



NFCC
National Fire
Chiefs Council

NFCC FLEET PROCUREMENT TIMESCALES

FIRE AND RESCUE SERVICE GUIDANCE DOCUMENT FOR FLEET PLANNING PURPOSES

This document, developed in collaboration with, the NFCC Procurement leads, the Transport Officers Group (TOG), and suppliers to the NFCC Emergency Response Vehicles Framework, is a simple guide to illustrate the key stages and timescales to consider in the fleet procurement planning process, from the identification of needs through to mobilisation. Timescales for fleet procurements will vary considerably depending on, capacity within the market, extent of organisational changes, specific requirements, consultation required, internal governance, vehicle type and chassis and supplier capacity.

Bidding in competitions costs suppliers' money without any guarantee of winning. To maximise the number and quality of the bids received, it's important to make tenders attractive to suppliers. One way of doing this is providing advance warning of the tender and sufficient time for suppliers to complete their bids. There are now, some agreed timescales within the wider sector to ensure the market and suppliers can respond to Fire and Rescue Service (FRS) requirements effectively. Following this guidance will help ensure the FRS secure adequate responses to tenders, drive competition and therefore demonstrate best value. The guidance should also help to manage internal expectations regarding realistic timescales for the delivery and availability of new vehicles. 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.

The procurement area within the NFCC website provides other procurement guidance documentation, framework agreements, pipelines and procurement opportunities as well as information on each of the six category areas with fleet being just one of those:

<https://www.nationalfirechiefs.org.uk/Procurement>





Plan & Prepare



- Identification of needs
- Pre-market engagement/market research
- Business Case and Procurement Strategy
- Gathering and agreement of requirements
 - Operations, Technical, R&D, Procurement, H&S, Finance, Projects.
- Collaborative opportunities
- Secure funding

Indicative Timescales - Recommend 6-9 months depending on extent of change, requirements and consultation required.

Procure



- Create set of further competition documentation from provided templates
- Issue tender to suppliers (**allowing at least six weeks to respond**)
- Respond to clarifications (**allowing at least two weeks**) before tender responses are to be returned.
- Bid evaluation and post tender clarifications (**allowing at least one week to respond**)
- Agree timescales and build slots
- Contract award, debrief and signing (**within 2 weeks of timelines provided**)
- Issue Purchase Order

Indicative Timescales - Minimum 6-9 months procurement process depending on the extent of evaluations, clarifications and changes required for award.

Deliver



- Chassis orders, vehicle build, FRS inspections, VCA testing (8-10 weeks should be allowed).
- Fitting, snagging, acceptance and sign-off
- Driver and maintenance training
- Stage payments
- Contract and supplier management
- Change control
- Vehicle mobilisation

Indicative Timescales - 7-15 months vehicle build process. **Note: Vehicle delivery dependent on chassis lead times which for FRS requirements are normally 3-6 months. New chassis introduction may mean a 6 month+ lead time.**

Overall Timescales - Allow 18-24 months for majority of fleet requirements and 24 - 36 months for specialist fleet requirements (ALPS)