

## 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:	1 December 2019
Expiry date:	30 November 2024
Extension(s) (if applicable):	2-year possible extension to 30 November 2026
Customer call-off period:	Customers 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:	2019/S 157-387006
Contract value:	£200m - £350m over the maximum 7 years of the DPS
Geographical location(s):	Nationwide
Rebate:	1% paid by supplier/provider
Permissible users:	<a href="#">View DPS permissible users</a>

## Specification, overview and lot structure

YPO has established a fully compliant Dynamic Purchasing System (DPS) - YPO's UK Food Deal. This comprehensive DPS can be used for the supply and delivery of various Foodservice categories direct to YPO customers throughout the public sector and is expected to appeal to customers within the education sector (schools, academy trusts, colleges and universities), the NHS, public sector buildings, publicly owned civic catering outlets, charities, social housing organisations, the care sector and the prison service.

The DPS has been split into 12 categories, and customers may access as many or as few of these categories as they wish, depending on their requirements.

### CATEGORY 1 – GROCERIES

#### DESCRIPTION

Suitable for customers who wish to buy a range of premium branded or Foodservice branded general grocery items to include (but not limited to):

- Ambient food products
- Packaged and tinned goods
- Soft drinks and bottled water, including premium products
- Confectionery and pre-wrapped snacks, including premium products
- Products suitable for making hot beverages

### CATEGORY 2 – FROZEN FOOD

#### DESCRIPTION

Suitable for customers who wish to buy a range of frozen food products including (but not limited to):

- Frozen fruit and vegetables
- Frozen meat and poultry products
- Frozen fish products
- Frozen pizza
- Frozen bread products
- Frozen desserts and ice cream
- Other frozen foods

### CATEGORY 3 – READY-MADE MEALS

#### DESCRIPTION

Suitable for customers who wish to buy a range of frozen or fresh ready-made meals including (but not limited to):

- Ready-made meals (including plated meals)
- Dietary specific ready meals including ethnic and cultural requirements
- Ready-made inpatient meals, for example modified texture ready meals
- Custody suite ready-made meals
- Meals suitable for the care sector

## Specification, overview and lot structure

### CATEGORY 4 – MEAL CONCEPTS

#### DESCRIPTION

Suitable for customers who wish to buy a range of branded meal concept foods and street food themed items; these products may also include complementary catering disposables and serving equipment to give a cohesive, brand consistent feel. These may include (but are not limited to):

- Sauces suitable for combining with cooked pasta, rice or noodles. Pasta, noodles and rice suitable for combining with these sauces
- Fillings suitable for combining with wraps, other bread products and jacket potatoes. Wraps (plain and flavoured) and jacket potatoes (cooked or uncooked) suitable for combining with these fillings
- Pizza bases and toppings
- Sauces and dressings to complement these foods
- Themed serving equipment, catering disposables and accessories to complement these foods

### CATEGORY 5 – FRESH FRUIT AND VEGETABLES

#### DESCRIPTION

Suitable for customers who wish to buy a range of fresh fruit and vegetables, to include (but not limited to):

- Fresh fruit
- Fresh vegetables
- Pre-packed prepared fresh fruit
- Pre-packed prepared fresh vegetables

### CATEGORY 6 – DAIRY, CHILLED AND DELICATESSEN FOODS

#### DESCRIPTION

Suitable for customers who wish to buy a range of dairy, chilled and delicatessen foods. These may include (but are not limited to):

- Milk
- Chilled yoghurts
- Processed dairy products
- Chilled sandwich fillings
- Chilled delicatessen products

### CATEGORY 7 – FRESH AND COOKED MEAT

#### DESCRIPTION

Suitable for customers who wish to buy a range of fresh and cooked meat products. These include (but are not limited to):

- Fresh and cooked meats
- Fresh and cooked poultry
- Game
- Sausage
- Bacon
- Processed meat-based items

## Specification, overview and lot structure

### CATEGORY 8 – BAKERY GOODS

#### DESCRIPTION

Suitable for customers who wish to buy a range of fresh bakery products and morning goods. These may include (but are not limited to):

- Fresh bread and bread products
- Fresh pastry products
- Fresh cakes, cookies, doughnuts, scones etc.
- Other products baked fresh
- Premium cakes/gateaux suitable for resale

### CATEGORY 9 – FRESH READY-MADE SANDWICHES, WRAPS AND FOOD TO GO

#### DESCRIPTION

Suitable for customers who wish to buy a range of fresh sandwiches, wraps and food to go. These may include (but are not limited to):

- Ready-made sandwiches and wraps
- Premium sandwich products suitable for resale
- Associated bread filled products
- Boxed salads, pasta salads etc.
- Savouries etc.

### CATEGORY 10 – FRESH AND CHILLED FISH AND SEAFOOD

#### DESCRIPTION

Suitable for customers who wish to buy a range of fresh and chilled fish and seafood products. These may include (but are not limited to):

- Fresh and chilled salmon, cod and haddock
- Other fresh and chilled fish types
- Fresh and chilled seafood
- Processed fresh and chilled fish-based products e.g. fishcakes

### CATEGORY 11 – ALCOHOLIC AND NON-ALCOHOLIC BEVERAGES

#### DESCRIPTION

Suitable for customers who wish to buy a range of alcoholic and non-alcoholic beverages. Bar equipment such as draught pumps, glassware etc. may also be procured using this category if required. Products may include (but are not limited to):

- Draught lagers, beers, ales and ciders
- Bottled lagers, beers, ales and ciders
- Wines
- Spirits
- Non-alcoholic alternatives, soft drinks, bottled water and mixers
- Associated bar equipment

## Specification, overview and lot structure

### CATEGORY 12 – MULTIPLE PRODUCT CATEGORY MIX

#### DESCRIPTION

Suitable for customers who have requirements for different categories of food products and who would prefer to deal with a single supplier/provider.

Suppliers/providers who are awarded onto two or more of the other eleven categories have the option to be added to Category 12.

Further competitions under this category will only be issued to those suppliers/providers who can provide products across ALL the relevant categories which meet the customer's requirements.

This category will be mostly suitable for customers who are looking for multiple products covering two or more of the other eleven categories, and who wish to utilise a one-stop-shop approach, perhaps to achieve account management efficiencies. Customers may utilise this category to award to a single supplier/provider who covers multiple categories.

Customers are under no obligation to use Category 12 and may prefer to source suppliers/providers by running separate further competitions in the individual categories that meet the customer requirements (see multiple product categories below).

**For all categories, customers utilising the DPS will place orders direct with the awarded supplier(s)/provider(s). The supplier/provider will invoice the customer directly once the products have been delivered.**

## Multiple product categories

It is anticipated that some customers will wish to buy products covering more than one product category (this may include multi-temperature deliveries). The tender documents of the DPS identify three ways in which customers can procure multiple product categories:

- (a) Customers can conduct separate further competitions for each relevant category.
- (b) Customers may utilise Category 12 as described above. This may be a useful option if customers prefer to work with a single supplier/provider.
- (c) At their own risk, and subject to their own procurement processes and the overall contract value, customers can select one primary category for their core basket and also reserve the right to buy a small number of items from other categories from the same supplier/provider (where these are available). YPO would recommend that at least 85% of the full basket of goods is for products within the selected category, and that a minority of spend (YPO would suggest no more than 15% of the full basket of goods and no more than £5,000.00 per annum) may be from other food categories.

## Benefits of using the DPS

The YPO Food Deal has been set up as a Dynamic Purchasing System (DPS). A DPS is an electronic purchasing system which is established to purchase goods, and which remains open throughout its duration, allowing ongoing admission of new suppliers/providers who meet the minimum selection criteria. It allows pre-qualified suppliers/providers to participate in the customer's further competitions for in-scope products and services.

Benefits of using the DPS:

- YPO can fully manage the customer's further competition (call-off) process if required, at no charge.
- Template further competition documents are available for customers to use, or they may use their own documents if preferred.
- Flexibility to respond to changes and innovation within the market and offer local suppliers/providers and SME's the opportunity to be added to the DPS and then subsequently bid for individual contracts.
- Suppliers/providers not meeting the standard for admittance onto the DPS can re-apply once any areas of weakness are addressed.
- Reduced timescales – the DPS is fully compliant; customers do not need to run a full separate OJEU procurement if procuring via the DPS, so it saves procurement time for them.
- Assured supplier/provider standards – suppliers/providers appointed onto the DPS are pre-vetted as to their general suitability.
- Lower prices/improved customer service – YPO aggregates the spend of multiple customers. This increased purchasing power helps to leverage lower pricing and drive up quality of service with the awarded supplier/provider.
- Pre-defined terms and conditions – when running further competitions, customers have the option to use YPO's call-off terms and conditions which have been accepted by awarded suppliers/providers. Alternatively, customers may use their own terms and conditions.

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## Suppliers/providers

The DPS was established with more than 40 specialist Foodservice suppliers/providers. The advantage of a DPS arrangement is that new suppliers/providers can be admitted during the term of the contract, subject to them passing the mandatory minimum selection criteria. To request the latest supplier/provider list, please email [ukfooddeal@ypo.co.uk](mailto:ukfooddeal@ypo.co.uk)

## How to use the DPS

To access the DPS, customers should complete and return the Non-Disclosure and Customer Access Agreement, which is available upon request. YPO can then pre-agree the level of support that might be required and can provide customers with further competition template documents, as well as advice and guidance to undertake a compliant further competition. There is no obligation to use these templates and customers can use their own procurement documents if preferred.

Customers can run their further competition/s with YPO's assistance utilising YPO's e-tendering system, or if preferred they can undertake the further competition themselves using their own e-tendering system. If customers undertake their own further competition YPO must be informed by emailing [ukfooddeal@ypo.co.uk](mailto:ukfooddeal@ypo.co.uk)

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

No compliant 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.

Weightings can be varied to suit the customer's requirement. The weightings that were included within the DPS tender documents are included below. YPO has suggested a price/quality weighting of 70:30, with a variance of +/- 10%.

DRIVER	APPORTIONMENT OF SCORES	
Price driven call for competition	Price	80% of overall score
	Quality	20% of overall score
Recommended	Price	70% of overall score
	Quality	30% of overall score
Quality driven call for competition	Price	60% of overall score
	Quality	40% of overall score

Customers, at their own discretion and at their own risk may decide to select alternative weightings to suit their specific requirements. Customers may also, at their own discretion select different weightings for different product categories.

YPO envisages that the quality award criteria may be made up of (but not limited to) the questions under the areas listed below:

- Quality of products
- Supplier/provider standards and certification
- Customer service and account management
- Delivery
- Social value and localism
- Innovation and added value
- Product sampling and tasting
- Customers can also set any appropriate KPI's and/or service levels within the quality award criteria.

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## Best practice information

Customers should avoid asking suppliers/providers questions that have already been asked during the establishment of the DPS. A list of these questions is available upon request to those customers who have signed the access agreement and who have confirmed they will be utilising the DPS.

When running a further competition, customers should award the contract based on the most economically advantageous response and must provide suppliers/providers with the intended evaluation methodology, including the evaluation criteria and the weightings applied to each section.

**Clarification responses, evaluation of the 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 that they undertake themselves.

Evaluation must be fair and transparent, and the methodologies used to evaluate must be consistent with those specified within the further competition documentation.

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## Term and conditions

Suppliers/providers awarded on to the DPS have agreed to and signed YPO's Establishment Agreement Terms and Conditions, which are available to customers who plan to utilise the DPS. Customers may instead use their own terms and conditions if preferred, provided these are included upfront with the further competition documents.

The call-off terms and conditions can be amended by the customer 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.

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## Contact information

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

**Steven Sefton**

Category Buyer | Food

Tel: **07980 711 132** | Email: **steven.sefton@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
- Customer may contact any suppliers/providers that need to be approached to be included onto the DPS

**STAGE 2**

NDA/Access Agreement Returned to YPO

- Following receipt of signed NDA/Access Agreement YPO may send the customer Further Competition Templates, Pricing template, List of Suppliers, Bank of Example Award Questions and a list of Questions that have already been asked at the DPS establishment stage
- 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 then 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 evaluate any additional suppliers/providers in advance of the further competition, if required
- YPO will inform the supplier/provider of the outcome and if successful, then 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, however we would suggest a period of four weeks in order to get the best result, especially if there is a long list of products or multiple delivery points
- 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 to allow suppliers time to review their letter
- A Contract Award Notice (OJEU and Contracts Finder) following any award via the DPS must be published by the customer within 30 days of the award

## Frequently asked questions

### **Is there a charge for customers or suppliers/providers to access the DPS?**

No, there is no charge to customers or suppliers/providers to access the DPS. YPO covers its costs by way of a rebate which the winning supplier/provider pays to YPO once an individual contract is awarded and is under way.

### **Is there a generic price list for products that I can look at?**

No, pricing is obtained during the further competition which will be bespoke to the customer's requirement. However, YPO also offers stocked food on around 1,000 popular grocery lines and immediate pricing is available for these products. Please contact us for more information regarding YPO stocked food.

### **Can I chat to suppliers/providers prior to running a further competition?**

Yes, customers can arrange pre-engagement with awarded suppliers/providers, prior to running a further competition to discuss potential options.

### **How long should I give suppliers/providers to tender for a further competition?**

This is at customer's discretion and depends on the complexity of the requirement. YPO would suggest four weeks so that suppliers/providers have adequate time to prepare their bids.

### **Can I use our own e-tendering system to run the further competition?**

Yes, this is fine, however customers should note that further competitions on a DPS must be run electronically.

### **Can I direct award to a supplier/provider?**

When using a DPS, customers should run a further competition. Direct award when using a DPS is non-compliant with the procurement rules.

### **How long would a contract last for?**

This is at the discretion of the customer, but it should be made clear within the further competition documents. YPO would suggest a minimum of 12 months, and three to four years is the typical length. Optional extensions can be added if this is made clear within the further competition documents.

### **What happens if I run a further competition and I'm not happy with the outcome. Do I have to award a contract?**

Customers who utilise the DPS must conduct a full further competition and this should be with the general intention of awarding a contract. The DPS was not designed for conducting a general price benchmarking exercise as narrative award questions need to be asked and evaluated by the customer. If the result of the further competition is not favourable (for example if customers can demonstrate there is no price saving to be made) then ultimately there is no obligation to award a contract.

### **Can I add my incumbent suppliers/providers to the DPS?**

Yes, new suppliers/providers who meet the requirements can apply to join the DPS at any time during the term of the contract. When running a further competition, only suppliers/providers who are awarded to the DPS at the point of publishing the documents will be invited to participate.

## Frequently asked questions

### **Do I have to stick to the procurement rules?**

Just like other routes to market, the general rules governing a DPS are included within the public sector procurement rules. Any risk that results from customers not following these rules will be borne by the customer.

### **What about social value?**

Social value was included on a generic level within the establishment of the DPS but can be expanded upon during the further competition. This will give suppliers/providers the opportunity to provide social value initiatives at a customer specific level which we believe will maximise added value for each customer.