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User Guide | Ref No: 1155

Indoor and Outdoor Bins

Framework Agreement

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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.

Overview

Start date

28 March 2023

Expiry date

27 March 2027

Extension(s) (if applicable)

2 x 12 months

Contracting authority (CA) call-off period:

4 years.

Contract notice reference number

N/A

Contract award notice ref. no:

N/A

Potential maximum value

£900k

Rebate

3% contractual rebate

Geographical Location(s)

National

Specification, overview and lot structure

The framework is designed to meet the needs of all public sector organisations, such as schools Local authorities and any other public service provider. This framework provides customers with a route to market for all indoor and outdoor bins, meaning customers do not need to publish their requirements on Find a Tender or pre-qualify suppliers to procure services from them. Customers can 'call-off' from this framework agreement (i.e. use this framework to establish a contract). Customers can either complete this call-off via a direct award, whereby a customer selects a supplier without running a competition based on their specific requirements, or via a further competition for orders over £2,500, in which a customer runs a small competition providing suppliers with the details of their requirement, and each supplier provides a quote based on this information.

Lot 1 and 2 cover direct orders placed with YPO for items that appear in our catalogue with a 6-figure item number. Items are delivered to customers direct from either supplier. Invoicing would be between YPO and the Customer

All suppliers who were awarded to Lot 1 and 2 were automatically awarded to be able to supply the contractual part of the framework.

Lot	Description	No of suppliers/ providers per lot	Method of call-off contracts
1	Direct – Outdoor Bins	5	Direct Award
2	Direct – Indoor Bins	4	Direct Award
3	Contractual	5	Further-Competition

Benefits of using the framework

YPO's framework agreements are established to allow customers to purchase goods from suppliers/providers via either direct award or via a competed route to market.

Benefits of using the framework agreement:

- YPO can fully manage the customer's procurement exercise (call-off) process if required and will work with customers to get the procurement documents ready for publication.
- Template procurement templates are available for customers to use, or they may use their own documents if preferred.
- Reduced timescales – customers do not need to run a full procurement if procuring via the framework agreement. Using a direct award option further reduces timescales and is therefore ideal for urgent procurement requirements.
- 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.
- Quality of service is also driven up as we work with the suppliers throughout the contract.
- 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

Supplier Name	Contact Name	Contact Email	LOT 1 Outdoor Bins	LOT 2 Indoor Bins	LOT 3 Contractual
HC Slingsby PLC	Hazel Bungin	hazelb@slingsby.com	✓	✓	✓
Leafield Environmental Limited	Anne-Marie Maddox	annemariem@leafieldenv.com	✓	✓	✓
Storm Environmental	Richard Ganley	r.ganley@stormenviro.co.uk	✓		✓
Theme Bins	Amy Oates	sales@plasticfurniturecompany.co.uk	✓	✓	✓
Wybone Ltd	Kerry Law	kerrylaw@wybone.co.uk	✓	✓	✓

How to access the framework

To access the framework agreement, customers should complete and return the Customer Access Agreement.

For direct products

Please place orders through the YPO catalogue

Orders should be placed with YPO and invoicing will take place between YPO and the customer

Further competition (Contractual)

If pricing is required through running a further competition, ensure you provide a clear and concise specification, listing all your requirements and suspected volumes. This will allow the supply base to return the most competitive bid, based on your requirements.

There are two options that can be used;

YPO Conduct the further competition on behalf of the Authority

The customer can run a further competition with all the suppliers on the framework included.

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

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 tender and must provide suppliers/providers with the methodology behind the evaluation, including the evaluation criteria and the weightings that are applied.

Award criteria – all lots assessment criteria	Percentage weightings
Cost	40%
Quality	30%
Delivery and Customer Service	15%
Social Value and Sustainability	15%

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

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 CA 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

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

Name	**Megan Robinson**
Job title	**Category Buyer**
Category	**Facilities Management**
Email	**wfm@ypo.co.uk**

Email Megan »

Stages 1 to 4

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 Access Agreement
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 **Further Competition**	• YPO can issue further competition documents to all suppliers/providers on the framework agreement if required by the customer • 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 (offline) the submissions and prepare acceptance and rejection letters
Stage 4 **Contract Award**	• YPO will issue the award decision documentation (acceptance and rejection letters) via e-portal • Optional 10-day standstill period: customers are advised to implement a voluntary standstill period of 10 days • A Contract Award Notice following any award via the framework agreement must be published within 30 days (YPO are able to do this on behalf of the customer if required)

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