



**NWUPC**

North Western Universities Purchasing Consortium

*Delivering value through responsible procurement*

**January 2023**

# **NWUPC Ltd Category Group Members Pack**



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**Full Members:** Bangor University; Edge Hill University; Glyndŵr University; Harper Adams University; Keele University; Lancaster University; Liverpool Hope University; Liverpool Institute for Performing Arts (LIPA); Liverpool John Moores University; Liverpool School of Tropical Medicine; Manchester Metropolitan University; Queen's University Belfast; Royal Northern College of Music (RNCM); Staffordshire University; University of Bolton; University of Central Lancashire; University of Chester; University of Cumbria; University of Liverpool; University of Manchester; University of Salford; University of Ulster; University of Wolverhampton; University of Worcester

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## NWUPC Welcome Pack

On 1st August 2000 the Consortium was incorporated as a not for profit company owned by its full members (defined as higher education institutions). Since 2018, NWUPC has 24 full members. NWUPC also offers associate and affiliate membership opportunities for other relevant public bodies or organisations. Membership of NWUPC brings about a wide range of benefits and savings opportunities for its members.

Over the past four decades the Consortium has delivered value for money contracts, training, conferences, and other cost saving initiatives to and for its members whilst playing a leading part in the development of collaborative procurement across the HE sector. Its latest success is achieving, for the second time, the Investors in People Platinum level in 2020

## An Introduction to Category Groups

A Category Group is a 'Committee comprised of representatives from each member institution which meets to drive forward the contracting programme of the consortium and share best practice in its particular area of expertise'. Category Groups operate within the formal structure of NWUPC Ltd.

The Category Manager is responsible for working with Category Groups to establish and maintain contracts for goods and services. The 13 Category Groups are:

- Audio Visual
- Catering
- Computing
- Domestic Supplies and Services
- E-Marketplace
- Estates
- Furniture and Soft Furnishings
- Laboratory Supplies
- Library Services
- Office Solutions
- Professional Services
- Telecommunications
- Travel

The Category Group are responsible for checking which category areas are tendered and have complete ownership of the activities within their area.

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Sub-groups are selected from the Category Group as needed, to work with the Category Manager to put together the Specification and Service Level Agreement for each proposed contract which meets the requirement of all parties. All Category Group members are surveyed to establish their institution's commitment and requirements. The sub-groups are involved at each stage of the tendering process and have input to every decision. They are instrumental in the technical evaluation and operational management of contracts.

It is the responsibility of the Category Manager to coordinate tendering activities and work with the Category Groups and suppliers to ensure the best value for money and service for the members.

It is the responsibility of all Group members to ensure that information about contracts and NWUPC is distributed in their institution. It is vital to pass information from the institution to NWUPC.

The role of Membership Services Coordinator is to ensure that Category Group have the fullest support to achieve their aim of getting best value for our members.

The Membership Services Coordinator is Secretary to each Category Group.

Category Group members are nominated by their institutions. There is not a fixed term of office. It is a mark of confidence that a person is nominated to a Group, but there are also responsibilities, to disseminate information from the Group meeting in the member's institution, and to report issues in the institution back to the Group. Regular attendance is vital to ensure that the Group makes the best decisions for all members. Category Group members must be a two-way channel of communication between their institution and the Group. Members must monitor contracts once they are established to ensure the Service Level Agreements are met and report success and problems to the Group and the Category Manager.

The officers of each Group are the Chair and Deputy Chair. The Chair is elected by the Group and may serve more than one term. Deputy Chairs are also elected, with no restriction of their term of office, and may step up to become Group Chair.

The Group Chair must give each group member the opportunity to represent their views. Members may join in subgroups to assist with the tendering process or become a Category Manager liaising between the Group and a supplier. Regular review meetings with the supplier are held for every contract.

Group meetings are held twice or three times each year and meetings are rotated amongst all the member institutions. The NWUPC Central Team assists in the organisation of meetings.

The Category Group meetings are friendly, not intimidating and provide many opportunities for networking.

The terms of reference offer help and guidance for Category Group members.

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## Terms of Reference for Category Groups

1. To agree a programme of category and contracting strategies, with the NWUPC Category Manager(s) to ensure the Consortium makes best use of its purchasing power. Ensure specifications are appropriate and meet genuine requirements of members to ensure maximum appropriate commitment to agreements.
2. To draft and agree specifications that meet the genuine requirements of member institutions as well as provision of timely support and information to NWUPC Officers as required.
3. To implement a proactive approach to price management so that price increases become the exception and opportunities are sought to reduce prices.
4. To monitor and report on suppliers' performance with a view to ensure any problems are identified and addressed..
5. To report value for money benefits gained by membership of NWUPC.
6. Develop and implement marketing strategies that enable agreements and preferred suppliers to be actively promoted.
7. Produce a report on the Consortium past year's activities for the NWUPC Annual Report including usage of agreements, value for money obtained, reductions in the supplier base and members attendance at meetings.

## Membership

Category Groups will compose of representatives, nominated by NWUPC Council members, from each full member institution, a member of the Central Team responsible for contracting and the Membership Services Coordinator who will be the group's secretary. Guests and visitors can attend meetings with the agreement of the Chair. The Chair and Deputy Chair of the category group will be elected by and from its members and will normally serve a three-year term but can be re-elected by the group. The Deputy Chair can but does not have to, succeed the Chair with the Group's approval.

## Meetings

The Category Groups will meet at least once a year; the number of meetings will be agreed by the Chair and will depend on the contracting timetable. Minutes of meetings will be circulated to institutions within a reasonable period from date of the last meeting.

## Ethics

Category Groups will keep all information, including prices, terms and conditions, marketing premiums, rebates and the actions, debates and decisions during a tendering exercise.

- Not make decisions biased by personal opinions or relationships.
- Act with integrity, conducting all dealings professionally and fairly.
- Ensure promises are kept both orally and where required in writing.
- Apply our ethical principles across the supply chains impacting on HE.
- Follow the Chartered Institute of Purchasing and Supply's Ethical Code.

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## Terms of Reference for Category Group Members

1. Category Groups are the driving force in NWUPC responsible for the contracting programme and other value for money initiatives. NWUPC Council members will nominate Category Group members for their institution.
2. Category Groups will compose of a representative and deputy from each full member institution, a member of the Central Team responsible for contracting and the Membership Services Coordinator who will be the group's secretary. Guests and visitors can attend meetings with the agreement of the Chair.
3. The Chair and Deputy Chair of a Category Group will be elected by and from its full members and will normally serve a three-year term but can be re-elected by the Group. The Deputy Chair can, but does not have to, succeed the Chair with the Group's approval.
4. Group members will keep all information, including prices, terms and conditions, marketing premiums, rebates and the actions, debates and decisions during a tendering exercise and following award of contract, strictly confidential.
5. Category Group members should have responsibility for, or work in, the areas covered by the particular Category Group. Individuals may be members of more than one group.
6. Members agree and support a programme of contracting/negotiations/purchasing strategies to ensure Consortium makes best use of its purchasing power and to ensure maximum commitment to agreements in their institutions.
7. Draft and agree specifications that are appropriate and meet the genuine requirements of member institutions. Provide timely support and information as required.
8. Groups will organise themselves, via the Chair, along lines that maximise their effectiveness e.g. working groups for contracting exercises etc.
9. Monitor suppliers' performance so that suppliers who do not deliver satisfactory performance in terms of overall value for money are identified and any problems addressed.
10. Monitor and report value for money benefits gained by members of NWUPC.
11. Consider how agreements and preferred suppliers can best be marketed in their institutions and work appropriately with the Consortium Officers and Category Group members to develop and implement marketing strategies.
12. Attend all group meetings and any working groups etc. or send nominated deputies.
13. Members must understand and meet their responsibilities as defined in the Terms of Reference and CIPS Code of Conduct.

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## Terms of Reference for Category Group Chairs

1. Agree draft programme of contracting/purchasing strategies, with the NWUPC Category Manager to ensure the Consortium makes best use of its purchasing power. Ensure specifications are appropriate and meet genuine requirements of members to ensure maximum appropriate commitment to agreements.
2. Chairs will be from Full Member institutions and normally serve a three-year term they can however be elected for further terms by the Category Group.
3. Working with the NWUPC Central Team to promote the work of the Group including presentations by suppliers, training, adoption of new technologies such as e-tendering, e-procurement etc. and any other methods that provide value for member institutions.
4. Ensure that the Category Group meets its Terms of Reference and members understand and meet their responsibilities and to organise the Category Group along lines that maximise its effectiveness e.g. working groups for contracting exercises etc.
5. Working with the NWUPC Central Team to ensure Category Group members provide timely support and information for the development of programmes relating to contracting/ negotiations and purchasing strategies.
6. Working with the NWUPC Contracts Team to ensure that suppliers' performance is monitored; and to ensure that suppliers who do not deliver satisfactory performance are not recommended to members. Also, to ensure that benefits in value for money are reported at group meetings.
7. With the advice of NWUPC Category Managers implement a proactive approach to price management so that price increases become the exception and opportunities are sought to reduce prices.
8. Work with the Consortium Officers and Category Group members to develop and implement marketing strategies so that agreements and preferred suppliers can be activity promoted.
9. Working with the NWUPC Contracts Team to ensure suitable representation from each institution at meetings either by group members or by nominated deputies.
10. Write a report on the Group's past year's activities for the NWUPC Annual Report to include usage of agreements, value for money obtained, reductions in the supplier base and the Category Group representatives' attendance at meetings.
11. Should any circumstances arise that require a quick decision from the Chair be empowered to take Chair's action in consultation with the NWUPC Category Manager and/or Managing Director.

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## Terms of Reference, Heads of Procurement Group

### Role of the Heads of Procurement Group

Provide strategic leadership in the development, implementation, and sustainability of procurement amongst members.

1. To be a forum for sharing of good practice and professional development.
2. To be consulted on the annual category group plans.
3. To be informed by exception of risks or issues arising from the category groups such as delays in tendering or supplier performance and to advise on their prevention and mitigation.
4. To be informed on resources required to support NWUPC's programme of activities
5. Provide advice, support and assistance to NWUPC in the implementation of the strategy/programme of activities

### Role of Individual Members

- Attend each meeting or send a proxy
- Engage outside of the meetings via the shared email list
- Be committed to the outcomes, engage actively and be an advocate

### Communication

- Formal meetings three times a year
- Other meetings based on specific topics as required
- Emails via the shared email list

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For any enquiries or questions about any of the listed frameworks below please email [procurement@nwupc.ac.uk](mailto:procurement@nwupc.ac.uk).

### AUDIO VISUAL FRAMEWORKS

- Audio Visual Equipment and Installation Services
- Broadcast Equipment
- Photographic Equipment & Consumables

### COMPUTING FRAMEWORKS

- Apple Equipment & Services
- Data Centre Management
- Desktops & Notebooks (NDNA)
- HE Networking (HENSS)
- IT Equipment Reuse, Recycling & Disposal
- IT Related Accessories & Parts (ITRAP)
- MFD & Digital Transformation Solutions
- MFD Reprographics
- Software Licence Resellers (SLRA)
- Servers, Storage & Solutions (SSSNA)
- Shared Datacentre
- Virtual Learning Environment (VLE)
- Vulnerability Assessment & Information Services

### DOMESTIC FRAMEWORKS

- Building Cleaning
- Cleaning & Janitorial Supplies
- Cleaning Equipment - Supply and Maintenance
- Courier Services
- Deep cleaning and specialist cleaning services
- Mail Services
- Recycling Bins & Street Furniture
- Soft Furnishings
- Washroom Services including Period Dignity Solutions
- White Goods and Associated Electrical Appliances
- Window Cleaning Services

### ESTATES FRAMEWORKS

- Air Filters, Associated Products and Services
- Building Cleaning
- Building Materials, Tools & Hardware Supplies
- Cash and Valuables in Transit
- CCTV Systems and Equipment
- Doors Maintenance, Repair and Installation Services
- Drinking Water Dispensers (Supply and Distribution) and Related Services
- Electrical Vehicle Charging
- Entrance & Access Control Systems
- Fire Alarms, Detection and Suppression Systems
- Firefighting Equipment and Associated Services
- Fixed Wire (FWT) Testing
- Flexible Energy Supply
- Gas Equipment
- Grounds Maintenance EFM3140 CPC
- Lift Installation, Maintenance & Consultancy
- Mechanical, Electrical & Building Fabric Maintenance Services
- Paint and Decorating Supplies
- Personal Protection Equipment (PPE)
- Plumbing, Sanitary and Heating Equipment, Supplies and Associated Services
- Portable Appliance Testing (PAT)
- Removal and Relocation Services
- Roofing & Roof Maintenance Services
- Security Services Framework
- Signs & Signage
- Synthetic Sports Facilities
- Temporary Structures
- Total Facilities Management
- Water Quality Management
- Water, Wastewater and Ancillary Services
- Window Cleaning Services

### FURNITURE FRAMEWORKS

- Floor Coverings
- Furniture - NW
- Furniture Resue & Recycling
- Sports, Fitness & Gym
- Sustainable Furniture Solutions

### LABORATORY FRAMEWORKS

- 3D Printers, 3D Scanners
- Antibodies & Sera (and other related matrices) IRLA
- Electronic Components
- High Value Laboratory Equipment (HVLE)
- IUPC Lab Gases
- Laboratory Equipment Supply, Installation, Delivery and Post Installation Services
- Laboratory Consumables & Chemicals IRLA
- Lasers and Associated Equipment (Dynamic Purchasing System)
- Life Science Equipment
- Life Science Reagents, Kits & Consumables
- Mass Spectrometry & Chromatography Equipment
- Microscopes & Imaging Equipment
- Molecular Biology Research Services
- Veterinary Supplies

### LIBRARY FRAMEWORKS

- Books, e-books, e-textbooks, and associated services
- Library Management Systems and Associated Services
- Library Security and Self-Service Equipment, Software and Maintenance
- Serials, Periodicals and Associated Services Joint Consortia Agreement
- Serials & Periodicals

### OFFICE SUPPLIES FRAMEWORKS

- Art and Craft Materials
- Library Resources and Associated Services
- Multifunctional Devices and Digital Transformation Solutions
- Office, Computer & Library Supplies
- Paper – Print and Specialist
- Print Solutions
- Promotional Merchandise

### PROFESSIONAL SERVICES FRAMEWORKS

- Debt Recovery Services
- Education Recruitment Advertising and Resourcing Services (National) NERARS 2018
- Executive and Senior Specialist Search and Associated Recruitment Services
- Financial Services
- Global Workforce Mobility Services
- Graduation and Ceremonial Gowns, Photography and Event Services
- Insurance Brokerage Services
- Intellectual Property Rights Services
- Legal Services
- Occupational Health and Wellbeing for Students and Staff
- Temporary and Permanent (TAP) Recruitment Services

### TELECOMMUNICATIONS FRAMEWORKS

- CCS Network Services
- Data Centre Management
- Mobile Phones Ethically Sourced
- Network Equipment (Jisc)
- Shared Datacentre (Jisc/Janet)
- Telecommunications
- Telephone Purchasing Services
- Text Short Message Service (SMS) Jisc

### TRAVEL FRAMEWORKS

- Travel Management Services 2019
- Sustainable Fleet Solutions

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## Meet the Team

You can contact any of the NWUPC Team via email or telephone. Go to [nwupc.ac.uk/about/meet-the-team](http://nwupc.ac.uk/about/meet-the-team) for more information.

Via  
[Twitter](#)



## Follow us Online



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