

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

Start date:	16 August 2021
Expiry date:	15 August 2025
Extension(s) (if applicable):	Not applicable
Contracting authority (CA) call-off period:	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
Contract notice ref. no:	2021/S 000-009517
Corrigendum (if applicable):	Not applicable
Potential maximum value:	£4-5m
Rebate:	1% paid by supplier/provider
Geographical location(s):	National

Specification, overview and lot structure

Lot 1 - Biomass Fuel Chips

This DPS provides for the compliant procurement of biomass wood fuel chips and related products, to a particular size and specification, as specified by the customer during the call for competition. This DPS also provides for related services including (but not limited to):

- Boiler maintenance and servicing for relevant product areas
- Completion of RHI (Renewable Heat Incentive) applications where applicable
- Supply of heat (where suppliers/providers fund, own and operated the boiler and sell the heat to the client on per kWh basis)
- Hopper/storage vessel housekeeping training
- Wood cracking and wood chipping
- Fuel level management

Suppliers/providers are registered on the Biomass Suppliers List (BSL) which a fuel sustainability scheme administered on behalf of the Department of Energy and Climate Change. Purchasing from a BSL registered supplier/provider is an essential requirement for those customers who claim RHI (Renewable Heat Incentive) payments from the government. For more information, please visit: <http://biomass-suppliers-list.service.gov.uk/>

Suppliers/providers are also Woodsure or Woodsure Plus approved. Woodsure is the UK's primary wood fuel quality assurance scheme, and customers who purchase from a Woodsure certified producer can be assured that the producer has been checked and tested and have demonstrated they are able to produce and supply a quality product. For more information, please visit: <http://biomass-suppliers-list.service.gov.uk/>

Lot 2 – Biomass Fuel Pellets

This DPS provides for the compliant procurement of biomass wood fuel pellets and related products (such as biomass briquettes). The most common specification is ENplus A1, however all sizes and specifications can be procured through this DPS, as specified by the customers during the call for competition. This DPS also provides for related services including (but not limited to):

- Boiler maintenance and servicing for relevant product areas
- Completion of RHI (Renewable Heat Incentive) applications where applicable
- Supply of heat (where suppliers/providers fund, own and operated the boiler and sell the heat to the client on a per kWh basis)
- Hopper/storage vessel housekeeping training
- Fuel level management

Suppliers/providers are registered on the Biomass Suppliers List (BSL) which a fuel sustainability scheme administered on behalf of the Department of Energy and Climate Change. Purchasing from a BSL registered supplier is an essential requirement for those customers who claim RHI (Renewable Heat Incentive) payments from the government. For more information, please visit: <http://biomass-suppliers-list.service.gov.uk>

Suppliers/providers are also registered ENplus producers or traders. A key advantage of the ENplus standard is that pellet quality is managed through the entire supply chain including production, storage and transport all the way to the end consumer. For more information, please visit: <http://www.pelletcouncil.org.uk>

Benefits of using the framework agreement

A Dynamic Purchasing System (DPS) is an electronic system established to purchase goods, works or services which remains open throughout its duration for the ongoing admission of suppliers/providers meeting the minimum selection criteria and allows pre-qualified suppliers/providers to participate in customer's further competition for in scope services.

Benefits of using the DPS:

- YPO can fully manage the customer's further competition (call-off) process if required
- Flexibility to respond to changes in the market and offer local suppliers/providers and SME's the opportunity to bid and be awarded to the DPS
- Suppliers/providers not meeting the minimum standard for admittance onto the DPS can resubmit
- Reduced timescales – customers do not need to run a full FTS procurement if procuring via the DPS
- Assured supplier/provider standards – suppliers/providers appointed onto the DPS are 'pre-qualified' as to their general suitability
- 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 call-off terms and conditions as established and previewed by eligible suppliers/providers, their own terms and conditions

Suppliers/providers

The advantage of a DPS arrangement is that new suppliers/providers can be admitted during the term of the DPS, subject to them passing the mandatory minimum selection criteria. To request the latest supplier/provider list, please email energy@ypo.co.uk

At the time of returning the signed Non-Disclosure and Customer Access Agreement, customers can provide YPO with a list of their incumbent and local suppliers/providers that are not already awarded on to the DPS. YPO are then able to work on the customer's behalf with these suppliers/providers to explain the process and evaluate any subsequent submissions. Customers can then decide when to conduct the further competition.

How to use the DPS

To access the DPS, customers should complete and return the Non-Disclosure and Customer Access Agreement. YPO can then pre-agree the level of support that might be required and can provide customers with templates, advice and guidance to undertake a compliant further competition.

Customers can undertake the further competition process themselves but must be aware that this is a resource intensive process and if customers undertake their own further competition YPO must be informed by emailing energy@ypo.co.uk

How to award/call-off from the framework

No direct award option is available under any DPS arrangement so a further competition is required. 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 response and must provide suppliers/providers with the evaluation methodology, including the evaluation criteria and the weightings applied to each criterion.

YPO recommend that customers evaluate the call for competition on a price to quality ratio of 60:40, with a variance of +/-10. The table below illustrates how different customers may apportion the scores to place preferential weighting on price or quality, as per customers requirements.

The selection criteria used to establish the DPS was:

CRITERION	PERCENTAGE WEIGHTINGS
Price driven call for competition	Price = 70% of overall score
	Quality = 30% of overall score
Recommended	Price = 60% of overall score
	Quality = 40% of overall score
Quality driven call for competition	Price = 50% of overall score
	Quality = 50% of overall score

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.

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

Terms and conditions

Suppliers/providers awarded on to 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 CA and supplier/provider by mutual agreement to include additional terms to supplement the DPS Establishment Terms and Conditions. A variation form is included in the DPS Establishment 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

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 and one of the team would be more than happy to assist.

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
- Customer may provide YPO with a list of local suppliers/providers that need to be approached to be included onto the DPS
- YPO will evaluate the additional suppliers/providers in advance of the further competition

**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 DPS 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**

Additional Suppliers/Providers

- Any additional suppliers/providers can submit a response to be added to the DPS, and YPO will evaluate the submissions to ensure that they meet the minimum criteria
- YPO will inform the supplier/provider of the outcome and the DPS will be updated with the new supplier/provider details

**STAGE 4**

Further competition

- YPO will issue further competition documents to all suppliers/providers on the DPS. Suppliers/providers will be given a minimum of 10 days to submit their bid
- 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 the submissions and prepare acceptance and rejection letters

**STAGE 5**

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 (FTS and Contracts Finder) following any award via the DPS must be published by the customer within 30 days of the award