



Quick Start Guide



Framework 263C_23 Issue 2

Key facts...

Framework ref: 263C_23

Start date: 09/01/2023

End date: 08/01/2025

Extension option:
Up to 08/01/2027



This framework
is available for
use nationally

Procurement and Contract Management Support for Cleaning Services

Framework scope

This ESPO framework offers access to suppliers who specialise in providing support to customers who wish to run a further competition exercise through ESPO's Total Cleaning Service Solutions framework (263_20)

These suppliers can also provide on-going or one-off contract management services to customers in relation to their existing cleaning services.

This page is intended to provide you with an overview of what is available. Please refer to the full User Guide for more information.

Who can use this Framework?

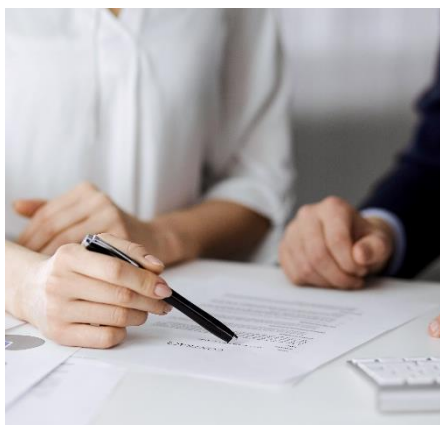
The framework is available for use nationally by any public body in the UK including, but not limited to...

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

Benefits of using this Framework

This solution is ideal for customers who require additional assistance beyond the ESPO support available. The supplier will be able to assist with:

- Gathering and documenting your requirements for your catering or cleaning service.
 - Provide advice on evaluating methodologies.
 - Support for the tender stages including site visits and interviews.
 - Conducting, or helping to conduct, the further competition process: Preparing tender documents, evaluation, and award of your competition.
 - Support to respond to any clarification questions raised in the further competition process.
 - Basic level guidance to support with the completion of the call-off terms.
 - Contract mobilisation.
- Ongoing contract management: monitoring service provider performance and KPI's, audit of the service received, cost and efficiency identification and ad-hoc advice.



Further Help or Questions?

Place Team

place@espo.org

Quote reference

ESPO framework 263C

We would like to hear your feedback on this framework and how you think we could improve it in the future.

What else can ESPO help you with?

This is one of over 200 frameworks that ESPO has established.

Full details of our framework offering are available on the ESPO website www.espo.org

You will also find a range of both catering and cleaning equipment in the ESPO Catalogue which is available as either hard copy or via our website www.espocatalogue.org

Further Help or Questions?

Place Team
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Quote reference
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Suppliers

- Assetproc Ltd
- BWA (Europe) Ltd
- Catering Consultancy Bureau Ltd
- Cohesion Consulting Ltd
- eXceeding Limited
- Invictus Partnership
- Langbrook Finance Ltd
- Larch Consulting Limited
- Merritt-Harrison Catering Consultancy
- Outsourcing Procurement Limited
- Panache Creative Ltd t/a Panache Consultancy
- PHP Law LLP
- Red Box Consultancy Services Ltd
- Space Solutions (Scotland) Limited
- STAR
- The Litmus Partnership Ltd
- WLP Consultancy Services Ltd

How to use this Framework

Step 1 - Complete the online Access and Confidentiality Agreement which can be found at Stage 2 of the 'Get Started' section on the ESPO website at the following link:

[Procurement and Contract Management Support for Cleaning Services \(espo.org\)](http://www.espo.org/Procurement%20and%20Contract%20Management%20Support%20for%20Cleaning%20Services)

Step 2 - Review the User Guide to establish whether your needs can be met by a single supplier or whether you need to conduct a Further Competition. Section 5 contains more information on how to place an order. Typically smaller, more straightforward requirements can be met by one supplier, larger, more complex requirements will require a Further Competition to achieve the best supply solution.

If you decide that a single supplier can meet your requirements based on the pricing and/or other information provided in the User Guide simply place an order with that supplier.

If you decide you need to conduct a Further Competition you may do so by seeking quotations from **all** of the suppliers that are able to meet your requirements in your particular location. More specific details on how to conduct a further competition can be found in Section 5 of the User Guide.

Please quote ESPO framework reference 263C on all correspondence.

About ESPO and our frameworks

ESPO is a local authority owned purchasing and supply consortium. It is jointly owned by the county councils of Cambridgeshire, Leicestershire, Warwickshire, Lincolnshire and Norfolk and city council of Peterborough.

We have over 40 years of experience in public sector procurement. All of our frameworks are let in full compliance with UK procurement regulations (and the EU procurement directive).

ESPO is a not for commercial profit, self-funded organisation. ESPO recovers its overheads by means of a retrospective rebate from the suppliers. The rebate levied averages less than 1% of framework turnover.

ESPO's specialist buying teams have extensive experience of providing high quality procurement solutions to the public sector on a nationwide basis.

At ESPO we use our expertise to work with our strong and varied supply chain to bring you the best value procurement solutions possible.