

Better value, delivered.



FAQ's: Electricity and Gas Contracts

YPO has a wide range of energy framework solutions, all set up through a competitive procurement process, ready for when you need to establish your school's compliant contracts.

We understand that securing energy contracts can sometimes be complicated, but we're here to support you every step of the way.



Your 'fixed' energy contract explained

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Why join one of our energy frameworks?

YPO was set up by 13 local authorities in 1974 to help schools and the public sector save money on products and contract agreements. As a not-for-profit organisation, the contracts we offer differ from those that energy brokers will try to sell you. We return our profits to the public sector.

1. **Trusted by schools** - More than 3,500 school accounts are managed by YPO.
2. **Fully compliant contracts** - We understand the importance of compliance and how procurement differs in your market. Each one of our contracts is fully compliant with the Public Contracts Regulation.
3. **Dedicated support and guidance** - We've got a team of energy experts on hand to offer advice and support from start to finish.
4. **Introduction health check** - We'll check your latest invoice against your existing contract to ensure that your next agreement is the most cost effective.
5. **Net Zero solutions** - Our frameworks include green energy and carbon offsetting products to help you meet your Net Zero targets.
6. **DfE approved** - We have a number of DfE approved energy frameworks available.



**DfE approved
frameworks
available**

1. How do I get a quote from you?

First, you'll need to complete a Letter of Authority (LoA) and email it to educationprocurement@ypo.co.uk, and a member of our team will be in touch. You'll find a handy template you can use for the letter on the next page.

Signing a LoA lets us carry out a detailed price comparison on your behalf. This allows us to give you a complete picture of where you could be saving money on your energy or carry out a thorough comparison. If we can't save you money, we won't encourage you to sign our contract. We'll never sign you up to a contract without your consent, and we don't request permission to cancel your current contracts without your knowledge, as some energy brokers have been known to do.

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Step 1: Letter of Authority (LoA):

To make it as easy as possible, we've drafted a LoA template for you to fill out. You just need to include the wording on your letterhead paper, sign it via wet signature or docu-sign, and email it back to us at educationprocurement@ypo.co.uk.

Letter of Authority (LoA)

To whom it may concern,

I hereby authorise YPO to discuss our energy contracts (gas and electricity) with its providers and to liaise with our incumbent supplier.

This LoA shall remain valid for a period of 24 months from the date of signature.

I authorise YPO to:

I: Request and receive current and historical account information including consumption history, supply numbers, pricing details, contract end dates

II. Obtain information from third party industry databases, for example supplier; metering details

III. Request prices on my behalf

Date:

Printed name:

Signature:

Step 2: Dig out a recent gas and electricity bill

This can be a bill directly from your existing energy supplier or local authority. We can extract the information we need when we're sorting your quote.

The energy suppliers on our frameworks request that all new potential customers fill out a **new business form**. This form will give them all the relevant data and information to provide you with the most accurate quote. We'll fill this form out on your behalf using the information from your recent bills.

Please note that you will need to request information directly from your provider, including your 12-month, half-hourly data, should you have half-hourly meters. However, we will advise as we begin to complete the business form on your behalf.



Step 3: New business form

When the new business form is completed, we'll send your request to our relevant supplier. We'll discuss which contract option is best for you and look at ways to reduce your energy costs.

When we send quotation requests to our suppliers, we include the following information:

- New business form
- LoA
- Your contract requirements
- Preferred contract start date

We usually see quotes returned to us within three to five working days after all information has been sent to the supplier.



2. Where can I find my meter point number?

Electricity meter number - You can usually find your electricity supply number on your electricity bill. It's a 21-digit number that generally starts with an 'S' and is in either a table or a row. It's also known as a Meter Point Administration Number (MPAN).

Gas meter number - You can usually find your gas supply number on your bill. It consists of 6-10 numerical digits and is also known as a Meter Point Reference Number (MPRN). Alternatively, you can request this information from your existing supplier, or you can send us a copy of your most recent bill, and we will be happy to obtain it for you.

3. What is an energy Tariff?

An energy tariff is how energy providers charge customers for their gas and electricity. An energy tariff is made up of two costs which make up your bill:

Unit rate – the price you pay for your electricity and gas usage which is charged at pence per kilowatt hour (p/kWh).

Standing charge – a fixed daily cost for supplying energy to your premise regardless of how much gas or electricity you use. It covers distribution and metering services – like line rental for energy - plus greener energy commitments.

4. What contracts do you have available?

We offer a range of contracts across various contract lengths, including periods of 12, 24, 36 and 48 months. By joining YPO you become part of a vast group of public sector energy customers. We assure you that all our frameworks have undertaken relevant due diligence checks, providing you with a clear and compliant route to market for your supply. We manage over 3,500 school accounts, so you're in safe hands.

YPO partial fixed contract - This provides contract pricing based on wholesale market pricing on the day the quote is prepared and is a good option when the market price is low. It locks the cost of the electricity or gas for the duration of the contract, but pass-through costs (the additional fees such as green taxes or industry charges) can change as regulation changes. This option provides some level of budget certainty as the price remains static unless there's any change to the pass-through costs. Available in contract terms from 12-48 months to suit your specific needs.

Please note: This is only available for electricity (MPAN) half-hourly meters and gas (MPRN) meters.

YPO fully fixed contract - If you prefer budget certainty and would like the stability of knowing that your monthly charges cannot change over the length of the agreement, this option would be the best one for you. It is available in 12 to 48 month contracts and operates like a fixed contract, but everything on the bill is fixed, not just the cost of electricity or gas.

This option is typically slightly higher in cost because the supplier takes the risk of any changes passed through from the government or the energy industry. But if that does happen, those costs can't be passed onto you. Long-term budget certainty is assured. This is a great option for peace of mind and making sure your energy costs work within your budget.

5. When does my current contract end?

If you're already supplied under the YPO framework with your gas and electricity supplies, please get in touch with us using your MPRN or MPAN, and we'll contact the suppliers on your behalf.

Email: educationprocurement@ypo.co.uk.

If you're not under one of our frameworks, please get in touch with your current energy provider about this. After you've received this information, we'll be able to help and guide you forward with any renewal requests you might have.

6. Are we eligible for reduced VAT?

VAT is generally charged at 20% on business energy.

However, in certain circumstances, a business energy customer can qualify for a reduced VAT rating and only needs to pay the domestic rate of 5%.

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7. What are deemed rates?

These rates apply when your current contract expires or is terminated, and you still need to switch to a new supplier.

Please note - These rates can often be double the usual amount.

8. Do I get account management support from you?

Yes, you do. Our contracts have dedicated support staff inside our supplier's organisations, meaning you don't get a call centre number for support like you would with a contract from an energy broker. You get a dedicated account manager and credit controller who you can contact directly to discuss any aspect of your contract.

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See how
we can
help you



Department
for Education

Ask us about our
DfE approved
frameworks