Better value, delivered.

Surveys, Testing and Treatments DPS User Guide

Ref No: 882

Giving you a helping hand to choose the right solution for your school



ypo.co.uk/contractsforschools

About YPO

We provide contractual solutions for schools all around the UK, helping you set up or renew contracts for a wide range of products and 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 public purse.

We can negotiate the best deal for you by combining your demands with those of other customers to create economies of scale. This means that you receive the best possible solutions and prices without ever having to compromise on service or quality.

Our team of experienced and qualified procurement professionals can offer you advice, guidance and expertise on procurement, as well as supporting you through the process if you need any extra help.

DPS overview

We've got a range of DPS agreements for you to choose from. But what exactly is a DPS?

DPS: This stands for 'dynamic purchasing system' which means suppliers that aren't currently listed on the framework have the opportunity to join, as long as they meet all the necessary requirements. We'll talk you through how this works on page 4.

Surveys, Testing and Treatments – 882 | Facilities Management DPS	
Start date:	25 March 2019
Expiry date:	24 March 2026
Extension(s) if applicable:	N/A
Contract notice ref no:	2018/S 148-338993
Contract award notice ref no:	N/A
Potential maximum value:	£500,000,000
Rebate:	1%
Geographical location(s):	National

DPS Summary

Having the reassurance that your building is safe and sound leaves you to concentrate on other things across your school. Let us take care of your building surveys so we can bring any potential legal problems to your attention and give you the best solutions to avoid your exposure to any unnecessary or costly circumstances. We provide testing on everything from PAT, fixed electrical and water, to asbestos surveys and removal.

Benefits of using our facilities management DPS agreements:

1. Our solutions cover all your FM needs including ad-hoc requirements or longer-term contracts
2. An extensive range of national and local suppliers
3. Scope has been left open so you can shape the contracts to suit your school
4. Our frameworks offer FSM support following the government benefits voucher scheme
5. The FM team has years of first hand construction, local authority, primary, secondary and higher education and NHS buying experience

How to use the DPS

Want to use a supplier that isn't listed on the DPS?

- The DPS can be opened up to let new suppliers apply to be on it
- We can explain the process to any potential suppliers and will evaluate their submissions
- Successful suppliers will be awarded onto the DPS and are then available to bid on a further competition

Step 1: Initial enquiry

- You can contact YPO for information on the DPS or view details on the website
- To access the DPS you'll then need to complete and return the non-disclosure and customer access agreement (NDA) which you can also download on the website or we can send this to you directly

Step 2: Meeting customer requirements

- We'll discuss and agree the support you think you'll need, we're here to help make the procurement process as straightforward as possible for you. We can be involved as much or as little as you like
- We'll provide you with templates, advice and guidance for carrying out a compliant further competition

Step 3: Further competition

- We can help you produce specifications, questions, pricing schedules and evaluation criteria
- You may choose to do the further competition on your own portal or we can do this for you on your behalf
- Clarification responses, evaluation of submissions and drafting of award letters and contracts are elements of the process that you'll need to complete yourself
- But remember to let us know the outcome of any further competitions you do
- When running a further competition, you should select (award) the supplier based on the most economically advantageous responses. You'll need to provide suppliers with the methodology behind your evaluation, including the evaluation criteria and the weightings against each one
- The weightings for cost, quality, delivery, customer service and added value can be opened for evaluation within the further competition process
- We recommend the below as best practice award criteria for any further competition process
- You can also set any other appropriate KPIs and/or service levels within the quality award criteria

Recommended criteria weightings:

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

You can also carry out the further competition process yourself, but bear in mind it's quite resource intensive. If you do decide to do this independently, please let a member of the team know so we can set aside some time to help if you need extra support at any point

This simple to run procurement exercise is in-place to help you select the most suitable supplier to meet your requirements and it creates fair 'competition' between them, making sure you get the best value for money. All the suppliers have been through a thorough vetting process before being awarded onto our frameworks – one less thing for you to worry about.

Step 4: Contract award

- We'll issue the acceptance letter to the winning supplier you've chosen, as well as the rejection letters to the unsuccessful suppliers via our e-portal
- There's then an optional 10-day standstill/cooling off period which we advise you take. During this time you can't have any contact with the winning or losing suppliers
- The award notice is issued after the 10-day standstill period. The chosen supplier is awarded (this must be done within 30 days), and you can start working with them
- We'll be on-hand to provide support and recommendations around terms and conditions and the signing of any order forms. Once your contract is set up, we're still available to help you with any questions you may have

Suppliers on this DPS

As this is a DPS, the supplier list is continually growing. The most current list of suppliers is kept up to date on the website.





Terms and conditions

Suppliers/providers awarded onto 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 customer and supplier/provider by mutual agreement to include additional terms to supplement the DPS establishment agreement terms and conditions. A variation form is included in the DPS establishment agreement 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.

Contact information

You can get in touch with the education procurement team for more information using the contact details below:

01924 834 960

educationprocurement@ypo.co.uk

Glossary

Framework

A framework is an agreement put in place with a supplier or a range of suppliers, allowing you to place an order for products (e.g. furniture, first aid equipment – something you can touch), services (e.g. energy, electronic kitchen management, cleaning etc) or works (e.g. building works) in a quick and easy way.

Frameworks are usually set up with large volume buying in mind. This doesn't mean that you need to purchase a large amount but when you add together all the potential customer spend or volume, you can often achieve better prices and/or value for money for everyone through buying in this way.

A framework agreement will contain a set of agreed terms and conditions that apply to any contract awarded under it. All our frameworks have been put in place to comply with the Public Contract Regulations. Any supplier awarded onto one of our frameworks will have had due diligence undertaken on them and each supplier will have been evaluated to make sure they have the right policies and procedures in place to deliver quality products, services and works to our public sector customers whilst achieving value for money.

DPS

DPS stands for 'Dynamic Purchasing System'. A DPS is a procurement technique used by the public sector to purchase commonly used goods, works or services. A DPS differs from a framework because it's open to new suppliers to join at any time, as long as they meet our selection criteria. This means any new suppliers or a local suppliers you might already use (e.g. gardener, food provider etc) can apply to join at any time. We've got a number of DPS frameworks in place to meet the needs of our customers and allow for added flexibility.

Contract

This is a legally binding agreement between you and one supplier. You're able to call off any framework agreement or DPS to meet your school's needs and only when a call off order is placed and accepted is a contract created. The five rules of contract formation will then be met.

These are:
1. Offer (The offer of work you've placed with the supplier)
2. Acceptance (by the supplier to fulfil your order)
3. Consideration (price)
4. Intention to be legally bound (issuing of the call off contract)
5. Capacity to contract (e.g. authorised signatures to the call off contract)

A framework on the other hand is not strictly a contract as no money has changed hands but is an overarching umbrella agreement under which contracts can be created. The framework doesn't commit either party to actually enter into a contract, but it does set out the terms and conditions, which will apply if a contract is created.

Call Off

A call off is another way of saying 'placing an order'. You're able to call off any framework agreement or DPS to meet the needs of your school. Depending on how the framework's been set up, you might be able to carry out a direct award.

Further Competition

A further competition is where you'll set out your exact requirements and allow suppliers appointed onto a framework or DPS to give you their best solution and price for what you need. You can then evaluate the suppliers against your bespoke requirements. This is slightly more time consuming, but it's still quicker than doing your own procurement. A further competition is also referred to sometimes as a mini competition.

Lot

This is usually part of the framework that's been broken down into smaller sections/ categories. Think of it like the YPO catalogue that's broken down into sections e.g. pens, paper, chairs. Frameworks are often broken down this way into smaller areas, to encourage small and medium sized enterprises or organisations the opportunity to bid for public sector contracts and encourage competition so we can deliver the best value to our customers.

The beauty of calling off a YPO framework or DPS is that the contract will have already been prepared for you with just the blanks to fill in. This will have been agreed with all the suppliers on the framework or DPS. Also, all suppliers have been pre-evaluated and checks carried out on them to make sure they're suitable. We can support you through the entire process and any special conditions can be easily added into the contract.



