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User Guide | Ref No: 1170

Specialist Vehicles

Framework Agreement



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.



This is an interactive PDF

You can click on the items listed above, and they will take you to the relevant page. You can also click on **Contents** in the top right of every page and it will bring you back to this contents page.

Overview

Start date

02 October 2023

Expiry date

01 October 2027

Extension(s) (if applicable)

N/A

Contracting authority (CA) call-off 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 award notice ref. no:

2023/S 000-029871

Potential maximum value

£500m

Rebate

Minimum 0.4% retrospective rebate to a maximum of 1%

Geographical Location(s)

National

Specification, overview and lot structure

YPO have appointed Suppliers onto the new 1170 framework agreement for the Supply of Purchase, Lease and Hire of Specialist Vehicles and Associated Services which will cover vehicles from 3.5 tonne and over in weight including, but not limited to:

Emergency vehicles for Police, Fire and Health

Refuse collection

Food Collection Vehicles

Waste management

Road sweepers

Winter maintenance vehicles

Gully Emptiers

Tractor units with 5th wheel

Trailer units including those for connection to 5th wheel

Customised commercial vehicles (e.g. mobile libraries)

Welfare vehicles

Access platforms

Vehicle conversions

Coaches/buses

Gritters

Tippers

Chassis only

All lots include the option for Further Competition or Direct Award. Additionally, lot 1 – 21 have the option for Purchase or Lease, while lot 22 is dedicated for Hire Only. All lots are available in a range of different drivetrains from Diesel, to Petrol and Electric to Hydrogen.

The framework can be accessed by all public sector bodies included: Local Authorities, NHS, Housing Associations, Education Establishments, Blue Light and many more. For a full list of eligible customers, please see the permissible users list.



Structure of the framework

Lot 1 - Purchase and Lease of Refuse Collection Vehicles 18T and Under

Lot 2 - Purchase and Lease of Refuse Collection Vehicles 18T and Over

Lot 3 - Purchase and Lease of Food Waste Vehicles and Associated Services

Lot 4 - Purchase and Lease of Gully Emptiers

Lot 5 - Purchase and Lease of Mini and Midi Sweeping and Cleaning Units

Lot 6 - Purchase and Lease of Chassis Mounted Sweeping and Cleaning Units

Lot 7 - Purchase and Lease of Winter Maintenance Vehicles

Lot 8 - Purchase and Lease of Minibuses, Coaches, Buses, and Any Other Mass Transit Technologies

Lot 9 - Purchase and Lease of Tippers 3.5T to 7.5T

Lot 10 - Purchase and Lease of Tippers 7.5T to 18T

Lot 11 - Purchase and Lease of Tippers 18T and Over

Lot 12 - Purchase and Lease of Chassis and Cab 3.5T to 7.5T

Lot 13 - Purchase and Lease of Chassis and Cab 7.5T to 18T

Lot 14 - Purchase and Lease of Chassis and Cab 18T and Over

Lot 15 - Purchase and Lease of Tractor Units With 5th Wheel Connection

Lot 16 - Purchase and Lease of Trailers with the option for 5th Wheel Connection

Lot 17 - Purchase and Lease of Aerial Appliances

Lot 18 - Purchase and Lease of Pumping Appliances

Lot 19 - Purchase and Lease of Access Platforms

Lot 20 - Purchase and Lease of Commercial Vehicles with the Option to Customise

Lot 21 - Purchase and Lease of Vans 3.5T to 7.5T

Lot 22 - Hire of Specialist Vehicles



How to use the framework

Frameworks can be considered as a procurement tool that helps to connect suppliers with public sector organisations.

YPO's Frameworks are usually established by following what is known as the 'open' procedure (a tender process). Currently, this means that suppliers from around the world can bid for a place on Frameworks and have the opportunity to work with public sector organisations.

Frameworks provide access to a pre-approved list of suppliers, meaning the public sector organisation does not need to run its own open procurement procedure and can offer its opportunity to a smaller number of suppliers.

Frameworks are managed by the Framework 'owner'

so public sector organisations can be sure that the suppliers on the Framework are undergoing regular due diligence checks.

CAs will be able to procure via direct award and further competition for all lots on the framework.

Suppliers were assessed on their capacity and capability as a specialist vehicle Supplier through an evaluation focused upon price, quality, delivery and customer service, and Social value and sustainability.

The aim of this YPO framework is to give CAs the ability to assess Suppliers' capabilities to meet against their requirements, through utilising national and regional Suppliers.

CAs will have the ability to carry out a direct award or further competition through their own internal process or via the YPO's tendering portal. The YPO portal can be used to run all your Direct Award and Further Competitions.

A direct award is where a CA carries out an assessment on the criteria set in the YPO framework documentation to decide which Supplier they would like to award a call-off to.

A further competition gives contracting authorities the ability to create a specification, method statements (questions) and pricing that is relevant to their own organisation.

The aim of this YPO framework is to give CAs the ability to assess Suppliers' capabilities to meet against their requirements, through utilising national and regional Suppliers.



How to carry out a direct award

This framework is set up to allow direct award. When establishing the framework, a competition was conducted, and the awarded supplier/provider the most economically advantageous tender from all the potential suppliers/providers who tendered and was awarded onto the framework. For more information on the suppliers please contact YPO on the contact details given on page 9.

CAs are still able to run a further competition on across all lots, see page 7 for information regarding further competitions.

To access the framework agreement, CAs should complete and return the Non-Disclosure and Customer Access Agreement. This can be found on the YPO website under 'Documents' for this framework.

CAs will be responsible for their assessment of Suppliers for a direct award, which should be based on quality, price, delivery, customer service, social value, and sustainability.

CAs will be able to see the following documentation to assess the quality of the Supplier:

- Supplier overview
- Supplier contact sheet

CAs can carry out the assessment for a direct award on all Suppliers that are listed on the relevant lot, or they can utilise the sub-criteria that was created and evaluated as part of the YPO tender process.

At direct award stage you need to provide the Supplier with the relevant information to deliver the goods/service you require.

The following needs to be completed for a direct award by advising the Supplier of the following:

- Complete the order form that is provided on the YPO website.
- Review the call off terms and conditions also provided on the YPO website

Ensure you add within the order form any bespoke terms and conditions within your order (please note these must be agreeable by both parties being the customer and Supplier prior to commencement of the call off agreement.

YPO can support CAs with the set-up of a Direct Awards to ensure the most advantageous outcome:

- Assessment of your needs and advice on the best approach
- Market and supplier insights
- Technical know-how on how to procure specific service, works or product
- Assistance in the completion of the documentation
- Advice on the call-off terms and conditions
- Advice on the KPIs
- Assistance with or management of the supplier pre-engagement

Templates for the following areas can be provided:

- Award and rejection letters
- Call-off contract terms and conditions
- Award form

Please contact fleet at YPO: fleet@ypo.co.uk



Carrying out your further competition

CAs will be able to evaluate Suppliers on Quality, Cost, Delivery and Customer Service, Social Value and Sustainability in their further competition. The CA will be responsible for the further competition process, with assistance from YPO on documentation review if required.

CAs will be able to see the following documentation to support the creation of their further competition:

- Supplier overview
- Supplier contact sheet

CAs can carry out a further competition based on the below criteria:

Criteria for further competition	Percentage weightings
Cost	30%
Quality	40%
Delivery and Customer Service	15%
Social Value and Sustainability	15%

This will allow for authorities to carry out further competitions with weightings, set out as above, the total percentage must add up to 100%.

CAs can carry out a further competition on all Suppliers, for the relevant lot and can use the sub criteria as set out above. Please note you can vary your weightings +/- 10% for each of the criteria as set out in the ITT documentation, any variations above this threshold is at

the sole risk of the CA.

CAs will need to create a further competition either via their own internal processes or via the YPO portal.

YPO can help CAs produce specifications, qualitative questions, pricing schedules and evaluation criteria to undertake a further competition. templates can be provided please contact fleet at YPO; fleet@ypo.co.uk.

CAs can use their own template documents if they prefer. The further competition should meet the criteria provided in this document.

There are no set questions for CAs to include in their further competition, we would suggest that these are related back to your specification. Once you have created your further competition document you are required to publish the documents to all Suppliers that meet your sub-criteria. This document can be published via your own internal processes or by following the guidance on the YPO website.

There are no minimum or maximum timescales that a further competition should be published within, however YPO would suggest that the timescales are relevant to the detail of the specification and documents you publish. Please ensure that Suppliers have sufficient time to respond to your further competition template.

Once the deadline has ended, the response documents should be evaluated in accordance with the criteria in the further competition.

Evaluation must be fair and transparent, and the methodologies used to evaluate must be provided to

the suppliers/providers within the further competition documentation.

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 CAs.

CAs must inform YPO of the outcome of any further competition they undertake themselves. This includes completing the award template and returning to fleet@ypo.co.uk.

When running a further competition, CAs should award based on the most economically advantageous tender and must provide suppliers/providers with the methodology behind.

A 10-day standstill period is then voluntary under the YPO framework. YPO would suggest carrying out a standstill period for a long term or high value call-off contract.

Review the call off terms and conditions provided by YPO and ensure you add any supplementary information/ amendments within the order form any bespoke terms and conditions within your order (please note these must be agreeable by both parties being the customer and Supplier prior to commencement of the call off agreement.)

Suppliers

All awarded supplier lists are available on the YPO website, if you would like individual lot break downs, please contact fleet@ypo.co.uk

As part of the tender process YPO asked each Supplier to give an overview of their organisation, this should support CAs to understand the Suppliers in more detail where they have shared information about their capability and experience.

Terms and conditions

YPO has agreed a set of framework terms and conditions; these are between YPO and the Supplier. These framework terms and conditions cannot be amended by the contracting authority or the Supplier.

To supplement the framework terms and conditions, YPO has created call-off terms and conditions for contracting authorities to put in place with the Supplier.

The call-off terms and conditions can be utilised to ensure that they fit your requirements and if both parties agree, they can be amended to support the delivery of the service.

Once the call-off terms and conditions are agreed you will need to specify these within the order form under the “amendment to terms and conditions” section. The order form then forms the legally binding contract between you the customer and the Supplier.

Contact information

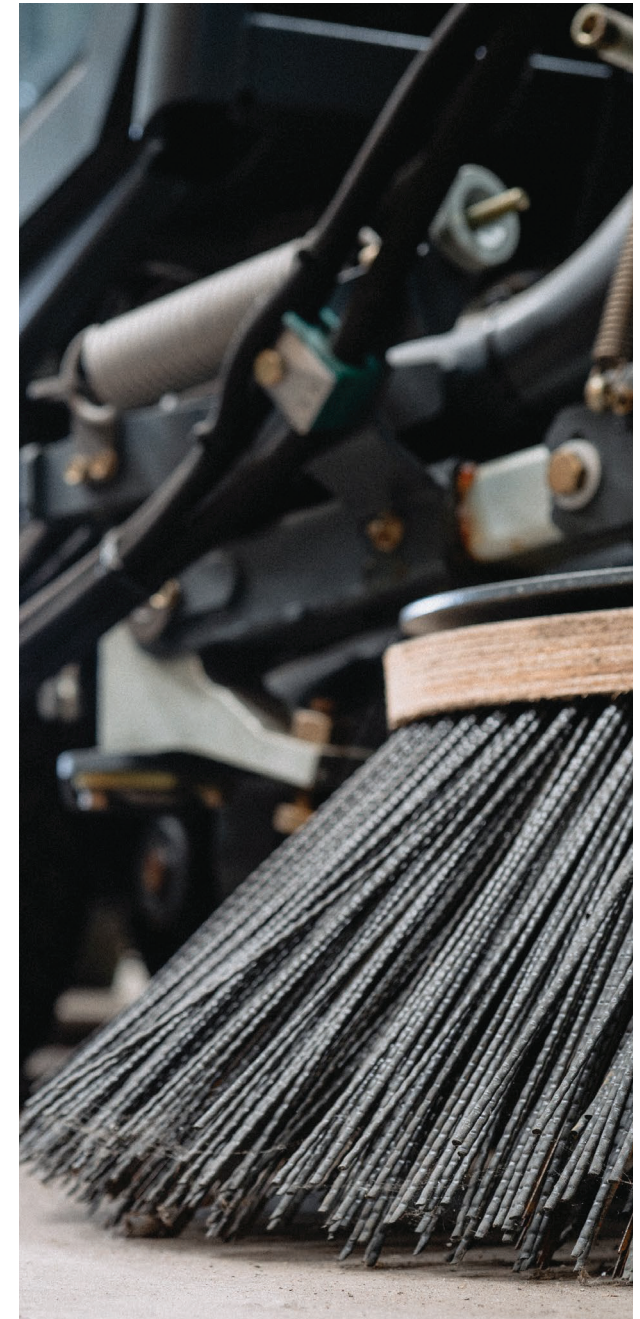
For further information or to discuss individual requirements, please use the contact details below:

Name	Michelle Wood
Job title	Buyer
Category	Fleet
Telephone	07741 328 904
Email	michelle.wood@ypo.co.uk

[Email Michelle »](mailto:michelle.wood@ypo.co.uk)

Name	Joanna Szeszol
Job title	Assistant Buyer
Category	Fleet
Telephone	07776 775084
Email	joanna.szeszol@ypo.co.uk

[Email Joanna »](mailto:joanna.szeszol@ypo.co.uk)



Stages 1 to 4

Stage 1 Initial Customer Enquiry	<ul style="list-style-type: none">• 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
Stage 2 NDA/Access Agreement Returned to YPO	<ul style="list-style-type: none">• Following receipt of signed NDA/Access Agreement YPO may send the customer a Further Competition Template, 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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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

