

## 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>	1 October 2020
<b>Expiry date:</b>	30 September 2024
<b>Extension(s) (if applicable):</b>	Not applicable
<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 140-345651
<b>Corrigendum (if applicable):</b>	Not applicable
<b>Potential maximum value:</b>	£7.1m
<b>Geographical location(s):</b>	National

## Specification, overview and lot structure

### Lot 1 – Bill Validation and Energy Management Service

This framework agreement is for the provision of an online energy bureau service portal to support customers that are unable to carry out day-to-day energy management in house. The bureau service will focus on invoice validation, consumption monitoring and performance reporting as well as assistance with industry documentation and compliance.

Bill validation is a service which checks that the invoices sent from an energy provider are accurate. The online service will check each invoice's content against certain defined criteria, such as (but not limited to):

- Validate all unit rates and charges
- Budget monitoring and accruals
- Production of ERP compatible payment files. Formats can be agreed by the customers
- Validate that any calculations on the invoice are correct (Including correction factors and calorific values)
- Check that consumption falls in line with expectation for any particularly billing period for each site. Tolerances to can be established by the customer
- Validate all published rates and charges (DUoS, TNUoS, BSUoS, CCL etc) if shown separately on the bill
- Validate all capacity based charges (HH KVa)
- Validate any reconciliation invoices
- Validate that the billing dates are accurate and follow on from the previous invoice
- Flag and identify any invoicing omissions
- Half hourly data validation is available
- If supplies have AMR, bills can be validated to ensure they are being billed to actual reads
- Reporting of any supplies that receive back-to-back estimated invoices
- Validate the application of de minimis rules and supplies that are eligible for a reduced VAT and no CCL
- Reports can be produced to advise customers which invoices are correct and can be paid and which can be queried with the supplier/provider
- Flexible system to suit the customer's requirements

The online bureau portal can also provide customers with several different energy management and analytical tools and reports to support your goals with energy/carbon reduction targets.

## 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 a direct award.

Benefits of using the framework agreement:

- Reduced timescales – customers do not need to run a full OJEU procurement if procuring via the framework agreement
- Assured supplier/provider standards – suppliers/providers listed on the framework were 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
- Aggregation of spend – customers will receive the benefits of the aggregated spend volume and increased leverage in the market
- 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
- Available to all UK public sector bodies
- Free training provided to all customers

---

## Supplier/provider

### Lot 1 – Bill Validation and Energy Management Service

#### Utilidex

Founded in 2012, we now provide some of the largest energy customers, and energy suppliers/providers in the deregulated energy market.

Having set out to provide a leading energy offering handling large amounts of data we have evolved to support three specialised products in billing, trading and energy management which are used by some of the leading customers and suppliers/providers in the UK energy market.

## 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.

### **Direct award**

As this is a single provider solution, customers can easily and quickly call-off this framework via direct award to Utilidex.

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

CRITERION	PERCENTAGE WEIGHTINGS
Cost	30%
System quality and ease of use	30%
System security and updates	20%
System training and support	15%
Social value and sustainability	5%

## 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

The YPO energy procurement team is always here to help. If you would like to discuss anything in greater length, have any questions regarding any of the information above or would simply like some guidance, please contact us at: [energy@ypo.co.uk](mailto:energy@ypo.co.uk) and one of the team would be more than happy to assist.