

NFCC FLEET PROCUREMENT TIMESCALES

FRS GUIDANCE DOCUMENT FOR PLANNING PURPOSES

This document is developed as a simple guide to illustrate the key stages and timescales to consider in the NFCC fleet procurement planning process from identification of needs through to mobilisation. Timescales will vary considerably depending on extent of organisational changes, requirements, consultation requirements, internal governance, vehicle type, market and supplier capacity and also wider market conditions. However, the document is to assist FRS with advising on where there are agreed considerations and timescales that ensure the market and suppliers can respond to the requirements and to ensure FRS secure response to tenders, competition and therefore demonstrate best value. For more in-depth guidance please refer to the NFCC TOG Best Practice Manual and NFCC Emergency Response Vehicles Framework or your local Fleet or Procurement Officer.

Plan & Prepare

- Identification of need
- Pre-market engagement/market research
- Business Case &/or Procurement Strategy
- Gathering of requirements
- Collaboration opportunities
- Secure funding
- •Indicative Timescales Stage will vary depending on extent of changes, resources available and requirements. Recommend 6 9 months depending on extent of change and therefore consultation required.

Procure

- Create set of tender documentation to include final set of requirements
- Issue tender to suppliers (<u>allowing at least six</u> weeks to respond)
- Respond to clarifications
- •Bid evaluation and post tender clarifications
- Agree timescales and build slots
- Contract award and signing
- •Issue Purchase Order
- Indicative Timescales Minimum 6 9 months procurement process

Deliver

- Vehicle build, FRS inspections, testing, acceptance and sign-off
- Driver and maintenance training
- Stage payments
- Contract and supplier management
- Change control
- Vehicle mobilisation
- Indicative Timescales 6 -12 months vehicle build process (after chassis delivery). Note:
 Vehicle delivery dependent on chassis lead times - these can be up to 18 months.

Overall Timescales (assuming Supplier also provides Chassis) - Allow 24-36 months overall for majority of fleet requirements and 30-36 months for some specialist fleet requirements (ALPS)