

## 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

Start date:	25 March 2019
Expiry date:	23 February 2029
Extension(s) if applicable:	Not applicable
Contracting authority call-off (CA) period:	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
Contract notice ref no:	2018/S 148-338993, 2025/S 000-014137, 2026/S 000-031919
Corrigendum (if applicable):	Not applicable
Potential maximum value:	£500,000,000
Rebate:	1% paid by supplier/provider
Geographical location(s):	National

## Specification, overview and lot structure

The provision of building services once a building is constructed to enable on-going maintenance, extension & refurbishment for local authorities, schools, colleges and universities. This DPS is suitable for your smaller ad-hoc service requirements plus your longer-term service projects. The DPS consists of the following lots;

1. Painting and Decorating
2. Plumbing and Heating
3. Air Conditioning Installation, Servicing and Inspection including Legionella Testing
4. Joinery
5. Internal Wall Insulation and Loft Insulation
6. Mechanical and Electrical Services (installation, rewiring etc)
7. Floor Coverings
8. Floor and Wall Tiling
9. Kitchen and Bathroom Installation
10. Surveys, Testing and Treatments (water treatment, PAT testing, fixed electrical testing, asbestos surveys and removal, damp surveys and damp proofing)
11. Fire Alarm/Sprinklers Maintenance and Testing
12. Internal Doors and Partitioning
13. Lift Maintenance, Inspection or Specification
14. Adaptations (Disability)
15. General Builders Work

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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.

## 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 **buildings@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 should complete and return the Non-Disclosure and 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 **buildings@ypo.co.uk**.

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

A further competition is required as the option of a direct award isn't available under a DPS arrangement. 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 weightings for cost, quality, delivery, 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 the 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%

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

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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:

**Louise Hardcastle**

Buyer | Buildings

Tel: **07561 601602** | Email: [louise.hardcastle@ypo.co.uk](mailto:louise.hardcastle@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 additional local suppliers or incumbent providers. YPO will provide them with instructions for the pre-qualification process.
- YPO will evaluate the additional suppliers/providers in advance of the further competition

**STAGE 2**

Access Agreement &amp; Registration Form 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 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

**STAGE 3**

Issue Simplified Contract Notice

- New suppliers/providers that submit a pre-qualification response to the DPS. YPO will evaluate their 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 your further competition documents to all eligible suppliers/providers awarded on the appropriate Lot/Category of the DPS. Suppliers/providers should 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

**STAGE 5**

Contract Award

- The customer will send the award decision documentation (acceptance and rejection letters) to YPO to be issued via YPO's e-tendering portal
- YPO recommends the use of the optional 10-day standstill period within their Further Competition documents
- A Contract Award Notice following an award via the DPS must be published by the customer within 30 days of the award (unless exempted)