

Workwear and PPE Framework Agreement

User Guide

Ref No: 1022





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 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 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.

Helping you navigate the world of your procurement

The world of procurement is complex, with competing demands and increasing pressures. Through collaboration, we provide products and services to meet your needs as individuals and collectives, through our wide range of procurement categories and frameworks. Navigating the world of procurement needs to be easy, quick and effective for both buyers and suppliers, and needs to help you make sure that every penny counts. We believe that through our procurement activity there’s an opportunity to make an impact and a real difference, by delivering social value and outcomes in the communities we serve.

Overview

| | |
|---|--|
| Start date: | 11 July 2020 |
| Expiry date: | 10 July 2024 |
| Extension(s) (if applicable) | N/A |
| Contracting authority (CA) call-off period: | CAs 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 5 years |
| Contract notice ref. no: | 2020/S 055-131405 |
| Corrigendum (if applicable): | N/A |
| Potential maximum value: | £5 million |
| Rebate: | 2% |
| Geographical location(s): | National |

Specification, overview and lot structure

This framework is for the supply of workwear and PPE.

The framework provides customers with a route to market for the supply of workwear and PPE, meaning customers do not need to publish their requirements by OJEU or pre-qualify suppliers/providers in order to procure these products and services from them. Customers can 'call-off' from this framework agreement, i.e. use this framework to establish a contract. Customers can complete this call-off by direct award, whereby a customer selects a supplier/provider without running a further competition.

This is a UK wide framework agreement that is available to any eligible UK public sector organisation. The framework can be used to procure services both above and below the OJEU threshold.

Through the framework, customers can procure a wide range of Workwear and PPE. The contract can be accessed for stock supply through the YPO catalogue and also by direct award call-off or further competition.

| INTENDED LOT STRUCTURE | | | |
|------------------------|--|--|---|
| LOT | DESCRIPTION | NUMBER OF SUPPLIERS/ PROVIDERS PER LOT | METHOD OF CALL-OFF |
| 1 | General Workwear | 2-3 | Direct award or further competition |
| 2 | Hi Vis Clothing | 2-3 | Direct award or further competition |
| 3 | Tabards and Aprons | 2-3 | Direct award or further competition |
| 4 | Disposable Workwear and Disposable Gloves | 2-3 | Lot not awarded due to the current market conditions and the COVID pandemic. Awarded supplier/ provider is able to supply some items under the umbrella of the framework. Items are available through stock and direct supply via YPO catalogue |
| 5 | Gloves | 2-3 | Direct award or further competition |
| 6 | Footwear | 2-3 | Direct award or further competition |
| 7 | Bespoke Workwear | 2-3 | Direct award or further competition |
| 8 | PPE - eye, ear and head protection (eg, goggles, ear defenders, hard hats) | 2-3 | Lot not awarded due to the current market conditions and the COVID pandemic. Awarded supplier/ provider is able to supply some items under the umbrella of the framework. Items are available through stock and direct supply via YPO catalogue |
| 9 | Corporate Clothing | 2-3 | Direct award or further competition |
| 10 | School Crossing Patrol Uniform | 2-3 | Not awarded due to non-compliant bids. Items are available through stock and direct supply via YPO catalogue |

Benefits of using the framework agreement

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.

Benefits of using the framework agreement:

- YPO can fully manage the customers further competition (call-off) process if required.
- Reduced timescales – customers do not need to run a full OJEU procurement if procuring via the framework agreement.
- Assured supplier standards – suppliers/providers are ‘pre-qualified’ as to their general suitability.
- Aggregation of spend - customers will receive the benefits of the aggregated spend volume and increased leverage in the market.
- Pre-defined terms and conditions – when awarding contracts customers have the option to use YPO’s standard framework agreement terms and conditions as established or use their own terms and conditions.

Suppliers/providers

| SUPPLIER/ PROVIDER | CONTACT NAME | CONTACT NUMBER | EMAIL |
|-----------------------|---------------------------------|-------------------------|---|
| Agentis | Taran Singh | 07813 447 453 | taran@agentisworkwear.com |
| Arco | Chris Marshall | 07850 858 482 | christopher.marshall@arco.co.uk |
| Arden Winch | Steve Gill | 07739 083 673 | steven.gill@ardenwinch.com |
| Burlington | Adrian Hewitt Tristan Weedon | 08707 300150 ex: 115 | adrian.hewitt@burlington-uniforms.co.uk tristan.weedon@burlington-uniforms.co.uk |
| Freight Transport | Anthony Charnley | 07818 450 376 | acharnley@fta.co.uk |
| Mi Hub | Sara Moon | 07920 595 917 | james.horlock@alexandra.co.uk |
| SMI | Gerry Carruth | - | gerry.carruth@smigroupuk.com |
| TW Kempton | Stuart Hawthorn | 07768 300 825 | shawthorn@twkempton.co.uk |

How to award/call-off from the framework

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

Evaluation must be fair and transparent, and the methodologies used to evaluate must be provided to the suppliers/providers within the further competition documentation. YPO can help customers produce specifications, qualitative questions, pricing schedules and evaluation criteria to undertake a further competition. Clarification responses, evaluation of further competition submissions, drafting of award letters and contracts and applicable Contract Award Notices are elements of the process that will need to be completed by the customer. Customers must inform YPO of the outcome of any further competition they undertake themselves.

When running a further competition, customers should award based on the most economically advantageous tender and must provide suppliers/providers with the methodology behind the evaluation, including the evaluation criteria and the weightings that are applied.

The selection/award criteria used to establish the framework agreement was:

The weightings for cost, quality, delivery, customer service and added value can be re-opened for evaluation within the further competition. Customers can also set any appropriate KPI's and/or service levels within the quality award criteria.

| CRITERION | PERCENTAGE WEIGHTINGS |
|-------------------------------|-----------------------|
| Cost | 45% |
| Quality | 25% |
| Delivery and customer service | 25% |
| Sustainability | 15% |

Terms and condition

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:

Sally Williamson
Category Buyer | Catering and First Aid
Tel: 01924 834857 | Email: sally.williamson@ypo.co.uk

Ryan Pygott
Assistant Category Buyer | Catering and First Aid
Tel: 01924 834859 | Email: ryan.pygott@ypo.co.uk

STAGE 1
Initial Customer
Enquiry

- Customer contacts YPO for information
- YPO will send customer a copy of the User Guide, NDA and Access Agreement
- Customer completes and returns NDA and Access Agreement

**STAGE 2**
NDA/Access
Agreement Returned
to YPO

- Following receipt of signed NDA/Access Agreement YPO may send the customer a Further Competition Template, Bank of Optional Questions, and Framework Agreement Scope
- YPO may provide the customer with a unique reference code for the further competition, which will be referenced on all documentation
- Customer completes the documents and sends to YPO
- If the customer decides to undertake their own further competition YPO must be informed via e-mail

**STAGE 3**
Further Competition

- YPO can issue further competition documents to all suppliers/providers on the framework agreement if required by the customer
- YPO will manage any clarifications that are received from potential suppliers/providers (customers will need to provide clarification responses)
- At the submission closing date YPO will provide customers with access to all submissions
- Customers can then evaluate (offline) the submissions and prepare acceptance and rejection letters

**STAGE 4**
Contract Award

- YPO will issue the award decision documentation (acceptance and rejection letters) via YPO's e-portal
- Optional 10-day standstill period: customers are advised to implement a voluntary standstill period of 10 days
- A Contract Award Notice following any award via the framework agreement must be published within 30 days (YPO are able to do this on behalf of the customer if required)