

Pricing and Quotations

Three step guide to making pricing simple

Electricity (Ref: 791) and Gas (Ref: 621)
Framework Agreements





Introduction

YPO has a comprehensive range of energy supply contracts awarded through a competitive tender process, meaning you can come direct to us and be sure your new electricity, gas, solid fuel or liquid fuel contract is fully compliant with all public sector procurement regulations.

We know that securing energy contracts can be a complex and difficult process, but we are here to help you. We offer a range of contract types and lengths that offer great value.

Step 1: Letter of Authority (LoA)

By signing an LoA – Letter of Authority, YPO can act on your behalf when requesting pricing, data, and price comparisons from our suppliers. Without this authorisation from you we can't give you a full picture on where you could be saving money on your electricity and gas supply or carry out a thorough comparison.

If we can't save you money, we would never encourage you to sign up to our contract. YPO will never seek to sign you up to a contract without your consent or request permission to cancel your contracts without your knowledge, as some energy brokers have been known to do. Our LOA gives us the minimum we need to obtain accurate pricing on your behalf.

We have some simple standard wording for a LOA to help you. You'll just need to include the wording below on your letterheaded paper, sign and email it back to us at: **energy@ypo.co.uk**

Letter of Authority (LoA)

To whom it may concern,

I hereby authorise YPO to discuss our electricity contracts with it's providers and to liaise with our incumbent supplier.

This LoA shall remain valid for a minimum period of three months from the date of signature.

I authorise YPO to:

- I. Request and receive current and historical account information including consumption history, supply numbers, pricing details, contract end dates*
- II. Obtain information from third party industry databases, for example supplier; metering detail*
- III. Request prices on my behalf*

Date

Printed name

Signature

Step 2: Send us your invoices

Our electricity and gas suppliers request that all new customers complete a new business form which will provide them with the relevant data in order to provide you with the most accurate quotations for each meter point.

To help you with this, we request that you send YPO a copy of your most recent invoice(s) so we can start the process for you. We will extract information and data from your invoices that either supplier request.

Please note: If you would like to advance with the above, complete the available 'customer pricing form' via the framework documents for public download, then please return this to us along with your Letter of Authority at: **energy@ypo.co.uk**

We will support/advise what data is then required from your current provider. This information will need to be requested from you which will then enable us to complete any additional data required for the new business form.

Step 3: New business forms

Once the new business forms have been completed and confirmed by YPO. We will then send your new business requests onto the relevant supplier. This then enables us to discuss what contract option is best for you and discuss ways to reduce your energy costs. As seen on the next page, within the contract types – we can provide any of these options for contract lengths of between 12 and 36 months.

When we send on our quotation requests onto the suppliers, we will include the following information:

- New business form
- Letter of Authority (LoA)
- Inclusion of your contract requirements – e.g. – fixed/fully fixed contract types with the duration of 12, 24, 36 and 48 month contract lengths
- Contract start date you would like

Once the requests have been sent to the relevant supplier and they have been confirmed we typically see quotations returned to YPO between 3-5 working days.

Contract options:

Our energy contracts are not like the contracts energy brokers will try to sell to you. By joining YPO, you become part of a huge group of public sector energy customers, and as such we can secure certain advantages for you.

For example, your contract benefits from key account management. Think of this as the gold-standard of customer service. Our contracts have dedicated support staff inside our suppliers' organisations, meaning you don't get a call centre number for support like you would with a contract from an energy broker. You get a dedicated account manager and credit controller who you can contact directly to discuss any aspect of your contract and its operation.

You get enhanced payment terms – 30 days is standard – and you get access to additional benefits like free smart meter upgrades should you need one.

YPO flexible contract:

Our most popular choice - for customers in this trading basket, the volumes are bought throughout the preceding 24 months at optimum trading times when prices are lowest in order to deliver a fixed 12 month price from 1 April each year.

This allows YPO to take advantage of dips in the market and reduce supplier premiums and pass these benefits on to customers. Customers receive a fixed price each April for the following 12 months based on the pricing YPO has secured.

YPO fixed contract:

This provides contract pricing based on wholesale market pricing on the day the quotation is prepared and is a good option when the market price is low. It locks the cost of the electricity or gas for the duration of the contract but pass-through costs – the additional costs such as green taxes or industry charges – can change as regulation changes. This option provides some level of budget certainty as the price remains static unless there is any change to the pass-through costs.

Available in contract terms from 12 to 48 months, to suit customer's specific requirements. YPO's fixed contract provides many of the benefits associated with the flexible contract but provides longer term budget certainty that some customers prefer.

Please note: This is available for electricity (MPAN) half hourly meters and gas (MPRN) meters only.

YPO fully fixed contract:

If you prefer budget certainty and would like the stability of knowing your monthly charges cannot change over the length of the contract, then the fully fixed option could be most suited. This is available in 12 to 48 month contract options. This operates like a fixed contract, but everything on the bill is fixed, not just the cost of electricity or gas.

This option is typically slightly higher in cost due to the supplier taking the risk of any changes passed through from government or the energy industry, but it means that should this happen those costs cannot be passed on to you. Long term budget certainty is assured. This is a great option for peace of mind and ensuring that your energy costs work with your budget.