

# 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 largest public sector buying organisations in the UK 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:	30 August 2018
Expiry date:	29 August 2022
Contracting authority (CA) call-off period:	4 years
Contract notice ref. no:	2018/S 081-181533
Contract award notice:	2018/S 185-418555
Geographical location(s):	National

## Framework Overview

We've got a range of frameworks to help schools and local authorities 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 range of suppliers allowing you to place an order for products (e.g. furniture or stationary) or services (e.g. to order supply teachers or other temporary workers).

The Supply Teachers and Temporary Staff framework is a quick, compliant and cost-effective way to find temporary staff.

The agreement is a Crown Commercial Service framework sponsored by the Department for Education giving you access to plenty of help and support.

## Benefits of using this framework:

Our deal will help you fill a wide range of temporary and fixed-term posts in both teaching and non-teaching roles, and your buying decisions have the power to make your budget stretch further.

Other benefits include:

- Great value for money and complete transparency of costs – schools are saving an average of 7%
- Reduced agency mark-ups (the fee an agency charges) giving a fairer deal to schools and workers
- No costly temp to perm fees after 12 weeks (with 4 weeks' notice) – typically a saving of £4-5,000
- Accredited agencies who all carry out robust safeguarding standards aligned with Keeping Children Safe in Education
- Peace of mind of pre-negotiated terms and conditions that favour schools
- Simple to use online agency selection tool to help you find local agencies that are accredited and regularly audited
- Ability to still use your preferred 'nominated' workers
- Flexibility to use as many or few suppliers as you like with no commitment

## Who can use this framework?

The supply teachers and temporary staff framework is available to all of the UK and can be used to recruit all temporary and fixed-term teaching and non-teaching staff.

The framework is not available for use by independent (for-profit) schools but can be used by:

- Schools
- Colleges
- Academies
- Trusts
- Nurseries
- Pupil referral units
- Children centres
- Further education institutions
- Charities/ non-profit schools

## What can you buy through this framework?

Using this agreement, you can recruit all temporary/ fixed term roles in the education sector, including:

- Qualified teachers: Special Education Needs (SEN & Non SEN)
- Unqualified teachers: SEN & Non SEN
- Educational support staff e.g. cover supervisors and teaching assistants
- Headteachers
- Senior leaders
- Administrative, IT, finance, estates and maintenance, cleaning staff and more

### Nominated Worker

If you'd like to hire a worker who is not currently signed up to an agency supplier, you can use this framework to find a supplier who will perform the background screen and put them on the agency payroll for you. This is called a 'nominated worker'.

## How to use this framework:

Schools in England with DfE sign-in: use our agency selection tool;  
<https://marketplace.service.crowncommercial.gov.uk/supply-teachers>

Schools in England without a DfE sign-in: you can get an account if your school is on the Get Information About Schools (GIAS) register. Just fill out this form to request access;  
<https://help.signin.education.gov.uk/contact>

Schools in Scotland, Wales or Northern Ireland/ Local Authorities etc: you can use an offline version of the tool. Please email [info@crowncommercial.gov.uk](mailto:info@crowncommercial.gov.uk) for the tool.

You can visit the Crown Commercial Service for more information and relevant documentation at: <https://www.crowncommercial.gov.uk/agreements/RM3826>

## What you'll need:

The agency selection is quick and easy to use. Some helpful information to have available is:

- What type of worker you need/are you using a nominated worker? Make sure to pick the right choice for you
- It's useful to have your current agency spend available to see how much of a saving you could make through the framework
- Do you want the agency to manage the worker's pay?
- How long you would like the worker for
- Your school's postcode

You'll be shown suppliers within a 25-mile radius, but you can decrease or expand this to fit your needs.

Once you've chosen a supplier, you'll need to sign an order form and send it to them via the agency selection tool. You only need to do this once per supplier and there's no limit to the amount of supplier's you can chose. You can add further details of your specific requirements on the order form if needed.

## 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.

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## Contact information

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

Tel: **01924 834 960** | Email: **[educationprocurement@ypo.co.uk](mailto:educationprocurement@ypo.co.uk)**