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User Guide | Ref No: 001302

Vehicle Hire, Lease, Purchase & Services Portal

Framework Agreement



Contents

- 02** About YPO
- 03** Lot Structure
- 04** Benefits of using the framework
- 05** How to carry out an award without Competition
- 06** Terms and Conditions
- 06** Contact information



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.

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 framework is designed to meet the needs of all public sector organisations, including NHS, education, local authorities, central government, charities, housing and emergency services.

Overview

Start date

14 September 2026

Expiry date

13 September 2030

Extension(s) (if applicable)

N/A

Contracting authority (CA) call-off period:

CAs can specify a contract period, based on the term that will best suit their requirements. YPO do not stipulate contract lengths.

Contract award notice ref. no:

2026/S 000-024703

Geographical Location(s)

National

Rebate

Upon any spend via the Framework, the supplier must pay YPO 0.75% retrospective rebate.

To access the framework agreement and any further information such as:

- Call-off T&C's templates.
- Support on how to make an award without competition.

Customers should complete and return the Customer Access Agreement. Please email fleet@ypo.co.uk for the Access Agreement, or to ask any questions relating to this Framework.

Lot Structure

Lot	Description	Number of suppliers/ providers	Method of call off contracts
1	Vehicle Hire Portal	1	Award Without Competition
2	Vehicle Lease Portal	1	Award Without Competition
3	Vehicle Purchase Portal	1	Award Without Competition

Providers were assessed on the following criteria, which has been used to establish the framework:

CRITERION	PERCENTAGE WEIGHTINGS	SUB CRITERION	PERCENTAGE WEIGHTINGS
Cost	20%	AC1 – Value for Money	50%
		AC2 – Supplier Pricing Transparency	50%
Quality, Delivery & Customer Service	60%	AC 3 Customer Experience & System Delivery	20%
		AC 4 Supply Chain	20%
		AC 5 Enquires & Complaint Procedure	20%
		AC 6 Cyber Security & GDPR	20%
		AC 7 Business Continuity	20%
Social Value & Sustainability	20%	AC 8 Environmental Sustainability	50%
		AC 9 Equality & Diversity	50%

Benefits of using the framework

YPO's framework agreements are established to allow customers to purchase goods and services from providers, this one being via an award without competition.

Benefits of using the framework agreement:

1) Available to use by all UK public sector bodies

This framework is compliant with the PA2023 procurement legislation – we've done the work, so there's no need for you to run a full procurement process, reducing risk and timescales.

2) Assured provider standards

The provider listed on the framework was assessed during the procurement process for their financial stability, compliance to legislation, experience, and technical and professional ability to give customers confidence of a quality service.

3) Provider choice

YPO have awarded 1 supplier on to the framework, providing access to a comprehensive supply chain offering enhanced by industry expertise.

4) Pre-defined terms and conditions

The T&C's of the contract have already been established, accepted and signed by the provider. Upon awarding contracts, customers have access to YPO's standard framework agreement call off terms and conditions. Bespoke versions have been developed for each Lot.

5) No defined call off length

Customers can specify a contract period based on the term that will best suit your requirements. YPO do not stipulate lengths of contracts.

6) Simplified call off process

With just one supplier awarded to each Lot this provides an easy and compliant route to market enabling you to award without competition.

7) Easy to use

Once you sign up to access the portal the customer only needs to identify their requirements, present these to the awarded supplier and award a contract.

8) Full support service

YPO can support you with your procurement making the process totally hassle free and compliant with as little or as much involvement as you require.

The services we offer includes:

- Assisting with award without competitions
- Request for Information (RFI)
- Pre-engagement support
- Pre-defined terms and conditions
- And much more.



How to carry out an award without competition

Making an award without competition allows you to call-off directly without conducting a full competitive process, assuming that you can demonstrate the selected supplier offers you the most advantageous solution. Customers will be responsible for their assessment of providers to determine an award without competition.

- Sign and return the Access Agreement.
- We will then send you the awarded supplier contact details and associated call off T&C's.
- Contact the awarded supplier to initially sign up to using the portal functionality for your required Lot. The call off T&C's order form can be used for this.
- Once that is in place you can then access the system to see what options are available to you for your Hire, Lease or Purchase of Vehicle's needs. The awarded supplier will give you access to their extensive supply chain including optional additional services.
- Should your project be complex and require support you have an option to speak with the supplier outside of the portal environment. They will provide expert guidance and will support you through your journey.
- Once requirements are finalised an order for the vehicle can be placed. You can utilise the Call off T&C's order form or use your own if you wish.
- Upon completion, please notify YPO of your award via the Confirmation of Award Form.
Email fleet@ypo.co.uk for a copy if you don't already have one.



Terms and conditions

YPO has agreed a set of framework terms and conditions; these are between YPO and the Supplier. These framework terms and conditions cannot be amended by the contracting authority or the Supplier.

To supplement the framework terms and conditions, YPO has created call-off terms and conditions for contracting authorities to put in place with the Supplier.

The call-off terms and conditions can be utilised to ensure that they fit your requirements and if both parties agree, they can be amended to support the delivery of the service.

Once the call-off terms and conditions are agreed you will need to specify these within the order form under the “amendment to terms and conditions” section.

The order form then forms the legally binding contract between you the customer and the Supplier.

Contact information

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

Name	Michelle Wood
Job title	Buyer - Fleet
Category	Energy & Fleet
Telephone	01924 834863 or 07741 328904
Email	michelle.wood@ypo.co.uk or fleet@ypo.co.uk

Name	Joanna Szeszol
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