

## About YPO

YPO provides procurement solutions for public sector organisations to set up or renew contracts for a wide range of services. Established in 1974 by a group of 13 local authorities, we're one of the largest public sector buying organisations in the UK and we're still 100% publicly-owned today. We work closely with our suppliers and collaborate with other public sector buying organisations to achieve efficiencies and value for money, returning all our profits back into the heart of the public sector. Our team of qualified procurement professionals can offer advice, guidance and expertise on procurement, as well as regular engagement and communication to make sure your objectives are achieved.

## Framework overview

<b>Start date:</b>	1 November 2022
<b>End date:</b>	24 February 2029
<b>Extension(s) (if applicable):</b>	4 years x 2 years x 2 years
<b>Contracting authority (CA) call-off period:</b>	CA's can specify a contract period, based on the term that will best suit their requirements. YPO generally recommend a call-off period of no longer than 5 years.
<b>Contract notice ref. no:</b>	2022/S 000-023867
<b>Corrigendum (if applicable):</b>	Not applicable
<b>Potential maximum value:</b>	£500m
<b>Rebate:</b>	1% paid by supplier/provider
<b>Geographical location(s):</b>	National

## Specification, overview, and lot structure

The provision of end to end fleet management for the public sector. This can include fully or partially managed materials stores, fleet and workshop operations, including options for strategic outsourcing and fulfilment of bespoke requirements.

CATEGORY	DESCRIPTION
1	Route Management
2	Driver Risk Management
3	Managed Stores
4	Fleet and Managed Workshops
5	Managed Workshops
6	Vehicle and Tyre Disposal
7	Vehicle Asset Management
8	Corporate Vehicle Washing
9	Breakdown, Roadside Assistance and Recovery
10	PCN Management and Driving Licence Checks
11	Vehicle Livery
12	Driver Training / CPC

## Benefits of using the DPS agreement

A dynamic purchasing system (DPS) is an electronic system established to purchase goods, works or services which remains open throughout its duration for the ongoing admission of suppliers/providers meeting the minimum selection criteria and allows pre-qualified suppliers/providers to participate in customer's further competition for in scope services.

### Benefits of using the framework agreement:

- YPO can fully manage the customers further competition (call-off) process if required
- Flexibility to respond to changes in the market and offer local suppliers/providers and SME's the opportunity to bid and be awarded to the DPS
- Suppliers/providers not meeting the minimum standard for admittance onto the DPS can resubmit

- A legally compliant robust process
- Assured supplier standards – suppliers/providers are ‘pre-qualified’ as to their general suitability
- Aggregation of spend - customers will receive the benefits of the aggregated spend volume and increased leverage in the market
- Pre-defined terms and conditions – when awarding contracts customers have the option to use YPO’s standard framework agreement terms and conditions as established or use their own terms and conditions

## How to use the DPS

To access the DPS, customers should complete and return the Non-Disclosure and Customer Access Agreement. YPO can then pre-agree the level of support that might be required and can provide customers with templates, advice and guidance to undertake a compliant further competition. Customers can undertake the further competition process themselves but must be aware that this is a resource intensive process and if customers undertake their own further competition YPO must be informed by emailing [fleet@ypo.co.uk](mailto:fleet@ypo.co.uk)

## How to award/call-off

No direct award option is available under any DPS arrangement, so a further competition is required. YPO can help customers produce specifications, qualitative questions, pricing schedules and evaluation criteria to undertake a further competition. Clarification responses, evaluation of further competition submissions, drafting of award letters and contracts and applicable Contract Award Notices are elements of the process that will need to be completed by the customer. Customers must inform YPO of the outcome of any further competition they undertake themselves. When running a further competition, customers should award based on the most economically advantageous response and must provide suppliers/providers with the evaluation methodology, including the evaluation criteria and the weightings applied to each criterion.

The selection criteria for further competition set out in the tender particulars when establishing the DPS was:

CRITERION	PERCENTAGE WEIGHTINGS
Cost	40%
Service Delivery	30%
Security and Insurance	20%
Social Value/Sustainability	10%

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## Terms and conditions

Suppliers/providers awarded to the framework agreement have agreed to and signed YPO's standard Terms and Conditions. These can be amended by the CA and supplier/provider by mutual agreement to include additional terms to supplement the standard Terms and Conditions. A variation form is included in the standard Terms and Conditions document to allow customers and suppliers/providers to amend any terms if required.

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## Contact information

For further information or to discuss individual requirements, please use the contact details below

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**STAGE 1**

Initial Customer Enquiry

- Customer contacts YPO for information
- YPO will send customer a copy of the User Guide, NDA and Access Agreement
- Customer completes and returns NDA and Access Agreement

**STAGE 2**

NDA/Access Agreement Returned to YPO

- Following receipt of signed NDA/Access Agreement YPO may send the customer a Further Competition Template, Bank of Optional Questions, and Framework Agreement Scope
- YPO may provide the customer with a unique reference code for the further competition, which will be referenced on all documentation
- Customer completes the documents and sends to YPO
- If the customer decides to undertake their own further competition YPO must be informed via e-mail

**STAGE 3**

Further Competition

- YPO can issue further competition documents to all suppliers/providers on the framework agreement if required by the customer
- YPO will manage any clarifications that are received from potential suppliers/providers (customers will need to provide clarification responses)
- At the submission closing date YPO will provide customers with access to all submissions
- Customers can then evaluate (offline) the submissions and prepare acceptance and rejection letters

**STAGE 4**

Contract Award

- YPO will issue the award decision documentation (acceptance and rejection letters) via YPO's e-portal
- Optional 10-day standstill period: customers are advised to implement a voluntary standstill period of 10 days
- A Contract Award Notice following any award via the framework agreement must be published within 30 days (YPO are able to do this on behalf of the customer if required)