

## 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>	16 July 2021
<b>Expiry date:</b>	28 October 2028
<b>Extension(s) (if applicable):</b>	Not applicable
<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>	2021/S 000-007172
<b>Potential maximum value</b>	£10m
<b>Rebate:</b>	2% rebate paid by supplier/provider
<b>Geographical location(s):</b>	National

## Specification, overview and lot structure

This DPS has been established to provide customers with a route to market to procure utility and heat meters as well meter data services. The lot structure within this DPS allows customers to procure their needs by utility type, as well as a lot to procure a different utility meters.

LOT	DESCRIPTION	METHOD OF CALL-OFF
1 – Heat Metering and Heat Meter Services	<p>Works commissioned under this lot may include any, all, or any combination of the following elements:</p> <ul style="list-style-type: none"> <li>• Provision and installation, commissioning and maintenance of heat meters for either compliance with metering requirement</li> <li>• Collection of heat meter data and associated centralised online portal</li> <li>• Supply and installation, commissioning and maintenance of tenant meters</li> <li>• Provision of billing services</li> </ul>	Further competition
2 – Automatic Meter Reading for Water Supply and Wastewater	<p>Works commissioned under this lot may include any, all, or any combination of the following elements:</p> <ul style="list-style-type: none"> <li>• Provision and installations, commissioning and maintenance of automatic meter reading water meters or data loggers which provide a meter reading capability</li> <li>• Collection of water meter data via SMS or other wireless system and provision of that data to customers via e.g. a centralised online portal or existing building management system</li> <li>• Provision, installation and commissioning of flow meters for foul drainage</li> <li>• Provision of water and wastewater meter data to water retail companies for use in customer billing</li> </ul>	Further competition

## Specification, overview and lot structure

<p>3 – Data Collection, Metering Operator Services, Meter Asset Management and Sub Metering for Electricity</p>	<p>Works commissioned under this lot may include any, all, or any combination of the following elements:</p> <ul style="list-style-type: none"> <li>• Meter Operator Service – provision and installations, commissioning and meter operator services including maintenance of half-hourly meters. Provision of half-hourly data to customers, provision of half-hourly data to customers suppliers/providers in formats for invoicing and provision of raw, validated data to support customers with their carbon reduction targets</li> <li>• Data Collection Services – data collection and validation of consumption data from half-hourly meters, existing smart meter or automated meter reading enabled meters that are non half-hourly, validation of data to customers suppliers/providers for invoicing uses</li> <li>• Submetering – provision and installation, commissioning and maintenance of submeters and to enable landlords, property management companies etc to invoice tenants for use of utilities</li> </ul>	<p>Further competition</p>
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## Specification, overview and lot structure

<p>4 – Data Collection, Metering Operator Services, Meter Asset Management and Sub Metering for Gas</p>	<p>Works commissioned under this lot may include any, all, or any combination of the following elements.</p> <ul style="list-style-type: none"> <li>• Meter Asset Management – meter asset management services including maintenance of gas meters, liaising with customers nominated gas suppliers/providers to provide installation of new fiscal meters, data collection and validation of consumption data and provision to provided data to customers nominated suppliers/providers for invoicing purposes</li> <li>• Data Collection Services – data collection and validation of consumption data from meters, existing smart meter or automated meter reading enabled meters, validation of data to customers suppliers/providers for invoicing uses. Provide customisable, graphical analysis of data to support customers reporting requirements</li> <li>• Submetering – provision and installation, commissioning and maintenance of submeters and to enable landlords, property management companies etc to invoice tenants for use of utilities</li> </ul>	<p>Further competition</p>
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## Specification, overview and lot structure

<p>5 – Data Collection, Metering Operator Services, Meter Asset Management and Sub Metering for Gas and Electricity</p>	<p>This lot is designed for customers whose requirements are for works that include both meter services/ meter installs for multiple utilities (gas and electricity). Suppliers/ providers must be able to provide the scope of works highlighted in Lots 3 and 4 and adhere to the technical specifications highlighted in these lots.</p> <ul style="list-style-type: none"> <li>• Meter Asset Management – meter asset management services including maintenance of gas and electricity meters, liaising with customers nominated gas suppliers/providers to provide installation of new fiscal meters, data collection and validation of consumption data and provision to provided data to customers nominated suppliers/providers for invoicing purposes</li> <li>• Data Collection Services – data collection and validation of consumption data from meters, existing smart meter or automated meter reading enabled meters, validation of data to customers suppliers/providers for invoicing uses. Provide customisable, graphical analysis of data to support customers reporting requirements</li> <li>• Submetering – provision and installation, commissioning and maintenance of submeters and to enable landlords, property management companies etc to invoice tenants for use of utilities</li> </ul>	<p>Further competition</p>
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## Benefits of using the DPS

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 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 FTS procurement if procuring via the DPS
- Assured supplier/provider standards – suppliers/providers appointed onto the DPS are 'pre-qualified' as to their general suitability
- 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

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](mailto:highways@ypo.co.uk)

At the time of returning the signed 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.

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## Suppliers/providers

To request the latest supplier/provider list, please email [highways@ypo.co.uk](mailto:highways@ypo.co.uk)

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## How to use the DPS

To access the DPS, customers should complete and return the 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 [construction@ypo.co.uk](mailto:construction@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 recommended criteria for further competition when calling off the DPS is:

CRITERION	PERCENTAGE WEIGHTINGS
Cost	40%
Capacity and capability	30%
Customer Service, reporting and use of data	25%
Social value and 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.

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:

**Lauren Furniss**

Category Buyer | Construction

Tel: 07701 213676 / 01924 834875 | Email: [Lauren.furniss@ypo.co.uk](mailto:Lauren.furniss@ypo.co.uk)

**STAGE 1**

Initial Customer Enquiry

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

Access Agreement Returned to YPO

- Following receipt of signed 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**

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. At the submission closing date YPO will provide customers with access to all submissions

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