  |

4. Deliverables for Lot 1 - Hire of Vehicles up to 3.5T

**4.1 Vehicle types, duration and geography**

The deliverables that fall within the scope of Lot 1 are described below:

**M** 4.1.1 The Supplier shall be able to provide passenger cars for Hire within the UK.

**D**  4.1.2 The Supplier may provide under Lot 1:

* LCVs up to 3.5T
* Minibuses up to 17 seats
* 4x4s up to 3.5T
* Other non-standard or modified cars, 4x4s, and LCVs up to 3.5T
* Car Share networks
* International Vehicle Hire

**M** 4.1.3 The Supplier shall be able to provide Vehicles for at least one of the following rental durations:

Short Term: 1-2 Days

Short - Mid Term: 3-6 Days

Medium Term: 7-27 Days

Long Term: 28 Days +

**M** 4.1.4 The Supplier shall be able to offer Vehicles for Hire either across the entire UK or, to particular geographical areas with the UK

**4.2 Vehicle Specifications**

The Supplier shall, unless requested otherwise:

**M** 4.2.1supply all Vehicles with either; a puncture repair or inflation kit or spare wheel or space saver; wheel brace and jack and, where appropriate; an electric charging cable;

**M** 4.2.2 maintain Vehicles in accordance with the manufacturer's recommendations;

**M** 4.2.3 ensure Vehicles are compliant with a minimum four star New Car Assessment Programme (NCAP) rating**;**

**M** 4.2.4 ensure all Vehicles are fit for purpose and meet all national legal requirements for the country in which they are being driven in;

**M** 4.2.5 ensure that Vehicles subject to a safety recall notice requiring action during the anticipated duration of the Hire are not supplied for Hire to the Buyer and Vehicles subject to a stop drive recall notice are not supplied for Hire to the Buyer irrespective of the anticipated duration of Hire;

**M** 4.2.6 supply Vehicles which, with the exception of Car Share Publicly Accessible Vehicles, are clean inside and out including windows;

**D** 4.2.7 supply Vehicles with the fuel type and transmission option as specified by the Buyer;

**M** 4.2.8 categorise Vehicles according to CCS Vehicle groups and the [Association of Car Rental Industry Systems and Standards (ACRISS)](https://www.acriss.org/car-codes/expanded-matrix/) SIPP codes for cars and LCVs where applicable, and;

**D** 4.2.9 where requested by the Buyer, provide additional equipment, including but not limited to roof racks or boxes, satellite navigation systems, child seats etc.

**4.3 Booking Arrangements for Hires**

**M** 4.3.1 The Supplier shall offer an online booking system which allows the Buyer to book a Hire for standard Vehicles for Hires of up to 27 days.

**D** 4.3.2 For Hires of up to 27 days, the Supplier shall also offer telephone and email booking.

**M** 4.3.3 For Hires of 28 days or more, the Supplier shall offer telephone and email booking.

**D** 4.3.4 For Hires of 28 days or more, the Supplier shall make available an online booking system.

**D** 4.3.3 Where requested by the Buyer, the Supplier shall use the Buyer’s or a third party’s online booking system. The Supplier shall provide electronic access to book Hires from the Buyer or third party (subject to entering into a code of connection agreement which shall be subject to a separate charge to be agreed with the Buyer during the Call-Off Contract).

**D** 4.3.4 Where requested by the Buyer, the Supplier shall ensure its online booking system complies with a relevant accessibility standard such as WCAG 2.1AA.

**M** 4.3.5 The Supplier shall adhere to all of the terms in Call-Off Schedule 22 - Vehicle Hire Terms and; where relevant Call-Off Schedule 24 - Car Share Hire Terms

**4.4 Delivery and Collection**

**M** 4.4.1 The Supplier shall offer delivery and collection of Vehicles to all Buyers both within working hours and out of hours unless otherwise agreed at Call-Off.

**D** 4.4.2 Where requested by the Buyer, the Supplier shall provide Vehicles as a one-way Hire.

**M** 4.4.3 The Supplier shall adhere to all of the terms in Call-Off Schedule 22 - Vehicle Hire Terms and, where relevant Call-Off Schedule 24 - Car Share Hire Terms

**4.5 Fines and Penalties**

**M** 4.5.1 The Supplier shall pay any fines and penalties on behalf of the Buyer and request repayment for such fines and penalties from the Buyer or promptly pass information to the relevant authorities and the Buyer to enable them to process fines and penalties.

**M** 4.5.2 The Supplier shall adhere to all of the terms in Call-Off Schedule 22 - Vehicle Hire Terms, and where relevant Call-Off Schedule 24 - Car Share Hire Terms.

**4.6 Breakdown, Roadside Assistance and Damage**

**M** 4.6.1 The Supplier shall provide breakdown and roadside assistance in relation to Hired Vehicles 24 hours a day 365 days per year (366 days in a leap year) at no additional cost to the Buyer.

## **M**  4.6.2 The Supplier shall operate a process to manage Vehicle Damage.

**M**  4.6.3 The Supplier shall adhere to all of the terms in Call-Off Schedule 22 - Vehicle Hire Terms, and; where relevant Call-Off Schedule 24 - Car Share Hire Terms.

**4.7 Maintenance**

**M** 4.7.1 The Supplier shall ensure that all maintenance and repairs are performed in accordance with the manufacturer's recommendations and warranty provisions at their own expense.

**M** 4.7.2 The Supplier shall adhere to all of the terms in Call-Off Schedule 22 - Vehicle Hire Terms and; where relevant Call-Off Schedule 24 - Car Share Hire Terms.

**4.8 Vehicle Insurance**

**M** 4.8.1 The Supplier shall be able to provide Vehicles for which:

  insurance cover is provided by the Supplier;

 insurance cover is provided by the Buyer;

 the Buyer relies on Crown Indemnity

**M** 4.8.2 The Supplier shall adhere to all of the terms in Call-Off Schedule 22 - Vehicle Hire Terms, and; where relevant Call-Off Schedule 24 - Car Share Hire Terms.

**4.9 Payment and Invoicing**

**M** 4.9.1 The Supplier shall accept payment of the charges by the Buyer by any method specified by the Buyer in Framework Schedule 6 - Order Form Template without charging the Buyer any fees for doing so.

**M**  4.9.2 The Supplier shall adhere to all of the terms in Call-Off Schedule 22 - Vehicle Hire Terms and; where relevant Call-Off Schedule 24 - Car Share Hire Terms.

**4.10 Reporting**

**M** 4.10.1 The Supplier shall provide management information electronically and free of charge, as specified by the Buyer, including but not limited to:

 details of Vehicle bookings and Hires

information in relation to Vehicles’ CO2 emissions.

**4.11 Other CCS Fleet Framework Contracts**

**M** 4.11.1 The Supplier shall make the  Deliverables available to the suppliers appointed to the CCS Vehicle Lease, Fleet Management and Salary Sacrifice agreement (RM6268) and its successor agreement thereby enabling these suppliers to act as an intermediary and Hire Vehicles on a Buyer’s behalf.

**4.12 Supplier Advice**

The Supplier shall:

**D** 4.12.2 where requested by the Buyer, advise on carbon emissions reduction;

**D** 4.12.3 provide advice and recommendations on how to maximise value in use of Vehicle Hire;

**D** 4.12.4 provide Hire management services which include, but are not limited to:

management of fleet list of Hired Vehicle

updating the motor insurance database on behalf of the Buyer

advice in relation to Vehicle selection and specification

**4.13 International Hire**

**D** 4.13.1 Where requested by the Buyer, the Supplier may make available cars, LCVs, minibuses and 4x4 Vehicles for overseas Hire.

**D** 4.13.2 The Supplier may provide worldwide coverage but may have specific emphasis on the United States of America, Canada, Germany, Norway, Spain, France, Italy, Cyprus, Australia, Sweden and the Netherlands.

**4.14 Car Share**

**D** 4.14.1 The Supplier shall be able to offer Car Share as specified in Specific Deliverables - Lot 5 Car Share Solutions and in accordance with Call-Off Schedule 24 - Car Share Hire Terms.

5. Deliverables For Lot 2 - Hire of Commercial Vehicles up to 7.5T

**5.1 Vehicle types, durations and geography**

The deliverables that fall within the scope of Lot 2 are described below.

**M** 5.1.1 The Supplier shall be able to provide LCVs of standard build up to 3.5T for Hire in the UK:

**D** 5.1.2The Supplier may provide the following Vehicle types for Hire in the UK:

* HGVs between 3.5T and 7.5T
* 4x4s
* Minibuses
* Specialist LCVs up to 3.5T
* Passenger cars

**M** 5.1.3 The Supplier shall be able to provide Vehicles for at least one of the following rental durations:

Short Term: 1-2 Days

Short - Mid Term: 3-6 Days

Medium Term: 7-27 Days

Long Term: 28 Days +

**M** 5.1.4 The Supplier shall be able to offer Vehicles for Hire either across the entire UK or to particular geographical areas across the UK.

**5.2 Vehicle Specifications**

The Supplier shall unless requested otherwise:

**M** 5.2.1supply all Vehicles with a puncture repair/inflation kit or spare wheel/space saver, wheel brace and jack and, where appropriate, an electric charging cable.

**M** 5.2.2 maintain Vehicles in accordance with the manufacturer's recommendations.

**M** 5.2.3 where relevant to Vehicle type, ensure Vehicles are compliant with a minimum four star New Car Assessment Programme (NCAP) rating**.**

**M** 5.2.4 ensure all Vehicles are fit for purpose and meet all national legal requirements for the country in which they are being driven in.

**M** 5.2.5 ensure that Vehicles subject to a recall notice are not supplied for Hire to the Buyer.

**M** 5.2.6 supply Vehicles which are clean inside and out including windows.

**M** 5.2.7 supply Vehicles in all fuel and transmission options appropriate to the Vehicle type.

**M** 5.2.8 supply Vehicles with suitable modifications or conversions to meet Buyer specification, where requested

**M** 5.2.9 categorise Vehicles according to the CCS Vehicle groups and the [Association of Car Rental Industry Systems and Standards (ACRISS)](https://www.acriss.org/car-codes/expanded-matrix/) where applicable to cars and LCVs.

**D** 5.2.10 where requested by the Buyer, provide additional equipment, including but not limited to roof racks/boxes and satellite navigation system.

**5.3 Booking Arrangements for Hires**

**M** 5.3.1 The Supplier shall make available telephone and email booking in addition to, or instead of, an online booking system.

**D** 5.3.2 Where requested by the Buyer, the Supplier shall use the Buyer’s or a third party’s online booking system. The Supplier shall provide electronic access to book Hires from the Buyer or third party (subject to entering into a code of connection agreement which shall be subject to a separate charge to be agreed with the Buyer during the Call-Off Contract).

**D** 5.3.3 Where requested by the Buyer, the Supplier shall ensure its online booking system complies with a relevant accessibility standard such as WCAG 2.1AA.

**M** 5.3.4 The Supplier shall adhere to all of the terms in Call-Off Schedule 22 - Vehicle Hire Terms.

**5.4 Delivery and Collection**

**M** 5.4.1 The Supplier shall offer delivery and collection of Vehicles to all Buyers within working hours.

**D** 5.4.2 Where requested by the Buyer, the Supplier shall provide Vehicles as a one-way Hire.

**M** 5.4.3 The Supplier shall adhere to all of the terms in Call-Off Schedule 22 - Vehicle Hire Terms

**5.5 Fines and Penalties**

**M** 5.5.1 The Supplier shall pay any fines and penalties on behalf of the Buyer and request repayment for such fines and penalties from the Buyer or promptly pass information to the relevant authorities and the Buyer to enable them to process fines and penalties.

**M** 5.5.2 The Supplier shall adhere to all of the terms in Call-Off Schedule 22 - Vehicle Hire Terms.

**5.6 Breakdown, Roadside Assistance and Damage**

**M** 5.6.1 The Supplier shall provide breakdown and roadside assistance in relation to Hired Vehicles 24 hours a day 365 days per year (366 days in a leap year) at no additional cost to the Buyer.

## **M**  5.6.2 The Supplier shall operate a process to manage Vehicle Damage.

**M** 5.6.3 The Supplier shall adhere to all of the terms in Call-Off Schedule 22 - Vehicle Hire Terms.

**5.7 Maintenance**

**M** 5.7.1 The Supplier shall ensure that all maintenance and repairs are performed in accordance with the manufacturer's recommendations and warranty provisions at their own expense.

**D** 5.7.2 Where relevant, the Supplier shall ensure that maintenance and repairs are carried out in accordance with service levels and intervals as required under operators licence requirements

**D**  5.7.3 Where requested by the Buyer, the Supplier shall provide copies of

relevant Vehicle  records to allow the Buyer to meet its legal obligations including, but not limited to, LOLER certificates, maintenance and Vehicle documents. Such records shall be made available to the Buyer prior to the commencement of the Hire Period.

**M** 5.7.4 The Supplier shall remain responsible for all relevant service inspections during the Hire Period, to be carried out at Buyer premises where possible.

**M** 5.7.2 The Supplier shall adhere to all of the terms in Call-Off Schedule 22 - Vehicle Hire Terms.

**5.8 Vehicle Insurance**

**D** 5.8.1 The Supplier shall be able to provide Vehicles for which:

* insurance cover is provided by the Supplier;
* insurance cover is provided by the Buyer;
* the Buyer relies on Crown Indemnity

**M** 5.8.2 The Supplier shall adhere to all of the terms in Call-Off Schedule 22 - Vehicle Hire Terms.

**5.9 Payment and Invoicing**

**M** 5.9.1 The Supplier shall accept payment of the charges by the Buyer by any method specified by the Buyer in Framework Schedule 6 - Order Form Template without charging the Buyer any fees for doing so.

**M**  5.9.2 The Supplier shall adhere to all of the terms in Call-Off Schedule 22 -

Vehicle Hire Terms.

**5.10 Reporting**

**M** 5.10.1 The Supplier shall provide management information electronically and free of charge, as specified by the Buyer, including but not limited to details of Vehicle bookings and Hires, including:

* information in relation to Vehicles’ CO2 emissions;
* information relating to Vehicle service and maintenance including intervals and Vehicle checks.

**5.11 Other CCS Fleet Framework Contracts**

**M** 5.11.1 The Supplier shall make the  Deliverables available to the suppliers appointed to the CCS Vehicle Lease, Fleet Management and Salary Sacrifice agreement (RM6268) and its successor agreement thereby enabling these suppliers to act as an intermediary and Hire Vehicles on a Buyer’s behalf

**5.12 Supplier Advice**

**D** 5.12.1 The Supplier shall provide advice on the operation and maintenance of Hired Vehicles in conforming with operators' licence requirements

**D** 5.12.2 Where requested by the Buyer the Supplier shall advise on carbon emissions reduction.

**D** 5.12.3 provide advice and recommendations on how to maximise value in use of Vehicle Hire.

**D** 5.12.4 provide Hire management services which include but are not

limited to:

* management of fleet list of Hired Vehicles
* updating the motor insurance database on behalf of the Buyer
* advice in relation to Vehicle selection and specification

6. Deliverables For Lot 3 - Hire of Commercial Vehicles 7.5T and above

**6.1 Vehicle Types, duration and geography**

The deliverables that fall within the scope of Lot 3 are described below.

**M** 6.1.1 The Supplier shall be able to provide at least one of the Vehicles in scope of this Lot, including but not limited to municipal, waste management and street scene Vehicles, tractor units, trailers, hot boxes, tippers, dropsides and Vehicle mounted cranes either of standard or non-standard build.

**M** 6.2.7 The Supplier shall be able to provide Vehicles for at least one of the following rental durations:

Short Term: 1-2 Days

Short - Mid Term: 3-6 Days

Medium Term: 7-27 Days

Long Term: 28 Days +

**M** 6.3.2 The Supplier shall be able to offer Vehicles for Hire either across the entire UK or to particular geographical areas across the UK.

**6.2 Vehicle Specifications**

The Supplier shall unless requested otherwise:

**M** 6.2.1 supply all Vehicles where appropriate, an electric charging cable.

**M**  6.2.2 maintain Vehicles in accordance with the manufacturer's recommendations.

**M** 6.2.3 ensure all Vehicles are fit for purpose and meet all national legal requirements for the country in which they are being driven in.

**M** 6.2.4 ensure that Vehicles subject to a recall notice are not supplied for Hire to the Buyer.

**M** 6.2.5 supply Vehicles which are clean inside and out including windows.

**M** 6.2.6 supply Vehicles in all fuel and transmission options appropriate to the Vehicle type.

**M** 6.2.7 supply Vehicles with suitable modifications or conversions to meet Buyer specification, where requested

**6.3 Booking Arrangements for Hires**

**M** 6.3.1 The Supplier shall make available telephone and email booking for Vehicles

**D** 6.3.2 Where requested by the Buyer, the Supplier shall use the Buyer’s or a third party’s online booking system. The Supplier shall provide electronic access to book Hires from the Buyer or third party (subject to entering into a code of connection agreement which shall be subject to a separate charge to be agreed with the Buyer during the Call-Off Contract).

**D** 6.3.3 Where requested by the Buyer, the Supplier shall ensure its online booking system complies with a relevant accessibility standard such as WCAG 2.1AA.

**M** 6.3.4 The Supplier shall adhere to all of the terms in Call-Off Schedule 22 - Vehicle Hire Terms.

**6.4 Delivery and Collection**

**M** 6.4.1 The Supplier shall offer delivery and collection of Vehicles to all Buyers within working hours.

**D** 6.4.2 Where requested by the Buyer, the Supplier shall provide Vehicles as a one-way Hire and/or out of hours.

**M** 6.4.3 The Supplier shall adhere to all of the terms in Call-Off Schedule 22 - Vehicle Hire Terms.

**6.5 Fines and Penalties**

**M** 6.5.1 The Supplier shall pay any fines and penalties on behalf of the Buyer and request repayment for such fines and penalties from the Buyer or promptly pass information to the relevant authorities and the Buyer to enable them to process fines and penalties.

**M** 6.5.2 The Supplier shall adhere to all of the terms in Call-Off Schedule 22 - Vehicle Hire Terms.

**6.6 Breakdown, Roadside Assistance and Damage**

**M** 6.6.1 The Supplier shall provide breakdown and roadside assistance in relation to Hired Vehicles 24 hours a day 365 days per year (366 days in a leap year) at no additional cost to the Buyer.

## **M**  6.6.2 The Supplier shall operate a process to manage Vehicle Damage.

**M** 6.6.3 The Supplier shall adhere to all of the terms in Call-Off Schedule 22 - Vehicle Hire Terms.

**6.7 Maintenance**

**M** 6.7.1 The Supplier shall ensure that all maintenance and repairs are performed in accordance with the manufacturer's recommendations and warranty provisions at their own expense.

**D** 6.7.2 Where relevant, the Supplier shall ensure that maintenance and repairs are carried out in accordance with service levels and intervals as required under operators licence requirements

**M** 6.7.3 Where requested by the Buyer, the Supplier shall provide copies of relevant Vehicle  records to allow the Buyer to meet its legal obligations including, but not limited to, LOLER certificates, maintenance and Vehicle documents. Such records shall be made available to the Buyer prior to the commencement of the Hire Period.

**M**  6.7.3 The Supplier shall remain responsible for all relevant service inspections during the Hire Period, to be carried out at Buyer premises where possible.

**M** 6.7.4 The Supplier shall adhere to all of the terms in Call-Off Schedule 22 - Vehicle Hire Terms.

**6.8 Vehicle Insurance**

**D** 6.8.1 The Supplier shall be able to provide Vehicles for which:

* insurance cover is provided by the Supplier;
* insurance cover is provided by the Buyer;
* the Buyer relies on Crown Indemnity

**M** 6.8.2 The Supplier shall adhere to all of the terms in Call-Off Schedule 22 - Vehicle Hire Terms.

**6.9 Payment and Invoicing**

**M** 6.9.1 The Supplier shall accept payment of the charges by the Buyer by any method specified by the Buyer in Framework Schedule 6 - Order Form Template without charging the Buyer any fees for doing so.

**M**  6.9.2 The Supplier shall adhere to all of the terms in Call-Off Schedule 22 -

Vehicle Hire Terms.

**6.10 Reporting**

**M**  6.10.1 The Supplier shall provide management information electronically and

free of charge, as specified by the Buyer, including but not limited to:

* details of Vehicle bookings and Hires
* information in relation to Vehicles’ CO2 emissions
* information relating to Vehicle service and maintenance including intervals and Vehicle checks

**6.11 Other CCS Fleet Framework Contracts**

**M** 6.11.1 The Supplier shall make the  Deliverables available to the suppliers appointed to the CCS Vehicle Lease, Fleet Management and Salary Sacrifice agreement (RM6268) and its successor agreement thereby enabling these suppliers to act as an intermediary and Hire Vehicles on a Buyer’s behalf.

**6.12 Supplier Advice**

**D** 6.12.1 The Supplier shall provide advice on the operation and maintenance of Hired Vehicles in conforming with operators' licence requirements.

**D** 6.12.2 Where requested by the Buyer the Supplier shall, advise on carbon

emissions reduction.

**D** 6.12.3 provide advice and recommendations on how to maximise value in use of Vehicle Hire.

**D** 6.12.4 provide Hire management services which include but are not

limited to:

* management of fleet list of Hired Vehicles
* updating the motor insurance database on behalf of the Buyer
* advice in relation to Vehicle selection and specification

7. Deliverables For Lot 4 - Hire of emergency service and specialist healthcare operational Vehicles

**7.1 Vehicle types, duration and geography**

The deliverables that fall within the scope of Lot 4 are described below.

**M** 7.1.1 The Supplier shall be able to provide at least one Vehicle type within the scope of this Lot, the scope including but not limited to:

* emergency response Vehicles, including, but not limited to rapid response Vehicles responding to urgent and emergency 999 calls;
* provision of specially adapted non-standard Vehicles used for patient transport services;
* both emergency and non-emergency patient transport Vehicles including cars and commercial Vehicles
* other specialist healthcare operational Vehicles, such as mobile medical trailers and Vehicles.

**M**  7.1.2 The Supplier shall be able to provide Vehicles for at least one of the

following rental durations:

Short Term: 1-2 Days

Short - Mid Term: 3-6 Days

Medium Term: 7-27 Days

Long Term: 28 Days +

**M** 7.1.3 The Supplier shall be able to offer Vehicles for Hire either across the entire UK or to particular geographical areas across the UK.

**7.2 Vehicle Specifications**

The Supplier shall unless requested otherwise:

**M** 7.2.1 supply, where appropriate all Vehicles with a puncture repair kit/inflation kit or a spare/spacesaver wheel, wheel brace and jack and, where appropriate, an electric charging cable.

**M**  7.2.2 maintain Vehicles in accordance with the manufacturer's recommendations.

**M** 7.2.3 ensure all Vehicles are fit for purpose and meet all national legal requirements for the country in which they are being driven in.

**M** 7.2.4 ensure that Vehicles subject to a recall notice are not supplied for Hire to the Buyer.

**M** 7.2.5 supply Vehicles which are clean inside and out including windows.

**M** 7.2.6 supply Vehicles in all fuel and transmission options appropriate to the Vehicle type.

**M** 7.2.7 supply vehicles with suitable modifications or conversions to meet Buyer specification, where requested

**7.3 Booking Arrangements for Hires**

**M** 7.3.1 The Supplier shall make available telephone and email booking for Vehicle Hires.

**D** 7.3.2 Where requested by the Buyer, the Supplier shall use the Buyer’s or a third party’s online booking system. The Supplier shall provide electronic access to book Hires from the Buyer or third party (subject to entering into a code of connection agreement which shall be subject to a separate charge to be agreed with the Buyer during the Call-Off Contract).

**D** 7.3.3 Where requested by the Buyer, the Supplier shall ensure its online booking system complies with a relevant accessibility standard such as WCAG 2.1AA.

**M** 7.3.4 The Supplier shall adhere to all of the terms in Call-Off Schedule 22 - Vehicle Hire Terms.

**7.4 Delivery and Collection**

**M** 7.4.1 The Supplier shall offer delivery and collection of Vehicles to all Buyers within working hours.

**D** 7.4.2 Where requested by the Buyer, the Supplier shall provide Vehicles as a one-way Hire or out of working hours.

**M** 7.4.3 The Supplier shall adhere to all of the terms in Call-Off Schedule 22 - Vehicle Hire Terms.

**7.5 Fines and Penalties**

**M** 7.5.1 The Supplier shall pay any fines and penalties on behalf of the Buyer and request repayment for such fines and penalties from the Buyer or promptly pass information to the relevant authorities and the Buyer to enable them to process fines and penalties.

**M** 7.5.2 The Supplier shall adhere to all of the terms in Call-Off Schedule 22 - Vehicle Hire Terms.

**7.6 Breakdown, Roadside Assistance and Damage**

**M** 7.6.1 The Supplier shall provide breakdown and roadside assistance in relation to Hired Vehicles 24 hours a day 365 days per year (366 days in a leap year) at no additional cost to the Buyer.

## **M**  7.6.2 The Supplier shall operate a process to manage Vehicle Damage.

**M** 7.6.3 The Supplier shall adhere to all of the terms in Call-Off Schedule 22 - Vehicle Hire Terms.

**7.7 Maintenance**

**M** 7.7.1 The Supplier shall ensure that all maintenance and repairs are performed in accordance with the manufacturer's recommendations and warranty provisions at their own expense.

**D** 7.7.2 Where relevant, the Supplier shall ensure that maintenance and repairs are carried out in accordance with service levels and intervals as required under operators licence requirements

**D** 7.7.3 Where relevant, the Supplier shall ensure that maintenance and repairs conform with Buyer specified testing regimes and if required will retest Vehicles periodically or if changes are made to the Vehicle

**M** 7.7.4 Where requested by the Buyer, the Supplier shall provide copies of relevant Vehicle  records to allow the Buyer to meet its legal obligations including, but not limited to, LOLER certificates, maintenance and Vehicle documents. Such records shall be made available to the Buyer prior to the commencement of the Hire Period.

**M** 7.7.5 The Supplier shall remain responsible for all relevant service inspections during the Hire Period, to be carried out at Buyer premises where possible.

**M** 7.7.6 The Supplier shall adhere to all of the terms in Call-Off Schedule 22 - Vehicle Hire Terms.

**7.8 Vehicle Insurance**

**D** 7.8.1 The Supplier shall be able to provide Vehicles for which:

* insurance cover is provided by the Supplier;
* insurance cover is provided by the Buyer;
* the Buyer relies on Crown Indemnity.

**M** 7.8.2 The Supplier shall adhere to all of the terms in Call-Off Schedule 22 - Vehicle Hire Terms relating to Vehicle Insurance.

**7.9 Payment and Invoicing**

**M** 7.9.1 The Supplier shall accept payment of the charges by the Buyer by any method specified by the Buyer in Framework Schedule 6 - Order Form Template without charging the Buyer any fees for doing so.

**M** 7.9.2 The Supplier shall adhere to all of the terms in Call-Off Schedule 22 - Vehicle Hire Terms relating to Payment and Invoicing.

**7.10 Reporting**

**M** 7.10.1 The Supplier shall provide management information electronically and free of charge, as specified by the Buyer, including but not limited to details of Vehicle bookings and Hires, including;

* information in relation to Vehicles’ CO2 emissions;
* information relating to Vehicle service and maintenance including intervals and Vehicle checks;
* information relating to Vehicle testing and certification.

**7.11 Other CCS Fleet Framework Contracts**

**M** 7.11.1 The Supplier shall make the  Deliverables available to the suppliers appointed to the CCS Vehicle Lease, Fleet Management and Salary Sacrifice agreement (RM6268) and its successor agreement thereby enabling these suppliers to act as an intermediary and Hire Vehicles on a Buyer’s behalf.

**7.12 Supplier Advice**

**D** 7.12.1 The Supplier shall provide advice on the operation and maintenance of Hired Vehicles in conforming with operators' licence requirements

**D** 7.12.2 Where requested by the Buyer the Supplier shall advise on carbon emissions reduction.

**D** 7.12.3 provide advice and recommendations on how to maximise value in use of Vehicle Hire.

**D** 7.12.4 provide Hire management services which include but are not limited to:

* management of fleet list of Hired Vehicle;
* updating the motor insurance database on behalf of the Buyer;
* advice in relation to Vehicle selection and specification.

**7.13 Specialist Vehicle usage and testing**

**D** 7.13.1 Where an emergency rapid response Vehicle is supplied, the Supplier must acknowledge that the Buyer may hold Exemptions for Emergency Vehicles use in responding to an emergency (only) as detailed in the Road Traffic Regulation Act, 1984, and the Road Safety Act, 2006, and must permit the Buyer to use the Vehicles without adhering to the following normal driving restrictions:

Statutory speed limits;

Traffic Lights (Traffic Signs Regulations and General Directions, 2002);

Pedestrian Crossings (Zebra, Pelican and Puffin Pedestrian Crossings Regulations 1997) and;

Parking & Stopping Restrictions.

**D** 7.13.2 Where an emergency rapid response Vehicle is supplied, the Supplier shall permit the Buyer to use blue lights and sirens in accordance with:

Road Vehicles Lighting Regulations 1989 (Amended by The Deregulation Act 2015) and;

Road Vehicles (Construction & Use) Regulations 1986 (Amended by The Deregulation Act 2015).

**D** 7.13.3 Where required the Supplier shall ensure Vehicles conform to the required testing regime set out in the Call-Off Contract, when requested by the Buyer. The Supplier acknowledges and agrees that the tests will include but may not be limited to:

Vehicle handling;

Brake testing regime;

Vehicle environmental and electronic testing;

Compliance to CEN 1789:2020 as the European Union standard for ambulances and medical transportation Vehicles and;

Medicines and Healthcare products Regulatory (MHRA) tested and approved.

**D** 7.13.4 The Supplier shall submit Vehicles for the agreed testing standards by an approved test house. The Supplier acknowledges and agrees that these tests may be time limited and Vehicles may require retesting.

**D** 7.13.5 The supplier shall resubmit Vehicles and equipment for periodic retesting at the required intervals to ensure compliance is maintained

**D** 7.13.6 The Supplier shall maintain records of Vehicle testing undertaken and shall share them with the Buyer when requested and at its own expense.

8. Deliverables For Lot 5 - Car Share Solutions

**8.1 Service types, duration and geography**

**M** 8.1.1 The Supplier shall provide at least one of the following options to the Buyer:

Car Share Publicly Accessible Vehicles;

Car Share Dedicated Vehicles.

**D** 8.1.2 The Supplier may also provide the following option to the Buyer:

 Car Share Mixed Use Vehicles;

 Car Share Technology Only.

**D** 8.1.3 For Car Share Technology Only, the Supplier shall offer a one-off installation service to install standalone technology into a Buyer-owned fleet Vehicle to allow it to be reserved through the Supplier’s online booking system. Thereafter the Supplier shall provide information relating to the journeys of the Vehicle to the Buyer

**M**  8.1.4 The Supplier shall provide Vehicles for the following rental durations for Publicly Accessible Vehicles:

Hourly Weekday;

Hourly Weekend;

Daily.

**M** 8.1.5The Supplier shall provide Vehicles for the following rental durations for Dedicated Vehicles and Mixed Use Vehicles

1-6 Days;

7-27 Days;

1-6 Months;

7-12 Months;

12 Months +.

**M**  8.1.6 The Supplier shall be able to offer vehicles for Hire either across the entire UK or to particular geographical areas across the UK.

**8.2 Vehicle Specifications**

The Supplier shall, unless requested otherwise:

**M** 8.3.1supply all Vehicles with a spare wheel, wheel brace and jack (or equivalent run flat tyres), a warning triangle and, where appropriate, an electric charging cable.

**M** 8.3.2 maintain Vehicles in accordance with the manufacturer's recommendations.

**M** 8.3.3 ensure Vehicles are compliant with a minimum four star New Car Assessment Programme (NCAP) rating**.**

**M** 8.3.4 ensure all Vehicles are fit for purpose and meet all national legal requirements for the country in which they are being driven in.

**M** 8.3.5 ensure that Vehicles subject to a recall notice are not supplied for Hire to the Buyer.

**M** 8.3.6 supply Vehicles which, with the exception of Car Share Publicly Accessible Vehicles, are clean inside and out including windows.

**M** 8.3.7 supply Vehicles in all fuel and transmission options appropriate to the Vehicle type.

**M** 8.3.8 categorise Vehicles according to the [Association of Car Rental Industry Systems and Standards (ACRISS)](https://www.acriss.org/car-codes/expanded-matrix/) where applicable.

**8.3 Booking Arrangements for Hires**

**M** 8.3.1 The Supplier shall make available an online booking system.

**D** 8.3.2 Where requested by the Buyer, the Supplier shall use the Buyer’s or a third party’s online booking system. The Supplier shall provide electronic access to book Hires from the Buyer or third party (subject to entering into a code of connection agreement which shall be subject to a separate charge to be agreed with the Buyer during the Call-Off Contract).

**D** 8.8.3 Where requested by the Buyer, the Supplier shall ensure its online booking system complies with a relevant accessibility standard such as WCAG 2.1AA.

**M** 8.3.4 The Supplier shall adhere to all of the terms in Call-Off Schedule 24 – Car Share Hire Terms.

**8.4 Delivery and Collection - NOT USED**

**8.5 Fines and Penalties**

**M** 8.5.1 The Supplier shall pay any fines and penalties on behalf of the Buyer and request repayment for such fines and penalties from the Buyer or promptly pass information to the relevant authorities and the Buyer to enable them to process fines and penalties.

**M**  8.5.2 The Supplier shall adhere to all of the terms in Call-Off Schedule 24 - Car Share Hire Terms.

**8.6 Breakdown, Roadside Assistance and Damage**

M 8.6.1 The Supplier shall provide breakdown and roadside assistance in relation to Hired Vehicles 24 hours a day 365 days per year (366 days in a leap year) at no additional cost to the Buyer.

## **M**  8.6.2 The Supplier shall operate a process to manage Vehicle Damage.

**M** 8.6.3 The Supplier shall adhere to all of the terms in Call-Off Schedule 24 - Car Share Hire Terms.

**8.7 Maintenance**

**M** 8.7.1 The Supplier shall ensure that all maintenance and repairs are performed in accordance with the manufacturer's recommendations and warranty provisions at their own expense.

**M** 8.7.2 The Supplier shall adhere to all of the terms in Call-Off Schedule 24 - Car Share Hire Terms.

**8.8 Vehicle Insurance**

**M** 8.8.1 The Supplier shall be able to provide Vehicles for which insurance cover is provided by the Supplier.

**D**  8.8.2 Where requested, the Supplier shall provide Vehicles for which:

* insurance cover is provided by the Buyer;
* the Buyer relies on Crown Indemnity

**M** 8.8.3 The Supplier shall adhere to all of the terms in Call-Off Schedule 24 - Car Share Hire Terms.

**8.9 Payment and Invoicing**

**M** 8.9.1 The Supplier shall accept payment of the charges by the Buyer by any method specified by the Buyer in Framework Schedule 6 - Order Form Template without charging the Buyer any fees for doing so.

**M**  8.9.2 The Supplier shall adhere to all of the terms in Call-Off Schedule 24 -

Car Share Hire Terms.

**8.10 Reporting**

**M** 8.10.1 The Supplier shall provide management information electronically and free of charge, as specified by the Buyer, including but not limited to details of Vehicle bookings and Hires, including;

* information in relation to Vehicles’ CO2 emissions;
* information relating to Vehicle service and maintenance including intervals and Vehicle checks.

**8.11 Other CCS Fleet Framework Contracts**

**M** 8.11.1 The Supplier shall make the  Deliverables available to the suppliers appointed to the CCS Vehicle Lease, Fleet Management and Salary Sacrifice agreement (RM6268) and its successor agreement thereby enabling these suppliers to act as an intermediary and Hire Vehicles on a Buyer’s behalf.

**8.12 Supplier Advice**

**D** 8.12.1 The Supplier shall provide advice on the operation and maintenance of Car Share Vehicles;

**D** 8.12.2 Where requested by the Buyer the Supplier shall advise on carbon emissions reduction.

**D** 8.12.2 provide advice and recommendations on how to maximise value in use of Car Share.

**D** 8.12.3 provide Hire management services which include but are not limited to:

* management of fleet list of Car Share Vehicles;
* updating the motor insurance database on behalf of the Buyer;
* advice in relation to Vehicle selection and specification.

9. Policy & Legislation

* 1. **Government Buying Standards (GBS)**

**M** 9.1.1 The Supplier acknowledges and agrees that when hiring Vehicles, central government Buyers are required to conform to:

 the Government Buying Standard for Transport and, as part of this;

 the Government Fleet Commitment (GFC) to transition 25% of cars in central government department fleets to electric/ultra-low emissions (below 50g/km CO2) by 2022 and 100% of cars and LCVs to all electric by 2027;

 The GFC applies to all leased and purchased Vehicles, as well as those Hired for more than 5 days or more.

 The current standards are accessible via the web link:

<https://www.gov.uk/government/publications/sustainable-procurement-the-gbs-for-transport-vehicles/government-buying-standards-for-transport-2017>

**M** 9.1.2 The Supplier shall assist the Buyer to comply with any new arrangements introduced, if at any point the GBS for Transport are amended or replaced (whether by enhancement, another agreement or by alternative government arrangements).

* 1. **Delivering Social Value**

## Social Value legislation and guidance places a legal requirement on all public bodies to consider the additional social, economic and environmental benefits that can be realised for individuals and communities through commissioning and procurement activity. More information on social value can be found on this link to Procurement Policy Note 06/20: [**https://www.gov.uk/government/publications/procurement-policy-note-0620-taking-account-of-social-value-in-the-award-of-central-government-contracts**](https://www.gov.uk/government/publications/procurement-policy-note-0620-taking-account-of-social-value-in-the-award-of-central-government-contracts)

**Delivering Social Value as part of the Framework Award**

The following Social Value priorities are integral to the Specification for this Framework Contract:

Fighting Climate Change;

Wellbeing and;

 Covid-19 Recovery.

## The Supplier shall comply with the following Social Value framework initiatives:

## **9.2.1 Driving for Better Business:**

**M** 9.2.1.1 The Supplier shall sign up to the Driving for Better Business programme within 3 months of the framework go live date. Subscription is free of charge and more information about the programme can be found via via the following link: [ttps://www.drivingforbetterbusiness.com/](https://www.drivingforbetterbusiness.com/)

**M** 9.2.1.2 Progression through the Driving for Better Business accreditation stages will form part of the Supplier’s PI’s and will be monitored on a regular basis as part of CCS’s Supplier Relationship Management programme.

**M** 9.2.1.3 Driving for Better Business is a National Highways programme to raise awareness of the significant benefits that employers in both the private and public sectors can achieve from managing work related driving more effectively. The Driving for Better Business vision is “A world where those who use the roads for work do so safely, efficiently and sustainably”.

**M** 9.2.1.4 CCS believes that signing up to the Driving for Better Business programme will enable Suppliers to contribute towards the following Social Value themes:

Wellbeing - by understanding the issues related to health and wellbeing and how they influence work-related road risk, and evidencing measures and policies put in place to improve driver behaviour in order to reduce the risk of accidents, injuries and deaths to drivers, passengers and pedestrians.

Fighting Climate Change - by adopting driving processes and working practices that reduce your organisational and individual driver’s carbon footprint.

Covid-19 Recovery - the application of the Driving for Better Business Covid-19 Toolkit will ensure the Supplier has implemented the necessary changes in working practices.

## **9.2.2 Electric Vehicle and Charging Infrastructure Roadmap**:

## The UK government has committed to ending the sale of all new petrol and diesel cars and LCVs by 2030. By the same year, 80% of all new car sales will need to be fully electric.

## **M**  9.2.2.1 In order to support the Government in providing the infrastructure needed for more electric vehicles, the Supplier shall develop a roadmap and share with CCS, detailing both:

##  the commitment to extend its own electric vehicle charging infrastructure either within Supplier premises, car share networks, local areas or other solutions for electric vehicles or other low carbon vehicles appropriate to the Supplier’s vehicle range, and;

 the commitment to make available more zero emission vehicles through the Supplier’s Deliverables and wider network.

## **M**  9.2.2.2 Progress against this roadmap will form part of the Supplier’s PI’s and will be monitored on a regular basis as part of CCS’s Supplier Relationship Management programme.

**9.2.3 Carbon Reduction Plans**

In 2019 the UK Government amended the Climate Change Act 2008 by introducing a target of at least a 100% reduction in the net UK carbon account (i.e. reduction of greenhouse gas emissions, compared to 1990 levels) by 2050. This is otherwise known as the ‘Net Zero’ target. For further information about Carbon Reduction Plans please refer to the recent [Procurement Policy Note (PPN) 06/21](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/991622/PPN_0621_Taking_account_of_Carbon_Reduction_Plans__2_.pdf) (Taking Account of Carbon Reduction Plans in the Procurement of Major Government Contracts).

**M** 9.2.3.1 The Supplier shall provide to CCS an initial Carbon Reduction Plan as part of their tender to be awarded onto the framework.

**M** 9.2.3.2 The development of Carbon Reduction Plans will form part of the Supplier’s Performance Indicators (PI’s) and will be monitored on a regular basis as part of CCS’s supplier relationship management programme.

**9.2.4 Delivering Social Value as part of the Call-Off**

**M** 9.2.4.1 Where requested by Buyers, Suppliers shall build into contracts activities which add Social Value benefits for the Buyer, as included in Call-Off evaluation criteria which will be made clear to all Suppliers involved in the further competition.

**M** 9.2.4.2 Buyers may identify further specific Social Value priorities based on either the Procurement Policy Notice 06/20 social value themes (listed below) or separate themes during a Call-Off Procedure; when responding to such further competition requests, the Supplier shall respond with the appropriate proposals:

##  **COVID-19 recovery -** Help local communities to manage and recover from the impact of COVID-19

##  **Tackling economic inequality -**create new businesses, new jobs and new skills; increase supply chain resilience and capacity

##  **Fighting climate change -** Effective stewardship of the environment

##  **Equal opportunity -** Reduce the disability employment gap; Tackle workforce inequality

## **Wellbeing -** Improve health and wellbeing; Improve community integration

**M** 9.2.4.3 For Call-Off Contracts where a Further Competition took place or a Direct Award forecast to be above £100,000 spend per annum, the Supplier shall:

Within one month of the Call-Off Contract start date, agree a social value implementation plan with Buyers which, for Further Competitions, is also to be consistent with any commitments made in their tender unless otherwise requested by the Buyer;

submit an annual Social Value Review to the Buyer no later than one month following the anniversary of the Call-Off Contract go-live date. If requested, the Supplier shall also send the Social Value Review to CCS. The Social Value Review shall detail Suppliers delivery against social value commitments made in the Supplier’s tender or agreed in the Supplier’s social value implementation plan.

**9.2.5 Preventing Modern Slavery**

**M** 9.2.5.1Suppliers are required to demonstrate action to identify and manage

the risks of modern slavery in the delivery of the contract, including in the supply chain, through understanding of the modern slavery risks and issues affecting the market, industry, sector or country (of origin or of source) relevant to the contract, and the workforce in the tenderer’s own organisation and those of its key sub-contractors.

**9.2.6 Further Sustainability Measures**

**M** 9.2.6.1 The Supplier shall support CCS and the Buyer to meet the Government agenda in terms of business sustainability, which requires consideration of commercial needs and making a positive impact on society and the environment, both locally and globally.

**M** 9.2.6.2 The Supplier must reduce or continue to reduce the environmental impact of their operations through the Term of this Framework Contract.

**M** 9.2.6.3 The Supplier shall support the Buyer in meeting its obligations to the Greening Government Commitments, which are accessible via the following web link: <https://www.gov.uk/government/collections/greening-government-commitments>

**9.2.7 Small and Medium Enterprises and Voluntary and Community Social Enterprises:**

## **M**  9.2.7.1 Where requested, the Supplier shall endeavour to measure and report the number, value and proportion of total contract spend awarded to Small and Medium-sized Enterprises (SMEs) and Voluntary and Community Social Enterprises (VCSEs) to assist Government reporting.