

Better value, delivered.



Road Marking and Surfacing Dynamic Purchasing System (DPS)

User Guide

Ref No: 772



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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:	19 October 2017
Expiry date:	20 October 2024
Extension(s) if applicable:	Not applicable
Contracting authority call-off (CA) 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 5 years
Contract notice ref no:	2017/S 161-332044
Corrigendum (if applicable):	Not applicable
Potential maximum value:	£15 million
Rebate:	2% paid by supplier/provider
Geographical location(s):	England, Northern Ireland, Scotland, Wales

Specification, overview and category structure

Category information

Category 1: Supply of road marking, surfacing, removal products and equipment

- Road marking materials, paints, graphics, signs and lines
- Road studs, asphalt repair, surface dressing, anti-slip surfacing, high friction surfacing, permeable, non-permeable, decorative surface products, lawns and artificial grass
- Road marking equipment and machinery supply, service and repair
- Road marking, graffiti and gum removal products
- Road marking, graffiti and gum removal equipment, machinery supply, service and repair

Category 2: Supply and installation service providers for road marking, surfacing, removal products and equipment

- Road marking, installation of road studs, sports ground marking, asphalt repair, surface dressing, re-surfacing, road planing, anti-slip surfacing, high friction surfacing, pothole repairs, permeable, non-permeable, decorative surfacing services, lawns and artificial grass
- Graffiti, road marking and gum removal services
- Bridge joints and overbanding services

Category 3: Supply of retroreflectivity equipment

- Retroreflectometers and gauges – hand held and vehicle mounted
- Impact testing and skid resistance testing equipment
- Calibration and repair services for retroreflectometer and testing equipment

Category 4: Service providers for retroreflectivity testing services

- Road marking retro-reflectivity surveys
- Road sign inventory and retro-reflectivity surveys
- 360 degree video survey
- Highway asset data collection
- Street light illumination surveys

Category 5: Supply and installation of temporary traffic management

- Design, installation and maintenance of road closures, diversions
- Provision of temporary traffic regulation orders
- Motorway closures and diversions, motorway lane closures, hard shoulder closures, dual carriageway closures and diversions, dual carriageway lane closures, mobile works, road closures, diversions, variable message signs, control barriers, sign and roadside lighting, signage, site surveys, CAD drawings

Benefits of using the DPS

A Dynamic Purchasing System (DPS) is an electronic system established to purchase goods, works or services. A DPS 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 DPS:

- YPO can fully manage the customer's 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 DPS.
- Assured supplier standards – suppliers/providers appointed onto the DPS 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 call-off terms and conditions as established and previewed by eligible suppliers/providers, 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 **highways@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 **highways@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 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.

CRITERION	PERCENTAGE WEIGHTINGS
Cost	40%
Quality	30%
Delivery and Customer Service	10%
Environment	5%
Social Value	5%

It is at the discretion of you (the customer) conducting a further competition to alter the weightings by more than 10%.

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

Terms and conditions

Suppliers/providers awarded on to the DPS have agreed to and signed YPO's Establishment Agreement Terms and Conditions. The call-off terms and conditions can be amended by the CA and supplier/provider by mutual agreement to include additional terms to supplement the DPS Establishment Terms and Conditions. A variation form is included in the DPS Establishment 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.

Contact information

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

Kath Johnson
Buyer | Facilities Management
Tel: **07966 886167** | Email: **kath.johnson@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
- Customer may provide YPO with a list of local suppliers/providers that need to be approached to be included onto the DPS
- YPO will evaluate the additional suppliers/providers in advance of the further competition

**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 DPS 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**
Additional Suppliers/
Providers

- Any additional suppliers/providers can submit a response to be added to the DPS, and YPO will evaluate the submissions to ensure that they meet the minimum criteria
- YPO will inform the supplier/provider of the outcome and the DPS will be updated with the new supplier/provider details

**STAGE 4**
Further Competition

- YPO will issue further competition documents to all suppliers/providers on the DPS. Suppliers/providers will be given a minimum of 10 days to submit their bid
- 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 the submissions and prepare acceptance and rejection letters

**STAGE 5**
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 (OJEU and Contracts Finder) following any award via the DPS must be published by the customer within 30 days of the award