

## 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 one of the largest public sector buying organisations in the UK 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

<b>Start date:</b>	15 July 2020
<b>Expiry date:</b>	14 July 2022
<b>Extension(s) (if applicable):</b>	2 x 1 year extensions available
<b>Contracting authority (CA) call-off period:</b>	CAs 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 5 years
<b>Contract notice ref. no:</b>	2020/S 150-369089
<b>Corrigendum (if applicable):</b>	Not applicable
<b>Potential maximum value:</b>	£5,000,000
<b>Rebate:</b>	2% rebate paid by supplier/provider
<b>Geographical location(s):</b>	National

## Specification, overview and lot structure

This framework is for the supply of first aid and medical supplies.

The framework provides customers with a route to market for the supply of first aid and medical supplies, meaning customers do not need to publish their requirements by OJEU or pre-qualify suppliers/providers in order to procure these products and services from them.

Customers can 'call-off' from this framework agreement (i.e., use this framework to establish as contract). Customers can complete this call-off by direct award, whereby a customer selects a supplier/provider without running a further competition.

This is a UK wide framework agreement that is available to any eligible UK public sector organisation. The framework can be used to procure services both above and below the OJEU threshold.

The contract can be accessed for stock supply through the YPO catalogues and also by direct award call-off or further competition.

LOT STRUCTURE			
LOT	DESCRIPTION	NUMBER OF PROVIDERS PER LOT	METHOD OF 'CALL-OFF'
1	First Aid Kits - BSI kits	2	Direct Award
2	First Aid Kits - HSE kits	2	Direct Award
3	First Aid Kits - Catering kits	2	Direct Award
4	First Aid Kits - YPO own brand kits	2	Direct Award
5	First Aid Kits - General use kits	2	Direct Award
6	First Aid Kits - Situation kits	2	Direct Award
7	Burn Relief	2	Direct Award
8	Consumables and Hygiene	2	Direct Award
9	Dressing and Bandages	2	Direct Award
10	Eye Wash	2	Direct Award
11	First Aid Room Equipment	2	Direct Award
12	First Aid Literature	2	Direct Award

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13	First Aid Storage	2	Direct Award
14	Plasters and Tapes	2	Direct Award
15	Resuscitation and Emergency	2	Direct Award
16	Sports First Aid	2	Direct Award
17	Defibrillation	2	Direct Award
18	Contractual	2	Further competition

## Benefits of using the framework agreement

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

Benefits of using the framework agreement:

- YPO can fully manage the customers further competition (call-off) process if required
- Reduced timescales – customers do not need to run a full OJEU procurement if procuring via the framework agreement
- Assured supplier/provider standards – suppliers/providers are 'pre-qualified' as to their general suitability
- Pre-defined terms and conditions – when awarding contracts customers have the option to use YPO's standard framework agreement terms and conditions as established or use their own terms and conditions

## Suppliers/providers

SUPPLIER	CONTACT NAME	CONTACT NUMBER	EMAIL
<b>Aero Medical</b>	Reuben Gilmore	0845 604 8280	reuben@ aerohealthcare.co.uk
<b>Crest Medical</b>	Pamela Headley	07545 434097	pamela.headley@ wallacecameron.com
<b>Reliance Medical</b>	Jack Thompson	0845 644 8808	jack.thompson@ reliancemedical.co.uk
<b>Safety First Aid Group</b>	Ben Corrigan	07805 731 853	bcorrigan@sfag.co.uk

## How to award/call-off from the framework

To access the framework agreement, customers should complete and return the Non-Disclosure and Customer Access Agreement.

Evaluation must be fair and transparent, and the methodologies used to evaluate must be provided to the suppliers/providers within the further competition documentation.

YPO can help customers produce specifications, qualitative questions, pricing schedules and evaluation criteria to undertake a further competition. Clarification responses, evaluation of further competition submissions, 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. Customers must inform YPO of the outcome of any further competition they undertake themselves.

When running a further competition, customers should award based on the most economically advantageous tender and must provide suppliers/providers with the methodology behind the evaluation, including the evaluation criteria and the weightings that are applied.

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

CRITERION	PERCENTAGE WEIGHTINGS
Cost	50%
Quality	20%
Delivery and customer service	20%
Added value	10%

The weightings for cost, quality, delivery, customer service and added value can be re-opened for evaluation within the further competition. Customers can also set any appropriate KPI's and/or service levels within the quality award criteria.

## Terms and conditions

Suppliers/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 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.

## Contact information

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

### **Ryan Pygott**

Assistant Category Buyer | Catering and First Aid  
Tel: **01924 834859** | Email: **ryan.pygott@ypo.co.uk**

### **Kayley Marchinton**

Category Buyer | Catering and First Aid  
Tel: | Email: **kayley.marchinton@ypo.co.uk**

**STAGE 1**Initial Customer  
Enquiry

- Customer contacts YPO for information
- YPO will send customer a copy of the User Guide, NDA and Access Agreement
- Customer completes and returns NDA and Access Agreement

**STAGE 2**NDA/Access  
Agreement Returned  
to YPO

- Following receipt of signed NDA/Access Agreement YPO may send the customer a Further Competition Template, Bank of Optional Questions, and Framework Agreement Scope
- YPO may provide the customer with a unique reference code for the further competition, which will be referenced on all documentation
- Customer completes the documents and sends to YPO
- If the customer decides to undertake their own further competition YPO must be informed via e-mail

**STAGE 3**

Further Competition

- YPO can issue further competition documents to all suppliers/providers on the framework agreement if required by the customer
- YPO will manage any clarifications that are received from potential suppliers/providers (customers will need to provide clarification responses)
- At the submission closing date YPO will provide customers with access to all submissions
- Customers can then evaluate (offline) the submissions and prepare acceptance and rejection letters

**STAGE 4**

Contract Award

- YPO will issue the award decision documentation (acceptance and rejection letters) via YPO's e-portal
- Optional 10-day standstill period: customers are advised to implement a voluntary standstill period of 10 days
- 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)