

## 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

<b>Start date:</b>	5 April 2017
<b>Expiry date:</b>	5 April 2022
<b>Extension(s) (if applicable):</b>	5 x 1 year (potential expiry date 4 April 2027)
<b>Contracting authority (CA) call-off period:</b>	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
<b>Contract notice ref. no:</b>	2017/s 031-056666
<b>Corrigendum (if applicable):</b>	Not applicable
<b>Potential maximum value:</b>	£50m
<b>Rebate:</b>	1% paid by supplier/provider
<b>Geographical location(s):</b>	National

## Specification, overview and service category structure

This dynamic purchasing system is for the provision of vehicle telematics and journey recorders. Live tracking with updates (multiple users), driver timesheets, vehicle updates using GPS/GPRS, vehicle route replay, geofencing, speeding and driver behaviour, management and KPI information, export to Sat Nav and ERP Systems, route planning and optimisation tools, vehicle journey recorders (accident cameras), also connect to smartphones, tablets, and other screen devices for rich driver integration features including navigation, messaging, workflow and maintenance support/licences of existing systems etc.

### Category 1 – Vehicle Telematics

Live tracking with updates (multiple users), driver timesheets, vehicle updates using GPS/GPRS, vehicle route replay, geofencing, speeding and driver behaviour, management and KPI information, export to sat nav and ERP systems, route planning and optimisation tools, vehicle journey recorders (accident cameras), driver identification and loan worker facility, vehicle immobilisation, true engine idling, over revving and ability of system to remotely download digital tachograph data. Integrate directly with tachographs, temperature control units, salt dispenser units, weighing sensors and other on-board vehicle equipment. Provide accurate and flexible reporting, alerting, visualisation and control. Also connect to smartphones, tablets, and other screen devices for rich driver integration features including navigation, messaging, workflow etc.

### Category 2 - Vehicle Journey Recorders

Built-in system health check that alerts operators if there is a fault with any of the vehicle mounted cameras and ensures critical incidents are not missed due to a non-reported fault. Built-in tracking and 2-way communications EN15430-1 open platform to allow the system to be integrated into vehicle weighing system to provide live weight data of the vehicle to the tracking screen along with vehicle registration, speed and drivers name. Automatic generation of standard reports by driver, vehicle and groups Easy to write exception reports.

## Benefits of using the dynamic purchasing system

A dynamic purchasing system (DPS) is an electronic system established to purchase goods, works or services which remains open throughout its duration for the ongoing admission of suppliers/providers meeting the minimum selection criteria and allows pre-qualified suppliers/providers to participate in customer's further competition for in scope services.

Benefits of using the framework agreement:

- YPO can fully manage the customers further competition (call-off) process, if required
- Flexibility to respond to changes in the market and offer local suppliers/providers and SME's the opportunity to bid and be awarded to the DPS
- Suppliers/providers not meeting the minimum standard for admittance onto the DPS can resubmit
- 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

The advantage of a DPS arrangement is that new suppliers/providers can be admitted during the term of the DPS, subject to them passing the mandatory minimum selection criteria. To request the latest supplier/provider list, please email [fleet@ypo.co.uk](mailto:fleet@ypo.co.uk).

At the time of returning the signed Non-Disclosure and Customer Access Agreement, customers can provide YPO with a list of their incumbent and local suppliers/providers that are not already awarded on to the DPS. YPO are then able to work on the customer's behalf with these suppliers/providers to explain the process and evaluate any subsequent submissions. Customers can then decide when to conduct the further competition.

## How to use the DPS

To access the DPS, customers should complete and return the Non-Disclosure and Customer Access Agreement. YPO can then pre-agree the level of support that might be required and can provide customers with templates, advice and guidance to undertake a compliant further competition. Customers can undertake the further competition process themselves but must be aware that this is a resource intensive process and if customers undertake their own further competition YPO must be informed by emailing [fleet@ypo.co.uk](mailto:fleet@ypo.co.uk)

## How to award/call-off from the DPS

No direct award option is available under any DPS arrangement, so a further competition is required. 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 response and must provide suppliers/providers with the evaluation methodology, including the evaluation criteria and the weightings applied to each criterion.

The selection criteria for further competition set out in the tender particulars when establishing the DPS was:

CRITERION	PERCENTAGE WEIGHTINGS
Cost	60%
Quality/Service delivery	35%
Sustainability	5%

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.

### 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.

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## 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.

If the customer proposes any amendments to the DPS Establishment Agreement Terms and Conditions these must be provided to suppliers/providers in the further competition documentation. This will then allow all suppliers/providers on the DPS to consider any amendments and bid accordingly.

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## Contact information

For further information or to discuss individual requirements, please use the contact details below:

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