



VOLUME 4 - PRICE

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1. PRICING SCHEDULE

- 1.1. The maximum potential score for pricing is 30%.
- 1.2. The Supplier(s) shall be required to list all applicable costs under this Framework Agreement under the Project Catalogue within Appendix 1 Pricing Catalogue. The pricing quoted here will NOT form part of the pricing evaluation and is for information purposes only.
- 1.3. For the purposes of the evaluation process to be appointed to the Framework Agreement, the Supplier(s) shall submit pricing based on scenarios contained within Appendix 1 Pricing Catalogue. The pricing quoted here will be used for the pricing evaluation.
- 1.4. The Supplier(s) shall complete the 'Project Catalogue' tab, along with the relevant 'Lot 1' or 'Lot 2' tab, or both, depending on which Lots they are submitting responses for.
- 1.5. The pricing quoted on the Project Catalogue must be identical to the pricing quoted for the individual scenarios.
- 1.6. All prices must be exclusive of VAT.
- 1.7. Pricing quoted must include all cost and expenses for all obligations under this Framework Agreement.
- 1.8. The Authority will not pay any travel costs, unless in exceptional circumstances. This must have the prior express agreement of the Authority.
- 1.9. Schools and local authorities will use the pricing submitted by the Supplier(s) as part of their decision making process when determining their award procedure under this Framework Agreement.
- 1.10. All pricing submitted must be fixed for the first year of the Contract.
- 1.11. Once the first year of the Framework Agreement Period has elapsed (covering 01 April 2020 – 31 March 2021), the costs may be reviewed and capped at the Office for National Statistics (ONS) published headline rate for the Consumer Price Index (CPI) for the preceding January, subject to paragraph 1.6 below. Any such increase or decrease would apply from 01 April 2021 for the following year of the Agreement. This approach shall also apply for years three and four of the Framework Agreement.
- 1.12. The Supplier must absorb the first 2% of the figure published by the ONS for the CPI in the preceding January. The Authority will only meet the balance of any published amount subject to the Authority being liable for a maximum increase of 3% e.g. if the CPI for the preceding January is 9% the Authority will only pay 3% and the Supplier must absorb the remaining 6% (in effect the Supplier meets the first 2% and the last 4% of the total 9%, with the Authority meeting their maximum of 3%).

2. REBATE

- 2.1. The Supplier(s) shall be required to provide a retrospective rebate expressed as a percentage of all individual call-off contracts made under this Framework Agreement.
- 2.2. The rebate payable to the Authority shall be 2%.

- 2.3. The rebate shall be paid annually on the anniversary of the commencement of the Framework Agreement.
- 2.4. The Authority shall invoice the Supplier(s) at the end of each year for the sum due in respect of the call-off contract value in relation not only to the Authority's spend but also that disclosed by the Supplier(s) via their Management Information regarding other organisations using this Framework Agreement.

3. INVOICING AND PAYMENTS – LOT 1

- 3.1. For schools and local authorities accessing Lot 1 the Supplier is required to submit invoices yearly to the contact listed on the individual order forms.
- 3.2. Each invoice must be fully broken down to show all elements of the services which have been provided in the preceding year.
- 3.3. Where the Supplier has stipulated there are one-off set up costs, those costs should be included in the first invoice submitted and clearly identified as being set up costs.
- 3.4. The Authority will pay undisputed invoices within 30 days of receipt. In the event any invoice is disputed this period will not commence until the disputed element has been resolved. Where feasible to do so, the undisputed element of the invoice will be paid within the 30-day period.
- 3.5. The Authority has arrangements for small and medium sized enterprises to be paid within 10 days where they request earlier payment to help with their cash flow. The successful Supplier if classified as a small and medium sized enterprise can complete the application form via the Authority's website <https://www.northyorks.gov.uk/procurement-and-contract-management> > Paying out suppliers section.
- 3.6. During the lifetime of this Contract, it is highly probable that the Authority will adopt some form of a "Procure to Pay" (P2P) system which will include a requirement for electronic invoices to be directly submitted by the Supplier. In advance of the Authority adopting this approach, the Supplier must have the capability to raise electronic invoices. Any expenses of the Supplier involved in the transition to the P2P system or the submission of electronic invoices shall be met by the Supplier.

4. INVOICING AND PAYMENTS – LOT 2

- 4.1. Details of individual invoicing arrangements shall be agreed between the parties entering into the call-off contract and shall be reflected in the individual contract and order form.