

Better value, delivered.



Cash Collections and Cash and Valuables in Transit Services Framework Agreement

User Guide

Ref No: 324F-20



Supporting your world | Corporate Services



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.

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.

Start date:	1 April 2020
Expiry date:	31 March 2022
Extension(s) (if applicable)	1 x 24 months until 31 March 2024
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 4 years
Contract notice ref. no:	2020/S 030-071099
Corrigendum (if applicable):	Not applicable
Rebate:	2% paid by supplier/provider
Geographical location(s):	National

Specification, overview and lot structure

This framework, in collaboration with ESPO (ESPO as the lead authority) offers customers a quick, simple and competitive route to purchase a comprehensive range of cash collection and cash and valuables in transit service.

Premises and Parking Machine (on-street and off-street park machines) Collections

Collection services shall be provided by the service provider, via one of the following two service options:

- 1. Collection with next day depositing at an approved cash/cheque receiving facility**
Depositing to a nominated high street bank should be available if requested by the customer and allowed by the nominated bank.
- 2. Collection with same day onward delivery to a collection point**
This service requires a collection to be made from a scheduled collection point, then delivered 'unprocessed' the same day to another collection point within the customers collection schedule.

The feasibility of service option 1 and 2 is obviously dependant on the time of day the collection is made and the processing required (if any), and therefore consideration should be made by both parties when producing the collection schedule and agreeing contract services.

Under each of the above options there are three collection options:

- a. Standard collection**
A collection from an authorised collection point, forming part of the agreed collection schedule.
- b. Emergency collection**
A one off or ad-hoc collection. The supplier/provider will endeavour to undertake the collection(s) within 24 hours of the request being received, but this will be subject to availability.
- c. Remedial collection**
A collection that is made, due to a schedule collection being missed by the supplier/provider for a non-legitimate reason.

The core requirement is for cash collections and cash and valuables collections and cash and valuables in transit services. Customers may however require additional products and services during the life of the framework. These may include, but not limited to:

- Same day deposit service
- Collection and replenishment of ticket vending machines
- Bus and tram collections
- Secure transportation of sensitive data and other valuables
- Ad-hoc cash collections and float deliveries for events and exhibitions
- Charity box collections
- Cash float services for replenishment of ATM cassettes
- Depositing of cash to high street banks
- Purchase, delivery and installation of standard and smart safes
- End to end cash management services

The framework has been divided into 12 lots, which consist of the same requirement split on a regional basis:

- Lot 1 - East Midlands
- Lot 2 – East of England
- Lot 3 – North East England
- Lot 4 – North West England
- Lot 5 – South East England
- Lot 6 – South West England
- Lot 7 – West Midlands
- Lot 8 – Yorkshire and Humber
- Lot 9 – London
- Lot 10 – Scotland
- Lot 11 – Wales
- Lot 12 – Northern Ireland

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 were assessed for their financial stability, track record, experience and technical and professional ability
- Aggregation of spend - customers will receive the benefits of the aggregated spend volume and increased leverage in the market
- Prices you see are what you pay – there are no additional charges
- 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 details
BDI Securities Ltd Unit 2G Hastingwood Trading Estate Harbet Road London N18 3HT	John Wilson Tel: 0208 884 2424 Email: johnwilson@bdisecurities.co.uk Website: www.bdisecurities.co.uk
Contract Security Services Challenger House 125 Gunnersby Lane Greater London W3 8LH	Andrew Barlow Tel: 0208 7520160 Email: andrew@contractsecurity.co.uk (alternative via direct link on website info@contractsecurity.co.uk) Website: www.contractsecurity.co.uk
G4S Cash Solutions (UK) Ltd Sutton Park House 15 Carshalton Road Sutton Surrey SM1 4LD	Michelle McGowan Mobile: 07734 310 167 Telephone: 0845 644 1239 Email: michelle.mcgowan@uk.g4s.com Website: www.g4s.uk.com
King Armoured Security Services Ltd 24 The Parker Centre Mansfield Road Derby DE21 4SZ	Jane Mountain Tel: 01332 227990 Email: admin@ka-ss.co.uk Website: www.ka-ss.co.uk
Security Plus + Ltd Tolerant House Bellringer Road Trentham Lakes South Stoke-on-Trent Staffs ST4 8GZ	Robert Philpott Tel: 0300 3033733 Email: rphilpott@secplus.co.uk Website: www.secplus.co.uk

Geographical coverage

The following table illustrates the suppliers/providers included on the framework (in alphabetical order, they are not ranked in any way) and the geographical areas they are able to service under the scope of this framework.

	BDI Securities Ltd	Contract Security Services Ltd	G4S Solutions (UK) Ltd	King Armoured Security Services Ltd	Security Plus + Ltd
Lot 1 East Midlands			✓	✓	✓
Lot 2 East of England	✓	✓**	✓		✓
Lot 3 North East England			✓		✓
Lot 4 North West England			✓		✓
Lot 5 South East England	✓*	✓**	✓		✓
Lot 6 South West England		✓**	✓		✓
Lot 7 West Midlands			✓	✓	✓
Lot 8 Yorkshire and Humberside			✓	✓	✓
Lot 9 London	✓	✓	✓		✓
Lot 10 Scotland			✓***		✓
Lot 11 Wales			✓		✓
Lot 12 Northern Ireland			✓		

* BDI Securities Ltd has no operational cover in the Isle of Wight.

** Contract Security Services Ltd has no operational cover in Norfolk, Isle of Wight and Gloucestershire.

*** G4S Cash Solutions (UK) Ltd have restrictions and considerations will apply to Highlands, Lowland areas and any Islands.

How to award/call-off from the framework

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

Customers have the option to direct award or run a further competition. Suppliers/providers have been selected for their experience and ability to provide customers with a comprehensive range of services that combine quality and value and satisfy all cash collection and cash in transit service requirements.

The award criteria used to establish the framework agreement was:

CRITERION	PERCENTAGE WEIGHTINGS
Cost	50%
Quality	40%
Social value	10%

Direct award

- Identify the supplier/provider which best meets your requirements
- Check and satisfy yourself that the terms and conditions set out in appendix 1 are acceptable to you, as these will form the basis of the legal agreement between you and the supplier/provider, and cannot be changed or added to
- Customers are required to complete the call-off order form appendix 2 and send on to the chosen supplier/provider
- Customers are required to complete the direct award form appendix 4 and return to YPO

Further competition

Template documents have been produced to help customers with their further competition. YPO can manage the further competition process on the customers behalf, this includes:

- Advertising the further competition
- Managing clarifications
- Downloading submissions
- Awarding the further competition

Clarification responses, drafting of award letters and contracts and applicable contract award notices are elements of the process that will need to be completed by the customers.

Alternatively, customers can be given temporary access to the YPO e-tendering portal or customers can use their own e-tendering portal.

The weightings used to establish the framework can be tailored to suit the customers requirements.

As non-price factors were assessed when the framework was established, increased weightings may be given to price at further competition stage. For example, customers could award a further competition on 100% price.

Evaluation must be fair and transparent, and the methodologies used to evaluate must be provided to the suppliers/providers within the further competition documentation.

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.

Customers can set any appropriate KPI's and/or service levels within the quality award criteria.

Customers must inform YPO of the outcome of any further competition they undertake by completing further competition award document appendix 3.

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:

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