

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.

Overview

Start date:	1 December 2019
Expiry date:	23 February 2029
Extension(s) (if applicable):	None
Contracting authority (CA) call-off period:	There is no minimum or maximum duration for contracts awarded via a further competition under a DPS. CAs can specify a contract period based on the term that will best suit their requirements
Contract notice ref. no:	2026/S 000-008551 / 2019/S 207-504817
Corrigendum (if applicable):	Not applicable
Potential maximum value:	Estimated between £100m - £500m for the full seven years of the DPS should the DPS be extended
Rebate:	1% rebate paid by supplier/provider/contractor
Geographical location(s):	National – England, Scotland, Wales and Northern Ireland

Specification, overview and category structure

This DPS is for the supply and provision of 'core' and 'non-core' grounds maintenance services (GMS). The DPS scope has been left open in order for customers to enter their own specific category requirements for their own specifications when calling off this agreement.

There are four categories within this DPS, as detailed below:

Category 1 – General Grounds Maintenance and/or Core Services

Supply and provision of staff and/or infrastructure to provide general grounds maintenance or 'core' services, including but not limited to:

- Lawn care e.g. edging, scarifying, aerating, weed control, seed sowing, cutting and trimming
- Artificial grass and natural turf laying, raking and mowing
- Planting and border establishment, vegetation management and site control
- Grass and shrub/rose bush maintenance e.g. pruning, shrub hoeing, digging and mulching
- Arboriculture, e.g. hedge trimming, cutting and laying, one-off tidy-ups for hedges and hedgerow maintenance
- Indoor gardens and plants in commercial and public areas, including community planting schemes
- Green roofs, roof top gardens and living wall maintenance
- Sports pitch (natural and artificial) maintenance, line marking/painting and recreational area maintenance
- General landscaping, land restoration, improvement and rejuvenation projects
- Weed and moss identification and control
- Fence services for all purposes, including painting, erecting and maintenance
- Grounds/hard surface installation and maintenance e.g. paving, patios and driveways

Category 2 - Winter Grounds Maintenance Services

Supply and provision of staff and/or infrastructure to provide winter grounds maintenance services, including but not limited to:

- Winter lawn and flowerbed preparation
- Gritting and snow/ice clearance
- Salt bin installations and grit spreading
- Moss and leaf clearance/removal in autumn and winter months

Specification, overview and category structure

Category 3 - Specialist Grounds Maintenance and/or Non-core Services

Supply and provision of staff and/or infrastructure to provide specialist grounds maintenance or 'non-core' services, including but not limited to:

- Parkwood holdings, woodland maintenance, park ranger services and beekeeping services
- Pond/water feature installation, inspection and maintenance
- Grave digging and memorial maintenance
- Landscape architecture/construction, planning services and site surveys
- Play area inspection and maintenance
- Pest control
- Manual and mechanical street sweeping and/or public area cleaning
- Fly tipping removal, litter clearing and bin emptying
- Invasive weed species and other weed problems identification and removal, preventative control with controlled use of plant protection products (PPP) - pesticides, herbicides, fertilisers etc.
- Tree management services e.g. tree supply and planting, felling, pollarding, surveying, crown reduction, lifting and thinning and stump grinding

Category 4 – Multiple Grounds Services and Associated Services (to include one or more of the above categories)

Provision of one or more of the above grounds maintenance services. For example, customers may wish to call-off under the following:

- Categories 1 and 2
- Categories 1 and 3
- Categories 2 and 3
- Categories 1, 2 and 3 collectively

Benefits of using the DPS

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/contractors meeting the minimum selection criteria. A DPS also allows pre-qualified suppliers/providers/contractors to participate in customer's further competitions for in scope services.

- YPO can fully manage the customer's further competition (call-off) process if required
- Flexibility to respond to changes in the market and offer local suppliers/providers/contractors and SME's the opportunity to bid and be awarded to the DPS
- Suppliers/providers/contractors not meeting the minimum standard for admittance onto the DPS can resubmit
- Reduced timescales – customers do not need to run a full procurement if procuring via the DPS
- Assured supplier standards – suppliers/providers/contractors appointed onto the DPS 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 call-off terms and conditions as established by eligible suppliers/providers/contractors (where applicable, combined together), their own terms and conditions, JCT or NEC suite of contracts.

Suppliers/providers/contractors

The advantage of a DPS arrangement is that new suppliers/providers/contractors can be admitted during the term of the DPS, subject to them passing the mandatory minimum selection criteria. To request the latest supplier/provider/contractor list, please email facilitiesmanagement@ypo.co.uk.

At the time of returning the signed Non-Disclosure and Customer Access Agreement, customers can provide YPO with a list of their incumbent and local suppliers/providers/contractors that are not already awarded on to the DPS. YPO are then able to work on the customer's behalf with these suppliers/providers/contractors to explain the process and evaluate any subsequent submissions. Customers can then decide when to conduct the further competition.

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 customer 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 facilitiesmanagement@ypo.co.uk.

How to award/call-off from the DPS

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/contractors with the evaluation methodology, including the evaluation criteria and the weightings applied to each criterion.

The selection criteria used to establish the DPS was:

CRITERION	PERCENTAGE WEIGHTINGS
Cost	50%
Quality (which may include customer service, delivery, account management, corporate social responsibility (CSR) and environmental sustainability etc.)	50%

The weightings for cost and quality can be re-opened for evaluation within the further competition. Customers can also set any appropriate KPI's and/or service levels within the quality award criteria.

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

Term and conditions

Suppliers/providers/contractors awarded on to the DPS have agreed to and signed YPO's Establishment Agreement Terms and Conditions. The call-off terms and conditions can be amended by the CA and supplier/provider/contractor by mutual agreement to include additional terms to supplement the DPS Establishment Terms and Conditions. A variation form is included in the DPS Establishment Terms and Conditions document to allow customers and suppliers/providers/contractors to amend any terms if required.

If the customer proposes any amendments to the DPS Establishment Agreement Terms and Conditions these must be provided to suppliers/providers/contractors in the further competition documentation. This will then allow all suppliers/providers/contractors on the DPS to consider any amendments and bid accordingly.

Contact information

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

Kirsty Gledhill

Category Buyer | Facilities Management

Tel: **07776 962622** | Email: **facilitiesmanagement@ypo.co.uk**

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 back to YPO
- Customer may provide YPO with a list of local suppliers/providers/contractors that need to be approached to be included onto the DPS
- YPO will evaluate the additional suppliers/providers/contractors in advance of the further competition

**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 DPS 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**

Additional Suppliers/ Providers/Contractors

- Any additional suppliers/providers/contractors can submit a response to be added to the DPS, and YPO will evaluate the submissions to ensure that they meet the minimum criteria
- YPO will inform the supplier/provider/contractor of the outcome and the DPS will be updated with the new supplier/provider/contractor details

**STAGE 4**

Further Competition

- YPO will issue further competition documents to all suppliers/providers/contractors on the DPS. Suppliers/providers/contractors will be given a minimum of 10 days to submit their bid
- YPO will manage any clarifications that are received from potential suppliers/providers/contractors (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 the submissions and prepare acceptance and rejection letters

**STAGE 5**

Contract Award

- YPO will issue the award decision documentation (acceptance and rejection letters) via YPO's e-Tendering portal
- Optional 10-day standstill period – customers are advised to implement a voluntary standstill period of up to 10 days
- A Contract Award Notice (FTS and Contracts Finder) following any award via the DPS must be published by the customer within 30 days of the award