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User Guide | Ref No: 985

Contracts *for Schools* - Food and Drink DPS

Helping you get everything you
need for your school meals.

See how
we can
help you



ypo.co.uk/contracts

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About YPO

YPO supplies products and services to a wide range of customers, including schools, local authorities, charities, emergency services, the public sector and other businesses such as nurseries and care homes.

Set up in 1974 by 13 local authorities, we're one of the UK's largest public sector buying organisations. We're 100% publicly owned, meaning our profits are returned to our public sector customers, delivering even better value for money.

We provide contractual solutions for schools all around the UK, helping you set up or renew contracts for a wide range of products and services, working closely with our suppliers to help you achieve efficiency and the best value for money.

We can negotiate the best deal for you by combining your demands with those of other customers to create economies of scale. This means you receive the best possible solutions without compromising service or quality.

Our team of experienced and qualified procurement professionals can offer you advice, guidance and expertise on procurement and support you through the process if you need any extra help.

DPS overview

Food and Drink - 985 | Food and Catering DPS

Start date:

1 December 2019

Expiry date:

28 October 2028

Extension(s) if applicable:

2 years

Contract notice ref no:

2019/S 157-387006

Contract award notice ref no:

N/A

Potential maximum value:

£350,000,000

Rebate:

1%

Geographical location(s):

National

DPS summary

We work closely with our network of nationwide, trusted suppliers to provide you with a full range of food and drink products to make cooking meals simple, fresh and delicious for your students.

Lot structure

Category (lot)	Description	How to award
1	Groceries	Further competition
2	Frozen foods	Further competition
3	Ready made meals	Further competition
4	Meal concepts	Further competition
5	Fresh fruit and vegetables	Further competition
6	Dairy, chilled and delicatessen foods	Further competition
7	Fresh and cooked meat	Further competition
8	Bakery goods	Further competition
9	Fresh ready-made sandwiches, wraps and food to go	Further competition
10	Fresh and chilled fish and seafood	Further competition
11	Alcoholic and non-alcoholic beverages	Further competition
12	Multiple product category mix (for customers seeking products from more than one category)	Further competition

Benefits of using our food and catering DPS agreements:

1. One-stop shop – access a full range of food products, kitchen services and equipment
2. Choice and variety from leading local and nationwide suppliers
3. Premium and quality brands you know and love
4. Use a single supplier or multiple – your budget, your choice

How to use the DPS

Step 1

Initial enquiry

- You can contact YPO for information on the DPS or view details on the website
- To access the DPS you'll then need to complete and return the non-disclosure and customer access agreement (NDA) which you can also download on the website or we can send this to you directly

Step 2

Meeting customer requirements

- We'll discuss and agree the support you think you'll need, we're here to help make the procurement process as straightforward as possible for you. We can be involved as much or as little as you like
- We'll provide you with templates, advice and guidance for carrying out a compliant further competition



How to use the DPS

Step 3 Further competition

- We can help you produce specifications, questions, pricing schedules and evaluation criteria
- We can run your further competition on your behalf, using our e-tendering portal.
- Clarification responses, evaluation of submissions and drafting of award letters and contracts are elements of the process that you'll need to complete yourself, but we can support you with this if required.
- When running a further competition, you should select (award) the supplier based on the most economically advantageous responses. You'll need to provide suppliers with the methodology behind your evaluation, including the evaluation criteria and the weightings against each one
- The weightings for cost, quality, delivery, customer service and added value can be opened for evaluation within the further competition process
- We recommend the below as best practice award criteria for any further competition process
- You can also set any other appropriate KPIs and/or service levels within the quality award criteria

Recommended criteria weightings:

This simple to run procurement exercise is in-place to help you select the most suitable supplier to meet your requirements and it creates fair 'competition' between them, making sure you get the best value for money. All the suppliers have been through a thorough vetting process before being awarded onto our frameworks – one less thing for you to worry about.

Recommended criteria weightings	
Cost	70%
Quality	30%

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Step 4

Contract award

- The rejection letters to the unsuccessful suppliers via our e-portal
- There's then an optional 10-day standstill/cooling off period which we advise you take. During this time you can't have any contact with the winning or losing suppliers
- The award notice is issued after the 10-day standstill period. The chosen supplier is awarded (this must be done within 30 days), and you can start working with them
- We'll be on-hand to provide support and recommendations around terms and conditions and the signing of any order forms. Once your contract is set up, we're still available to help you with any questions you may have

Suppliers on this DPS

As this is a DPS, the supplier list is continually growing. The most current list of suppliers can be requested by emailing educationprocurement@ypo.co.uk



Terms and conditions

Suppliers awarded onto the DPS have agreed to and signed YPO's standard terms and conditions. These can be amended by the customer and supplier 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 to amend any terms if required.

If the customer proposes any amendments to the call-off terms and conditions, these must be provided to suppliers in the further competition documentation. This will then allow all suppliers on the DPS to consider any amendments and bid accordingly.

Contact us

You can get in touch with our team of experts for more information using the contact details below:

educationprocurement@ypo.co.uk

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Glossary

Framework

A framework is an agreement put in place with a supplier or a range of suppliers, allowing you to place an order for products (e.g. furniture, first aid equipment – something you can touch), services (e.g. energy, electronic kitchen management, cleaning etc) or works (e.g. building works) in a quick and easy way.

Frameworks are usually set up with large volume buying in mind. This doesn't mean that you need to purchase a large amount but when you add together all the potential customer spend or volume, you can often achieve better prices and/or value for money for everyone through buying in this way.

A framework agreement will contain a set of agreed terms and conditions that apply to any contract awarded under it. All our frameworks have been put in place to comply with the Public Contract Regulations. Any supplier awarded onto one of our frameworks will have had due diligence undertaken on them and each supplier will have been evaluated to make sure they have the right policies and procedures in place to deliver quality products, services and works to our public sector customers whilst achieving value for money.

DPS

DPS stands for 'Dynamic Purchasing System'. A DPS is a procurement technique used by the public sector to purchase commonly used goods, works or services. A DPS differs from a framework because it's open to new suppliers to join at any time, as long as they meet our selection criteria. This means any new suppliers or a local suppliers you might already use (e.g. gardener, food provider etc) can apply to join at any time. We've got a number of DPS frameworks in place to meet the needs of our customers and allow for added flexibility.

Call off

A call off is another way of saying 'placing an order'. You're able to call off any framework agreement or DPS to meet the needs of your school. Depending on how the framework's been set up, you might be able to carry out a direct award.

Further competition

A further competition is where you'll set out your exact requirements and allow suppliers appointed onto a framework or DPS to give you their best solution and price for what you need. You can then evaluate the suppliers against your bespoke requirements. This is slightly more time consuming, but it's still quicker than doing your own procurement. A further competition is also referred to sometimes as a mini competition.

Contract

This is a legally binding agreement between you and one supplier. You're able to call off any framework agreement or DPS to meet your school's needs and only when a call off order is placed and accepted is a contract created. The five rules of contract formation will then be met.

These are:

1. Offer (the offer of work you've placed with the supplier)
2. Acceptance (by the supplier to fulfil your order)
3. Consideration (price)
4. Intention to be legally bound (issuing of the call off contract)
5. Capacity to contract (e.g. authorised signatures to the call off contract)

A framework on the other hand is not strictly a contract as no money has changed hands but is an overarching umbrella agreement under which contracts can be created. The framework doesn't commit either party to actually enter into a contract, but it does set out the terms and conditions, which will apply if a contract is created.

Lot

This is usually part of the framework that's been broken down into smaller sections/categories. Think of it like the YPO catalogue that's broken down into sections e.g. pens, paper, chairs. Frameworks are often broken down this way into smaller areas, to encourage small and medium sized enterprises or organisations the opportunity to bid for public sector contracts and encourage competition so we can deliver the best value to our customers.

The beauty of calling off a YPO framework or DPS is that the contract will have already been prepared for you with just the blanks to fill in. This will have been agreed with all the suppliers on the framework or DPS. Also, all suppliers have been pre-evaluated and checks carried out on them to make sure they're suitable. We can support you through the entire process and any special conditions can be easily added into the contract.