

Better value, delivered.



User Guide | Ref No: 1206

# Food and beverage vending, dispensing and water cooler solutions

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**

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17 December 2024

### **Expiry date**

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16 December 2026

### **Extension(s) (if applicable)**

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2 x 12 months

### **Contracting authority (CA) call-off period:**

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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 4 years.

### **Contract notice ref. no:**

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2024/S 000-023701

### **Contract award notice ref. no:**

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2025/S 000-000523

### **Potential maximum value**

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N/A

### **Rebate**

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2-3% dependant on Lot, paid by the supplier

### **Geographical Location(s)**

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National

# Specification, overview and lot structure

YPO has established a fully compliant Framework – YPO’s Vending, Dispensing and Water Colour Solutions.

1206 Is a brand new offering to YPO, covering a range of vending and dispensing solutions such as Vending, Hot Vending, Hot Beverages, Juice Dispensing, Reverse Vending and Water Coolers.

This Framework also includes an “Innovative Solutions” lot which allows new and innovative vending initiatives to be purchased through the framework, due to the industry constantly evolving. Meaning there will be no barriers as to what customers can purchase via the framework within the scope.

There is also lot 8 on the framework “Multi Category” which allows customers to procure from 2 or more lots at the same time, from the same supplier without separate contracts, otherwise known as one-stop-shop approach, which ultimately has the potential to achieve account management efficiencies.

The framework is expected to appeal to customers within Local Authority, Schools, Academy Trusts, Colleges and Universities, the NHS, Public Sector Buildings, Publicly Owned Civic Catering Outlets, Charities, The Emergency Services Sector, Social Housing Organisations, The Care Sector and The Prison Service.

## Lot Structure

Lot	Description
1	Vending Solutions
2	Hot Vending Solutions
3	Hot Beverage Solutions
4	Juice Dispensing Solutions
5	Reverse Vending Solutions
6	Water Cooler Solutions
7	Innovative Solutions
8	Multi-Category. (This allows customers to award a contract for 2 or more lots)



# Structure of the framework

## Lot 1 – Vending Solutions

This lot includes chilled and non-chilled Snack Machines, Drinks machine and Carousel Machines to fulfil vending and unattended retail solutions for the provision of ambient and chilled drinks and ambient and chilled food items. This includes, but is not limited to:

- Bottled/Canned Drinks
- Crisps
- Confectionery
- Pasties and Sausage Rolls
- Snacks
- Sandwiches
- Non food items

## Lot 2 – Hot Vending Solutions

This lot covers machines that deliver food in a ready or nearly ready to eat manner.

The machines can dispense, but not be limited to:

- Frozen/Chilled meals with an integrated microwave.
- Cooked, ready to eat foods, in appropriate packaging e.g panini in a bag
- Snacks that dispense ‘food to go’ in appropriate packaging and at the correct temperature for consumption.

## Lot 3 – Hot Beverage Solutions

This lot includes hot beverage machines that dispense cups where appropriate and have a no cup option. Customers can choose from both free standing and table top hot drink machines with either plumbed in or bean to cup or sachet.

The machines can dispense a range of items, to meet the customers requirements which include, but are not limited to, the below:

- White Tea
- White Tea with Sugar
- Black Tea
- Black Tea with Sugar
- White Coffee
- White Coffee with Sugar
- Black Coffee
- Black Coffee with Sugar
- Hot Chocolate
- Hot Water
- Soup
- Latte
- Cappuccino
- Mocha
- Espresso



# Structure of the framework

## Lot 4 – Juice Dispensing Solutions

This lot covers Juice Dispensing machines both free standing and table top. Juice Dispensing Machines cover, but not limited to:

- Fresh Juice
- Dilute Juice
- Smoothies & Milkshakes
- Fizzy Drinks
- Sparkling Water

The machines can either dispense cups or have space for compatible cups/bottles to sit under. Compatible cups and bottles can be purchased from the provider. Machines and merchandise could be branded dependant on customer requirements. Some machines may provide a single product whereas others may provide a selection

## Lot 5 – Reverse Vending Solutions

This lot covers machines which undertakes 'reverse vending'. This is essentially a machine that takes back a product to be disposed of correctly.

There may be an exchange for the product which could be but not limited to:

- Money
- Token

## Lot 6 – Water Cooler Solutions

This lot covers water dispensing machines either plumbed in or bottle fed. Hot water taps and hot water boilers can also be purchased through this lot.

## Lot 7 – Innovative Vending Solutions

This lot has the scope for providers to offer customers new and innovative machines and technologies throughout the lifetime of the Framework.

## Lot 8 – Multi-Category Solutions

This lot allows customers to buy from two or more lots listed above. Customers may award a contract to a single supplier or award the lots separately. In case of awarding one supplier, only the providers on all lots included in the Call-Off will be able to participate. If the customer wishes to award the lots separately all providers on the relevant lots will be able to participate.



## Benefits of using the framework

- 8 Lots covering all Vending, Hot Vending, Hot Beverages, Juice Dispensing, Reverse Vending and Water Coolers needs under one compliant Framework
- Multi-Category, allowing customers to procure two or more Lots at the same time
- Innovative Solutions Lot, allowing customers to purchase new initiatives in the market within scope
- All routes to market available under one Framework (Direct Award, Partially Re-Opened Further Competition and Further Competition) allowing customer to choose a buying solution to fit their needs
- This industry typically requires pre-engagement days (including site visits where appropriate) with suppliers, and YPO are happy to support and facilitate this process
- Free of charge support from YPO - We offer Procurement Templates for all of the routes to market and a document review service. YPO can also host and manage the exercise via our procurement portal if required. These added value services are available to all customers to use as they wish.

**All routes to market available under one Framework**, allowing customer to choose a buying solution to fit their needs



## Suppliers/providers

This is a national framework which includes a mix of specialist suppliers, including large, well known organisations and some smaller SME's (Small or Medium-sized Enterprises).

Please contact the Food Team to arrange an informal call to discuss your requirements or for information regarding the awarded suppliers:

[foodandcatering@ypo.co.uk](mailto:foodandcatering@ypo.co.uk)



# How to award/call-off from the framework

To access the Framework, customers should first 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 procurement template documents, as well as advice and guidance to undertake a compliant procurement exercise. There is no obligation to use these templates and Customers can use their own procurement documents if preferred. Customers conducting their own procurement must inform YPO so that we can include this within our ongoing framework management.

There are three routes to market using this framework:

## Route 1 – Direct award

This is the most streamlined route to market. The customer utilises the evaluated scores that YPO assigned to suppliers at the establishment stage of the framework and considers their own mandatory requirements to select the most economically advantageous supplier, to whom they then award a contract. YPO will provide the customer with the ranked scores of the awarded suppliers, to help with the selection process.

YPO's recommended approach is that Customers should award a contract to the highest ranked supplier in each category who can fully meet the customer's specification, in terms of:

- Ability of the suppliers to deliver to the customer's sites and geographical location
- Ability of the suppliers to meet any mandatory requirements that the customer may have.
- Willingness of the highest ranked supplier to accept the contract.

Please contact the YPO Food Team on [foodandcatering@ypo.co.uk](mailto:foodandcatering@ypo.co.uk) for details of the latest supplier rankings and geographical areas that the

awarded suppliers currently can deliver to.

If using Lot 8 to direct award a contract across multiple categories, only suppliers who are registered to ALL relevant Lots should be considered – each supplier's scores across all relevant categories should be added together and ranked accordingly, and a contract awarded to the highest scoring supplier, who can also meet all Customer requirements, as specified above.

## Route 2 – Partially Re-Opened Further Competition

With YPO's full support, Customers undertake a partially competed procurement exercise and award a contract to the most economically advantageous supplier.

This will involve creating a comprehensive but user-friendly set of documents, using our templates (or Customers can use their own templates if preferred). These will include some background information regarding the new contract, a general specification, a pricing element and a list of mandatory requirements that the successful supplier/s must agree to.

YPO will proofread the customer's draft documents if needed and will provide feedback for their consideration.

Once finalised, the completed document set will be sent to the awarded suppliers in the relevant Lot/s via an e-tendering portal, and bids will be invited. Most Customers ask YPO to do this on their behalf as it significantly cuts down on the Customer's admin time, although customers can do this using their own systems if preferred.

Interested Suppliers will submit their best bids by the deadline. Responses will be sent to the Customer for evaluation. The Customer will check the replies submitted in relation to the mandatory questions and should disqualify any supplier who cannot meet these.

Those supplier/s who meet the Customer's mandatory requirements will then have their pricing element evaluated.

The pricing scores will be combined with the supplier's quality scores which were awarded by YPO at the establishment stage, to give an overall score based on both price and quality. YPO will provide further support and guidance on this at the appropriate stage if required.

The supplier/s with the highest combined score, and who therefore is the most economically advantageous supplier, should win the contract.

If this supplier should decline the contract for any reason or if there is a significant reason why they cannot be awarded the contract (e.g., they can no longer meet the Customer's mandatory requirements), then the Customer may decide to approach the second ranked supplier, then the third, and so on.

If using Lot 8 to run a price benchmark exercise across multiple categories, only suppliers who are registered to ALL relevant Lots will be invited to take part,

## Guidance

Where needed, YPO can help customers produce specifications, mandatory requirements, pricing schedules and evaluation criteria to undertake the price benchmark.

Clarification responses, evaluation, identification of the most economically advantageous supplier, 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.

For audit purposes, customers must inform YPO of the outcome of any exercise, including those that they undertake themselves.

# Carrying out your further competition

## Route 3 – Further Competition

Weightings for Further Competition and Partially Re-Opened Further Competition:

Criteria for further competition	Percentage weightings	
Cost	45%	Fully re-opened
Quality	40%	Fully re-opened or scores carried through from the initial Framework evaluation stage
Social Value and Sustainability	15%	Fully re-opened or carried through from the initial Framework evaluation stage

## Terms and conditions

Suppliers/providers awarded to the framework agreement have agreed to and signed YPO's standard framework Terms and Conditions. These can be amended by the Customer and Supplier/Provider by mutual agreement to include additional terms to supplement the standard Terms and Conditions.

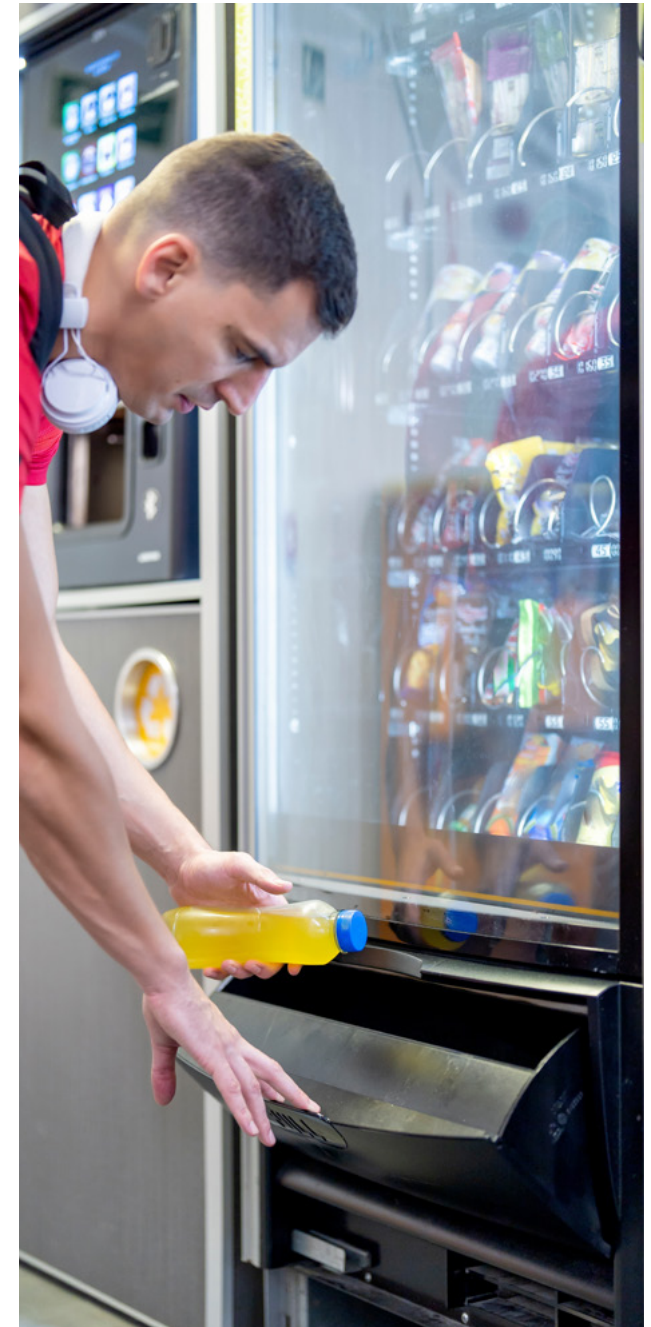
A variation form is included in the standard Terms and Conditions document to allow customers and suppliers/providers to amend any terms if required. Alternatively, the Customer has the option to replace with their own terms and conditions if preferred.

The selected terms and conditions must be published upfront with the procurement documents, during the procurement exercise.

## Contact information

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

Category	Food & Catering Team
Telephone	01924 821749
Email	<a href="mailto:foodandcatering@ypo.co.uk">foodandcatering@ypo.co.uk</a>



# Frequently Asked Questions

<b>Is there a charge for customers or suppliers to access the Framework?</b>	No, there is no charge to customers or suppliers to access the Framework. YPO covers its costs by way of a nominal rebate which the winning supplier pays to YPO once an individual contract is awarded and is under way.
<b>Can I chat to suppliers prior to running a procurement exercise?</b>	Yes, customers can arrange pre-engagement with awarded suppliers, prior to running a procurement exercise, to discuss potential options. The YPO Food Procurement Team can assist with this on a no obligation basis.
<b>How long should I give suppliers to tender for a Partially Re-Opened Further Competition?</b>	This depends on the complexity of the requirement and the number of items. YPO would suggest a minimum of 2 weeks and ideally up to 4 weeks so that suppliers have adequate time to prepare their bids.
<b>How long should I give suppliers to tender for a Further Competition?</b>	This depends on the complexity of the requirement and the number of items. YPO would suggest a minimum of 4 weeks so that suppliers have adequate time to prepare their bids.
<b>Can I use our own e-tendering system or our own document templates to run the Price Benchmark?</b>	Yes, this is fine, as long as Customers keep YPO informed of any outcomes, so that we can include the contract in our supplier management processes. Customers wishing to use their own e-tendering portals should email each awarded supplier in advance, providing instructions on what they need to do to register. Email details are available from YPO upon request and upon completion of the NDA/Access Agreement.
<b>Can I direct award to a supplier?</b>	This is perfectly fine provided the process is fair and the customer can justify their award decision. The Customer should award the contract to the highest ranked supplier in each Lot who can fully meet the customer's requirements and who has the capacity and capability to fulfil the contract. Customers must complete the NDA/ Access Agreement before doing this, and for audit purposes must inform YPO of the award decision.
<b>I want to direct award multiple categories to the same supplier at the same time. Is this possible?</b>	Yes, it is possible by utilising Lot 16. If using a direct award, we would suggest adding up the individual category scores for suppliers who are awarded to ALL your relevant categories, to select the most economically advantageous supplier overall. Customers must complete the NDA/Access Agreement before awarding any contract.
<b>How long would a contract last for?</b>	YPO recommends that contracts can be for up to four years, but the potential length is at the customer's discretion and should be made clear during the procurement exercise. YPO would suggest a minimum contract term of 12 months, and two to three years is the typical length. Optional extensions can be added if this is made clear upfront within the procurement documents to give customers the flexibility to extend the contract if everything is going well. The total contract, including extensions should not ordinarily exceed four years.
<b>What happens if I run a procurement exercise and I'm not happy with the outcome. Do I have to award a contract?</b>	Customers utilising the framework should use the framework with the firm intention of awarding a contract. The Framework is not designed for conducting a general benchmarking exercise as the process requires the Customer to conduct an evaluation and complete letters to the suppliers who bid. If the result of the further competition is not favourable (for example if there are no favourable bids) then ultimately there is no obligation to award a contract. However, letters to the suppliers who bid, to explain the rationale of not awarding a contract will still be required from the Customer.

# Stages 1 to 4

<b>Stage 1</b> Initial Customer Enquiry	<ul style="list-style-type: none"><li>• Customer contacts YPO for information</li><li>• YPO will send customer a copy of the User Guide, NDA and Access Agreement</li><li>• Customer completes and returns NDA and Access Agreement</li></ul>
<b>Stage 2</b> NDA/Access Agreement Returned to YPO	<ul style="list-style-type: none"><li>• Following receipt of signed NDA/Access Agreement YPO may send the customer a Further Competition Template, and Framework Agreement Scope</li><li>• YPO may provide the customer with a unique reference code for the further competition, which will be referenced on all documentation</li><li>• Customer completes the documents and sends to YPO</li><li>• If the customer decides to undertake their own further competition YPO must be informed via e-mail</li></ul>
<b>Stage 3</b> Further Competition	<ul style="list-style-type: none"><li>• YPO can issue further competition documents to all suppliers/providers on the framework agreement if required by the customer</li><li>• YPO will manage any clarifications that are received from potential suppliers/providers (customers will need to provide clarification responses)</li><li>• At the submission closing date YPO will provide customers with access to all submissions</li><li>• Customers can then evaluate (offline) the submissions and prepare acceptance and rejection letters</li></ul>
<b>Stage 4</b> Contract Award	<ul style="list-style-type: none"><li>• YPO will issue the award decision documentation (acceptance and rejection letters) via e-portal</li><li>• Optional 10-day standstill period: customers are advised to implement a voluntary standstill period of 10 days</li><li>• 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)</li></ul>

