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User Guide | Ref No: 1240

Garage Workshop Equipment and Ancillaries



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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 the UK's largest public sector buying organisation 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.

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The world of procurement is complex, with competing demands and increasing pressures. Through collaboration, we provide products and services to meet your needs as individuals and collectives, through our wide range of procurement categories and frameworks. Navigating procurement needs to be easy, quick and effective for both buyers and suppliers, and needs to help you make sure that every penny counts. We believe that through our procurement activity there's an opportunity to make an impact and a real difference, by delivering social value and outcomes in the communities we serve.

Overview

Start date

11 February 2025

Expiry date

10 February 2029

Extension(s) (if applicable)

N/A

Contracting authority (CA) call-off period

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 4 years.

Contract notice reference number

2024/S 000-016196

Potential maximum value

£20,000,000

Rebate

1% minimum payable by supplier/provider.

Geographical location(s)

National

Specification, Overview and Lot Structure

YPO have appointed suppliers/providers onto a framework agreement for the supply of garage and workshop equipment and replacement vehicle parts (supply only) for use in local authority and emergency services sectors.

This framework is designed to meet the needs of YPO and other contracting authorities by establishing an agreement where the end customer will place the order with the supplier/provider and the supplier/provider delivered direct to the end customer.

Suppliers/providers are required to be able to deliver a range of products and services that may reasonably fall under the heading of Garage and Workshop Equipment and Replacement Vehicle Parts (supply only) that are associated with the day-to-day operation of garages and workshops maintaining fleets. All products and services that may reasonably fall under the scope of the framework shall be provided in accordance with the latest relevant legislation and industry standards.

Lot Structure

Lot	Description
1	Supply and installation of Garage and Workshop Equipment
2	Repair, Servicing, Testing and Calibration of Garage and Workshop Equipment.
3	Supply an /or install of Vehicle Spare Parts, Ancillaries and Other Associated Equipment
4	Vehicle Spare Part and Garage Equipment Disposal.
5	One Stop Shop

The products and services available under this Framework including, but are not limited to:

- Fixed and mobile equipment, calibration tools, and other workshop equipment
- Vehicle lifts, MOT equipment, and wheel aligners
- Consumables and vehicle accessories

Additionally, the Framework covers disposal methods such as auctions, repurposing, environmental disposal, or any other appropriate methods.

This Framework enables authorities and Other Contracting Bodies (OCBs) to procure the necessary items for the day-to-day operation of fleet departments.

For more specialised products or services, detailed specifications will be defined at the competition stage, allowing suppliers to provide accurate pricing.

All lots include the option for Further Competition or Direct Award. The framework can be accessed by all Public Sector bodies included: Local Authorities, NHS, Housing Associations, Education Establishments, Blue Light and many more. For a full list of eligible customers, please see the permissible users list.



How to use the Framework

Frameworks can be considered as a procurement tool that helps to connect suppliers with public sector organisations. YPO's Frameworks are usually established by following what is known as the 'open' procedure (a tender process). Currently, this means that suppliers from around the world can bid for a place on Frameworks and have the opportunity to work with public sector organisations.

Frameworks provide access to a pre-approved list of suppliers, meaning the public sector organisation does not need to run its own open procurement procedure and can offer its opportunity to a smaller number of suppliers.

Frameworks are managed by the Framework 'owner' so public sector organisations can be sure that the

suppliers on the Framework are undergoing regular due diligence checks.

CAs will be able to procure via direct award and further competition for all lots on the framework.

Suppliers were assessed on their capacity and capability as a specialist vehicle Supplier through an evaluation focused upon price, quality, social value, and sustainability.

The aim of this YPO framework is to give CAs the ability to assess Suppliers' capabilities to meet against their requirements, through utilising national and regional Suppliers.

CAs will have the ability to carry out a direct award or further competition through their own internal process

or via the YPO's tendering portal. The YPO portal can be used to run all your Direct Award and Further Competitions. A Direct Award is where a CA carries out an assessment on the criteria set in the YPO framework documentation to decide which supplier they would like to award a call-off to.

A Further Competition gives contracting authorities the ability to create a specification, method statements (questions) and pricing that is relevant to their own organisation.

*Frameworks provide access to a **pre-approved list of suppliers***



How to carry out a Direct Award

This framework is set up to allow direct award.

When establishing the framework, a competition was conducted, and the awarded supplier/provider the most economically advantageous tender from all the potential suppliers/providers who tendered and was awarded onto the framework and ranked in each lot.

Contracting Authority (CA) are still able to run a further competition across all lots, see page 6 for information regarding further competitions.

To access the framework agreement, CAs should complete and return the Non-Disclosure and Customer Access Agreement. This can be found on the YPO website under 'Documents' for this framework.

CAs can objectively identify which provider offers the most economically advantageous offer for their specific requirements from the information at framework establishment stage. Where this cannot be identified, the customer requirements are bespoke or the customer wishes to re-open competition then a completed call-off contract will be awarded following a Further Competition:

- Supplier overview
- Supplier contact sheet

CAs can carry out the assessment for a direct award on all suppliers that are listed on the relevant lot, or they can utilise the sub-criteria that was created and evaluated as part of the YPO tender process.

At direct award stage, you need to provide the supplier with the relevant information to deliver the goods/ services you require.

The following needs to be completed for a direct award by advising the supplier of the following:

- Complete the order form that is provided upon request from the Fleet team
- Review the call off terms and conditions also available upon request from the Fleet team.

Ensure you add within the order form any bespoke terms and conditions within your order (please note these must be agreeable by both parties being the customer and supplier prior to commencement of the call-off agreement).

YPO can support CAs with the set-up of a direct awards to ensure the most advantageous outcome:

- Assessment of your needs and advice on the best approach
- Market and supplier insights
- Technical know-how on how to procure specific service, works or product
- Assistance in the completion of the documentation
- Advice on the call-off terms and conditions
- Advice on the KPIs
- Assistance with or management of the supplier pre-engagement

Templates for the following areas can be provided:

- Award and rejection letters
- Call-off contract terms and conditions
- Award form

| Please contact fleet at YPO at fleet@ypo.co.uk



Carrying out your Further Competition

CAs will be able to evaluate suppliers on quality, cost, social value, and sustainability in their further competition.

The CA will be responsible for the further competition process, with assistance from YPO on documentation review if required.

CAs will be able to see the following documentation to support the creation of their further competition:

- Supplier overview
- Supplier contact sheet

CAs can carry out a further competition based on the below criteria:

Criteria for competitions	Weightings
Cost	50%
Quality	40%
Social Value and Sustainability	10%

This will allow for authorities to carry out further competitions with weightings, set out as above, the total percentage must add up to 100%.

CAs can carry out a further competition on all suppliers, for the relevant lot and can use the subcriteria as set out above. Please note you can vary your weightings +/- 20% for each of the criteria as set out in the ITT documentation, any variations above this threshold is at the sole risk of the CA and no element can have an evaluation weighting less than 0%.

CAs will need to create a further competition either via their own internal processes or via the YPO portal.

YPO can help CAs produce specifications, qualitative questions, pricing schedules and evaluation criteria to undertake a further competition.

Templates can be provided please contact fleet at YPO at fleet@ypo.co.uk

CAs can use their own template documents if they prefer. The further competition should meet the criteria provided in this document.

There are no set questions for CAs to include in their further competition, we would suggest that these are related back to your specification. Once you have created your further competition document you are required to publish the documents to all suppliers. This document can be published via your own internal processes or by following the guidance on the YPO website.

There are no minimum or maximum timescales that a further competition should be published within, however YPO would suggest that the timescales are relevant to the detail of the specification and documents you publish. Please ensure that suppliers have sufficient time to respond to your further competition template.

Once the deadline has ended, the response documents should be evaluated in accordance with the criteria in the further competition.

Evaluation must be fair and transparent, and the methodologies used to evaluate must be provided to the suppliers/providers within the further competition documentation.

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 CAs.

CAs must inform YPO of the outcome of any further competition they undertake themselves. This includes completing the award template and returning it to fleet@ypo.co.uk

When running a further competition, CAs should award based on the most economically advantageous tender and must provide suppliers/providers with the methodology behind it.

A 10-day standstill period is then voluntary under the YPO framework. YPO would suggest carrying out a standstill period for a long-term or high-value call-off contract.

Review the call-off terms and conditions provided by YPO and ensure you add any supplementary information/amendments within the order form/ any bespoke terms and conditions within your order (please note these must be agreeable by both parties being the customer and supplier prior to the commencement of the call-off agreement).



How to Call-Off from the Framework

For all lots under this framework CAs can run a further competition to award a call-off contract to the winning supplier/provider. This can be done via the contracting authorities own procurement portal or via YPO's procurement portal.

Please see the step by step process for arranging a call from the framework below:

Initial Customer Enquiry

CAs can contact the Fleet team at YPO at for information by emailing fleet@ypo.co.uk

- YPO will send CAs a copy of the User Guide, NDA / Access Agreement
- Customer completes and returns NDA / Access Agreement

NDA/Access Agreement Returned to YPO

Following receipt of the signed NDA/Access Agreement YPO may send the CA a Further Competition Template, and Framework Agreement Scope.

YPO will provide the customer with a unique reference code for the further competition and direct award, which will be referenced on all documentation.

CA completes the documents and returns them to YPO

If the CA decides to undertake their own further competition YPO must be informed via e-mail (fleet@ypo.co.uk) and a unique reference number must be used.

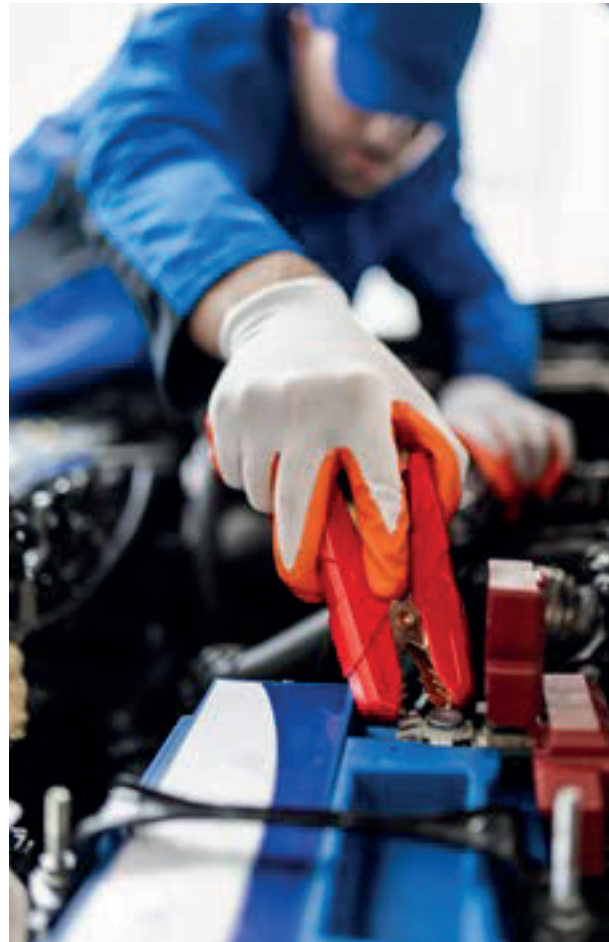
Further Competition

YPO can issue further competition documents to all suppliers/providers on the framework agreement if required by the CA.

YPO will manage any clarifications that are received from potential suppliers/ providers (CAs will need to provide clarification responses) clarifications will be managed through the e-portal.

At the submission closing date YPO will provide customers with access to all submissions.

CAs can then evaluate (offline) the submissions and prepare acceptance and rejection letters (templates can be provided).



Direct Award

CAs can objectively identify which provider offers the most economically advantageous offer for their specific requirements from the information at framework establishment stage. Where this cannot be identified, the customer requirements are bespoke or the customer wishes to re-open competition then a completed call-off contract will be awarded following a Further Competition:

- Supplier overview
- Supplier contact sheet

CAs can carry out the assessment for a direct award on all suppliers that are listed on the relevant lot, or they can utilise the sub-criteria that was created and evaluated as part of the YPO tender process.

At direct award stage, you need to provide the supplier with the relevant information to deliver the goods/ services you require.

Contract Award

The CA is to complete any award documentation required such as the call-off terms, order form etc.

YPO will issue the award decision documentation (acceptance and rejection letters) via e-portal

Optional 10-day standstill period: CAs 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.

*Follow our **step by step process** for arranging a call from the framework*

Stages 1 to 4

Stage 1 Initial Customer Enquiry	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Following receipt of signed NDA/Access Agreement YPO may send the customer a Further Competition Template, 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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• YPO will issue the award decision documentation (acceptance and rejection letters) via 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

Terms and Conditions

YPO has agreed a set of framework terms and conditions; these are between YPO and the supplier. These framework terms and conditions cannot be amended by the contracting authority or the supplier.

To supplement the framework terms and conditions, YPO has created call-off terms and conditions for contracting authorities to put in place with the supplier.

The call-off terms and conditions can be utilised to ensure that they fit your requirements and if both parties agree, they can be amended to support the delivery of the service.

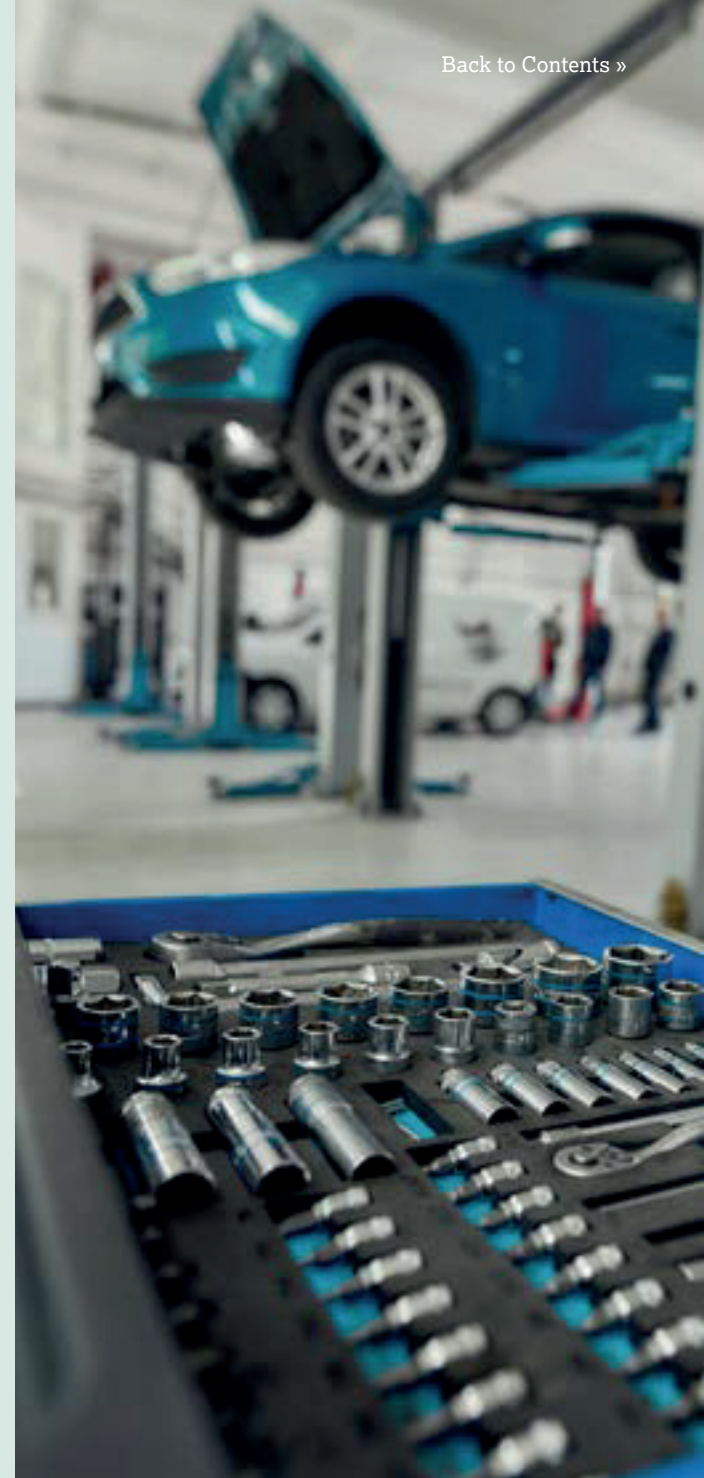
Once the call-off terms and conditions are agreed you will need to specify these within the order form under the “amendment to terms and conditions” section. The order form then forms the legally binding contract between you the customer and the supplier.

Contact Information

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

Name	Kate Clayton
Job title	Category Buyer
Category	Fleet Team
Telephone	07827 368 203
Email	kate.clayton@ypo.co.uk
Email Kate »	

Name	Joanna Szezol
Job title	Assistant Category Buyer
Category	Fleet Team
Telephone	07776 775 084
Email	joanna.szezol@ypo.co.uk
Email Joanna »	



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