

Dynamic Category Solutions Framework Agreement

User Guide

Ref No: 723





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:	1 September 2016
End date:	17 July 2020
Extension(s) (if applicable):	None
Contracting authority (CA) call-off period:	CAs can call-off from this framework for contracts up to six years.
Contract notice ref no:	2016/S 090-161751
Corrigendum (if applicable):	None
Contract award notice ref no:	2016/S 134-242075
Rebate	1% paid by supplier/provider
Potential maximum value:	£150,000,000
Geographical locations(s):	National

Specification, overview and lot structure

The drive behind the Dynamic Category Solutions framework was to provide health and social care commissioners with a more flexible method of procuring services. Commissioning health and social care services has historically involved setting up frameworks with multiple providers; locking both the commissioner and the provider into fixed-term agreements, with no option to add new providers. Dynamic Purchasing Systems (DPS) are changing that.

The Care Act places a duty on local authorities to make sure that people in their areas have a range of provision to choose from and that they ensure continuity of care should a care business fail. Achieving both is incredibly difficult if the local authority is tied into a framework; often resulting in off-framework/spot purchasing, having to quickly source new providers at very short notice and inevitably increased costs.

Unlike a traditional framework, a DPS enables new providers to be added, which makes it a great tool for commissioning health and social care provision; particularly for areas that are looking to increase the range of providers. With a DPS, commissioners can also be confident that they are offering the best choice possible to their services users, can respond quickly to market changes/provider failure and are achieving greater value for money.

YPO wanted to give commissioners easy access to a user-friendly system to manage their own DPS's along with the flexibility to add their existing frameworks and to get support with due diligence and invoicing as part of the commissioning process. The result was the Dynamic Category Solutions framework.

The framework consists of a single provider, therefore commissioners can direct award if this is the right solution for them.

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:

- Reduced timescales – customers do not need to run a full OJEU procurement if procuring via the framework agreement.
- Direct award – being a single-supplier framework, customers can award a contract without the need to undertake any further competition/procurement exercise.
- Flexible pricing – the cost of the service is based on individual customer requirements and a range of payment options are also available and can be agreed between supplier/provider and customer.
- Assured supplier standards – suppliers/providers are 'pre-qualified' as to their general suitability.
- 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

Adam HTT Limited are the sole provider on the Dynamic Category Solutions framework.



How to award/call-off from the framework

To access the framework agreement, customers should first complete and return the Non-Disclosure and Customer Access Agreement available at: https://www.ypo.co.uk/framework/detail/900220#framework_documents

Once complete, YPO will then send customers the relevant contract documents relating to this framework.

Customers should then engage with adam HTT Limited to discuss their requirements and agree pricing arrangements and implementation etc. Once agreed, customers can then direct award to adam HTT Limited without the need to undertake any further competition or procurement exercise.

Once awarded, customers should complete and return a 'Confirmation of Award' to YPO to advise that a contract has been awarded.

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:

Claire Deacey

Category Buyer | Social Care

Tel: **07814 290584** | Email: **socialcare@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)