**Collaborative Framework Arrangement for**

**Supply and Fit of Tyres**

**Project Reference Number: CFT\_1030253**

**CCS Framework Ref: RM3767**

# USER’S PROTOCOL

**This contract is Collaboration Energy and Fleet**

**managed by:**  Central Procurement Directorate

 Supplies and Services Division

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**1. Background**

Central Procurement Directorate (CPD) Supplies and Services Division (SSD) completed a secondary competition via the Crown Commercial Services (CCS) Framework RM3767 for the Supply and Fit of Tyres. This competition required the suppliers listed as Framework participants to provide pricing for client requirements.

Goodyear Dunlop have been identified as the lowest cost provider and have been awarded the Contract until 10 January 2021.

**2. Services Available**

The services that are available through the arrangement entered into with Goodyear Dunlop are set out in [**Annex A**](#_Annex_A) to this Protocol.

**3. On-Boarding of New Users**

Clients wishing to avail of the arrangement are required to complete the “**Supply of Tyres Account Setup Form**” which can be downloaded from the CPD website.

This form requires key information including, the bank details, invoicing method and a key contact point in the organisation so that the supplier can establish a credit account on their behalf.

In order to receive details of the rates applicable to the Contract the “**Supply of Tyres Advice Non-Disclosure Agreement**” Form must be completed and returned to CPD. Once this is received the requestor will be supplied with details of the relevant prices.

When completed both forms should be submitted to CPD at the address Collaboration.CPD@finance-ni.gov.uk.

**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 are for their organisation.

**5. Engaging the Supplier’s Services**

Clients that wish to use the contract should inform CPD of their intention to do so. CPD will then forward details of the supplier contact who will arrange an initial meeting to discuss the client’s requirements. This will include agreeing potential stocking profiles and confirmation of the local service agents that will provide the services.

**6. Product Lists**

The supplier and CPD have agreed a standard format for the description of items on the Contract. This is vital to ensure that it is possible to compare the information between the supplier’s records and those of the client, particularly when it comes to the standardisation of products across the public sector and for the next tender exercise.

**7. 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 PGN 01/12 - Contract Management Procedures and Principles.

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 will hold an annual performance 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.

**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.

**8. Contract Number – AccountNI**

AccountNI users should process invoices using CPA 6210055386.

## Annex A

| **Associated Services** |
| --- |
| Wheel Balance Car, Van 4X4 |
| Wheel Balance Commercial vehicle over 3.5t |
| Wheel Alignment (Car Van & 4X4) |
| Wheel Alignment (Commercial vehicle >3.5t) |
|  Four Wheel and Axle alignment adjustment (Car Van & 4X4) |
| Puncture Repair (Car Van & 4X4) |
| Puncture Repair (Commercial vehicle over 3.5t) |
| Puncture Repair Tractor |
| Puncture Repair Tractor (including tube) |
| Puncture Repair Loading Shovel |
| Re-Tread (where applicable) |
| Call Out Workshop Maintenance Area Car, Van, 4X4 During Working Hours |
| Call Out Workshop Depot Car, Van, 4X4 During Working Hours |
| Call Out Workshop Maintenance Area Car, Van, 4X4 Outside Working Hours |
| Call Out Workshop Depot Car, Van, 4X4 Outside Working Hours |
| Call Out Workshop Maintenance Area Commercial, Tractor, Loading Shovel During Working Hours |
| Call Out Workshop Depot Commercial, Tractor, Loading Shovel During working hours |
| Call Out Workshop Maintenance Area Commercial, Tractor, Loading Shovel Outside working hours |
| Call Out Workshop Depot Commercial, Tractor, Loading Shovel Outside working hours |
| Associated Service |
| Wheel Balance Car, Van 4X4 |
| Wheel Balance Commercial vehicle over 3.5t |
| Wheel Alignment (Car Van & 4X4) |
| Wheel Alignment (Commercial vehicle >3.5t) |
|  Four Wheel and Axle alignment adjustment (Car Van & 4X4) |
| Puncture Repair (Car Van & 4X4) |
| Puncture Repair (Commercial vehicle over 3.5t) |
| Puncture Repair Tractor |
| Puncture Repair Tractor (including tube) |
| Puncture Repair Loading Shovel |
| Re-Tread (where applicable) |
| Call Out Workshop Maintenance Area Car, Van, 4X4 During Working Hours |
| Call Out Workshop Depot Car, Van, 4X4 During Working Hours |
| Call Out Workshop Maintenance Area Car, Van, 4X4 Outside Working Hours |
| Call Out Workshop Depot Car, Van, 4X4 Outside Working Hours |
| Call Out Workshop Maintenance Area Commercial, Tractor, Loading Shovel During Working Hours |
| Call Out Workshop Depot Commercial, Tractor, Loading Shovel During working hours |
| Call Out Workshop Maintenance Area Commercial, Tractor, Loading Shovel Outside working hours |
| Call Out Workshop Depot Commercial, Tractor, Loading Shovel Outside working hours |