

Better value, delivered.



User Guide | Ref No: 319\_23

# Staff Benefits

Framework Agreement



# 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 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.



### **This is an interactive PDF**

You can click on the items listed above, and they will take you to the relevant page. You can also click on **Contents** in the top right of every page and it will bring you back to this contents page.

## Overview

### **Start date**

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07.08.2023

### **Expiry date**

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06.08.2025

### **Extension(s) (if applicable)**

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1 x 24 months

### **Contracting authority (CA) call-off period**

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4 years

### **Contract notice reference number**

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319\_23

### **Corrigendum (if applicable)**

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N/A

### **Potential maximum value**

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£200,000,000

### **Rebate**

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1%

### **Geographical location(s)**

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National

# Specification and overview

**This framework offers customers a quick, simple and competitive route to procuring various Staff Benefits schemes, from individual schemes to fully managed services encompassing multiple schemes.**

All of the suppliers on this framework have been selected for their ability to provide customers with a comprehensive range of services that combine quality and value.

**The staff benefits available under the framework include:**

- Managed Services provision for Staff Benefits
- Cycle to Work Salary Sacrifice Schemes
- Financial Wellbeing Support Schemes
- Technology Products Schemes
- Leisure and Retail Discount Schemes
- Car Leasing Schemes
- Childcare Vouchers Salary Sacrifice Schemes
- Reward and Recognition Schemes

**The framework is available for use nationally by any public body in the UK including, but not limited to:**

- Schools & Academies
- Local Authority Establishments
- Police & Emergency Services
- NHS & HSC Bodies
- Central Government Departments and their agencies
- Registered Charities

## Lot structure

Lot	Description	Providers per lot	Method of call-off contracts
01	Managed Services provision	8	Direct Award or Further Competition
02	Cycle to Work Salary Sacrifice	8	Direct Award or Further Competition
03	Financial Wellbeing Support	5	Direct Award or Further Competition
04	Technology Products	9	Direct Award or Further Competition
05	Leisure and Retail Discount	7	Direct Award or Further Competition
06	Car Leasing	8	Direct Award or Further Competition
07	Childcare Vouchers	7	Direct Award or Further Competition
08	Reward and Recognition	7	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.
- Suppliers listed on the framework were assessed during the procurement process for their financial stability, track record, experience and technical and 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.

# Suppliers

**BHSF Employee Benefits Limited (BHSF OH Ltd)**

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**BlackHawk Network EMEA Ltd**

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**Cycle Solutions (Cycle to work Limited)**

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**Reward Gateway Ltd**

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**Fideliti Limited**

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**Halfords Ltd**

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**ICOM Works Limited**

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**Knowles Associates**

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**Let's Connect IT Solutions Limited**

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**Liaison Financial Services Ltd**

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**Northumbria Healthcare NHS Foundation Trust (NHS Fleet)**

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**Personal Group PLC**

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**Reward Gateway**

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**SME HCI Ltd (Vivup)**

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**Pluxee UK LTD**

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**Tuskerdirect Limited**

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## How to award/call-off

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

## Direct award

- Identify the service provider which best meets your requirements taking consideration of pricing information etc. – i.e., the service provider offering the most economically advantageous solution for your requirements
- Contact your chosen service provider direct and place your order, quoting ESPO/YPO framework 319. You will be entering into the terms in the framework agreement with this service provider
- Ensure you receive confirmation from the service provider of the quoted prices for your specific order requirements

Details of all contracts awarded above the relevant threshold should be published on Contracts Finder, including those concluded by direct award. The threshold for publishing

is £10,000 contract value for central government and £25,000 contract value for non-central government contracting authorities (including NHS trusts).

If you are considering accessing the framework in this way, then you should bear in mind that you may be asked to demonstrate that despite the absence of competition, you have secured value for money.

If you need to seek pricing information from a service provider (i.e., obtain a quotation or tender) before you are able to place an order, then you are in effect running a further competition and should do so in accordance with the rules set out below.



# Further competition (Contractual)

**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 from ESPO. Please email [resources@espo.org](mailto:resources@espo.org) to request this documentation.

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.

ESPO and YPO would suggest that customers include sufficient time for contacting all service providers within the lot or lots of your choice to allow these providers sufficient time in understanding the logistics of your activity, for example how to register on your e-tendering

portal. Please use the latest service provider matrix to ensure that the relevant contact is used for this exercise.

- 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)
- 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:**

Criterion	Percentage weightings
Price	30%
Quality	60%
Social 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

The framework terms and conditions can be obtained from YPO or ESPO via the following methods:

- Downloading from the 319 page on the ESPO website [www.espo.org](http://www.espo.org)
- Emailing your request to [hrosolutions@ypo.co.uk](mailto:hrosolutions@ypo.co.uk)

A copy of the Call-Off Terms should be included with any contract placed with a service provider on the framework. The terms should also form part of your further competition tender documentation if you are accessing the framework via this method.

# Contact information

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

Name	Danielle Exley Robinson
Job title	Category Buyer
Category	HR and People
Telephone	07972 800539
Email	<a href="mailto:HRSolutions@ypo.co.uk">HRSolutions@ypo.co.uk</a>



# Stages 1 to 4

<p><b>Stage 1</b> Initial Customer Enquiry</p>	<ul style="list-style-type: none"><li>• Customer contacts YPO for information</li><li>• YPO will send customer a copy of the User Guide, NDA and Access Agreement.</li><li>• Customer completes and returns NDA and Access Agreement.</li></ul>
<p><b>Stage 2</b> NDA/Access Agreement Returned to YPO</p>	<ul style="list-style-type: none"><li>• Following receipt of signed NDA/Access Agreement YPO may send the customer a Further Competition Template, Bank of Optional Questions, and Framework Agreement Scope.</li><li>• YPO may provide the customer with a unique reference code for the further competition, which will be referenced on all documentation.</li><li>• Customer completes the documents and sends to YPO.</li><li>• If the customer decides to undertake their own further competition YPO must be informed via e-mail</li></ul>
<p><b>Stage 3</b> Further Competition</p>	<ul style="list-style-type: none"><li>• YPO can issue further competition documents to all suppliers/providers on the framework agreement if required by the customer.</li><li>• YPO will manage any clarifications that are received from potential suppliers/ providers (customers will need to provide clarification responses).</li><li>• At the submission closing date YPO will provide customers with access to all submissions.</li><li>• Customers can then evaluate (offline) the submissions and prepare acceptance and rejection letters.</li></ul>
<p><b>Stage 4</b> Contract Award</p>	<ul style="list-style-type: none"><li>• YPO will issue the award decision documentation (acceptance and rejection letters) via YPO's e-portal.</li><li>• Optional 10-day standstill period: customers are advised to implement a voluntary standstill period of 10 days.</li><li>• 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).</li></ul>



