



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.

Food and Drink - 1114 Food and Catering Framework	
Start date:	31 October 2022
Expiry date:	30 October 2026
Extension(s) if applicable:	N/A
Contract notice ref no:	2022/S 000-022068
Potential maximum value:	£500 million
Geographical location(s):	National





Framework summary

With this framework, we can help you make cooking meals for your students as easy as possible, without compromising on taste. You'll be able to choose from a wide range of food goods to suit all of your catering needs (listed below). You'll also choose from a network of leading local and nationwide food suppliers to find the perfect solution for your school.

Category (lot)	Description	Method of awarding a supplier
1	Ambient Groceries	Direct award/Price only benchmark
2	Frozen Foods	Direct award/Price only benchmark
3	Fresh Fruit and Vegetables	Direct award/Price only benchmark
4	Chilled Foods, Milk and School Milk	Direct award/Price only benchmark
5	Fresh, Chilled and Quick-Frozen Meat	Direct award/Price only benchmark
6	Bread and Baked Goods	Direct award/Price only benchmark
7	Multi Category (used to award one supplier for multiple categories)	Direct award/Price only benchmark

Please note: This framework allows you to direct award or run a price only benchmark exercise, where you ask suppliers for prices for a basket of goods. If you would like to run a full further competition, please speak to us about using the DfE approved 985 [AQ1] – Food and Drink DPS instead.

The education procurement team can talk you through each option, so you can decide which is best for you.

educationprocurement@ypo.co.uk

Benefits of using our food and catering frameworks:

1. One-stop shop – contracts to 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





Step by step guide...

on how to select your preferred supplier from the framework

Price only benchmark

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

- If you're interested in using the framework, please contact a member of the Education Procurement Team to get started: educationprocurement@ypo.co.uk
- The team will then send you a non-disclosure and customer access agreement (NDA) to complete and return to us.

Step 2: Meeting customer requirements

- To start, we'll have a discussion to agree on the support you think you'll need. We're here to help make the process as straightforward as possible for you and 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 price only benchmark.

Step 3: Price only benchmark

- We will issue the price benchmark documents to the relevant suppliers on the framework and manage any queries or clarifications from the suppliers.
- Once the price benchmark closes, we'll provide you with all supplier submissions.
- You'll then 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.





Step 4: Contract award

- We'll issue the acceptance letter to the winning supplier, 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 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

You can also carry out the price only benchmark yourself, but bear in mind it's quite resource intensive. If you do decide to do this independently, please let a member of the team know so we can set aside some time to help if you need extra support at any point. Remember to let us know the outcome of any price only benchmark you do.





Direct award

With this option, you will use the suppliers' scores awarded during the evaluation when YPO set up the framework.

You should award to the highest ranked supplier in each category who can fully meet your specification, in particular, the supplier's ability to:

- Deliver to your sites
- Deliver on your required days and windows
- Provide your full basket of goods (or acceptable alternative) at the framework prices (or lower)
- Meet any of your mandatory requirements
- Has the capacity and capability to fulfil the contract

You can direct award a contract across multiple categories, but only the suppliers who are registered to all the relevant categories should be considered. Each supplier's scores across all relevant categories should be added together and ranked accordingly, and a contract awarded to the highest scoring supplier who can also meet all your requirements.

The education procurement team can fully support you with a direct award. If you are doing this yourself, once an agreement is in place, please let us know who've chosen as your supplier.

Suppliers on this framework

Please contact the education procurement team for a list of awarded suppliers, their rankings and geographical areas that they can deliver to.





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.

Contact information

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

@ 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 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.





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.

Price only benchmark

A price only benchmark is where you'll set out your exact requirements and allow suppliers appointed onto a framework 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.

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.

