

Better value, delivered.



# Travel Management Solutions User Guide

Ref No: 1104

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Giving you a helping hand to choose the right  
framework for your school





# About YPO

**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.**

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 public purse.

We can negotiate the best deal for you by combining your demands with those of other customers to create economies of scale. This means that you receive the best possible solutions and prices without ever having to compromise on service or quality.

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

## Framework overview

**We've got a range of frameworks to help schools set up contract agreements with our supply base. But what exactly is a framework?**

**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), services (e.g. energy, electronic kitchen management, cleaning etc) or works (e.g. building works) in a quick and easy way.

Travel Management Solutions - 1104   Professional Services Framework	
Start date:	18 April 2023
Expiry date:	17 April 2025
Extension(s) if applicable:	2 x 12 months extension available after initial 2 years (17 April 2027)
Contract notice ref no:	2022/S 000-031003
Contract award notice ref no:	2022/S 000-034567
Potential maximum value:	£200m
Geographical location(s):	National





# Framework summary

This framework provides a service for researching, organising and booking study trips, including transport, excursions, and accommodation.

Category	Description	Method of awarding a supplier
<b>Travel for Education</b>	<p>This covers a specialist service, which includes the provision to research and book study trips. The single supplier, Diversity Travel is a specialist in this area and assistance is available throughout and after the booking process.</p> <p>Diversity are able to research and produce travel itineraries, as well as book all travel and accommodation for students and staff, allowing schools to simply choose their preferred option. This includes train and air travel, accommodation at destination, and educational excursions. This greatly minimises administrative workload for schools, and ensures all bookings are kept up to date in line with your requirements.</p> <p>Business travel for staff, e.g., train and accommodation to attend meetings and conferences is also possible.</p>	Direct award

## Benefits of using our travel management solutions framework

1. Wide range of travel management solutions designed with schools in mind
2. Significant cost savings compared to individual procurement methods
3. Receive regular updates and support

### Direct award:

To carry out a direct award all you need to do is complete an access agreement form and return this to us, we will then put you in contact with Diversity Travel to discuss your requirements, and provide you with relevant information such as pricing.

Get in touch with the education procurement team using the contact details below and they'll send you a form to fill out.

Once an agreement is in place, please let us know who you've chosen as your supplier.





# Suppliers on this framework

## Diversity Travel Limited

Diversity Travel is a specialist travel management company that provides 24/7 service, unique travel technology and exclusive fares to the public sector, charity and academic markets. The organisation, which has offices in London, Manchester, USA and Australia, is a proud supplier to YPO, and provides travel services to a raft of public sector organisations across the UK, including Manchester City Council

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# Terms and conditions

Suppliers/providers awarded to the framework agreement have agreed to and signed YPO's standard terms and conditions. These can be amended by the customer and supplier/provider 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/providers to amend any terms if required.

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# Contact information

You can get in touch with the education procurement team for more information using the contact details below:

@ [educationprocurement@ypo.co.uk](mailto:educationprocurement@ypo.co.uk)





# 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.

## 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.

## Call Off

A call off is another way of saying 'placing an order'. You're able to call off any framework agreement 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.

## Direct Award

A direct award is when all award criteria have already been evaluated for you. A direct award allows you to make an award to your chosen supplier without opening up your procurement exercise to other suppliers. This can be a fast and straightforward way to procure goods in a compliant way. This process is quick and easy and can be done in a matter of days. Frameworks can be set up in two ways to either allow for a direct award or a further competition.

