

## 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.

## DPS Overview

<b>Start date:</b>	1 August 2018
<b>Expiry date:</b>	23 February 2029
<b>Extension(s) (if applicable):</b>	Not applicable
<b>Contracting authority (CA) call-off period:</b>	There is no minimum or maximum duration for contracts awarded via a further competition under a DPS. CAs can specify a contract period, based on the term that will best suit their requirements
<b>Contract notice ref. no:</b>	2026/S 000-008551
<b>Corrigendum (if applicable):</b>	2025/S 000-014457, 2026/S 000-039440
<b>Potential maximum value:</b>	Estimated between 100m - 500m
<b>Rebate:</b>	1% on spend
<b>Geographical location(s):</b>	National

## Specification, overview and lot structure

There are nine lots as detailed below:

### Lot 1 - Catering services

Provision of materials, staff and/or infrastructure to serve food and drinks.

### Lot 2 - Cleaning and caretaking

Provision of materials, staff and/or infrastructure to carry out cleaning services.

### Lot 3 - Security and reception

Provision of staff and/or infrastructure to provide security services and front of house reception duties.

**Lot 4 - CCTV inc. remote monitoring**

Provision of staff and/or infrastructure to provide CCTV for customer monitoring or supplier monitoring either on site or remotely.

**Lot 5 - Car park management**

Provision of staff and/or infrastructure to provide car park management including access control, cash collection and management of vehicles including issuing of penalties and removal of vehicles.

**Lot 6 - Mobile patrols and key holding**

Provision of staff and vehicles to carry out mobile patrols of premises and provide key holding service for out of hours access.

**Lot 7 - Food hygiene inspection**

Provide food inspection hygiene services and report on findings with options for corrections of any identified issues.

**Lot 8 - Waste management**

Provide staff and/or infrastructure for the management and removal of waste products or materials including confidential waste and provide certification of its legal disposal.

**Lot 9 - Whole house**

Provide staff and/or infrastructure to manage the entire needs of the customer within their premises or other locations as required, to include elements of the above schedule but not limited to these.

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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 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, JCT or NEC suite of contracts.

## Suppliers/providers

The advantage of the DPS 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 [wfm@ypo.co.uk](mailto:wfm@ypo.co.uk).

At the time of returning the signed Non-Disclosure and 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 complete and return the Non-Disclosure and Customer Access Agreement. YPO can then pre-agree the level of support service 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 process YPO must be informed by emailing [wfm@ypo.co.uk](mailto:wfm@ypo.co.uk)

## How to award/call-off from the DPS

YPO can help customers produce specifications, qualitative questions, pricing schedules and evaluation criteria. Customers can choose to conduct the further competition on their own portal or YPO can facilitate on their behalf. Clarification responses, evaluation of submissions and drafting of award letters and contracts 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.

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 to each criterion.

The weightings for cost, quality, delivery and customer service and added value can be opened for evaluation within the further competition process. YPO recommends the following as best practice award criteria for any further competition process. Customers can also set any appropriate KPI's and/or service levels within the quality award criteria.

CRITERION	PERCENTAGE WEIGHTINGS
Cost	40%
Quality	20%
Delivery and Customer Service	20%
Added Value	20%

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## 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.

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## Contact information

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

**Kirsty Gledhill**

Category Buyer | FM Services

Tel: **07776 962622** | Email: **Kirsty.Gledhill@ypo.co.uk**

**STAGE 1**

Initial Customer Enquiry

- 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
- 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**

NDS/Access Agreement Returned to YPO

- Following receipt of signed NDA/Access Agreement YPO may send the customer a Further Competition Template, Bank of Optional Questions and DPS Scope
- YPO will 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 email

**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

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