

DoF Collaborative Arrangement - Contract for the Provision of Motor Vehicle Insurance

ID 6205898

USER PROTOCOL

**This contract is
managed by:**

Collaboration Energy and Fleet
Construction and Procurement Delivery
Supplies and Services Division
303 Airport Road West
BELFAST
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1. Background

CPD Supplies and Services division, in conjunction with Brown and Brown Ltd (as per the motor vehicle insurance brokerage contract ID 5138934) have established a 2 year Motor Insurance Policy to provide 3rd party cover on vehicles within the Northern Ireland Public Sector Fleet.

The insurance policy is provided by Intact Insurance Ireland Designated Activity Company Uk Branch

The contract was awarded in March 2026, with the policy commencing on the 1 April 2026 for a period of 2 years.

2. Participating bodies

Participating clients are detailed in the below table:

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 (BHSCCT)

Western Health and Social Care Trust (WHSCCT)

Northern Health and Social Care Trust (NHSCCT)

Southern Health and Social Care Trust (SHSCCT)

South Eastern Health and Social Care Trust (SEHSCCT)

Northern Ireland Ambulance Service (NIAS)

Northern Ireland Fire and Rescue Service (NIFRS)

Business Services Organisation (BSO)

Northern Ireland Blood Transfusion Service

3. Motor Insurance Database

Clients are required to update the Motor Insurance Database (MID) whenever they receive new fleet or dispose of old fleet.

It is the client's responsibility to ensure the MID is up to date at all times.

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 client will be responsible for monitoring of the Supplier's 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. 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 as well as completion of Notices to comply with the Procurement Act 2023 (as amended) in relation to the contract .