

Managing Consultancy and Professional Services Framework Agreement

User Guide

Ref No: 940



Supporting your world | Corporate Services



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 October 2019
Expiry date:	30 September 2022
Extension(s) (if applicable):	Option to extend for an additional 12 months
Contracting authority (CA) call-off period:	YPO has not set a minimum or maximum length for any call-offs created by CAs. CAs can create a call-off agreement based on the term they believe will suit their requirements
Contract notice ref. no:	2019/S 100-242495
Geographical location(s):	National

Rebate

The rebate paid by the provider is variable dependant on the spend of a project per contracting authority.

PROJECT SPEND VALUE	YPO REBATE (%)
£0 - £1m	1.00%
£1m - £5m	0.60%
£5m - £10m	0.40%
£10m - £15m	0.30%
£15m - £20m	0.25%
> £20m	0.20%

Specification, overview and lot structure

The aim of this framework was to appoint a single provider to deliver a managed service provision (MSP) for consultancy and professional service requirements. The managed service provider will support the delivery of consultancy projects and/or professionals into all public sector requirements.

A consultant/professional delivers a specific piece of work, statement of work or project over a set period of time when the skills, experience, expertise or specialist knowledge are not available within the contracting authority.

This can be done by an individual, consultancy agency or consultancy organisation who is employed on a fee basis, to deliver this set piece of work.

The contracting authority will appoint the managed service provider through direct award on the framework who will then manage the contracting authority requirements. The managed service provider will deliver consultancy and professional services through their supply chain and be the main point of contact for the contracting authority and YPO.

The managed service provider will deliver a service of consultants and professionals that are fully vetted and ready to deliver the requirements across all categories of consultancy.

The framework is open to all public sectors to use, the key organisations are local authorities, higher education, schools and MATs, housing associations, emergency services and the NHS.

Example ways for a contracting authority to procure

- The contracting authority already knows the consultant/professional they wish to work with, and the managed service provider must go through the process of onboarding them onto their supply chain of consultancy and professional services.
- The contracting authority knows the service they will require, and the managed service provider must support them in finding a solution or suitable consultant/professional to deliver the requirement.
- The contracting authority knows the outcome of the project but requires the managed service provider to support/create the specification and fulfil the project delivering the desired outcome.

CONSULTANCY+ SERVICES AND WHERE THEY CAN HELP



Specification, overview and lot structure

Types of consultancy/professionals

The managed service provider has the ability to cover all types of consultancy and/or professionals through the supply chain of consultants/professionals or they can deliver through their own consultants/professionals if benchmarking is evidenced.

YPO have highlighted some key categories which relate to the services that will be required however this is not a complete list and all consultancy/professional needs will need to be provided under the terms of the framework and specification.

Example categories of consultancy professional service areas are listed below:

PROFESSIONAL SERVICES/CONSULTANCY SERVICES
Adult Care and Wellbeing
Accountancy and Finance
Business Strategy
Change Management
Cyber Security
Corporate Policy and Finance
Education
Energy
Health and Care
HR and Organisational Change
Insurance
IT Transformation and Change
Law enforcement services
Legal
Procurement
Property and Building Services
Sales and Marketing
Town Planning

Pricing

During the tendering process, YPO identified two pricing elements which are based on category rates and an MSP fee.

Category rates

A category rate is the day rate you will pay for the consultant. Category rate cards have been created to provide an idea of cost and a target benchmark for Consultancy+. The rates are a guide only and should be used by contracting authorities as a quote or indication of cost. Part of the service that Consultancy+ will provide is to advise on the best type of engagement and delivery model to suit the requirement of a contracting authority. Consultancy rates are heavily dependent on market demand, as an example they can vary depending on:

- Consultancy knowledge
- Demand in the market
- Geographical location
- Contracting authorities’ reputation
- Scope of the project

Please request the category rate pricing from YPO.

Managed service fee

The total managed service fee is the fee payable by the contracting authority as a mark-up on the cost of the consultant/professional.

PROJECT SPEND VALUE	TOTAL MANAGED SERVICE FEE TO CONTRACTING AUTHORITY (PROVIDER AND YPO FEE IN TOTAL)
£0 - £1m	4.50%
£1m - £5m	3.60%
£5m - £10m	2.40%
£10m - £15m	1.80%
£15m - £20m	1.25%
> £20m	0.95%

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:

- Consultancy+ have specialist teams to support and understand the requirement from the contracting authority.
- A contracting authority has the ability to utilise a known consultant or professional, and Consultancy+ will support with onboarding them into their supply chain.
- Confidence that the right solution will be delivered based on the requirement.
- Single provider framework and easy direct award process.
- Support from YPO on understanding the requirement and services for each contracting authority.
- 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

This is a single provider framework awarded to Consultancy+.

SUPPLIER/PROVIDER	CONTACT
General enquiries	Flo Collings Tel: 02036 407 132 Email: consultancy.plus@reedglobal.com
Category specialist contacts / Services Procurement (Spend Management)	Lloyd Nartey Email: lloyd.nartey@reedglobal.com
HR	Matt Phipps Email: matt.phipps@reedglobal.com
IT and Change	Matteo D'Anna Email: matteod'anna@reedglobal.com
Health & Social Care	Lucy Boyd-Smith Email: lucy.boyd-smith@reedglobal.com
Finance and Accountancy	Jamie Wood Email: jamie.wood@reedglobal.com
Security (Police)	Steve Dilley Email: steve.dilley@reedglobal.com

How to direct award through the framework

To access the framework agreement, customers should complete and return the Non-Disclosure Agreement (NDA).

There is only one awarded provider so contracting authorities can direct award only.

How to direct award

The contracting authority will direct award to the managed service provider who is appointed to this framework.

STAGE 1

Initial Customer Enquiry

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



STAGE 2

NDA Returned to YPO

- Following receipt of signed NDA YPO may send the customer the pricing information, specification and Framework Agreement with call-off Terms and Conditions
- Contracting authority can then make contact with the provider to discuss the requirements in more detail
- If a call or meeting is required to discuss the requirements, YPO or the managed service provider are able to support with this



STAGE 3

Contract Award

- Once Consultancy+ understand the requirements the call-off terms will be agreed and signed by both parties
- A direct award can be made to the managed service provider who will understand the requirements and provide the relevant approach to the service required
- The managed service provider will work with the contracting authority to deliver the appropriate result to the consultancy/professional service need

Ways to direct award

Direct awards can be made for a one-off provision or as a full managed service.

The managed service provider will make contact with the contracting authority to understand the requirements and determine how the project will be fulfilled.

The managed service provider will engage with suitable consultant/professionals under their process of engagement and ensure that all relevant information from the contracting authority is included to identify the appropriate consultant/professional.

The managed service provider will identify how the appropriate consultant/professional is selected and offer the suitable options to the contracting authority to ensure the required outcome can be delivered accordingly.

The managed service provider will have a process in place to monitor and manage the key milestones created by the contracting authority for the project including managing payment milestones, progress reviews of the project and closing of projects once completed.

How to direct award through the framework

The pricing provided in the tender submission for this framework will be the pricing that the managed service provider and contracting authority adhere to.

YPO will not be responsible or liable in any way for the award in relation to any call-off contract – all responsibility and liability in relation to this will rest with the contracting authority.

It will be the contracting authority's responsibility to carry out their own due diligence within this framework to ensure their requirements are procured in compliance with the Regulations.

Framework award criteria

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

CRITERION	PERCENTAGE WEIGHTINGS
Cost	40%
Quality	60%

Terms and conditions

Suppliers/providers awarded to the framework agreement have agreed to and signed YPO's 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:

Lucy Simpson

Category Buyer | Corporate Services

Tel: **07741 843 636** | Email: **hrsolutions@ypo.co.uk**