

# NWUPC QUARTERLY

**NWUPC**

North Western Universities Purchasing Consortium

*Delivering value through responsible procurement*

**March 2023**

**NWUPC Members magazine, bringing you the latest NWUPC news, Category Group updates, framework information and upcoming events for NWUPC Members.**



# NWUPC ANNUAL CONFERENCE 2023

Wednesday 14th June 2023

**REGISTRATION  
IS NOW OPEN**

To be held in person at the  
University of Manchester

NWUPC Members can now register for the NWUPC Annual Conference which is to be held in person on Wednesday 14th June 2023 at The University of Manchester.

- Network with procurement teams from across our Member institutions
- Attend free workshops covering topics to enhance your CPD
- Visit framework suppliers at the exhibition hall.

**REGISTER  
HERE**

Whilst we continue to secure our speakers and get the programme ready, here's a taste of the seminars to be held:

## **OPENING KEYNOTE**

We will cover compliance with the Procurement Bill, Public Contracts Regulation and other updates with relevant legislation, bills & regulations.

Attracting, Upskilling & Retaining Procurement Professionals.

Covering learnings from the commercial sector, best practice and , level of skill within the profession and attracting new talent.

The Evolution of Martyn's Law with Weightmans Solicitors.

Managing Data Risk & Cyber Security in Higher Education including data protection & the Data Protection and Digital Information Bill.

The Circular Economy: Procurement models in practice delivered by a panel of speakers.

Maximising the value of Framework Agreements & Contract Management with the NWUPC Team.

Fraud in Higher Education with Weightmans Solicitors.

## **CLOSING KEYNOTE**

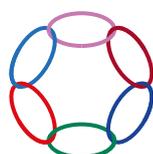
Inspiring leadership and resilience with our closing motivational speaker.

For all further enquiries contact - [conference@nwupc.ac.uk](mailto:conference@nwupc.ac.uk).

# UK Universities Purchasing Consortia Impact Statement: How Did You Benefit in 2021/22



Throughout the year, UKUPC partners, APUC; HEPCW; LUPC; NEUPC; NWUPC; SUPC; TEC; and TUCO, have continued to collaborate strongly, sharing resources and expertise to provide benefits to its members. Through this we have worked together to create the [UKUPC Annual Impact Statement for 2021-22](#).



UKUPC

## IMPACT STATEMENT

2021/22

Effective Collaborative Procurement for the HE Sector

**Here are a few highlights, but please do read more within the report:**

- Members spent £1.3BN through consortia frameworks and achieved £119M in cashable savings and £73M in non-cashable/process savings. (Savings are calculated using the HEPA Benefits Methodology)
- Members had access to over 169 agreements covering a wide range of strategic spend areas for your institution.
- Members can access 1,147 SMEs through UKUPC frameworks – SMEs make up just over 73% of our awarded suppliers across all frameworks.
- The quarterly market insight document advised members of the significant supply chain challenges across category areas and mitigating action taken.
- Responsible Procurement initiatives for members and/or framework suppliers included Developing a Carbon Reduction Plan, input into the Social Value Guidance for the HE Themes, Outcomes and Measurement Framework (HE TOMs) and identifying the impacts of the Plastics Packaging Tax on the procurement of goods and services.

Julie-Ann Garton, UKUPC Chair and Managing Director at NWUPC said:

**“Supporting our members is at the heart of UKUPC. By working in collaboration across the sector we are able to enhance the offering we provide to members in terms of knowledge, best practice, and guidance for their procurement needs.”**

For more information on UKUPC, please go to the UKUPC section of the [NWUPC website](#) or see the [UKUPC website](#). For any questions or queries about the Statement please contact NWUPC at [procurement@nwupc.ac.uk](mailto:procurement@nwupc.ac.uk).

# Why you should join a tender working party

A Tender Working Party (TWP) is the group that shapes and supports the delivery of the UK Universities Purchasing Consortia framework agreements. The individuals who make up the Tender Working Party are usually a mixture of consortia staff, HE procurement professionals and technical or specialist representatives. All have a key role to play in ensuring the delivery of efficient and effective contracts which meet the needs of our collective membership.



## For the individual:

### **Continuous Professional Development:**

As an individual, joining a TWP can either allow you to share your experience in an area you know a lot about, or enhance your continuous development by gaining experience in something new. Either way, by networking and sharing experiences with colleagues across the sector you will be improving your own knowledge whilst also assisting your own organisation.

### **Variety Of Engagement Opportunities:**

Often, TWP activity can take you away from your usual desk-based work. You could participate in site visits, support bidder Q&A sessions or undertake physical product evaluations. You will be working on the project alongside a range of people who you might not normally engage with, and together you'll fully shape and understand the way the agreement works.

### **Flexibility:**

There are various stages to any tender project, and when you step forward, you'll have the flexibility to select your favoured activities, this could be helping form the strategy, commercial assessment or taking part in evaluation. Overall, participating in a TWP can give a real sense of achievement personally and professionally.

## For the organisation:

### **Learn Best Practice:**

The main driver for HE sector frameworks is to deliver agreements that meet the needs of the organisations who use them, whilst delivering efficiencies in time, resource, and money. By sharing the expertise and knowledge from your own institution you'll be ensuring that the tender meets your own needs whilst working in a joined-up way with individuals from other organisations. Connecting professionals from both procurement and technical or specialist backgrounds gives the opportunity to learn best practice to take back into your own role.

### **Ensuring Your Needs Are Met:**

Each organisation will have their own priorities, and by participating you will ensure that wider aspects of your institutional vision are included right from the start. After the framework agreement is awarded, you'll be able to provide feedback on the agreement, making improvements and developments if needed throughout its term.

### **Professional Development Opportunities For Your Staff:**

As an employer, by participating it signals that you are responsible, helping to promote positive team working and providing development for employees beyond their current experience.

## For the category area:

We don't encourage a one size fits all approach, your experience and expertise ensures that we meet the needs of both the HE sector and the suppliers we are working with.

TWP members provide invaluable feedback on local supply markets, helping us drive forward support of and for SMEs. Additionally, your participation gives you the opportunity to engage with a wider supply base during the market engagement phase. Throughout the project you will be working to ensure the latest thinking and standards are explored, we know that a wide and varied TWP contribution brings a more measured approach to documentation, and a broader sector view on the provision of goods and services.

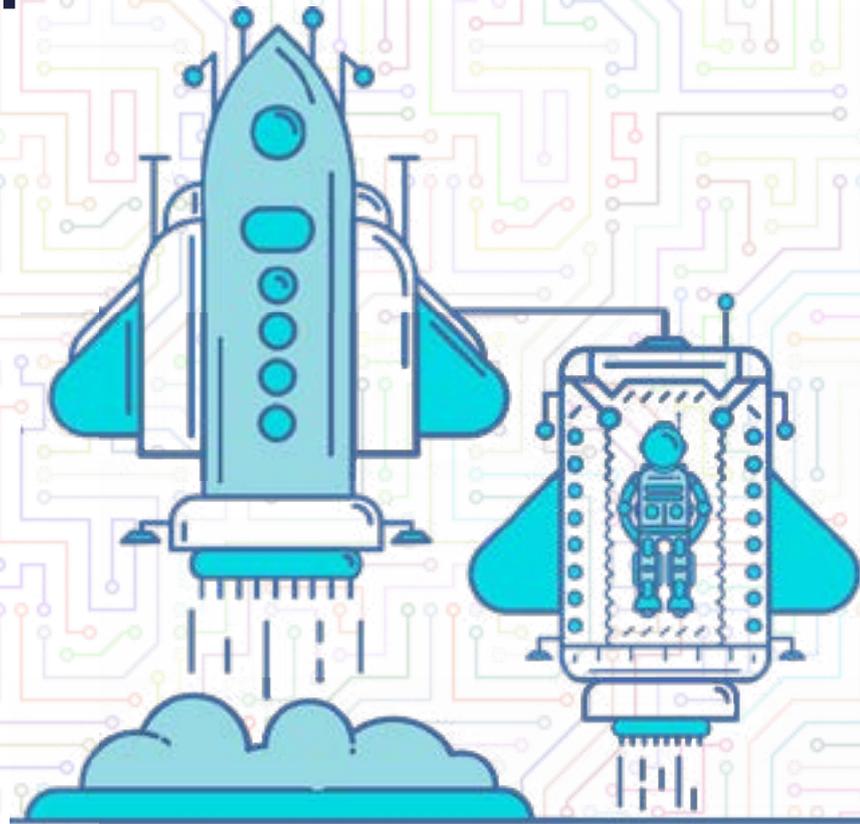
Consortia Staff will support TWP in the following ways:

- Where not known, we will clearly explain what a tender working party is and how it works
- Being transparent on timings: when the tender is planned, when we might need you and to what extent
- We will update you in advance of any key changes to the above so you can plan your work
- We will be clear on the requirements and provide you with early scope and involvement needed
- We will refer to our Terms of Reference for Tender Working Parties and share these with you
- Accountability will be made clear along with possible outcomes
- Training and information packs will be shared in advance and clarity provided where points are unclear
- We will communicate with you regularly throughout the process

If you would like to find out more about current TWP opportunities, contact us at [procurement@nwupc.ac.uk](mailto:procurement@nwupc.ac.uk). With over 100 framework agreements available to NWUPC members, there is regular activity taking place across all category areas and your time and expertise will always be welcomed.

# The Future of Procurement for the HE Sector

The world of procurement is constantly changing and evolving. To remain competitive, universities will need to keep up with new methods, updating processes, advances in technology and ensuring sustainability, innovation, diversity and inclusion is embedded throughout. Continuously re-evaluating and adjusting strategies helps to ensure that they are aligned with changing market trends and demands, and that they are effectively meeting both financial and societal goals.



## Procurement for universities is changing in several ways:

Increased focus on sustainability and environmentally-friendly procurement

Increased competition for goods and services

Greater use of technology, such as e-procurement systems and AI

Changes in laws and regulations affecting procurement processes

Greater scrutiny of procurement practices and increased accountability

**Current gaps include:**

Lack of skills and knowledge in new and emerging technologies

Resistance to change and adoption of digital processes

Limited collaboration with other departments

Limited focus on risk management and supplier diversity

Inadequate investment in procurement technology and process improvement

**To adapt and mitigate these issues, universities can:**

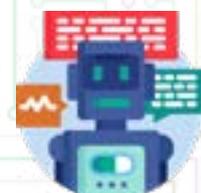
Work with your team by upskilling procurement professionals through training and development programs

Developing sustainable procurement policies and practices

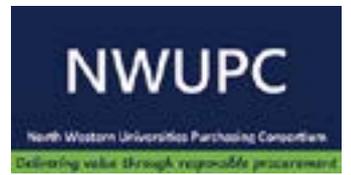
Investing in technology to streamline procurement processes, embedding risk management and supplier diversity into procurement strategies/processes

Foster relationships with suppliers to negotiate better prices and quality

Regularly review and update procurement policies and procedures to comply with legal requirements



# Contracting Activities New Frameworks



## **SERVERS, STORAGE AND SOLUTIONS NATIONAL AGREEMENT (SSSNA) FRAMEWORK**

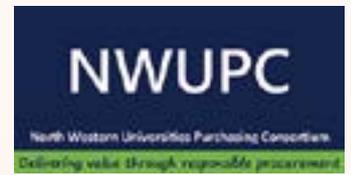


**ITS4043 SU  
LIVE - 1.02.2023**

NWUPC members can now access the re-tendered [Servers, Storage and Solutions National Agreement](#) (SSSNA) led by Southern Universities Purchasing Consortium (SUPC). This improved agreement provides a compliant and responsible route for universities to procure servers, storage and solutions, including converged infrastructure and end to end solutions. Offering a cost-effective procurement option with access to a wide range of reputable suppliers, SUPC expects over £250m in university and public sector spend throughout the four-year framework.

The agreement will run from 1st February 2023 until 31st January 2025, with the option to extend by a further 2 years. The agreement is open to all NWUPC members, as well as those from the following consortia: APUC, HEPCW, LUPC, NEUPC and SUPC. Full agreement details including how to use the agreement are available through the [HE Contracts Database](#).

# Contracting Activities New Frameworks



## Key benefits of using the Servers Storage and Solutions National Agreement:

- Open book pricing, offering transparency
- A wider choice of suppliers to allow for improved competition at call-off
- An easy and compliant route to market for participating organisations
- User guides, support, and templates.

## The main changes from the previous agreement include:

- New OEM suppliers, NEC and Pure Storage who are new to SSSNA and SUPC, offering alternative solutions and different design approaches
- Increased competition and innovation on Lot 5
- Quarterly supply chain reporting in terms of workers rights, in collaboration with Electronics Watch
- Improved warranty terms: Standard is 5 years (as opposed to 3 years), options to increase up to 7 years.

## How has sustainability, equality and diversity been considered as part of the tender?

- Sustainability is of key concern to the HE sector and our suppliers are encouraged to operate and promote sustainable practices.
- Suppliers are evaluated in terms of their approach to:
  - Modern Slavery and ethical treatment of workers in their supply chain
  - Supply chain strategies for ethical raw material sourcing
  - Compliance to WEEE regulations and reporting
  - Design strategies to facilitate reuse, recycling and recovery of materials
  - Carbon reporting

For further information on the framework and suppliers including contact details, there is a detailed User Guide available on [HE Contracts](#). For further questions or enquiries contact [Mary Onabanjo](#), NWUPC's Computing Category Manager or call on 0161 234 8005.

# Contracting Activities



If you have any questions about any of the UKUPC Frameworks please contact [procurement@nwupc.ac.uk](mailto:procurement@nwupc.ac.uk).

## AUDIO VISUAL

### **Audio Visual Equipment and Installation Services - AVI3084 NW**

The Current agreement has now been extended to its final year, and is due to expire on 29/2/24. All suppliers have signed and returned the extension letter. The strategy for the retender of the replacement framework is intended to begin in the summer of 2023. Tender Working Party interest should be emailed to [Mary Onabanjo](mailto:Mary.Onabanjo).

### **Broadcasting Equipment and Integration Services - AVI3120 NW**

ITT Documents are currently under review by the Tender Working Party for finalisation. Indicative ITT Publish date is due for mid-March subject to ITT documents approval.

### **Photographic Equipment and Consumables - AVI3125 NW**

A Tender Working Party participation request has been issue to members and counterparts at partner consortia to share with a deadline to return of 10/3/23.

Any Tender Working Party Interest should be emailed to [Mary Onabanjo](mailto:Mary.Onabanjo). Indicative dates for strategy and research to begin is mid-march following the issuing of the Broadcasting Equipment and Integration Services ITT.

## COMPUTING

### **IT Related Accessories & Parts (ITRAP)- ITS4041 SU**

This framework has been extended to its final year and is due to expire on 02/2/24. Extension letters have been added to HE Contracts.

### **IT Equipment Reuse, Recycling and Disposal**

All 3 suppliers on the framework have now achieved their ADISA 8.0 Standard and certification following the withdrawal of ADISA 7.0. Further details on the new standards and compliance measures and level involved can be found on HE Contracts under the document – ADISA ICT Asset Recovery Standard 8.0.

Collections under the framework will default to DIAL Rating 1 as this currently aligns with the standard offering specified by the agreement. Members are advised to run a further competition if collections have a requirement for DIAL rating 2 or 3.

## DOMESTICS

### **Cleaning Equipment - JAN3075 NW**

An extension is to be put in place to bring this agreement in line with the Cleaning and Janitorial framework, with an expiry date of 31/3/24.

## ESTATES

### **Facilities Supplies – NWUPC**

Work has now begun on the ITT documents; it is anticipated that this agreement will have a publish date of late March 2023. More details will follow shortly.

## FURNITURE

### Furniture - FFE3103 NW

This agreement is in the process of being retendered. The lot structure will mirror that of the current agreement and the agreement will be live in line with the expiration of the current agreement. Information on awarded suppliers will be shared with members as soon as appropriate.

## LABORATORY

### Electronic Components - MAI3130 NW

The agreement has been extended into its final year, and is due to expire on 31/12/23. Work on the retender will commence in the coming months.

### High Value Laboratory Equipment (HVLE) - LAB3123 NW

Work is well underway on the retender of this agreement which is due to expire on 31/7/23. The new agreement will continue in a framework format. There will be a revised lotting structure, with the number of lots reduced from 21 down to 5 or 6 lots.

### Life Sciences Reagents, Kits & Consumables - LAB2009 NE

The existing agreement is due to expire on 31/12/23. However, this framework is one of four Life Science related agreements that will be combined to create a new agreement entitled Life Sciences Equipment, Materials & Services. The new agreement is currently being finalised with a target commencement date of 9/3/23. The four existing agreements that will be amalgamated are Antibodies & Sera and other matrices LAB4042 SU, Molecular Biology Research Services LAB2002 NE, Life Science Equipment LAB5054 LU, Life Science Reagents, Kits and Consumables LAB2009NE.

## LABORATORY

### Laboratory Consumables & Chemicals IRLA - LAB4040 SU

This agreement has been extended into its final year and is due to expire on 01/9/23. Work on the retender is due to commence in March when the first Tender Working Party meeting will take place.

### Lasers and Associated Equipment (Dynamic Purchasing System) LAB1022 AP

The DPS is due to expire on 31/7/23 and work on the re-let is currently at the research stage, with consideration being given as to whether this should be retendered as a framework rather than a DPS.

## LIBRARY

### Library Equipment, Software & Maintenance LIB1021 AP

This framework is about to enter the evaluation stage. Further details to follow.

### Serials, Periodicals And Associated Services Joint Consortia Agreement - LIB4038 SU

This framework will be extended until the end of June 2023. With the new iteration - LIB4054 SU - close to having its strategy signed off.

## OFFICE SOLUTIONS

### **Paper Print & Specialist - OFF3137 NW**

This framework will be amalgamated into the renewal of the Office Framework. Pricing pressures are still prevalent and price increase requests have been received for implementation in November 2023.

### **Print Solutions - PRI3070 NW**

Has been extended until the end of June 2023. The new iteration - Print Solutions PRI 3173 NW, is currently having DPS documents assessed and all previous documentation is being reviewed.

### **Promotional Merchandise - OFF3128 NW**

Has been extended until the end of April 2023 with the new iteration - OFF3174 NW - currently under evaluation. This will go into moderation in early March 2023.

## PROFESSIONAL SERVICES

### **HR, Payroll & Employee Screening - PFB3153 CPC**

This agreement has been extended to accommodate the retender process, but please note that the HR/Payroll lot has not been extended. Should anyone be able to support the retender through participation in the Tender Working Party, please contact [Sarah Dye](#).

### **Temporary and Permanent Recruitment (TAP) - PFB4037SU**

The agreement is in the process of being retendered. It is anticipated that the agreement will be live in line with the expiration of the current agreement but, should there be any slight delay, this will be bridged by an extension of the current agreement.

## PROFESSIONAL SERVICES

### **Student Management Systems - ITS1050 AP**

The user guide for the new iteration of this agreement is now available on [HEContracts](#).

## TRAVEL

### **Fleet Solutions Sustainable - VEH3137 NW**

Lots 1,2 and 3 were launched in October 2022 with Lot 4, Salary Sacrifice, launched in December 2022

### **Travel Management Services - PFB4039**

This framework is currently at the strategy forming stage with the Tender Working Party.

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North Western Universities Purchasing Consortium  
Driving value through responsible procurement

# Category Group and Membership Update



The beginning of the year 2023 saw some changes to the Category Group Meetings as Sarabjoth Singh returned from maternity leave having had a baby girl in July 2022, we thanked Judith Hoyle who completed her secondment at NWUPC but no doubt we will be seeing her at the regional TUCO meetings.

## Libraries Category Group

This was our first meeting of 2023 and it was very well attended by the group and brilliantly chaired by Sarah Wright from Lancaster University, amongst the many discussions held the group shared their experiences with suppliers and swapping systems/tools. They also used the meeting to give institutional updates, a common theme which we saw was the increase in reading for pleasure and utilisation of libraries for more than just renting books. Dave Yates presented a framework update and welcomed any queries/complaints to be passed onto him, as always showing his support and service to the membership.

## Computer Category Group

Unfortunately, our in-person meeting had to be cancelled due to a lack of attendance from the group and so was reverted to MS Teams, the meeting was filled with dialogue from shared experiences to advice and we were lucky to have two presentations from Rapid IT and Protech. The group asked lots of questions to each supplier and it was a great opportunity to see what how the suppliers could support the membership. The group welcomed Gareth Hughes who is Worcester's' new representative and Mary Onabanjo, the Category Manager delivered framework updates along with group chair Matt Storey, the duo also updated the group on the supplier review meetings which were held at the back end of 2022 and discussed contracts which were up for renewal.

## Domestic Category Group

What a wonderful meeting to wrap up the first month of 2023, the meeting was ably chaired by Emily Taylor and supported by Rich Yoxhall. Laura Hills provided an update on frameworks, which led nicely into a roundtable discussion with plenty of updates from all present. It also brought to light the ageing workforce within domestics and facilities, which could be a reason why suppliers are finding it difficult to provide resource. Following on from this we had a lovely lunch hosted by Wray Bros, a presentation on sustainable and innovative products and a tour of the Wray Bros studios. Thank you to Mark and everyone at Wray Bros once again. Take a look for yourself at what we got up to in our [short video posted on LinkedIn!](#)

## AV Category Group

Another meeting which was switched to MS Teams, this time due to UCC strikes, it was chaired wonderfully by David Neal. Mary Onabanjo delivered the framework update, with many frameworks up for reiteration, there was a call for volunteers for Tender Working Parties. We also had a presentation from Richard Sullivan at Aver Cameras, the group discussed LED panels and digital display walls, equipment renewal cycles and gave institutional updates. Overall a very well attended and informative meeting.

# Category Group and Membership Update

## Estates Category Group

David Morris chaired the meeting and welcomed the new category manager Laura Hills who very ably delivered the framework update, again many of the frameworks were up for reiteration and a new super framework is being prepared which the group are looking forward to. The group discussed a new law is coming into place called Martyn's Law, which has been formed because of the Manchester Arena bombing in 2017, to ensure stronger protections against terrorism in public places. The group also discussed their appetite for future presentations and face-to-face meetings.

## Laboratory Category Group

Originally supposed to be held at Staffordshire University, this meeting was held online via MS Teams and skilfully chaired by Victoria Talbot with Lisa Blackburn giving framework updates including the HVLE and Life Sciences frameworks which will see new lotting amongst other changes in the new iterations. The group discussed Health and Safety lab software and risk assessment procedure and the appetite for it within a framework and also the University Green Scheme, their experiences and complications with using it from a risk and compliance perspective. The meeting was very successful and the group decided that hosting an in-person meeting once a year was necessary, it looks like this will be the Summer meeting at University of Salford in May.

Sarabjoth Singh  
Membership Services Coordinator

## Summer Term Category Group Meetings

**Domestic Category Group Meeting -  
Tuesday 2nd May at Liverpool Hope University**

**Computer Category Group Meeting -  
Friday 5th May at The University of Liverpool**

**Estates Category Group Meeting -  
Wednesday 10th May at TBC Online/In Person**

**Laboratory Category Group Meeting -  
Wednesday 24th May at Salford University**

**Office Solutions Category Group Meeting -  
Friday 9th June to be held Online**

**NWUPC Ltd Heads of Procurement Category Group Meeting -  
Tuesday 20th June to be held Online**

**Audio Visual Category Group Meeting -  
Wednesday 21st June at Keele University**

**Telecommunications Category Group Meeting -  
Friday 23rd June to be held Online**

**Library Services Category Group Meeting -  
Tuesday 4th July to be held Online**

# Meet the Team at NWUPC

## Daneille Guthrie joined NWUPC in October 2022 as our new Membership Engagement Manager

Delivering value through responsible procurement

### Hi Dee, could you let us know little bit about your journey before joining NWUPC?

I worked in the events industry mainly in sport, major events and corporate such as IAAF World Championships 2017, at Etihad Stadium and Commonwealth Games 2022. During the pandemic, I moved into digital events, communications and marketing.

### Which aspects of your new role are you excited about and what are you most looking forward to?

There's a lot of exciting projects either started or planned when I first joined such as developing our new website, planning our annual conference and membership engagement opportunities now we can meet again in person. So it's been great getting involved right as these projects are getting rolled out.

### What do you think are the future opportunities and challenges within NWUPC?

It's been a challenge trying to move to in-person meetings however I also see this as an opportunity to review and improve the way we currently do things.



### What's your most-used productivity hack?

Asana, a project management tool and also, I can't go too wrong with a trusted notebook and pen.

### What motivates you to come to work each day?

I am constantly learning something new!

### A fun fact about me that you might not know is..

*I won a sports car on a raffle at a supermarket, aged 8. No, I can't raffle myself at that age but I'm sorry (not sorry), if my Mom put my name on it, it was mine!*

### What would your perfect weekend consist of?

Live music, a beach and Piña coladas.

### What three items would you take with you to a deserted island?

A bible, wine & a satellite phone.

If you need to contact Daneille or any of the NWUPC Team just go to our [Meet the Team](#) page for contact details.

# Upcoming CPD Programme - free for NWUPC Members



NWUPC is delighted to announce that following requests from our membership we have decided to bring back our popular CPD Programme which will be provided as a member benefit and therefore free of charge to NWUPC members.

As the public procurement environment is on course for huge changes over the next twelve months with a new Public Procurement Act on it's way it is vital that we have the support structure there for our members. This is intended as the foundation for us to ensure that NWUPC members have all the information, knowledge and learning and development at their fingertips to help them to navigate regulated procurement today and in the future.

We are starting off our programme with three courses aimed at those who are new into the world of HE procurement, have it as part of their role or would like a refresher. The courses will be delivered online to minimise travel costs for members and will be in partnership with Achilles.



## **Introduction to Regulated Procurement**

**When – Wednesday 26th April 2023 - Full day course**

**Where – Online**

The course is designed to provide delegates with a clear and grounded understanding of the basics of regulated procurement legislation. The training identifies key issues that should be considered when undertaking any regulated procurement process, from identification of need and pre-procurement engagement to award and consequences of supplier challenge.

## Specification Writing

**When – Wednesday 3rd May 2023 - Half day course**

**Where – Online**

Our practical course will equip delegates with the knowledge and tools to effectively design and draft appropriate specifications. Delegates will be able to draft specifications in a clear, complete and accurate manner and to evaluate when to use specifications that are performance based and market focused and when to use prescriptive specifications and standards without distorting competition and encouraging innovation.

## Selection and Award & Tender Evaluation

**When – Thursday 11th May 2023 - Three quarter day course**

**Where – Online**

At the end of the course delegates will have a greater understanding of the fundamental differences between the selection and award stages and how the rules imposed by the legislation may be applied compliantly and the risks involved. Delegates will be equipped with the skills, understanding and confidence to facilitate, and deliver a robust, compliant and effective evaluation. Delegates will understand the methodical approaches to evaluation, how to score and award to the Most Economical Advantageous Tender (MEAT).

Information on booking onto these free of charge courses will be available [on the NWUPC website](#).

**If you have any upcoming events, webinars or training sessions that you would like to make NWUPC Members aware of please contact [David McIntyre](#), NWUPC's Communications Officer.**