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User Guide | Ref No: RM6238

Contracts *for Schools* - Supply Teachers and Temporary Staff

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we can
help you



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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.

Framework overview

Supply Teachers and Temporary Staff - RM6238 | Professional Services Framework

Start date:

5 July 2022

Expiry date:

4 July 2025

Extension(s) if applicable:

None

Contract notice ref no:

2022/S 000-004473

Geographical location(s):

National

Framework summary

The Supply Teachers and Temporary Staff framework is a quick, compliant and cost-effective way to find temporary staff for your school.

You can recruit all temporary/fixed term roles in the education sector, including:

- Qualified teachers: Special Education Needs (SEN) and non-SEN
- Unqualified teachers: SEN and non-SEN
- Educational support staff, e.g. cover supervisors and teaching assistants
- Headteachers
- Senior leaders
- Administrative, IT, finance, estates and maintenance, cleaning staff and more

Framework summary continued...

If you'd like to hire a worker who is not currently signed up for an agency supplier, you can use this framework to find a supplier who will perform the background screening and put them on the agency payroll for you. A worker signed up in this way is known as a nominated worker.

We partnered with Crown Commercial Service to bring you this Department for Education approved solution, giving you access to plenty of help and support.

Lot structure

Category (lot)	Description	How to award
1	Preferred suppliers list - use our agency selection tool to hire temporary and fixed term workers directly from a recruitment agency.	Direct award
2	Master vendor - Access a master vendor (single recruitment agency) who will provide all of your temporary staffing needs. The recruitment agency will use their supply chain of other agencies to meet your staffing needs where needed.	Direct award/ further competition
3	Ed-tech platform - Each supplier on this lot has a different technology app that you can use to hire temporary workers. Your chosen supplier will put you in contact with the temporary worker using their own app or online portal.	Direct award/ further competition

Who can use this framework?

The framework is not available for use by independent (for-profit) schools but can be used by schools, colleges, academies, trusts, nurseries, pupil referral units, children centres, further education institutions and charities/non-profit schools.

Benefits of using our Supply Teachers and Temporary Staff framework

- Background screening of workers and safeguarding which complies with Department for Education (DfE) Keeping Children Safe in Education standards
- After 12 weeks in post, you can transfer a temporary worker to a permanent role at no extra cost (subject to 4 weeks' notice)
- Compliance with Public Contracts Regulations 2015
- Consistent pre-negotiated terms and conditions
- Transparency of costs: you can see how much the worker is getting paid each day and how much the agency or supplier is taking
- Access dedicated support from our education procurement team

Benefits of using our professional services frameworks

1. Support on setting up contracts for all your temporary staffing needs
2. Wide choice of local and national providers
3. Innovative and flexible approach to helping you with your procurement activities
4. Specialist teams on-hand to guide you through the complex world of corporate and professional services
5. Bespoke solutions created with you in mind



How to use the framework

Lot 1 (direct award)

You can use our online agency selection tool to direct award from lot 1.

Schools in England with DfE sign-in

You can use our agency selection tool:

<https://marketplace.service.crowncommercial.gov.uk/supply-teachers/RM6238/>

Schools in England without a DfE sign-in

You can get an account if your school's on the Get Information About Schools (GIAS) register. Just fill out this form to request access:

<https://help.signin.education.gov.uk/contact>

Schools in Scotland, Wales or Northern Ireland/local authorities etc

You can use an offline version of the tool.

Please email: info@crownccommercial.gov.uk for the tool

Further competition

This simple to run procurement exercise is in-place to help you select the most suitable supplier to meet your requirements creating fair 'competition' between them, to make 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.

Step 1

Initial enquiry

- Customer contacts YPO for information
- The relevant team discusses the requirements with you and provides a user guide for more information

Step 2

Meeting customer requirements

- We can offer support and provide templates, helping to write individual specifications and requirements, tailoring your contract to your exact needs
- Further catch ups or discussions may be required and we can go through anything you're not sure of. We're here to offer you as much or as little support as you need
- Initial timescales are then proposed
- Draft documents are created
- Unique customer code is generated which will be referenced on all documentation going forward

Step 3 Further competition

- We can issue the further competition documents to the relevant suppliers on the framework
- We're on-hand to manage any queries or clarifications from the suppliers, or you can manage this part independently
- Further competition closes and we'll provide you with all supplier submissions
- You'll go through and evaluate the submissions and select the most suitable supplier to meet your requirements – we're available to help you with evaluation on a project by project basis, subject to discussion

Step 4 Contract award

- We'll issue the acceptance letter to the winning supplier you've chosen, as well as 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 chosen supplier is then awarded and you can start working with them
- Once your contract is set up, we're still on-hand to help you with any questions you may have

Direct award

You can direct award when you are certain that one supplier can meet your needs more than others and your organisation's policy allows it.

Get in touch with the education procurement team (educationprocurement@ypo.co.uk) who can advise you on your buying options.

Suppliers on this framework

If you'd like to find out the most up to date list of suppliers, please get in touch with our team using the email at the bottom of this page.

Terms and conditions

The order form template must be completed by you and signed by both you and the awarded Supplier in order to form the call-off contract.

We can provide you with the relevant templates and advice on how these should be completed.

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.

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.