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User Guide | Ref No: 1161

# Sustainable Hardware, Asset Recycling and Data Destruction

User Guide



# Contents



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## About YPO

**YPO provides procurement solutions for public sector organisations to set up or renew contracts for a wide range of services.**

Established in 1974 by a group of 13 local authorities, we're one of the UK's largest public sector buying organisations 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 heart of the public sector.

Our team of qualified procurement professionals can offer advice, guidance and expertise on procurement, as well as regular engagement and communication to make sure your objectives are achieved.

## Overview

### Start date

29 May 2024

### Expiry date

28 May 2026

### Extension(s) (if applicable)

1 x 24 months until 28th May 2028

### Contracting authority (CA) call-off period

CA's can specify a contract period, based on the term that will best suit their requirements. YPO generally recommend a call-off period of no longer than 4 years.

### Contract notice reference number

2023/S 000-035097

### Rebate

1% payable by supplier/provider.

### Geographical location(s)

National

# Specification, Overview and Lot Structure

This framework is for the provision of Sustainable Hardware, Asset Recycling & Data Destruction, inclusive of products and services which will provide both refurbished and new hardware as well as a complete ICT equipment solution and allow for secure decommissioning of ICT electrical equipment, including but not limited to the sanitising of data and shredding media. This framework is designed to meet the needs of all public sector organisations including, Local Authorities, Education, Housing, Charities, Central Government, Emergency Service and NHS Establishments.

Only the providers who are awarded to all Lots, for which the further competition is being carried out, will be invited to compete. There are 13 suppliers/providers awarded, over 60% of which are SME's, all who can provide a high quality of services to the whole of the public sector.

As well as having the option to award without competition (direct award), customers also have the option to carry out a further competition where multi-lot call-offs are permissible, enabling you to combine two or more of the above lots and obtain all your ICT hardware needs in a single procurement.

To view the full specification for each lot, please email [itservices@ypo.co.uk](mailto:itservices@ypo.co.uk) with a completed access agreement.

The Access Agreement does not obligate you into using the framework, it simply acts as a Non-Disclosure Agreement and allows access into utilising the framework.

Lot	Description	No. of suppliers per lot	Method of call-off contracts
1	Supply of Refurbished Hardware	8	Award without competition (direct award) or Further Competition
2	Supply of New Hardware	10	Award without competition (direct award) or Further Competition
3	IT Asset Recycling and Destruction	10	Award without competition (direct award) or Further Competition

*This framework is designed to **meet the needs of all public sector organisations** including, Local Authorities, Education, Housing, Charities, Central Government, Emergency Service and NHS Establishments.*



## Lot 1 - Supply of Refurbished Hardware

This Lot is for the provision of refurbished ICT hardware across a wide range of manufacturers which provides a complete ICT equipment solution. Associated bundled software and operating systems included as part of a standard OEM factory build are included in this Lot.

Solutions may include but are not limited to:

- Supply of refurbished end user devices including but not limited to device hardware such as desktop PCs, laptops, tablets, interactive flat panels, notebooks.
- Supply of IT peripheral equipment (this can be new or refurbished) including but not limited to input, output and storage devices such as mice and keyboards, monitors, printers and scanners.
- Supply of refurbished IT infrastructure hardware including but not limited to servers, enterprise storage, routers, switches, networking and associated services.
- Supply of OEM standard operating software.

Additional services must be purchased alongside a hardware requirement. Additional services include but are not limited to:

- End user support including configuration to desk, upgrade, maintenance, training, on/off site support.
- Configuration, installation, and migration services.
- Operating systems software and other software licenses.
- Leasing of hardware equipment.
- Removal, disposal and recycling of IT equipment.

## Lot 2 - Supply of New Hardware

This Lot is for the provision of new ICT hardware across a wide range of manufacturers which provides a complete ICT equipment solution. Associated bundled software and operating systems included as part of a standard OEM factory build are included in this Lot.

Solutions may include but are not limited to:

- Supply of end user devices including but not limited to device hardware such as desktop PCs, laptops, tablets, notebooks, interactive flat panels/displays, across a wide range of different manufacturers/brands.
- Supply of IT peripheral equipment including but not limited to input, output and storage devices such as mice and keyboards, monitors, printers, AV and scanners across a range of manufacturers/brands.
- Supply of IT infrastructure hardware including but not limited to servers, enterprise storage, routers, switches, networking and associated services.
- Supply of OEM standard operating software.

Additional services must be purchased alongside a hardware requirement. Additional services include but not limited to:

- End user support including configuration to desk, upgrade, maintenance, training, on/off site support.
- Configuration, installation, and migration services.
- Operating systems software and other software licenses.
- Leasing of hardware equipment.
- Hardware Asset Management.
- Removal, disposal and recycling of IT equipment.

## Lot 3 - IT Asset Recycling and Destruction

This Lot is for the provision of ICT asset recycling and destruction, to allow for secure decommission of ICT electrical equipment, including but not limited to the sanitising of data and shredding of media.

Providers under this Lot are able to supply the following nationwide:

- Removal and destruction of IT hardware, including but not limited to end user devices, peripheral equipment and infrastructure hardware.
- IT hardware recycling services.
- Provision of both on and off-site secure data erasure and destruction of media.
- Destruction of data across all levels of security classification including top secret information/data.
- Physical destruction of equipment such as the shredding of SSD media to National Protective Security Authority (NPSA) standards.
- Fully traceable process with end to end asset tracking, full audit report including certification and document process.
- Provide the Contracting Authority with a rebate on residual value from the hardware.
- Nationwide collection service with provision of audit and transfer documentation, using secure logistics.

# Benefits of using the framework

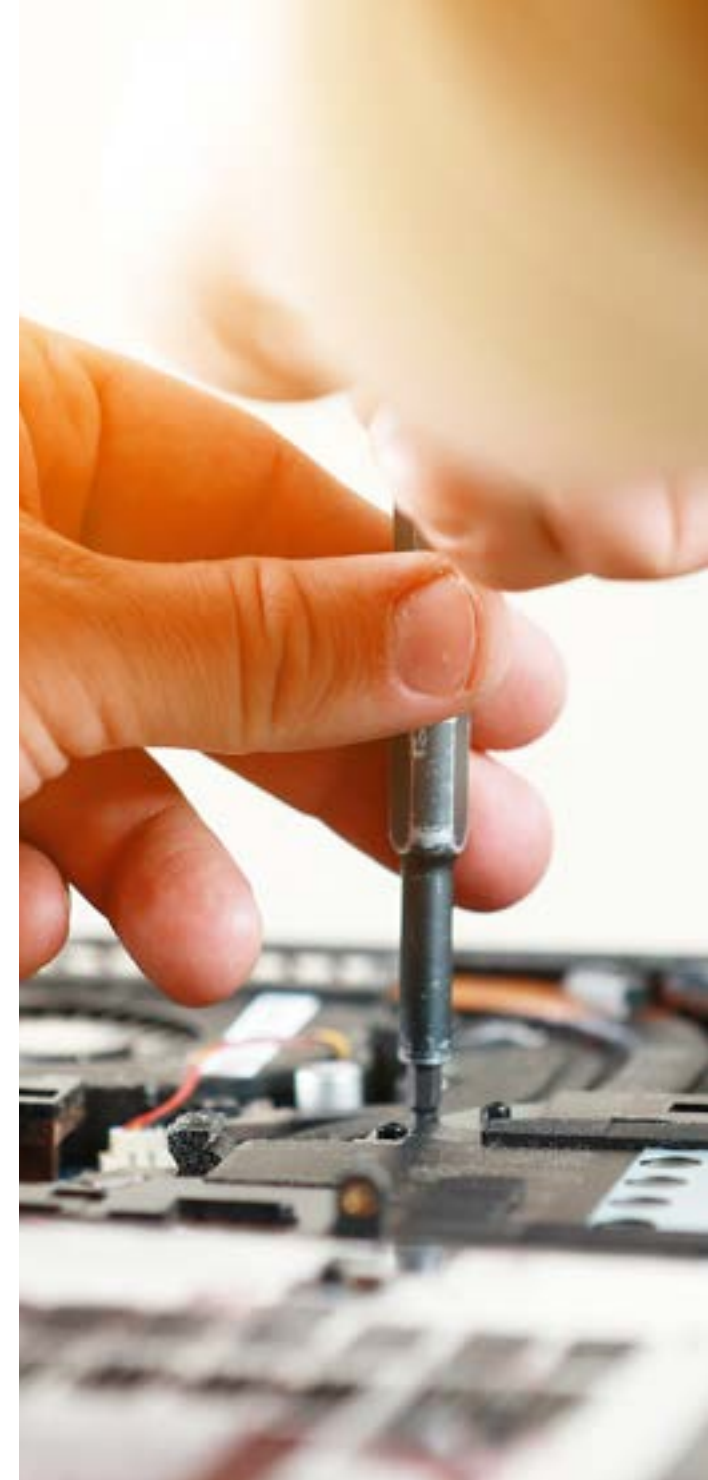
YPO's framework agreements are established to allow customers to purchase goods, works or services from suppliers/providers via either direct award or further competition.

The benefits of using the framework agreement from YPO are:

- YPO's framework agreements are established to allow customers to purchase goods, works or services from suppliers/providers via direct award or further competition
- Available to use by all UK public sector bodies
- This framework is compliant with UK/EU procurement legislation – we've done the work, so there's no need for you to run a full EU procurement process, reducing risk and timescales
- Assured supplier/provider standards - suppliers/providers listed on the framework were assessed during the procurement process for their financial stability, compliance to legislation, experience, and technical and professional ability to give customers confidence of a quality service
- Supplier/provider choice - with 13 suppliers/providers available on the framework across offering excellent choice and industry expertise
- Pre-defined terms and conditions - terms and conditions of the contract have already been established and signed and accepted by the supplier/ provider. On awarding contracts customers have the option to use YPO's standard framework agreement terms and conditions as established, or use their own if preferred
- No defined call off length - you can specify a contract period, based on the term that will best suit your requirements
- Aggregation of spend - customers will receive the benefits of the aggregated spend volume and increased leverage in the market

- Aggregated competitions - YPO can assist with developing and running aggregated competitions with other buyers with similar requirements
- Simplified lot structure - easy to understand lot requirements which allow purchase decisions based on solutions and outcomes
- Choice of call-off routes - direct award capability for a quick, easy and compliant call-off route or re-open award criteria weightings at further competition to suit your specific requirements
- One stop shop - multi-lot call-offs are permitted with this framework, allowing customers to procure all their ICT Hardware requirements in one single procurement and award to one supplier/provider for their full ICT solution across multiple lots
- Access to the latest technology - the framework allows for delivery of solutions using technologies that are currently available and those which evolve throughout the lifetime of the framework agreement, giving you access to the newest equipment and service offerings
- Easy to use - customers need only to identify their requirements, present these to the market and award a contract. This can be done either via YPO or directly with the awarded suppliers/providers
- Full support service - YPO can assist you with your procurement and managing the call off-process, from the building of documents, running the further competition, through to evaluation. YPO can conduct this on your behalf (at no cost to you) taking care of all key areas making the process totally hassle free and compliant with as little or much involvement as you require

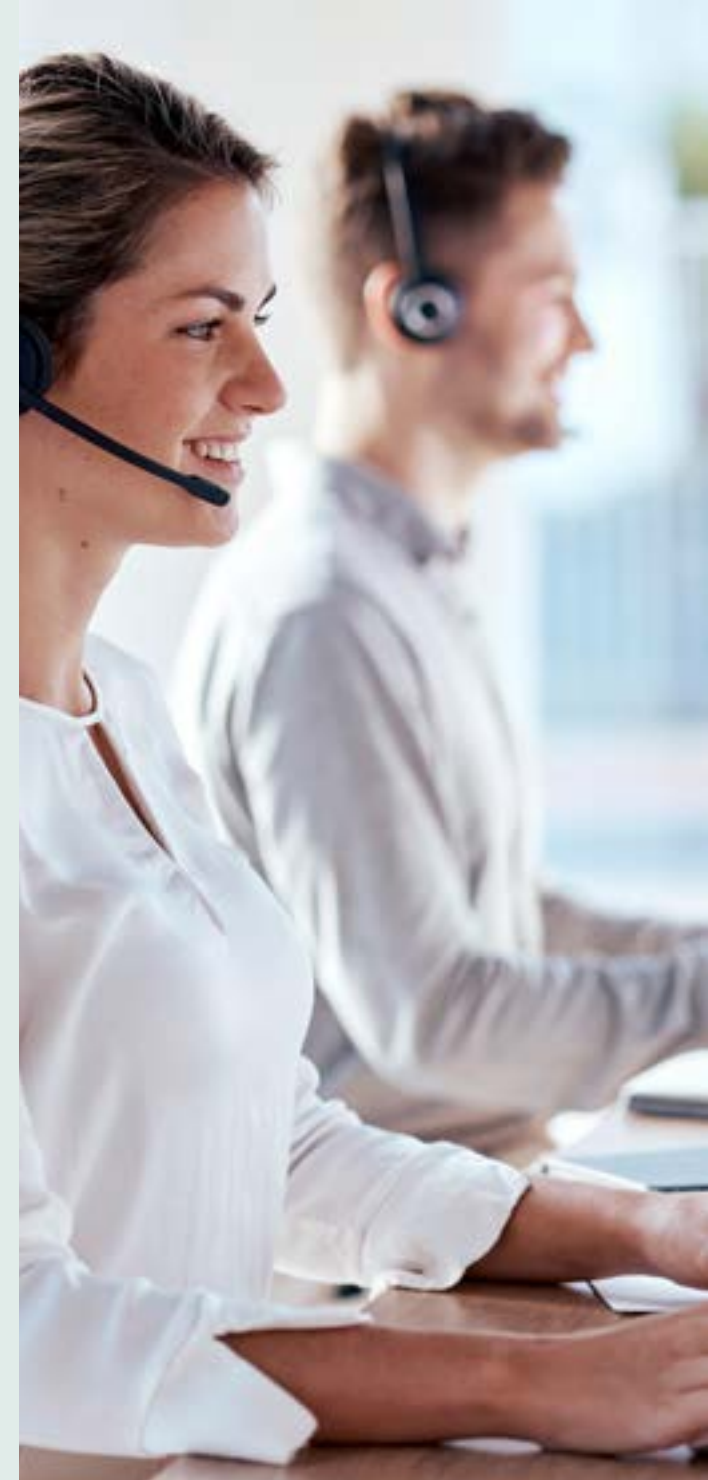
To find out more about our suppliers/providers please visit the framework website page [here](#) where you can read an overview about their organisation and view a range of resources showcasing what they can provide.



# Supplier/Providers

Supplier	Contact details
ACS Technology Group Limited	<a href="mailto:paul.white@acsitservices.co.uk">paul.white@acsitservices.co.uk</a>
Advania UK (CCS) Limited	<a href="mailto:contractsandtenders@ccsmedia.com">contractsandtenders@ccsmedia.com</a>
CDW Limited	<a href="mailto:tenders@uk.cdw.com">tenders@uk.cdw.com</a>
Comcen Computer Supplies	<a href="mailto:ypos@comcen.co.uk">ypos@comcen.co.uk</a>
Kingsfield Computer Products Limited	<a href="mailto:tenders@kingsfieldit.com">tenders@kingsfieldit.com</a>
Nexus Fusion Limited	<a href="mailto:ypos@nexusfusion.co.uk">ypos@nexusfusion.co.uk</a>
Phoenix Software Limited	<a href="mailto:keith-martin@phoenixs.co.uk">keith-martin@phoenixs.co.uk</a>
Pure Data Solutions Limited	<a href="mailto:richard.williams@tieva.co.uk">richard.williams@tieva.co.uk</a>
Rapid IT Recycling Limited	<a href="mailto:chris@rapidit.co.uk">chris@rapidit.co.uk</a>
Restore Technology Limited	<a href="mailto:tenders@restore-technology.co.uk">tenders@restore-technology.co.uk</a>
S2S Electronics Limited	<a href="mailto:rachel.hall@s2s.uk.com">rachel.hall@s2s.uk.com</a>
Stone Technologies Ltd, T/A, Converge Technology Solutions	<a href="mailto:antony.mellor@stonegroup.co.uk">antony.mellor@stonegroup.co.uk</a> <a href="mailto:kerry.tunstall@stonegroup.co.uk">kerry.tunstall@stonegroup.co.uk</a>
Storm Technologies Ltd	<a href="mailto:PublicSector@storm.tech">PublicSector@storm.tech</a>

*YPO's framework agreements are established to allow customers to purchase goods, works or services from suppliers/providers via either direct award or further competition.*



# How to award/call-off from the framework

To access the framework agreement, customers should complete and return the Customer Access Agreement.

YPO haven't set a minimum or maximum length for any call-offs created by contracting authorities. Contracting authorities can create an agreed call-off based on the term they believe will suit their requirements. YPO have completed a fully compliant process to allow our customers easy call-offs via award without competition (direct award) or further competition, through any of the awarded suppliers on all lots. To call off this agreement you may consider:

- Award without competition (direct award) - Award direct to a chosen supplier on the permissible lots based on cost, or cost and quality
- Price on demand - Award direct to a chosen supplier after conducting a simple and fast 100% price quotation (under threshold only)
- Further competition/Aggregated further competition - Evaluate suppliers based on criteria relevant to your organisation

Please ensure to follow any internal policies and the current Public Contract Regulations and refer to the user guide, under the heading 'How to call off the framework' for considerations and top tips when choosing your procurement route.

*YPO have completed a **fully compliant process** to allow our customers easy call-offs via award without competition (direct award) or further competition*

## Award Criteria

Suppliers/providers were assessed on the following award criteria, which has been used to establish the agreement;

Criteria for further competitions	Range
Cost	30%
Non-Cost (Quality)	40%
Social Value and Sustainability	30%

Direct award may be evaluated on price only (100%) or price and quality. At further competition stage the full weightings may be re-opened to compete at the CAs discretion, to suit their specific requirements, but must add up to 100%. CA's can also set any appropriate KPI's and/or service levels within the quality award criteria. YPO envisages that the 'quality' award criteria may be made up of (but not limited to) the questions under the areas listed below:

- Implementation and migration
- Quality of Service
- Supplier Standards and Certification
- Customer Service and Account Management
- Delivery
- Lead Times
- Corporate Social Responsibility
- Innovation and Added Value



# 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 CA 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

For further information or to discuss individual requirements, please use the contact details below:

<b>Name</b>	<b>Joe Holland</b>
<b>Job title</b>	<b>Category Buyer</b>
<b>Category</b>	<b>ICT Category</b>
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<b>Email</b>	<b>joe.holland@ypo.co.uk</b>
<a href="mailto:joe.holland@ypo.co.uk">Email Joe »</a>	

<b>Name</b>	<b>Sam Rigg</b>
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<b>Category</b>	<b>ICT Category</b>
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