Collaborative Arrangement – Provision of Insurance Brokerage Services to NI Public Sector Fleet (2025-2030)

ID 5138934

USER PROTOCOL

This contract is managed by:

Collaboration Energy and Fleet
Central Procurement Directorate
Supplies and Services Division
303 Airport Road West
BELFAST
BT3 9ED

Email: collaboration.cpd@finance-ni.gov.uk

1. Background

CPD Supplies and Services division has established a 5 year contract for the provision of insurance brokerage services for the NI Public Sector Fleet. The contract was awarded in October 2024, with the contract commencing on the 1 April 2025 and expiring on the 31 March 2030. The contract was awarded to Brown & Brown Insurance Brokers (UK) Limited.

2. Services available for clients

This contract is for the provision of insurance brokerage for the NI Public Sector fleet.

- *Claims handling*

Brown & Brown Insurance Brokers (UK) Limited will be responsible for managing annual claims and uninsured loss recovery. Upon request by the Client the Contractor shall be responsible for the pursuit for recovery from a third party on the Clients behalf, which would include cost of own repairs, hire charges for replacement vehicles, personal expenses and, where applicable, recovery of loss of market value. Full legal expenses cover which would include, recovery of uninsured losses including legal fees, legal representation for any injured employees in their pursuit of compensation, legal expenses arising from successful defence of motoring prosecutions.

- *Annual Apportionment*

Brown & Brown Insurance Brokers (UK) Limited will calculate the apportionment of the annual premium for each of the clients and will issue this to the client. Brown & Brown Insurance Brokers (UK) Limited will manage the billing process and credit control function directly with the Clients.

3. Participating bodies

This contract is available to those participating bodies as listed in table 1 below:

Table 1 - Participating bodies

Department of Agriculture Environment and Rural Affairs (DAERA)
DAERA - Agri-Food and Biosciences Institute (AFBI)
Department for Communities (DfC)
DfC - Libraries NI
DfC - Public Record Office NI (PRONI)
Department of Education (DE)
DE - Council for the Curriculum Examinations and Assessment (CCEA)
Department for the Economy (DfE)
DfE – Health and Safety Executive for Northern Ireland (HSENI)
Department for Infrastructure (DfI)
DfI – Roads
DfI – Rivers
DfI - Driver Vehicle Agency (DVA)
Department of Finance (DoF)
DoF – Construction & Procurement Delivery
DoF - Properties Division (Supplies & Store Vehicles)
DoF – DSS IT Assist
DoF – Stormont Estate Management
DoF – Land & Property Services
Department of Health (DoH)
Department of Justice (DoJ)
DoJ – Forensic Science Northern Ireland (FSNI)
DoJ – Northern Ireland Prison Service (NIPS)
DoJ – Probation Board for Northern Ireland (PBNI)
DoJ – Police Ombudsman
DoJ – Youth Justice Agency
The Executive Office (TEO)
Education Authority NI (EA)
Police Service Northern Ireland (PSNI)
Northern Ireland Office
Health and Social Care NI (HSCNI)
Belfast Health and Social Care Trust (BHSCT)
Western Health and Social Care Trust (WHSCT)
Northern Health and Social Care Trust (NHSCT)
Southern Health and Social Care Trust (SHSCT)
South Eastern Health and Social Care Trust (SEHSCT)
Northern Ireland Ambulance Service (NIAS)

Northern Ireland Fire and Rescue Service (NIFRS)
Business Services Organisation (BSO)
Northern Ireland Blood Transfusion Service

Clients that are listed as participating bodies that interested in using this contract should contact CPD via the email address Collaboration.CPD@finance-ni.gov.uk and provide details of the types and number of vehicles that may require cover.

4. Business case requirement

Please note all public sector spend should be made in accordance with the relevant business case approvals process. This often requires a proportionate business case to be carried out prior to spend being committed. Where necessary users of this arrangement should check with their economist as to the appropriate business case requirements for their organisation.

5. Contract Management

The operational/day-to-day management of the services delivered in conjunction with this Contract will be the responsibility of those person(s) to whom the services are being delivered.

The contract is to be managed in line with Annex 2 of the short form contract.

The client will be responsible for monitoring of the contractors performance against the service levels set out in the specification of requirements during delivery.

CPD role

CPD may hold an annual review meeting with the supplier. Prior to these meetings CPD may request information from the client(s) relating to the suppliers performance. As and when required the client may be offered the opportunity to attend these meetings.

Where significant issues in terms of supplier performance are experienced, the client(s) should inform CPD with supporting evidence. CPD will then liaise with the supplier to determine any possible resolution.

6. Key Contacts

The contractor is Brown & Brown Insurance Brokers (UK) Limitedd:

- Routine cover enquiries should be directed to:
  Account Director
  Alan Boal
  E-mail: alan.boal@bbrown.com
  Telephone: 028 9344 6323

- Claims related enquiries should be directed to:
  Client Service Manager (Claims, Loss & Risk Management)
  Lisa Marshall
  E-mail: lisa.marshall@bbrown.com
  Telephone: 028 93 446342

7. Pricing

The Contract pricing is considered to be commercially sensitive information. CPD will only release this information upon request once an “ID 5138934 - Non Disclosure Agreement Form” has been completed and returned. This agreement can also be accessed via the CPD website.

AccountNI Users

The Contract is available via the AccountNI system.

Non-AccountNI Users

Invoicing terms are agreed between the client and the Supplier and the overarching terms and conditions.

8. Management Information – Non AccountNI users

Organisations that do not use AccountNI may be required to provide CPD upon request details of their organisations spend via the contract. This information is to

include the volume of each service element provided by the supplier. This data will be used to inform any further tender exercise for these services.