

Better value, delivered.



User Guide | RefNo: 664_25

Consultancy Services

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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.

Overview

Start date

01/09/2025

Expiry date

31/08/2027

Extension(s) (if applicable)

31/08/2029

Contract notice reference number

025244-2024

Corrigendum notice

Not applicable

Rebate

1% paid by supplier/provider

Geographical location(s)

National

Introduction

The Consultancy Services framework is designed to create a simple and efficient solution for those looking to procure trustworthy advice from pre-approved Service Providers. Through our extensive list of Service Providers, you are able to determine which one best suits your needs and specifications.

With a wide range of areas covered, the framework allows for a wide range of needs; from consultations on waste and recycling, to finance, to business and educational services.

The flexibility of this framework allows it to be convenient, with the possibility of selecting more than one consultancy service from numerous Service Providers but all accessed in one place – saving you time and money.

This page is intended to provide you with an overview of what is available. Please refer to the full User Guide for more information.

This framework is in collaboration with ESPO, with them being the lead authority.

Services Available

With an extensive list of service providers covering a wide range of categories, the framework is organised into lots - each lot is essentially a select list of service providers for that category; all with a proven track record of delivering consultancy services, from whom customers may set up supply arrangements quickly and simply.

The framework offers additional flexibility under Lot 10 – Strategic Programmes & Projects, for customers seeking advice and support across a broad range of disciplines in relation to high value and/or complex, strategic projects and programmes. It is anticipated that such projects will require a combination of the consultancy services outlined under Lots 1-9, although the scope of the requirement is not limited to these services.

A summary of the type of advice available under each of the framework's lots can be found below, and a full-service specification is available by contacting ESPO via email to resources@espo.org. The framework structure allows for customers to access quick and compliant routes to market that can also provide customers with flexibility in terms of their requirements, please note that the advice listed under each of the framework's lots is only designed to be indicative of customers' requirements and is not intended to be exhaustive. In utilising the framework's lots, customers are not restricted to seeking advice on the specific areas listed, providing that the advice they are seeking is relevant to the broad heading of the lot.

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Services Available

Lot 1a – Business Services

This lot includes (but not limited to) advice surrounding:

- Alternative delivery models
- Business continuity and resilience
- Business transformation
- Change management
- Corporate social responsibility
- Crisis and emergency preparedness, contingency planning and response
- Disaster recovery systems and testing
- Funding research, applications and bids
- Improvement programmes
- Income generation
- Innovation
- Legislation compliance
- Marketing services and management
- Net Zero (design, procurement and finance)
- Organisational design and policy
- Process mapping
- Programme and project management
- Project management
- Quality management
- Risk management and mitigation
- Service improvement
- Staff recruitment and retention
- Strategy development
- Supply chain management
- Whole life carbon, cost and risk management and planning
- Workforce planning and transformation

Lot 1b - Procurement and Contract Management Services

- Category management
- Contract management
- Corporate Social Responsibility
- E-sourcing
- Efficiencies and savings
- European and global sourcing
- Implementation support
- Post procurement support
- Process mapping and optimisation
- Procurement strategy development and implementation
- Procurement support
- Social Value
- Service Provider integration
- Service provider relationship management
- Supply chain resilience

Lot 1c – Education Services

- Apprenticeships and vocational learning
- Academy conversations (including applications, funding, preopening tasks, etc)
- Adult education
- Behavioural improvement programmes
- Curriculum development
- Education strategies and transformation
- Employability skills and professional development
- Governance Policy & Regulations
- Healthy school programmes
- Learning
- Legislation Compliance
- OFSTED support services
- Quality and Internal Verification
- Recruitment and retention
- Research and data analysis
- Safeguarding
- School admission processes and systems
- School policies and initiatives
- School improvement plans
- School remodelling programmes
- SEND Learning
- Student journey
- Student recruitment and support services

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Services Available

Lot 2a Audit Consultancy

- Audit assessments
- Audit consultancy
- Audit services
- Audit strategies and methodologies
- Benchmarking and quality assurance
- External audits
- Financial audits
- Governance, risk and internal control
- Internal audits

Lot 2b Internal Audit Services

- Benchmarking and quality assurance
- Compliance reviewing
- Corporate governance
- Fraud investigation
- Internal control reviewing
- Internal audits
- Operational reviewing
- Risk management
- Specified purpose audits

Lot 2c External Audit Services

- Benchmarking and quality assurance
- Compliance reviewing
- Corporate governance
- External assurance services
- External audits
- Financial audit
- Fraud investigation
- Risk management
- Specified purpose audits
- Statutory audit

Lot 2d General Finance

- Actuary, investments and pensions
- Banking
- Business Cases
- External funding
- Financial analysis and reporting
- Financial modelling and model reviews
- Financial options
- Financial reviews, evaluations and feasibility studies
- Financial policies and strategies
- Financial procedures and processes
- Funding applications and grants
- PFI advisory services
- Taskforce Carbon Finance Disclosure (TCFD)

Lot 2e Revenue and Benefits

- Efficiency reviews
- Government returns
- Health check programmes
- Model adoptions
- Payment arrears

Lot 2f Tax

- CIS (Construction Industry Scheme)
- Compliance and advisory
- Corporation tax
- Custom Duties
- Efficiency schemes
- Employment tax
- Land tax
- Living and national minimum wage
- NICs
- PAYE and IR35
- Policy development
- Stamp duty
- Tax accounting services
- Tax planning
- Tax technologies
- VAT

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Services Available

Lot 2g Treasury Management

- Accounting treatment
- Credit ratings
- Codes of practice
- Debt management
- External loan portfolios
- Investment reviews and strategies
- Legislation
- Market conditions
- Prudential indicators
- Treasury management risks

Lot 3 – Food and Catering

This lot includes (but not limited to) advice surrounding:

- Commercial feasibility and technical reviews
- Equipment and facilities
- Food and drink menus
- Food hygiene
- Healthy eating programmes
- Legislation compliance
- Nutrition
- Options appraisals
- Soft and Hard Facilities Management
- Accident Statistics
- Assurance reports and model documentation
- COSHH and HACCP
- H&S legislation
- H&S policies and management
- Inspections and audits
- Notices and correction action plans
- Risk assessments and controls
- Safe working procedures

Lot 4a – Health

- Behavioural science
- Biostatistics
- Care toolkits
- Clinical evaluations
- Collaborative working arrangements
- Commissioning models
- Departmental service reviews
- Demand management
- Developing and implementing of public health schemes
- Environmental health
- Epidemiology
- Health education
- Health services administration
- Healthy and happy workplace schemes
- Mental health reviews
- New service business cases
- Personalisation
- Pandemic contingency
- Public Health programmes and promotions
- Service efficiency plans and improvements
- Service Transformation
- Service user pathways
- Technology developments

Lot 4b – Social Care (Adults and Children)

- Care toolkits
- Clinical evaluations
- Collaborative working arrangements
- Commissioning models
- Departmental and service reviews
- Demand management
- Health and social care integration
- Outreach programmes
- New service business cases
- Personalisation
- Safeguarding
- Service efficiency plans and improvements
- Service user pathways
- Technology developments
- Vulnerable adults and children's protection

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Services Available

Lot 5 – Highways, Traffic and Transport

This lot includes (but not limited to) advice surrounding:

- Active travel
- Business cases
- Cycle route planning or improvements
- Demand management
- Funding and funding applications
- Highway design
- Highway Development Management
- Impact assessments
- Intelligent transport systems
- Junction planning or improvements
- Management strategies of highway structures and assets
- Pedestrian route planning or improvements
- Public transport route planning or improvements
- Road/route safety
- Spatial planning and health initiatives
- Strategic transport planning
- Street and traffic management
- Transport and transport links
- Travel initiatives
- Travel plans and planning
- Transport planning and modelling
- Vehicle parking, charges and EV charging

Lot 6a Operational IT

- Artificial Intelligence technology
- Cloud Solutions
- Server solutions
- Software assurance
- Systems development and analysis
- Telecommunications
- Wireless solutions
- Cyber security solutions

Lot 6b Strategic IT

- Artificial Intelligence
- Capability assessment, review and development
- Cost analysis and projection
- Data protection and cyber security
- Digital strategy development
- Digital services and transformation
- Disaster recovery
- Forecast, planning and strategy
- IT project and programme management
- Intelligent Automation
- Policy development, maintenance and review
- Process mapping and optimisation
- Risk assessment and risk management (specific to IT)

Lot 7 – Leisure, Culture and Tourism

- Art and cultural services studies
- Child protection
- Commercial and efficiency reviews
- Customer insight information
- Funding and funding applications
- Health and Safety
- Historic site, building and monument studies
- Increasing public use of services
- Leisure facilities and activities
- Library service studies
- Management improvement programmes
- Museum service studies
- Outsourcing of services
- Physical activity and wellbeing
- Service strategy design
- Sport service studies
- Technical reviews
- Trusts and joint ventures

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Services Available

Lot 8a Asset Management and Delivery

- Acquisitions
- Evaluations and reviews
- Liability
- Maintenance
- Management and delivery
- Management of historic sites, buildings and monuments
- Mapping
- Property surveys
- Rationalisation
- Remodelling
- Sale and disposal

Lot 8b Environmental and Sustainability

- Assessments and appraisals
- Alternative energy
- Archaeology studies
- Biodiversity
- Carbon foot-printing and reduction
- Carbon reduction and climate change adaptation
- Climate change adaptation and mitigation
- Eco-towns
- Environmental audits
- Environmental initiatives
- Environmental legislation
- Energy efficiency and targets
- Flood defences, alleviation and drainage
- Green technologies
- Heat networks
- Landscape management
- Mapping
- Modelling
- Pollution
- Resource efficiency behaviour change programmes
- Smart cities
- Sustainability
- Water management
- Waste auditing

Lot 8c Facilities Management

- Delivery models
- Fire risk
- Hard FM consultancy
- Outsourcing of FM services
- Premises, caretaking and cleaning
- Property security
- Reorganisation of FM services
- Soft FM consultancy

Lot 8d Health and Safety

- Accident statistics
- Assurance reports and model documentation
- Building surveys and risk assessments
- COSHH and REACH
- H&S legislation
- H&S policies and management
- Inspections and audits
- Notices and corrective action plans
- Risk assessments and controls
- Safe working procedures

Lot 8e Housing and Housing Support

- Asset management
- Benchmarking
- Development project management
- Governance
- Homelessness
- Housing needs and assessments
- Investment programmes
- Living standards, stock condition surveys and risk assessments
- Management and support
- Quality assurance
- Process mapping
- Regeneration project management
- Revenue optimisation and funding
- Risk and internal control
- Service improvement and performance
- Supported housing
- Tenant participation schemes
- Tenant scrutiny
- Transfers and de-commissioning

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Services Available

Lot 8f Planning, Valuation and Infrastructure

- Agricultural and retail planning
- Employment land reviews
- Local economic assessments
- Planning applications and appeals
- Planning legislation
- Planning taxes and levies
- Spatial planning
- Specialist planning

Lot 8g Regeneration and Regional Development

- Business case development
- Employment land reviews
- Government policy and awareness
- Historic site, building and monument assessments
- Income generation schemes
- Local business development
- Local economic assessments
- Regeneration and economic development
- Supply chain development
- Sustainable community strategies
- Sustainable economic growth plans

Lot 8h Waste and Recycling

- Auditing services
- Alternative waste treatment
- Business cases
- Campaigns
- Carbon assessments
- Commercial waste
- Domestic waste
- Illegal waste tipping
- Legislation
- Management investment programmes
- New waste sites
- Options appraisals
- Permits and accreditations
- Policies and strategies
- Service reviews
- Street cleansing support service

Lot 9a Research and Engagement

- Academic research
- Communication
- Community research and strategies
- Customer insight information
- Demand management
- Feedback facilitation
- Public dialogue, engagement and consultation
- Soft market testing
- Staff surveys
- Stakeholder engagement

Lot 9b Marketing, Communications and PR

- Branding
- Creative communications
- Communication and marketing materials
- Crisis management
- Digital communications
- Events management
- Market research
- Marketing campaigns, plans and strategies
- Media relations
- Training for reporting to Government, parliament and Public Enquiries
- Public relations
- Social media
- Targeting strategies
- Website design

Lot 10 Strategic Programmes and Projects

This Lot is for Customers whose project and programme requirement is for advice and support across a range of consultancy disciplines in relation to high value and/or complex, strategic projects and programmes which require multi-specialism consultancy that bridge several Lots and/or Sub-Lots of the framework, for example encompassing Sub-Lots 8a, 8b and 9a.

Examples of such projects may include, but is not limited to, the following Infrastructure Projects: Organisational reviews and re-design; Community Research and Regeneration Projects; Outsourcing Projects and Programmes; Shared Services implementations; Business start-ups and joint partnerships

Benefits of using the framework agreement

YPO's and ESPO's framework agreements are established to allow customers to purchase goods, works or services from providers via either direct award or further competition.

Benefits of using the framework agreement:

- This framework is compliant with UK procurement legislation - we've done the work, so there's no need for you to run a full procurement process.
- Service Providers listed on the framework were assessed during the procurement process for their financial stability, track record, experience, and technical & professional ability.
- What you see is what you pay – there are no additional charges.
- Pre-agreed terms & conditions to underpin all orders so no need to worry.
- Social value benefits can be obtained

Pricing Information

Pricing for direct awards is available via the ESPO website at the following link: www.espo.org or on request by contacting resources@espo.org and requesting the accompanying spreadsheet.

ESPO will require a completed Access and Confidentiality Agreement before sending out any pricing information. Customer should complete the Access and Confidentiality Agreement which can be found at Stage 2 of the 'Get Started' section on the 664_25 Consultancy Services webpage on the ESPO website.

Customers should note that:

- All day rates quoted are in sterling and exclusive of VAT.
- The standard working day should be agreed between the Service Provider and the Customer; however, in any event, the minimum number of hours within a standard working day shall be eight (8) hours (exclusive of breaks). No overtime or other enhancement to the Maximum Day Rates shall be paid by the Customer to the Service Provider, regardless of how many hours are worked during the day.
- Expenses (including accommodation, subsistence and travel costs) are excluded in all cases. Should Service Providers incur reasonable expenses in delivering services, these should be charged for in accordance with the customer's own travel and subsistence policy. Where a travel and subsistence policy does not exist within a customer organisation, the Service Provider and the customer shall agree a mechanism as to how expenses will be reasonably charged. For the avoidance of doubt, no expenses shall be paid by the customer to the Service Provider in relation to the cost of providing resources to work at the consultant's base location.
- Customers may elect to invite bids during the Further Competition process using a range of other commercial models such as fixed, staged payment or contingency payment models. This is not permitted however when directly awarding under the agreement.

The definition of each type of consultant is as follows:

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Category of consultant	Definition
Junior or Graduate Consultant	A Consultant at the beginning of their career with less than 2 years' experience, typically supporting the Consultant and Senior Consultant. Gaining experience on a wide range of projects in their designated field combined with exposure to wider consultancy projects. Consultants of this calibre will have had relevant exposure.
Consultant	Notable experience and in-depth knowledge of their specialist field. Evidence of a wide range of consultancy projects and client facing experience. Support work in process and organisational design and leading workshops and events. Consultants of this calibre will have relevant experience.
Senior Consultant	Considerable experience in their specialist field and in a consultancy/training role. Sound knowledge of the public sector and current policy and political issues affecting it. Previous experience in project management on at least three major projects, preferably in the public sector and using PRINCE2 or equivalent method. Consultants of this calibre will have proven experience.
Principal Consultant	Recognised expert in their specialist field and in a consultancy/training role. Significant proven relevant experience managing a full portfolio of clients in a variety of complex projects. Sound knowledge of the public sector and current policy and political issues affecting it. Assists in fee proposals. Previous experience in project management of a wide range of high quality and relevant projects, preferably in the public sector and using Agile, PRINCE2 or equivalent methods. Consultants of this calibre will have significant proven experience.
Managing Consultant	Substantial expertise and experience in a consultancy role. In-depth knowledge of the public sector and of current policy and political issues affecting it. Previous experience in project management on at least five major projects, preferably in the public sector and using the PRINCE2 or equivalent method. Consultants of this calibre will have proven industry recognised experience.
Direct level Consultant	Extensive expertise and experience in their field, with strong business impact and often part of the company's leadership. In-depth knowledge of the public sector and of current policy and political issues affecting it. Extensive experience of leading or directing major, complex and business-critical projects, bringing genuine strategic insight, preferably in the public sector and using the PRINCE2 or equivalent method. Consultants of this calibre will have proven industry recognised experience.

How to award/call-off

Complete the online Access and Confidentiality Agreement which can be found at Stage 2 of the ‘Get Started’ section on the Framework page on the 664_25 Consultancy Services webpage.

This doesn’t commit you to anything, but should you go ahead and use the framework it will form part of your own audit trail, helping to evidence the fact that you are procuring using the framework, and are therefore exempt from undertaking time consuming compliant advertising and Service Provider vetting.

There are two ways of procuring from the framework.

- Call-off without competition
- Further competition

We advise users of the framework to carry out some pre-engagement/expression of interest with Service Providers under the lots.

It will then allow you to get an idea if your requirements could be met by the Service Providers.

This can either be carried out by sending an email directly to Service Providers or by using the Service Provider Contact Form which can be found at Stage3 of the ‘Get Started’ section on the 664_25 Consultancy Services webpage on the ESPO website.

These two approaches are explained in more detail, to help you select the most appropriate method for your particular circumstances and requirements.

How to award/call-off

Further competition

A further competition is simply an exercise to reopen competition under the framework, intended to secure formal quotations from some or all of the Service Providers listed on the framework, tailored to your precise requirements.

Because it is based on simple, competitive tender process, it offers you a way of testing and demonstrating value for money.

Template further competition documentation is available free of charge. Please contact the Buyer named on page 3 of this document.

Before you start the further competition process it is a good idea if you have thought about exactly what it is that you want from your Service Provider.

Compiling a clear list of requirements will enable Service Providers bidding for your contract to offer a service that meets your needs in the most cost-effective way.

To be compliant with procurement law, your competition must be conducted in accordance with the following:

You must invite all Service Providers who are parties to the framework, except those (if any) who clearly cannot meet your requirements, for example they do not service your geographical location or do not provide the element you require, as shown in Section 3.

You may use an Expression of Interest (EOI) to reduce the number of Service Providers that may bid for your further competition. Your EOI must include your final proposed specification/requirements and should ask the Service Providers if they wish to bid, or to deselect themselves from the competition. If any changes are made to your requirement following the EOI, you should either invite all Service Providers to your competition or reissue the EOI clarifying your changes, giving Service Providers a new opportunity to register their interest.

Your tender document must describe the requirement, and tell bidders the basis on which you will evaluate their offers (e.g. price, product range, etc. together with a clear statement of the relative importance of these criteria i.e. the evaluation criteria to be used and their weightings).

A copy of the full call-off terms and your completed master contract schedule should form part of your further competition tender documentation.

The Public Contracts Regulations 2015 (as amended) require that further competition tenders are evaluated in accordance with the terms of the framework agreement. Details of the evaluation criteria for further competitions under this framework can be found below and may be varied as indicated.

The selection/award criteria used to establish the framework agreement was:

Award Criteria		
	Lot 1-9	Lot 10
Non Price	70%	90%
Price	30%	10%

Whilst you are required to use the same criteria as that used at framework stage, this being 'price' and 'quality', you may vary the percentage weightings to suit your specific requirements.

- You must allow bidders sufficient time to prepare and submit their bids. Normally three to four weeks should be regarded as the minimum.
- Bids must be submitted in written hard copy format, or via an electronic portal, in order to adhere to the point below.
- You must tell Service Providers the closing time and date for submitting their bids. You must not open any bids before this deadline, or consider any bids which arrive late.
- Evaluate the tenders submitted by the required deadline. You must treat all Service Providers equally and fairly, and evaluate all bids in the way you described in the tender documentation.
- If you have decided to apply a standstill period then you must advise all Service Providers of the outcome via email or by letter – see Remedies Rules below.
- Arrange for signature of the contract (including the full call-off terms and your completed master contract schedule) to be signed by your organisation and the Service Provider.
- Place an order with the successful Service Provider quoting **Framework 664_25**.

Please note that there is no requirement to **advertise** further competition tender opportunities on Contracts Finder (<https://www.gov.uk/contracts-finder>). Doing so may mislead the market and present the further competition as an open tender opportunity. However, details of all **contracts awarded** above the relevant threshold should be published on Contracts Finder, including those awarded under a further competition. The threshold for publishing is £12,000 contract value for Central Government and £30,000 contract value for non-Central Government contracting authorities (including NHS Trusts).

Remedies rules

There is a technical matter which customers should be aware of relating to the award of all contracts. If the total (i.e. lifetime) value of your contract exceeds the threshold values for the Public Contracts Regulations 2015 (as at 1 January 2024 £214,904 inclusive of VAT for supplies and services, and subject to review every 2 years) then a Remedy of Ineffectiveness may apply if the contract award is challenged by an unsuccessful Service Provider.

However, if a voluntary '**standstill period**' is applied to the award of a contract (which must be of at least ten days (if the notification is by email) and fifteen (if the notification is by post) between advising Service Providers the outcome of the exercise and making a formal award of contract, and must end on a working day), then this avoids the Remedy of Ineffectiveness.

The way in which Service Providers should be advised of the outcome of the tender exercise, at the start of the standstill period, is set out in the Public Contracts Regulations 2015 (as amended). In summary, the Regulations say that you must tell all Service Providers the name of the company which won the contract, together with the winning score against each of the evaluation criteria you used, the particular Service Provider's own score and the characteristics and relative advantages of the winning bid.

Any further relevant information relating to ordering from the framework can be added into this section here. For example reference to TUPE regulations.

Background to the procurement

This section is simply background information, which may be of interest to organisations who are considering using the framework and wish to understand a little more about the process YPO and ESPO followed when setting it up.

Why we established the framework

ESPO's previous consultancy framework covered a wide range of consultancy services, including specific local government focused requirements (such as treasury management, engineering, etc.). Following consultation with a range of stakeholders, a variety of other consultancy areas specifically for local authorities and the wider public sector were identified.

As a consequence of the above, ESPO/YPO's retendered consultancy framework (i.e. this framework) aims to provide a comprehensive suite of varying consultancy requirements, specifically those that Public Bodies may have a requirement for.

To ensure the framework is reflective of the needs of local government and the wider public sector, ESPO and YPO consulted with a wide range of stakeholder groups throughout the procurement. The stakeholder groups included officers from a range of local authorities: county, unitary and district councils, London and metropolitan boroughs. Representation from the wider public sector has also been provided where appropriate (including academies and schools). The framework's specification, structure and procurement process were all designed based upon representative stakeholders' input.

How we established the framework

ESPO, in collaboration with YPO, has established the terms and conditions which will apply to any call-off arrangements by customers during the period of the framework. ESPO reserves the right in exceptional circumstances to vary the composition of the framework. For example if a Service Provider fails significantly to perform as required it may be removed.

A formal notice inviting expressions of interest from potential Service Providers was published on the Find a Tender Service (or FTS) in August 2024 (FTS contract notice ref 025244-2024-Contract Notice (2024-08-09)). The corresponding award notice is FTS ref (TBC).

The procurement process adopted by ESPO was based upon the Open tendering procedure as detailed in the Public Contracts Directive 2014/24/EU).

A detailed and thorough evaluation of the tenders that were submitted was completed by officers of ESPO. The objective of the framework was not to promote one single preferred Service

Evaluation scheme for the framework

As there were a number of different lots and sub-lots, each sub-lot was evaluated separately to ensure tenders for the same sub-lot were assessed against each other.

The evaluation involved two stages, qualifying and award; those offers that met the qualifying criteria were then scored against the award criteria.

The qualifying criteria included assessment of the following;

Section 1	Company Information Reference Regulation 57 of The Public Contract Regulations 2015 (The Regulations).		
	Bidding Model Reference Regulation 57 of The Regulations.		
Ref	Selection Criteria	Ref	Selection Criteria
Section 2	Compliance with Contract Regulations; mandatory exclusions Reference Regulation 57 of The Regulations.	Section 7	Insurances Health and Safety Quality & Contract Management Compliance with Equality Legislation – unlawful discrimination findings Compliance with Equality Legislation – sub-contractors Business Continuity Carbon Reduction Plans
Section 3	Compliance with Contract Regulations; mandatory and discretionary grounds relating to the payment of taxes and social security contributions Reference Regulation 58 of The Regulations.		
Section 4	Compliance with Contract Regulations; discretionary exclusions, including self-cleaning and Modern Slavery. Reference Regulation 58 of The Regulations.		
Section 5	Economic & Financial standing		
Section 6	Technical & Professional Ability		

Framework documentation

If you, or your procurement or legal advisors, wish to know anything about the documentation we used in setting up the framework please contact resources@espo.org

Period of the framework & right to extend

This framework commenced on 01 September 2025 and will be in place until 31 August 2027 (with an option to extend the arrangement by a further 24 months subject to Service Provider performance).

Please note that the duration of the individual contracts awarded under the framework are advised to be no longer than four years. The length of the call-offs should be appropriate for the goods and/or services in question, and should reflect economic and commercial considerations. It may be necessary for individual call-offs, awarded during the period in which the framework is in operation, to continue beyond the end of the framework arrangement. This should not be done in order to circumvent the rules – for example, it would be difficult to justify awarding a call off for

For each of the lots/sub-lots described in Section 2 of the user guide, the Service Providers’ Non-Price and Price Scores were added together to result in a Total Score.

A position on the framework was awarded to those Service Providers who:

- Submitted a compliant bid.
- Met the Selection Criteria.
- Avoided a score of ‘0’ for a Non-Price method statement (not Question 4 Social Value).
- For Lots 1 – 9 achieved a minimum final non-price score of 45.00% or above.
- For Lot 10 achieved a minimum final non-price score of 65.00% or above.

Each lot was evaluated individually and there are therefore a varying number of Service Providers across each of the lots.

The award criteria were divided into two areas; non price and price and the specific weightings used were as follows:

Award Criteria	Lot 1-9	Lot 10
Non Price	70%	90%
Price	30%	10%
Total Score	100%	100%

Terms and conditions

Providers awarded to the framework agreement have agreed to and signed YPO's standard Terms and Conditions. These can be amended by the CA and 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 providers to amend any terms if required. .

Contact information

For further information or to discuss individual requirements, please contact hrsolutions@ypo.co.uk

