

DoF – Collaborative Arrangement for the Provision of Fuel Card Services via CCS

Resource ID: ID 4255444

CCS Framework Ref: RM 6186

USER'S 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 have established a 3 year call-off Contract for the Provision of Fuel Card Services via Crown Commercial Services (CCS) Framework RM6186 (Fuel Cards and Associated Services V1) which commenced on . The call-offs will expire after 3 years on 31 May 2026 .

2. Services Available

Maxol Oil Limited is the preferred CPD call-off contract and participants should direct as much spend as possible towards Maxol filling stations.

3. On-Boarding of New Users

Participating bodies are listed in the below table:

Table 1 – Participating bodies

Participating bodies
Department of Agriculture, Environment and Rural Affairs (DAERA) DAERA DAERA - Agri-Food & Biosciences Institute (AFBI) DAERA – College of Agriculture Food and Rural Enterprise (CAFRE) DAERA- Forest Service DAERA – EMFG/ NIEA DAERA – VSAHG Wildlife Unit DAERA – Lough’s Agency
Department for Communities (DfC) DfC DfC – National Museums NI (NMNI) DfC – Ulster-Scots Agency DfC – Local Government Staff Commission DfC – Libraries NI DfC – Ulster Supported Employment Ltd (USEL) DfC – Sport NI DfC – Arts Council of Northern Ireland DfC – Historic Environment Division DfC – Public Records Office NI (PRONI) DfC – HURLG
Department for the Economy (DfE) DfE DfE – Northern Regional College DfE – Southern Regional College DfE – North West Regional College

DfE - Belfast Metropolitan College DfE – South West Regional College
Department of Education (DE) DE
Department for Infrastructure (DfI) DfI DfI – Roads DfI – Rivers DfI – DVA DfI- Translink DfI – NI Water DfI – Waterways Ireland
Department of Justice (DoJ) DoJ DoJ – Probation Board NI (PBNI) DoJ – Police Ombudsman NI DoJ – Youth Justice Agency
Department of Finance (DoF) DoF
Department of Health (DoH) DoH
The Executive Office (TEO) TEO
Northern Ireland Office (NIO)
Norther Ireland Housing Executive (NIHE)
Education Authority (EA)
Business Service Organisation (BSO) BSO Belfast Health and Social Care Trust South Eastern Health and Social Care Trust Southern Health and Social Care Trust Northern Health and Social Care Trust Western Health and Social Care Trust Northern Ireland Ambulance Service (NIAS) Northern Ireland Fire & Rescue Service (NIFRS)

Only those named as participating bodies are able to avail of this arrangement.

New users of the Arrangement are required to email CPD at collaboration.cpd@finance-ni.gov.uk. CPD will record this request and instruct the user to make contact with the Maxol Key personnel listed in Section 6. You will then be asked to complete an application form and liaise with Maxol. This will then create a contract between Maxol and the Client requesting the account to be set up. New users of the arrangement will need to consider timescales of switching

from one card provider to another. Maxol personnel will be in a position to provide you with any transition times.

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.

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. Users of this arrangement should check with their economist what the appropriate business case requirements are 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.

CPD role

CPD may hold an annual performance review meetings 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 primary Contractor is Maxol Oil Limited.

Maxol Key Personnel:

Greg Swail
Maxol Fuel Card Services
48 Trench Road, Mallusk, Newtownabbey, Co. Antrim, BT36 4TY

M: +44 (0)7801108206

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T: +44 (0)28 9050 6070

F: +44 (0)28 9050 6500

E: gregswail@maxolfuelcards.com

W: www.maxolfuelcards.com

7. Pricing

The Framework pricing is considered to be commercially sensitive information. CPD will only release this information upon request once a Non-Disclosure Agreement has been completed and returned. This agreement can also be accessed via the CPD website.

8. Management Information – Non AccountNI users

Organisations that do not use AccountNI will 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.