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User Guide | Ref No: 01148

Drones and Drone Services

Dynamic Purchasing System (DPS)



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.

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 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.



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Overview

Start date

7 March 2023

Expiry date

5 March 2027

Extension(s) (if applicable)

No further extensions available

Contracting authority (CA) call-off period

CA's 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 reference number

2026/S 000-034870

Potential maximum value

£500m

Rebate

2% paid by supplier/provider

Geographical location(s)

National

Specification, overview and lot structure

Drone use is set to increase as the public sector adopt new approaches to undertake a wide range of tasks.

The drone market is expanding rapidly with suppliers bringing innovation and capabilities. YPO has worked with ARPAS (The UK Drone Association) to develop this solution that gives customers access to drones and drone services.

Category 1

Supply of Drones, Maintenance and Accessories

This category is for the provision of supply, maintenance, accessories and managed services.

Examples of these (but not limited to) are shown below.

- Any aircraft operating or designed to operate autonomously or to be piloted remotely without a pilot on board. Drones operating within Open, Specific or Certified categories and to include accessories carried by drones.
- Maintenance and servicing of drones
- Design and building of drones
- Technical training on specific drones
- Relevant software solutions, such as ground control stations and data management.
- Associated hardware such as docking stations, charging solutions and other safety related solutions – including signage such as ‘Drones in operation’.
- Drones with a managed service
- Remotely operated vehicles (ground or submersible)

Customers will write their own specification at Further Competition stage to suit their exact needs and requirements. Demonstration of certificated standards and/or testing methods may be requested at this stage.

Category 2

Drone Services

All flights must be conducted in accordance with an Operational Authorisation, that has been issued by the CAA. This category is for the provision of drone services.

Examples of these (but not limited to) are shown below.

- Surveillance
- Surveying
- Inspection and data collection
- Spraying
- Firefighting
- Mapping and data analysis
- Transportation / delivery of goods or persons
- Operator training
- Managed services
- Droneport infrastructure design / operations
- Advice and support services related to drone operations
- Managed services to include rental, leasing
- Other tasks performed by drones

Customers will write their own specification at Further Competition stage to suit their exact needs and requirements. Demonstration of certificated standards and/or testing methods may be requested at this stage.

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 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 [insert appropriate category e-mail address – not a person]

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.

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 emergencyservices@ypo.co.uk

How to award/call-off

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 used to establish the DPS was:

Criterion	Percentage weightings
Cost	35%*
Quality, delivery and customer service	45%*
Social value	10%*
Net zero	10%*

*The full weighting will be opened for evaluation by the customer at Further Competition stage

The customer has the option to flex each the evaluation criteria by up to +/-10%. It is anticipated that all criteria will be competed.

If the customer chooses to alter the award criteria, then they do so at their own risk.

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:

Name	Laura Megson
Job title	Category Buyer
Category	Emergency Services
Telephone	07552 320 097
Email	laura.megson@ypo.co.uk

Name	Leanne Westmoreland
Job title	Assistant Category Buyer
Category	Emergency Services
Telephone	07435 830 988
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Stages 1 to 5

<p>Stage 1 Initial Customer Enquiry</p>	<ul style="list-style-type: none">• 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.
<p>Stage 2 Access Agreement Returned to YPO</p>	<ul style="list-style-type: none">• Following receipt of signed 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
<p>Stage 3 Additional Suppliers/Providers</p>	<ul style="list-style-type: none">• 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 of the outcome and the DPS will be updated with the new supplier/provider details.
<p>Stage 4 Further Competition</p>	<ul style="list-style-type: none">• 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.
<p>Stage 5 Contract Award</p>	<ul style="list-style-type: none">• 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 (FTS and Contracts Finder) following any award via the DPS must be published by the customer within 30 days of the award.

