

Better value, delivered.



Your **'Fixed'** Energy Contract Explained...

The Benefits of using a public sector framework for the supply of gas and electricity.



*Powering
today for
a brighter
tomorrow!*



@ educationprocurement@ypo.co.uk www.ypo.co.uk/contracts

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Why join one of our energy frameworks?

We have a wide range of energy framework solutions, all set up through a competitive procurement process ready for when you need to set up your school's compliant contracts.

We understand that securing energy contracts can sometimes be complicated, but we're here to support you every step of the way. We've put together a handy guide to help support you when it comes to electricity and gas contracts for your school.

YPO provides a range of energy contracts between two suppliers, Corona Energy for gas and Npower Business Solutions for electricity.

The contracts we offer aren't like the contract's energy brokers will try to sell you. Like most schools and academies, we're a public sector organisation too. We were set up in the 1970s to help schools and local authorities save money on products and contract agreements, so we don't work on commission and we're not trying to make a profit from our customers.

All our support is free of charge and if we don't have the right solution for you at YPO, we'll point you in the right direction for something suitable for you elsewhere.



So... What are the top benefits of using our gas and electricity frameworks

- **Ensures full compliance** with Public Contracts Regulation.
- **A named Key Account Manager** at the supplier to take ownership of issues and provide help, guidance, and training.
- **Dedicated customer support team** and Credit Controller. There are clear escalation points, all the way up to CEO if the service is not meeting the customers' requirements.
- **Query Management**
- **Monthly Supplier Relationship Management meetings** between YPO, Npower & Corona Energy to go through performance, billing and credit issues, complaints and queries, SLAs and KPIs to ensure that any issues are identified and resolved, and the contract runs smoothly.
- **Access to Portals.** This will show portfolio, billing, and consumption information.
- **A green energy and carbon offsetting product**, which will help support customers in meeting their net zero targets.
- **Fully configurable billing groups** to ensure that bills are issued and managed exactly as customers require; Consolidated or site level billing.
- **Robust processes in place** to ensure that an accurate bill is produced in a reasonable time.
- **Installation of automated Smart Meter devices.**
- **Support with customer achieving their net zero targets.**

1. How to get your energy quote in simple steps

Drop us an email at: energy@ypo.co.uk and somebody in the team will guide you through the steps for sorting out your quote. The first thing you'll need to do is fill out a Letter of Authority (LoA).

We've highlighted the three steps to take for receiving a quote below:

Step 1: Letter of Authority (LoA):

The first thing you'll need is a signed LoA. This allows us to carry out a detailed price comparison on your behalf. Without it, we can't show you where you could save money or provide a full comparison.

Our promise to you:

- *If we can't save you money, we won't encourage you to sign up.*
- *We'll never sign you up without your consent.*
- *We don't cancel your current contracts without your knowledge (unlike some brokers).*

We've made it easy with a LoA template. Simply copy the wording onto your letterhead, sign it, and email it back to energy@ypo.co.uk.

Letter of Authority (LoA)

To whom it may concern,

I hereby authorise YPO to discuss our energy contracts (gas and electricity) with its providers and to liaise with our incumbent supplier.

This LoA shall remain valid for a period of 24 months from the date of signature.

I authorise YPO to:

I: Request and receive current and historical account information including consumption history, supply numbers, pricing details, contract end dates

II. Obtain information from third party industry databases, for example supplier; metering details

III. Request prices on my behalf

Date:

Printed name:

Signature:

Step 2: Provide a recent gas and electricity bill

Send us a recent bill from your current supplier or local authority. We'll use this information to complete a new business form required by our energy suppliers.

Don't worry - we'll fill out the form for you using the details from your bill. Once complete, we'll send your request to the relevant supplier, discuss the best contract options for you, and look for ways to reduce your energy costs.

When we send your quotation request, we include:

- *The new business form*
- *Your LoA*
- *Your contract requirements*
- *Preferred contract start date*

What happens next?

Quotes are usually returned within 3-5 working days after we send all the information to the supplier.

Step 3: New business form

When the new business form has been filled out and completed, we'll then send your new business request onto our relevant supplier. We'll discuss what contract option is best for you and look at ways to reduce your energy costs.

When we send the quotation requests onto our suppliers, we include the following information:

- *New business form*
- *LoA*
- *Your contract requirements*
- *Preferred contracts start date*

We usually see quotes returned to us within three-five working days after all information has been sent to the supplier.



2. Where can I find my meter point number?

Electricity meter number - You can usually find your electricity supply number on your electricity bill. It's a 21-digit number which usually starts with an 'S' and will be in either a table or a row. It's also known as a Meter Point Administration Number (MPAN).

Gas meter number - You can usually find your gas supply number on your gas bill. It consists of 6-10 numerical digits and is also known as a Meter Point Reference Number (MPRN). Alternatively, this information can be requested from your existing supplier, or you can send us a copy of your most recent bill and we would be happy to get this information for you

3. What is an energy Tariff?

An energy tariff is how energy providers charge a customer for the gas and electricity they use. An energy tariff is made up of two costs which make up your bill:

Unit rate - the price you pay for your electricity and gas usage which is charged at pence per kilowatt hours (p/kWh).

Standing charge - a fixed daily cost for supplying energy to your premise regardless of how much gas or electricity you use. It covers distribution and metering services – like line rental for energy - plus greener energy commitments.

4. What contracts do you have available?

We offer a variety of contract lengths, this includes periods of 12, 24, 36 and 48 months.

Contract options - Our energy contracts aren't like the one's energy brokers will try and sell you. By joining YPO, you become part of a huge group of public sector energy customers. We manage more than 3,500 school accounts, so you're in safe hands.

YPO fixed contract - This provides contract pricing based on wholesale market pricing on the day the quote is prepared and is a good option when the market price is low. It locks the cost of the electricity or gas for the duration of the contract, but pass-through costs (the additional costs such as green taxes or industry charges) can change as regulation changes. This option provides some level of budget certainty as the price remains static unless there's any change to the pass-through costs.

Available in contract terms from 12-48 months to suit your specific needs. Our fixed contract provides many of the benefits associated with the flexible contract but provides longer term budget certainty that some customers prefer.

Please note - This is available for electricity (MPAN) half hourly meters and gas (MPRN) meters only.

5. When does my current contract end?

If you're already supplied under the YPO framework for your gas and electricity supplies, please contact us with your MPRN or MPAN and we'll contact the suppliers on your behalf.

Email: energy@ypo.co.uk

If you're not under one of our frameworks, please request this with your current energy provider. After you've been sent this information, we'll then be able to help and guide you forward with any renewal requests you might have.

6. Are we eligible for reduced VAT?

VAT is normally charged at 20% on business energy. However, in certain circumstances a business energy customer can qualify for a reduced VAT rating and only needs to pay the domestic rate of 5%.

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7. What are deemed rates?

These are the rates that apply when your current contract expires or is terminated, and you haven't switched to a new supplier.

Please note - These rates can often be double the usual amount.

8. Do I get account management support from you?

Yes, you do. Our contracts have dedicated support staff inside our supplier's organisations, meaning you don't get a call centre number for support like you would with a contract from an energy broker. You get a dedicated account manager and credit controller who you can contact directly to discuss any aspect of your contract.

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we can
help you



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