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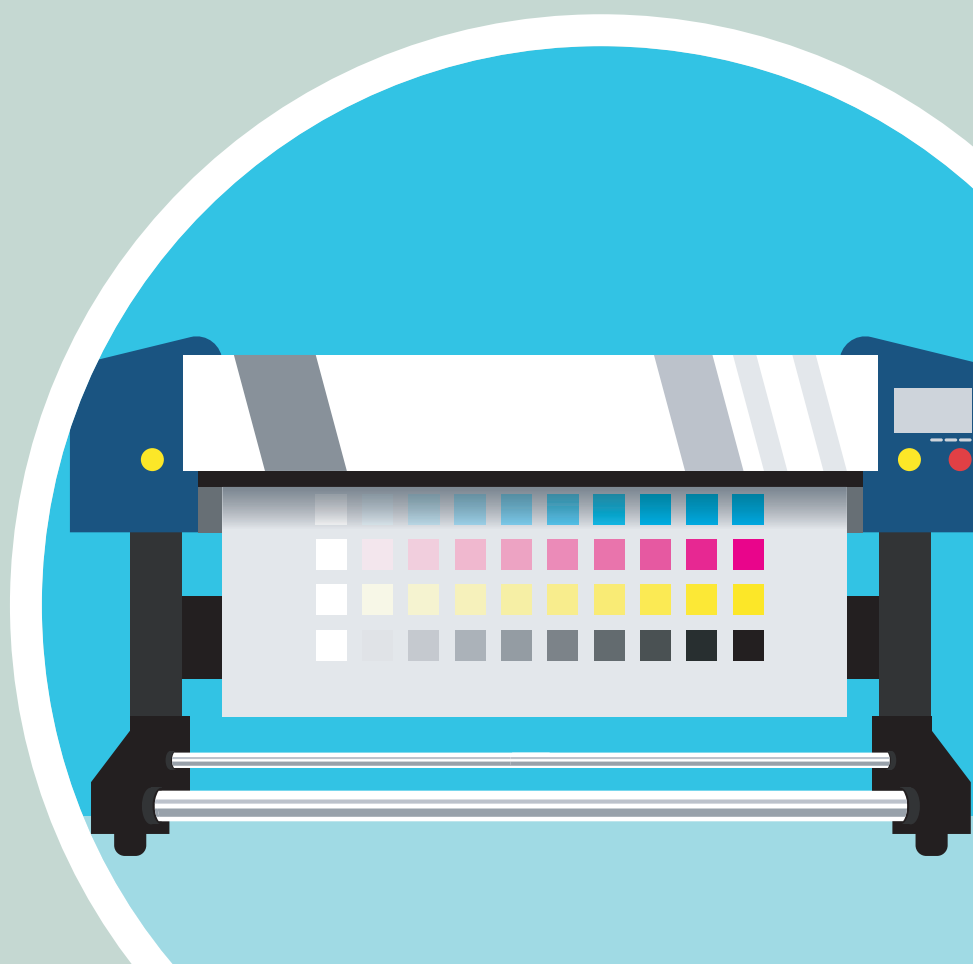


Print Marketplace User Guide

Ref No: RM6071

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Giving you a helping hand to choose the right
framework for your school





About YPO

We provide contractual solutions for schools all around the UK, helping you set up or renew contracts for a wide range of products and 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 public purse.

We can negotiate the best deal for you by combining your demands with those of other customers to create economies of scale. This means that you receive the best possible solutions and prices without ever having to compromise on service or quality.

Our team of experienced and qualified procurement professionals can offer you advice, guidance and expertise on procurement, as well as supporting you through the process if you need any extra help.

Framework overview

We've got a range of frameworks to help schools 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 a range of suppliers, allowing you to place an order for products (e.g. furniture, first aid equipment), services (e.g. energy, electronic kitchen management, cleaning etc) or works (e.g. building works) in a quick and easy way.

Print Marketplace - RM6071 ICT Framework	
Start date:	15 June 2020
Expiry date:	14 June 2024
Contract notice ref no:	2020/S 027-063410
Contract award notice ref no:	2020/S 126-309365
Potential maximum value:	£125,000,000
Geographical location(s):	National





Framework summary

A simple and easy way for schools to save on printing. Print Marketplace provides a competitive, compliant and simple way to purchase print. We understand that across the public sector, print is something which is purchased by a variety of professions, each with differing requirements, knowledge and expertise.

For this reason, we've designed the marketplace with simplicity at its heart, meaning you can:

- Quickly and easily define your requirements
- Compare prices
- Select the right supplier for you
- Arrange secure delivery

With just a few clicks of a button you can purchase professional printing for the best possible price. Whether you're a school business manager who wants to use a local SME, a university marketing manager who wants the flexibility of designing collateral safe in the knowledge the due diligence has been taken care of, or a local authority procurement manager who needs three quotes before you can contract, Print Marketplace is here to help.

Other customer benefits:

- The simple way to save on printing for the public sector
- Compare printing prices from trusted suppliers quickly and simply. Then easily stay on track of your print project right through to delivery
- Buyers can easily specify their print requirements using the Print Marketplace. It's user friendly and intuitive for the non-print expert
- Nothing to install and no licence needed, all in an online intuitive tool
- Buyers are guided step-by-step through the entire print-buying journey
- Design your way – from beginner to expert supported by our talented designers or via a simple online self-design tool as well as customisable templates
- Sector specific expert advice – live chat functionality means our print experts are always on hand to assist each user
- Buyers can fulfil their print requirements in one of the following ways:
 - Choose from a range of pre-loaded templates for everyday print items (e.g. business cards, stationery, leaflets and promotional goods) and upload your own artwork
 - Customise your own artwork using the free and simple to use online design tool
 - Design your way with the team, from a brand-new design to small changes to your existing artwork. Our team of professional designers are here to help





- Access to a wider selection of pre-approved suppliers
- Competitive and transparent commercial platform
- Option to retain preferred local suppliers
- Instant pricing to easily determine the most suitable price that meets buyer's requirements
- Filter results based on your chosen priority from the lowest price to the shortest delivery lead time, as well distance to your location
- Carbon impact calculator recognises the environmental impact of each print job and provides the option to offset the carbon production Co2E cost
- Dynamic pricing reflects the current market conditions to ensure the best price is received through the approved supply chain
- Range of payment options available
- Retained order history for repeat purchases
- Fully compliant route to market
- Easily auditable and accessible trail of print spend/orders

Benefits of using our ICT frameworks:

1. Competitive pricing and IT equipment buy-back options
2. Wide range of contracts including managed services, support, and advice
3. Cloud hosting specifically designed for schools
4. Expert guidance on complex IT deals and buying options
5. Guaranteed savings (up to 40%) on multifunctional devices for new customers





Step by step guide...

on how to use the Print Marketplace

Step 1: Initial enquiry

- Customer contacts YPO for information
- The relevant team discusses the requirements with you
- If you're happy to go ahead you just need to register for an account on the Print Marketplace: **print-marketplace.co.uk**

Step 2: Get started on the Print Marketplace

- Once you've set up an account, the process is very simple
- Just log onto the Print Marketplace and start building your quote based on your unique requirements
- You can then select the supplier you'd like to work with via direct award, based on who can best match your print requirements

Additional information

You can watch a short video about the Print Marketplace, which will give you a good idea of how the agreement and system works prior to you registering.

Watch video here >> <https://vimeo.com/484398245>

Pricing

Supplier pricing is built into the system and is made available to buyers as a list of instant quotes, once a print requirement has been submitted via the system.

Pricing is broken down into six main categories:

1. Print
2. Paper
3. Delivery
4. Carbon offset
5. Service fee
6. VAT





The breakdown of costs is fully visible within the quotes provided. There are options to reduce cost further by selecting collection for deliveries or by paying by card. Buyers will be asked to provide a reason code for having chosen a particular supplier to service their requirement. Should a buyer choose not to select the cheapest quote available (because the organisation has a different procurement policy/priority), the reason for not doing so can be captured and monitored easily within the system. Organisations may have differing priorities within their internal procurement policies, such as sourcing local or SME suppliers, so this has been built into the system as a key consideration when selecting quotes.

Payment

Payment via the system is easy, with the option to pay by card or purchase order.

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.

Contact information

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

@ educationprocurement@ypo.co.uk





Glossary

Framework

A framework is an agreement put in place with a supplier or a range of suppliers, allowing you to place an order for products (e.g. furniture, first aid equipment – something you can touch), services (e.g. energy, electronic kitchen management, cleaning etc) or works (e.g. building works) in a quick and easy way.

Frameworks are usually set up with large volume buying in mind. This doesn't mean that you need to purchase a large amount but when you add together all the potential customer spend or volume, you can often achieve better prices and/or value for money for everyone through buying in this way.

A framework agreement will contain a set of agreed terms and conditions that apply to any contract awarded under it. All our frameworks have been put in place to comply with the Public Contract Regulations. Any supplier awarded onto one of our frameworks will have had due diligence undertaken on them and each supplier will have been evaluated to make sure they have the right policies and procedures in place to deliver quality products, services and works to our public sector customers whilst achieving value for money.

DPS

DPS stands for 'Dynamic Purchasing System'. A DPS is a procurement technique used by the public sector to purchase commonly used goods, works or services. A DPS differs from a framework because it's open to new suppliers to join at any time, as long as they meet our selection criteria. This means any new suppliers or a local suppliers you might already use (e.g. gardener, food provider etc) can apply to join at any time. We've got a number of DPS frameworks in place to meet the needs of our customers and allow for added flexibility.

Contract

This is a legally binding agreement between you and one supplier. You're able to call off any framework agreement or DPS to meet your school's needs and only when a call off order is placed and accepted is a contract created. The five rules of contract formation will then be met.

These are:

1. Offer (The offer of work you've placed with the supplier)
2. Acceptance (by the supplier to fulfil your order)
3. Consideration (price)
4. Intention to be legally bound (issuing of the call off contract)
5. Capacity to contract (e.g. authorised signatures to the call off contract)

A framework on the other hand is not strictly a contract as no money has changed hands but is an overarching umbrella agreement under which contracts can be created. The framework doesn't commit either party to actually enter into a contract, but it does set out the terms and conditions, which will apply if a contract is created.





Call Off

A call off is another way of saying ‘placing an order’. You’re able to call off any framework agreement or DPS to meet the needs of your school. Depending on how the framework’s been set up, you might be able to carry out a direct award.

Direct Award

A direct award is when all award criteria have already been evaluated for you and suppliers have been ranked based on who can offer the best quality solution at a good price. You’d go to the first ranked supplier and ask if they could meet your needs/ order at the price given. If that supplier can’t, you’d then go to the second ranked supplier and so on until somebody can fulfil what you need. This process is quick and easy and can be done in a matter of days. Frameworks can be set up in two ways to either allow for a direct award or a further competition.

Further Competition

A further competition is where you’ll set out your exact requirements and allow suppliers appointed onto a framework or DPS to give you their best solution and price for what you need. You can then evaluate the suppliers against your bespoke requirements. This is slightly more time consuming, but it’s still quicker than doing your own procurement. A further competition is also referred to sometimes as a mini competition.

Lot

This is usually part of the framework that’s been broken down into smaller sections/ categories. Think of it like the YPO catalogue that’s broken down into sections e.g. pens, paper, chairs. Frameworks are often broken down this way into smaller areas, to encourage small and medium sized enterprises or organisations the opportunity to bid for public sector contracts and encourage competition so we can deliver the best value to our customers.

The beauty of calling off a YPO framework or DPS is that the contract will have already been prepared for you with just the blanks to fill in. This will have been agreed with all the suppliers on the framework or DPS. Also, all suppliers have been pre-evaluated and checks carried out on them to make sure they’re suitable. We can support you through the entire process and any special conditions can be easily added into the contract.

