

# NWUPC e-Bulletin February 2022

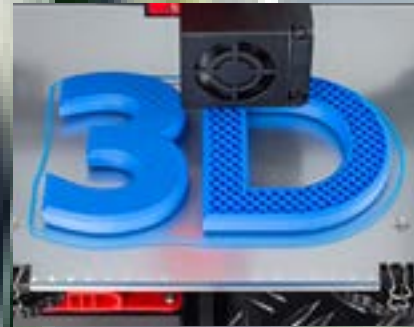


**A monthly round up of NWUPC news, with Category Group updates, framework information and upcoming events for NWUPC Members.**



## **Contracting Activities and Category Updates**

Keep up to date with all the current events in the world of Consortia Contracting and NWUPC's upcoming Category Group meetings for this term



## **New framework launched from APUC**

NWUPC members can now access the APUC led Dynamic Purchasing System for 3D Printers, 3D Scanners and Associated Equipment



## **Upcoming activities and Webinars**

Find upcoming Webinars and events along with training opportunities for NWUPC Members



# Induction and Refresher Session

9th March 2022 @2pm

NWUPC Ltd want to ensure that all stakeholders are given the opportunity to understand our company, our values and our strategic aims. Covering all aspects of NWUPC on Wednesday 9th of March we hope to give you a more rounded experience of who we are as a company, how using NWUPC can benefit you and your institution, and an overview of our Framework Agreements. [Join us online](#) for an interactive overview of the benefits and services available through NWUPC. This session will be great for new members and a useful refresher for existing members, we'll cover:

#### Overview of NWUPC Ltd

- Brief History of NWUPC
- Company Structure
- Vision, aims & objectives
- Values

#### Communications

- Website – Registrations
- Newsletters, EConnect
- Twitter, LinkedIn

#### National Collaboration

- UKUPC
- JCG
- National Comms
- National Systems

#### Overview of Framework Agreements

- Framework Agreement
- Suppliers
- Award process/Retender
- Tender working Party
- HEC

#### Category Group process and information

- Category Groups
- Terms of Reference of Category Group
- Terms of Reference of Category Group Members
- Members Pack
- Meetings: Structure/Composition, Aims
- Meeting Schedule/Venue

Our next induction session will be held on:  
**Wednesday 9th of March from 10am – 11am** [you can register here.](#)

The event is FREE and open to any university staff member involved in purchasing through NWUPC frameworks. At the session there will also be the opportunity to [meet members of the NWUPC team](#). Please inform any colleagues who are new to your institution and you feel will benefit from attending.

# Contracting Activities

The first agreement of the new calendar year is in place and we are in the evaluation stage of the second. We are in the strategy and planning stages of four others including one new estates area, Building Repairs and Maintenance which takes us to the end of the academic year.

Price increases are coming in across all categories, but particularly goods such as domestics and office supplies. It is always our aim to deliver value and as such to mitigate any increases. We have a robust process in place to challenge the suppliers. We keep abreast of market trends so we know issues with raw materials and we do ask for detailed evidence of the increases from their suppliers. We take some of this information down to line level. We will also have conversations about switching products to get better value alternatives. We also have a detailed process internally where Category Managers are required to produce a Commercial Recommendation Report outlining all the action taken to mitigate the increase, reductions in prices, evidence etc..before a decision is made.

Helen Dodd-Williams  
Head of Strategic Procurement

## NWUPC Led Agreements

### DOMESTICS

#### Cleaning Equipment Supply and Maintenance - JAN3075 NW

The final renewal for the last 12 months of the framework is to go ahead for both lots 1 and 2 with all suppliers invited to renew. There has been no spend on Lot 2 but the lot is being kept as a potential requirement for a further 12 months. The final expiry date will be 28th February 2023. Please contact [Matthew Porter](#) for further information.

### FURNITURE

#### Residential Textiles, Student Starter Packs and Window Coverings - FFE3177 NW

The retender of the soft furnishings agreement is currently in evaluation. The agreement will be awarded and go live in line with the expiration of the current agreement at the end of February 2022. The main difference in the new agreement is the regionalisation of the window coverings element. Please contact [Matthew Porter](#) for further information on this framework.

## OFFICE SOLUTIONS

### Print Solutions - PRI3070 NW

This framework concludes at the end of June 2022. The next iteration is being worked on with the proposed strategy almost completed, and it is planned that this will be operated as a DPS agreement. If you have an enquiry about this framework please contact [David Yates](#).

### Promotional Merchandise - OFF3128 NW

This agreement expires at the end of February 2022, but will be extended into its final year. For further information please contact [David Yates](#).

## TRAVEL

### Vehicle Hire, Car Club and Leasing - VEH3085 NW

This framework will expire on the 31st March 2022, progress is being made on the tender for the new iteration, which is looking to go out to tender as soon as possible to be awarded in summer 2022. For further enquiries please contact [David Yates](#).





## Other Consortia led agreements

### COMPUTING

#### Data Centre Management Equipment and Infrastructure - NEUPC

An extension has been agreed to this agreement, this is the first permissible extension of 1 year taking the expiry date to 12th January 2023. For further information please contact [Paula Lister](#).

#### Desktops and Notebooks (NDNA) - LUPC

The contract notice and ITT were issued for this framework on 18th January 2022, with a submission date of 8th March 2022. The award is scheduled for 20th June 2022 with a launch date of 1st August 2022. For further information please contact [Paula Lister](#).

#### Servers, Storage & Solutions National Agreement (SSSNA) - SUPC

The selection questionnaire has been completed, and the award stage of the tender has commenced. Submissions are due by 14th March 2022, with a proposed commencement date of 1st July 2022. For further information please contact [Paula Lister](#).

### FURNITURE

#### Sustainable Furniture Solutions - NEUPC

The standstill period for this framework has been completed in the last week of January 2022. Further information will be provided with the full list of suppliers in the near future along with information surrounding how to call off the framework. For any about this framework please contact [Matthew Porter](#).

### LABORATORY

#### Microscopes and Imaging Equipment - APUC

Work is ongoing on the development of the successor agreement to this framework. Further information on the agreed approach will be shared with the relevant groups when approved by the tender working party. For further enquiries please contact [Sarah Dye](#).

### LIBRARY

#### Serials & Periodicals - SUPC

This agreement has been extended into its final year and now has a finish date of April 2023. Work will start on the retender in April 2022. Contact [David Yates](#) for further information.

### PROFESSIONAL SERVICES

#### Ceremonial Gown and Photography Services - LUPC

The strategy has been distributed to the tender working party with the documentation to be shared with the group for review imminently. Contact [Sarah Dye](#) for further information.

#### Executive and Senior Strategic Search and Recruitment Services - APUC

Work is ongoing towards the development of the successor agreement. Further information on the approach is to be agreed and will be shared with the relevant groups after being approved by the tender working party. For further enquiries on this framework please contact [Sarah Dye](#).

### TRAVEL

#### Travel Management Services - SUPC

This framework runs until August 2022, but the framework lead has already indicated to the suppliers that this is highly likely to be extended into a final year, which will allow the travel industry to recover the ground lost during COVID-19. For further enquiries please contact [David Yates](#).



# Contracting Activities New Frameworks

## 3D Printers, 3D Scanners and Associated Equipment Dynamic Purchasing System

NWUPC members can now access the APUC led [Dynamic Purchasing System for 3D Printers, 3D Scanners and Associated Equipment](#). The DPS is open to members of APUC, HEPCW, LUPC, NEUPC, NWUPC and SUPC. This agreement started on the 10th January 2022 and will run for two years with two twelve-month extension periods available.



#### Launch brochure/webinar and interactive video:

As part of the launch of this agreement a webinar was held for members. Whilst the recording isn't available you can access a PDF brochure which you can download here.

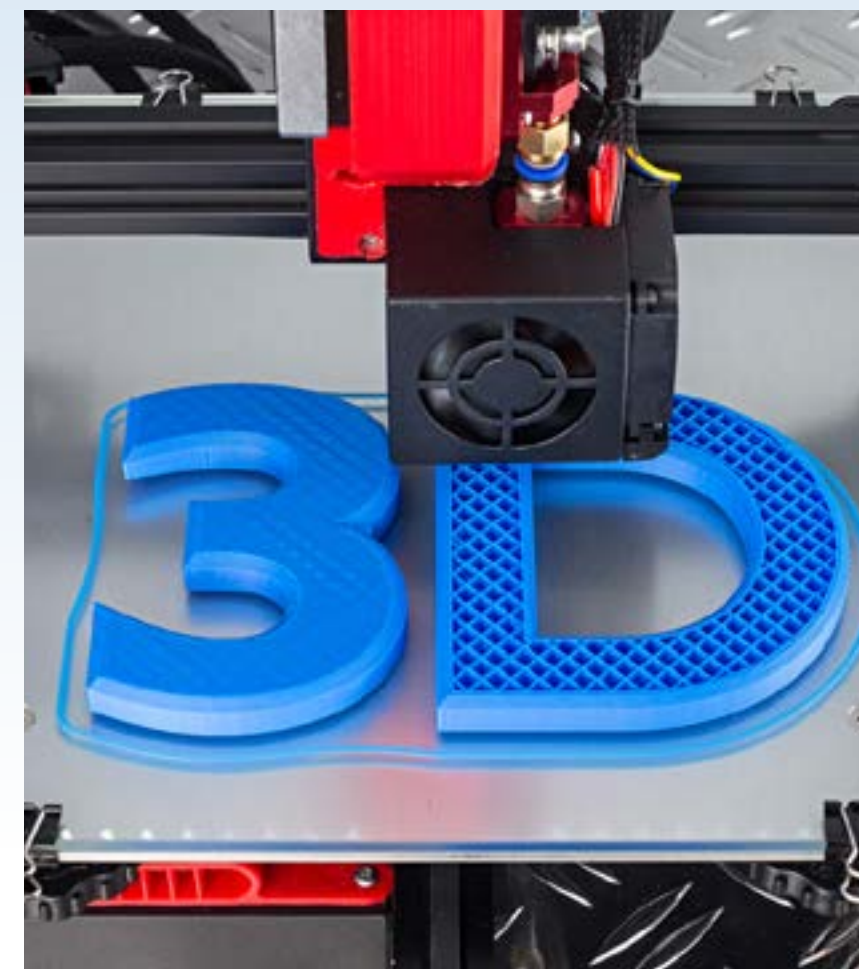
You can also access an interactive video to the left or [use this link](#). Please use the arrows to move through to the next section or click directly on the required section of the video.

#### What is a Dynamic Purchasing System?

A Dynamic Purchasing System (DPS) is a completely electronic system used by a Contracting Authority (buyer) to purchase commonly used goods, works or services. Unlike a traditional framework, suppliers can apply to join at any time, so please check the up-to-date list of suppliers prior to conducting a call-off. You can invite suppliers to apply to join the DPS through [Public Contracts Scotland](#) – Tender under PPQ code PPQ\_5667. A guidance document for prospective suppliers is available in Appendix I. Institutions are encouraged to share this document with suppliers they are encouraging to join this DPS.

#### Scope of the DPS:

The scope includes: stereolithography printers, fused deposition modelling printers, selective laser sintering printers, polyJet printers, digital light processing printers, multi-jet fusion printers, direct metal laser sintering printers, electron beam melting printers, structured light scanners, laser scanners, LIDAR and associated accessories, software, and support/servicing.





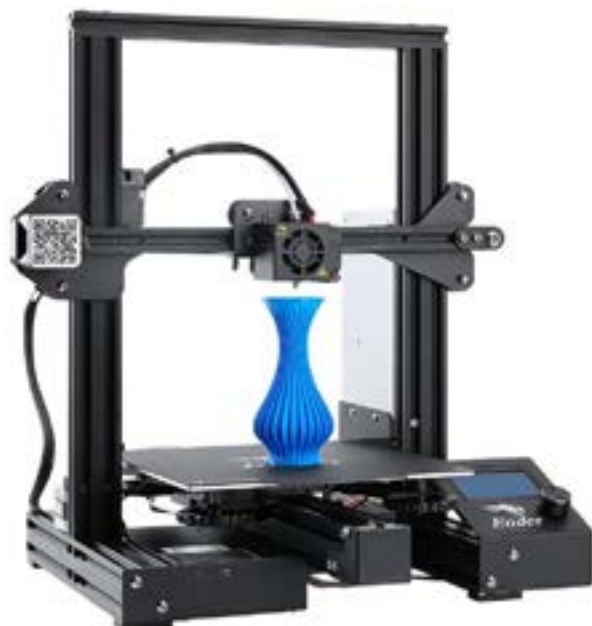
# Contracting Activities New Frameworks



## 3D Printers, 3D Scanners and Associated Equipment Dynamic Purchasing System

### Framework suppliers (appointed to the DPS at the point of issuing this communication are):

- Abergower Ltd
- Additive-X Ltd (formerly Express Group Ltd)
- Central Scanning Ltd
- Concurrent Design Ltd
- CREAT3D Ltd
- CREATE Education Project Ltd
- Instant Makr Ltd
- RS Components Ltd
- TechSoft UK Ltd



### This DPS offers the following benefits:

- Reduction in administrative costs and efforts
- A pre-completed and compliant route to market providing a vehicle to centralise procurement spend
- Mitigation of procurement risk surrounding EU Procurement
- Provides flexibility to Institutions to determine specific requirements of call-off contracts in line with the DPS specification
- Effective reporting mechanism to obtain accurate, timely and relevant management information
- Corporate Social Responsibility – adherence to minimum standards
- Pre-defined and agreed terms and conditions
- Shared risk and management of contractors

### How do I call-off?

The DPS operates through a two-stage process, stage one is prequalification to be admitted to the DPS and this is conducted by APUC. Stage two is the award of individual contracts. Call-off is therefore by mini-competition only.

There is a detailed [User Guide on HEContracts](#) with information on how to conduct a call-off including suggested tender questions and evaluation criteria available for your use.

For any questions or queries about this framework please contact [Sarah Dye](#), NWUPC Laboratories Category Manager or call on 0161 234 8016.

# Category Group and Membership Update

What a brilliant start to the year it has been hosting the winter term category group meetings. As someone who is brand new to the role, I was both nervous and excited to dive in. Although we did expect to start some face to face meetings, for now we will continue using MS Teams for our category meetings. At NWUPC Ltd we have gradually started to ease back into our new offices and although it seems a little strange after almost two years, there is something quite nice about sitting across the room from someone and having a conversation, rather than having it over a screen.

The category group meetings are coming in thick and fast, and it has been amazing getting to know all the members and the groups, below is a brief roundup of meetings that have taken place so far this term.

### Libraries Category Group Meeting

The Libraries Category Group met on Wednesday 21st January 2022, the meeting was chaired by the wonderful Sarah Wright (Edge Hill University) and supported by Denise Minde (Liverpool John Moores University). The group used the meeting to share experiences and updates from within their institutions, with lots of feedback and discussions regarding systems and supplier changes, framework access and change in student behaviour. A key part of the meeting was the very informative presentation given by EBSCO which was taken very well by all group members. Dave Yates (NWUPC) provided contract updates/spend on the Libraries frameworks. Group members agreed they would benefit from a webinar with Browns Books, which is taking place on March 8th 2022. You can find [further details and sign up here](#).

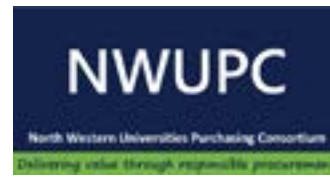
### Computing Category Group Meeting

The Computing Category Group met on Friday 28th January 2022, the meeting was ably chaired by Matt Storey (Lancaster University) and all attending were in good spirits to reunite, although would have preferred an in-person meeting. The group gave feedback and thanked NWUPC for the Apple webinar which took place at the back end of last year. There was much excitement towards the new IT Reuse Recycling and Disposal Framework with lots of members showing interest and sharing previous experiences with such services. The group spoke in detail of the supply chain delays that are ongoing, anti-theft software and supplier services amongst other things. Paula Lister (NWUPC) gave a well-informed update of the goings on at NWUPC, including framework and spend updates.

I look forward to all that's to come with the rest of this terms category group meetings and would like to take this opportunity to thank each member that I have had the pleasure of working with and am yet to work with for their continued support, commitment and expertise in the group meetings. I hope you find them as enjoyable and informative as we do at NWUPC.

Sarabjoth K Singh  
Membership Services Co-Ordinator

# Upcoming Category Group Meetings



Laboratory Category Group Meeting - Wednesday 2nd March 2022

Office Solutions Category Group Meeting - Friday 11th March 2022

Furniture Category Group Meeting - Friday 18th March 2022

Telecommunications Category Group Meeting - Friday 25th March 2022

Professional Services Category Group Meeting - Tuesday 29th March 2022

E-Market Place Category Group Meeting - Wednesday 6th April 2022

## UKUPC Led Events



### Addressing and Mitigating Supply Risks Webinar

On the 25th January NWUPC Members joined Peter Smith MA FCIPS FRSA for the third UKUPC webinar brought to you by NEUPC. The session on 'Addressing and Mitigating Supply Risks in Challenging Times' was a big hit and there were some very interesting and informative points raised by Peter and questions from the audience.

The 90-minute session covered a range of current challenges that many procurement people and functions are facing including:

- Inflation, price, and commercial challenges
- Supply availability and supply chain resilience
- Reputational risk and environmental impact

With the procurement industry seeing more supply disruptions and shortages than we have for decades. Meanwhile, inflation is taking off, which brings challenges to everyone, but particularly for organisations where revenue and budgets are also being squeezed.

The webinar provided practical ideas in terms of managing cost, value and risk, with thoughts on how "procurement with purpose" can be meaningful and positive for any organisation. Peter also covered steps that procurement professionals can take away to help their organisations through these unique times. You can watch the session by clicking on the video above or going to [our website](#).



The next UKUPC webinar is due to be held in late March by APUC. Full details of this session and how to sign up will be sent out shortly.



# Meet the Team at NWUPC



Sarabjoth K Singh is NWUPC's Membership Services Coordinator. We had a chat so we could get to know Sarab a bit better and to introduce her to our Members.

Hi Sarabjoth, please could you let us know little bit about yourself and your work background before joining us at NWUPC

Hi all, I am Sarabjoth Singh born and raised in Manchester and quite proud of that fact. I am a practising Sikh woman and graduated from the University of Salford with a BA (Hons) in English and Film Studies and have an MA (Hons) in Film Screenwriting. I have a range of experience but mainly working in the educational environment in secondary school as a Learning Support Mentor, Trainee Teacher and Pastoral Manager. I enjoy travelling and exploring the outdoors with my husband and 1 year old son. I have my own photography business (13 Aarta) and am in the process of setting up a second business called Togh's Toybox which will specialise in Sikh educational toys, to promote the Punjabi language and Sikh identity.



Which aspects of the role are you excited about and what are you most looking forward to?

I am most excited about the meetings in this role and level of communication. As an extremely sociable person this role screamed excitement, especially because we have been cooped up for the last 2 years with Covid.

What has surprised you about the job in the first few weeks?

I am surprised at how genuine and kind people are at the NWUPC, everyone is willing to help and support in any way they can. There is a real tight-knit family like environment which makes working here really rewarding.

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

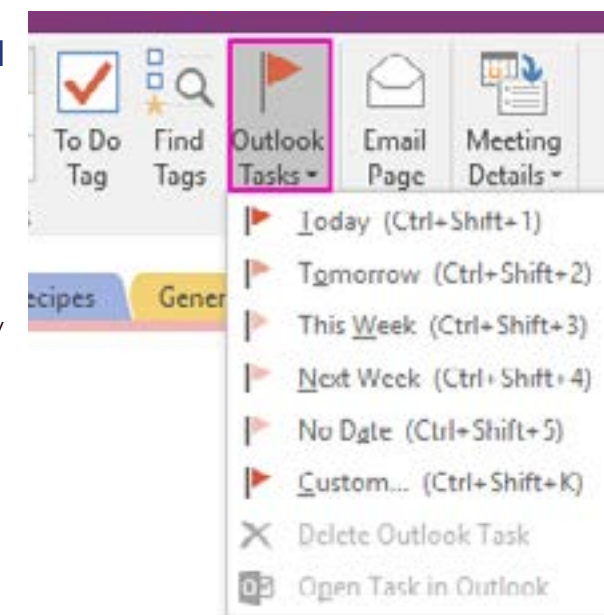
I think in terms of challenges it very much depends on where we are at or will be at with government restrictions and timelines, as we move into a more public workspace focused environment and look to host our meetings, it could be tricky getting back into the rhythm of things. That said though, there are many members who have expressed the want to start travelling, but it all depends on university budgets and guidelines across the country.

What's your most-used work productivity hack?

I use the flag button on outlook as a to-do list and go through it daily to keep on top of important tasks.

What motivates you to come to work each day?

My son. Since he was born he has been my sole focus, I want to be the best version of myself for him. It can be extremely challenging, but I know he deserves to see this. Togh's Toybox is named after him because he is my dream come true and every day he makes me realise that there is so much more I can achieve. He makes me want to do better in every aspect of life but particularly when it comes to my spiritual journey and life as practising Sikh, I want him to know just how blessed he is to be on this path, the only way for him to know that is by being a living example.





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

I was a child model for Littlewoods' catalogue, Gap and often did fashion shows.

**What would your perfect weekend consist of?**

Waking up nice and early with my husband and reading our prayers and meditating together before the baby wakes up, enjoy a nice hearty family breakfast before going on a hike up in Peak District with a picnic. Coming home to a warm clean house, watching a good movie with the family, visiting the Gurdwara (Sikh temple) being part of the congregation, singing hymns and doing seva (selfless services) such as cooking for the homeless and distributing it in town. Then ending the day with a delicious pizza or homecooked meal, before putting the baby to bed and getting some me time with a book, face mask or a bath.



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

Solar powered electricity supply with a built-in water filter system to make clean drinking water, mobile phone and most importantly my Gutka Sahib (prayer book).

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

**Upcoming Online Webinars**

**Apple Tech Tour February 2022 - Apple**

**When – 22nd, 23rd, and 24th of February 2022 - 11am-12 pm (1 hour) and 4pm-5pm (1 hour)**  
**Online event**

All NWUPC Ltd Members now have access to the recently launched Apple Equipment, Accessories and Associated Services Framework (ITS6004 HW). NWUPC Members have been invited to a free virtual 6 part series which will commence on Tuesday 22nd February. It is designed specifically for leaders and IT staff who want to innovate and introduce best practice with Apple technologies and services. The session is also open to non-IT staff who want to get a more complete understanding of managing and deploying Apple Devices.

You can find the full agenda for each hour long session and how to [register here](#).

**Upcoming Online Webinars**

**Browns Books Webinar - Browns Books**

**Tuesday 8th March – 10am**  
**Online event**

NWUPC Ltd would like to invite members to a free webinar from Browns Books, suppliers on 2 library frameworks with NWUPC. With the recent launch of the Books, e-books, e-textbooks, and associated services framework several members at the recent Libraries Category Group Meeting were enquiring how the recent changes in strategic direction would impact those members utilising either Askews or Browns, now that that the latter are taking the lead with Academic Library Sales, whilst their sister company focuses on the public library arena. The webinar aims to work through the changes, the impact, but more importantly the benefits and opportunities that are now available. "Letting the daylight in upon the magic" will be Claire Smith, Framework Manager for Browns Books for this contract.

This webinar will also include:

- An overview of the company
- The changes Browns have gone through during COVID-19 and how they effect members
- The options open to our members that are either Browns and/or Askews customers
- We will also have time set aside for a Q&A at the end

You can sign up for this [free session here](#).

**Introduction to the IT Equipment Reuse Recycling and Disposal Framework - NWUPC Ltd**

**Wednesday 9th March - 10am**  
**Online event**

As part of the launch of the agreement, NWUPC's Paula Lister will be hosting 2 introductory webinars covering what's new on the framework, the benefits of using the framework and how you can get the most out of it. We will also have short introductions from each of the 3 suppliers who have been awarded. This is open to all NWUPC Members so please feel free to forward the link on to any colleagues who may be interested.

You can register for this [free session here](#).

**HEPA**

**E-Learning**

You have access to 11 free e-learning courses, relevant to finance and procurement. Please [click on the link](#) and login to find out more.

