

NWUPC e-Bulletin March 2022



NWUPC

North Western Universities
Purchasing Consortium

*Delivering value through
responsible procurement*


**NWUPC
Conference**
21/06/2022

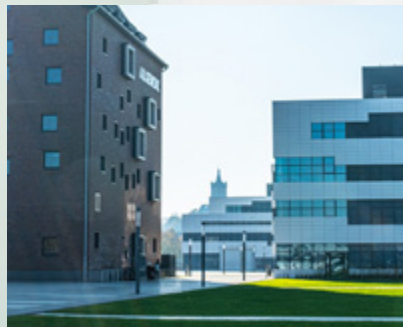


**A monthly round up of NWUPC
news, with Category Group
updates, framework information
and upcoming events for
NWUPC Members.**



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 by NWUPC

Residential Textiles,
Student Starter Packs
and Window Coverings
Framework - formally
known as the Soft
Furnishings Agreement,
is now available



Upcoming activities and Webinars

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

NWUPC 2022 Annual Conference 21st June

Supplier booking
now open



Risk



Action



Grow



In person conference at
The University of Manchester

It's been 3 years since our last face to face conference but NWUPC are delighted to announce that on Tuesday 21st June 2022, we will be holding this years Annual Conference in person when we return to The University of Manchester!! With a busy day planned covering topics that matter to our Members we will be releasing further details over the coming weeks and how you can register your place, but for now **save the date!**

21st June 2022!

Latest UKUPC Market Insight Document available



The third iteration of the [UKUPC Market Insight Document](#) is now available providing detail on what is happening in national and international supply chains and has been emailed, has been emailed to NWUPC members today.

Following your feedback, we have this time introduced an additional summary document. This, we hope, will make it easier to circulate key high-level information to those in your organisation who have an interest; the Market Insight document itself remains very detailed.

We recognise that as with Brexit and then Covid, the fast-moving situation in Ukraine is going to have a significant impact on our activity which will need our attention. Whilst we don't fully understand all the issues yet, there are many reliable sources who are reporting potential risks; Supply management [here](#) and [here](#), Reuters [here](#) and SSCEU [here](#) to start with. The contracting leads from each consortium are meeting next week to consolidate information we have gathered on this topic specifically and further detail will follow.

If you wish to share knowledge on this matter or have any particular questions that you would like answered, please get in touch.

Should you have any queries please do contact [Helen Dodd-Williams](#), NWUPC's Head of Strategic Procurement.

UKUPC - Supplier Guide to Tendering

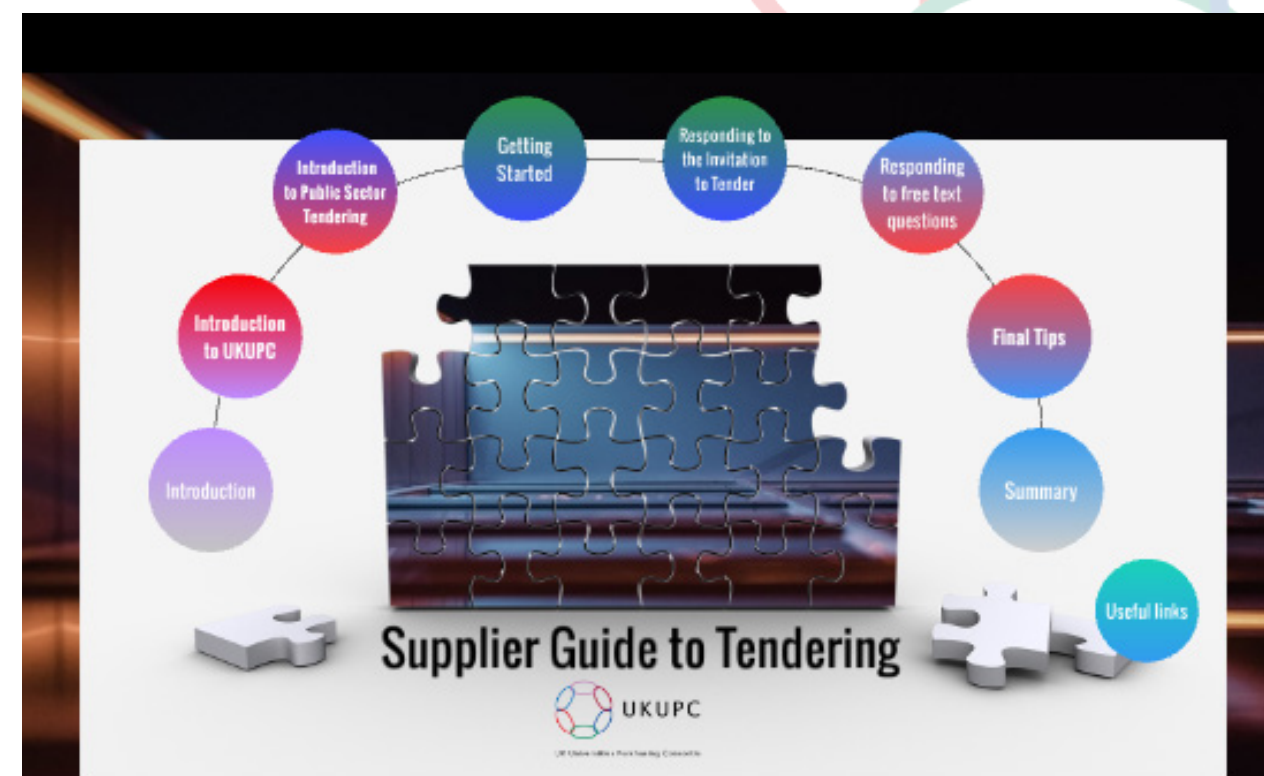


NWUPC Ltd suppliers now have access to a 'Supplier Guide to Tendering' document created by the Joint Contracting Group for all suppliers on UKUPC frameworks.

Public Sector Tendering involves a formal process designed to provide suppliers with a fair, equal and transparent opportunity to supply but which has a particular structure and a formulaic approach to bidding. This guidance has been produced to assist potential bidders to navigate that process and to take full advantage of the tender opportunity. It is a resource that aims to be particularly beneficial to those unfamiliar with public sector tendering and was written with SMEs in mind to open up some of the potential barriers that they may face.

[This guide](#) has been developed to assist you with tendering and give you information about the process and how to respond to the "Invitation to Tender (ITT)". It has been developed with SMEs in mind to give you support where you might not have specialist bid writers within your organisation. SMEs make up a large proportion of the UKUPC supply base and we recognise the flexibility and high levels of customer service that you can offer to your customers, which is the standard we are looking for to service our members' requirements.

We have also made this into an interactive presentation which can be [accessed here](#). Please use the arrows to move through to the next section or click directly on the required section of the video. This presentation covers an overview of the Supplier Guide to Tendering but [full details can be found on the PDF](#). This link can be shared freely with any colleagues you feel may be interested.



This guide is also available to read on the [UKUPC website](#) and on all the UKUPC Partners websites.

For any questions or queries about this document you can contact your regional consortia, links are available in the [useful links section of the PDF](#).

Contracting Activities



The challenges faced by all suppliers across the different markets seem to grow by the day. We are still feeling the effects of Brexit and Covid which are causing price fluctuations and volatility as well as impacts on manufacturing, delivery and customs. The terrible events in Ukraine compound these issues even further. All the Category Managers across UKUPC are working hard to understand their supply chains and provide information to members to help with your procurement. The 3rd edition of the Market Insight document recently issued by UKUPC contained such information as well as a summary to highlight the biggest areas of note. Please refer to this document as we hope it will help you. Equally if you receive any information at a local level please do let us know and we will include it for everyone's benefit.

Helen Dodd-Williams
Head of Strategic Procurement

NWUPC Led Agreements

AUDIO VISUAL

Audio Equipment and Installation Services - AVI3084 NW

The first of 2 permissible extension periods has now been actioned, all current suppliers have agreed to the extension and this period will expire on 28th February 2023. Planning for formal supplier reviews are underway and to take place in April. For further information please contact [Paula Lister](#).

FURNITURE

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

The replacement for soft furnishings was launched on 1st March 2022, it is split into lot 1 Bedding and Bathroom Textiles and Associated Student Accommodation Products, Lot 2 Kitchen Starter Packs and Associated Kitchenware, Lot 3 Window Coverings (Scotland), Lot 4 Window Coverings (NI), Lot 5 Window Coverings England and Wales). It is a combination of incumbent and new suppliers showing healthy competition at tender. For any questions or queries about this framework please contact [Matthew Porter](#).

OFFICE SOLUTIONS

Office, Computer & Library Supplies - OFF3068 NW

Lot 1 supplier reviews were completed in early March. NETpositive plans are being reviewed and updated and it is hoped that desktop deliveries can resume again shortly. COVID-19 is still blighting Truline's (Banner) capabilities and their priority is to ensure all delivery routes remain open. Lyreco's market share is increasing, however, a third of the spend in this category during this academic year is still being awarded against an expired framework.

The continuing turmoil in the paper market, exacerbated even further by mills now imposing energy surcharges on distributors, has seen some further cost increases from Banner across their own label products, with a further increase request having already been lodged across the Steinbeis suite of skus. Coupled with this, an increase has also been proposed by OT Group too. If you have an enquiry about this framework please contact [David Yates](#).

Paper – Print and Specialist - OFF 3117 NW

The turmoil in the paper market is ongoing, with cost increase requests coming in from all suppliers on the framework with just the timing of the requests being slightly different, with the magnitude being broadly similar. At present, there is no end in sight, and the rationale that was set out last year to explain the increases has now been exacerbated by mills imposing onto the distributors, energy surcharges to cover the increasing costs of production.

NWUPC Led Agreements

OFFICE SOLUTIONS

Conflict in Eastern Europe is expected to increase energy costs still further, and on-going strikes by key mills in Scandinavia may also constrain supply, although not to a significant degree. Work on the next iteration of the agreement is on-going, and progressing well. If you have an enquiry about this framework please contact [David Yates](#).

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. Please contact [David Yates](#) for any further questions or queries.

Promotional Merchandise - OFF3042 NW

Spend across all three lots continues to grow and year on year has more than doubled, back to pre-pandemic levels.

A request to extend the framework into its final year was accepted by NWUPC members and those within UKUPC, and suppliers have reacted to the receipt of extension letters in a similarly positive way.

Initial discussions with key suppliers have already started with regard to how the existing agreement could be modified/overhauled to improve or better reflect the needs and wants of members.

Within Lot 2, The Appreciate Group have agreed to extend their payment terms from 14 to 30 days from receipt of a second order from an institution, and it is hoped that this will funnel off framework spend in this area through the lot. If you have an enquiry about this framework please contact [David Yates](#).

TRAVEL

Sustainable Fleet Solution - TRA3137NW

Work on the next iteration of the vehicle hire framework is going well with two tender working party meetings throughout March to finalise the documentation before looking to go to market in April. If you have an enquiry about this framework please contact [David Yates](#).

Vehicle Hire, Car Club and Leasing - VEH3085 NW

This framework expires on the 31st of March 2022 and will be extended pending supplier approval to cover the period whilst TRA313NW Sustainable Fleet Solutions is being tendered to ensure that there is no loss of service for consortia. If you have an enquiry about this framework please contact [David Yates](#).

Other Consortia led agreements

COMPUTING

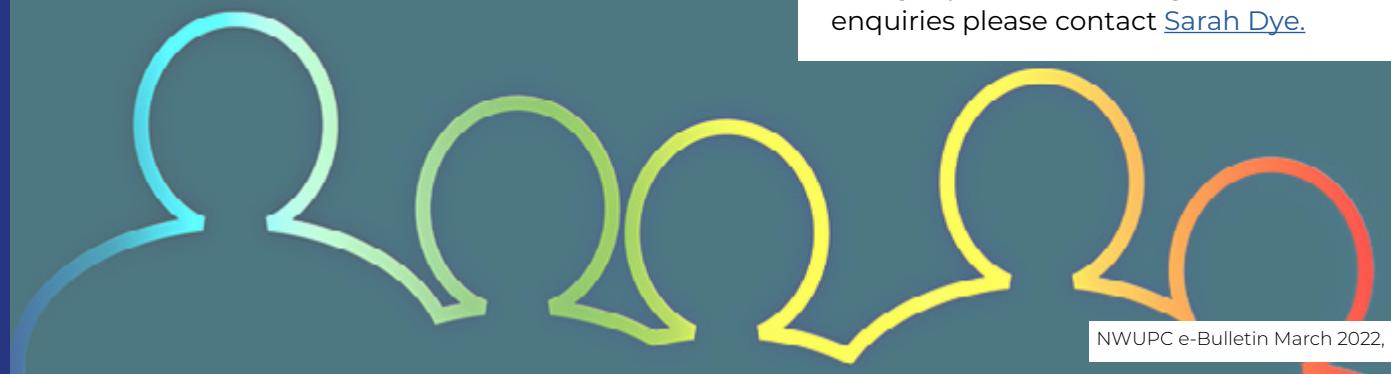
Desktops and Notebooks (NDNA) - LUPC

The ongoing tender is on track for award on 1st August 2022. The submission deadline was the 8th March and LUPC will shortly be inviting institutions to volunteer to take part in hardware evaluations. All NWUPC institutions will receive this invitation shortly with the hardware evaluations scheduled to take place from early April to the end of May. For further information please contact [Paula Lister](#).

LABORATORY

Microscopes and Imaging Equipment - APUC

The tender is currently out to market and closed on 25th March 2022. The new agreement will commence in line with the expiration of the current agreement at the end of May. The agreement has a slightly revised lotting structure. For further enquiries please contact [Sarah Dye](#).



Other Consortia led agreements

LIBRARY

Books, E-books, Standing Orders and Related Material - Inter-regional Agreement - SUPC

The framework went live in January 2022 and all appears to have settled into place. One of the awarded suppliers, Blackwell, has been purchased by Waterstones, but no operational or supply chain issues are anticipated as a result of this.

NWUPC hosted a webinar in early March with Browns Books who went through how their change in strategic direction, coupled with their sister company Askews exiting the HE arena, will benefit members in the future. Contact [David Yates](#) for further information.

PROFESSIONAL SERVICES

Executive and Senior Strategic Search and Recruitment Services - APUC

The agreement is currently in evaluation and is due to be live in line with the expiration of the current agreement at the end of April 2022. The agreement has a revised lotting structure. For further enquiries on this framework please contact [Sarah Dye](#).

TRAVEL

Travel Management Services - SUPC

Spend on this framework rebounded strongly in Quarter 1, with £0.25m being spent by our members (for context in Quarter 1 in 19/20 this figure was £922k). National review meetings with the suppliers are being held in Salford during the last week of April 2022. For further enquiries please contact [David Yates](#).

Contracting Activities New Frameworks

Residential Textiles, Student Starter Packs and Window Coverings Framework

NWUPC Ltd are thrilled to announce Members now have access to the new [Residential Textiles, Student Starter Packs and Window Coverings Framework - FFE3177 NW](#) - formally known as the Soft Furnishings Agreement. This framework is split into 5 lots and is available to Members of NWUPC, APUC, CPC, HEPCW, LUPC, NEUPC and SUPC. The agreement runs from the 1st March 2022 until 29th February 2024 with the option to extend for two further one year periods until 28th February 2026. A full user guide is available at [HEContracts](#).

Scope of the framework:

The Residential Textiles, Student Starter Packs and Window Coverings Framework has been divided into the following lots; Lots 1 & 2 will be of particular relevance to Domestic and Furniture Category Groups and Lot 3,4 & 5 to the Estates Category Group.



Lot 1: Bedding and Bathroom Textiles and Associated Student Accommodation Products

This lot will provide a compliant route for bedding and bathroom textiles for use predominantly in student residential accommodation & conferencing settings. Suppliers will be required, on a national basis, to supply, the following in a variety of fabrics and sizes: Bedding Textiles not limited to bedlinen & bedding packs; duvets, pillows, mattress and bedding protectors, blankets. Bathroom Textiles including towels, face cloths, bathmats, and shower curtains; along with other associated accommodation products. This list is not exhaustive. This lot also covers the supply of products with customisable/bespoke prints on a non-mandatory basis.

Lot 2: Kitchen Starter Packs and Associated Kitchenware

This lot will provide a compliant route for kitchen starter packs and associated kitchenware for use predominantly in student residential accommodation & conferencing settings. Suppliers will be required, on a national basis, to supply, the following items both in packs & individually: cooking aids including but not limited to pans, boards, sheets, glassware, stoneware, ceramicware, knives, utensils. and storage. Diningware including but not limited to cutlery, crockery, glass, and plastic tableware. Kitchen linen. This list is not exhaustive.

Lots 3-5 Window Coverings (Regional Coverage)

This lot will provide a compliant route for supply only and supply & installation of a range of curtains and blinds including but not limited to manual and electric roller, venetian, & vertical blinds in a range of fabrics and materials; black out, dim out, lined & non-lined curtains in a range of fabrics; and window films. Products will be provided in both occupied and unoccupied areas of a member institution's estate including but not limited to student, residential and commercial accommodation, teaching areas including lecture theatres, bathrooms, offices, storerooms, reception areas, corridors, and stairways. Installations may be required in buildings of historical interest or listings.

Contracting Activities New Frameworks



Residential Textiles, Student Starter Packs and Window Coverings Framework

Interactive launch presentation and Introductory Brochure:

For a full breakdown of how to use the framework please watch the 2 interactive videos below or use this link for [Lots 1&2](#) – [Lots 3,4 &5](#). Please use the arrows to move through to the next section or click directly on the required section of the video. A brochure to accompany the launch of the Residential Textiles, Student Starter Packs and Window Coverings Framework has been created and is available by selecting the image below [or using this link](#). The brochure includes a breakdown of the lot structures and benefits of using the framework. Please feel free to distribute this brochure to your colleagues.



Introductory webinar to the framework:

As part of the launch of the agreement, NWUPC's Matthew Porter will be hosting a series of introductory webinars covering Lots 1 & 2 and another for lots 3, 4 & 5. These will cover what's new on the framework, the benefits of using the framework and how users can get the most out of them. This is open to all NWUPC Members so please feel free to forward the link on to any colleagues who may be interested.

When - Lots 1&2 webinar on Thursday 31st March – 11.30am and Wednesday 6th April – 2pm.

Lots 3,4 & 5 webinar on Friday 22nd April – 10am and Tuesday 10th May – 10am

Where – Online – [you can register here](#).

What are the framework benefits?

- More advantageous pricing based on economies of scale from aggregated spend, with no price increases considered prior to 28th February 2023.
- A detailed Specification of Requirements is provided covering relevant standards and labelling requirements.
- The call-off Terms and Conditions have been established at framework.
- Reduced administrative effort and associated cost savings.
- Direct sales to students are expressly incorporated with a dedicated set of terms and conditions to support such arrangements.
- The ability to request bespoke/customised prints; to tailor starter packs to meet institutional requirements.
- Contract management initiatives around supply chain traceability for high-risk products, and packaging initiatives to support the move away from single use packaging.

Further information on this agreement including supplier contact details can be found in a detailed User Guide which is available on [HEContracts](#).

For further questions or enquiries contact [Matthew Porter](#), NWUPC's Domestic and Furniture Category Manager or call on 0161 234 8013.

Category Group and Membership Update



A lot has happened in the last month, I am now well into my role and working my way through the winter term of category group meetings, it has been both insightful and exciting to be building relationships with members, meeting suppliers and learning so much about each category and industry, it has really helped me perform in my role and share information which is something we at NWUPC pride ourselves on.

While we have stuck to online meetings this month, there are plans to host some face-to-face meetings in the spring/summer term. Many of our members are eager to get back to networking and meeting colleagues in person, exploring campuses, and enjoying all the things we have missed the last few years, not forgetting the yummy lunches which have been mentioned quite a lot. A round up of this month's meetings can be found below:

Audio Visual Category Group Meeting

This was a particularly fun meeting to be a part of, the meeting was ably chaired by deputy chair David Neal, as we announced the departure of chair, Max Fossard. The first point of business of course was opening up the position of a new chair to the group. Other discussions included, the renewal of the Broadcasting Equipment and Integration Services this summer, supplier service and organisational updates and a round table discussion with members of each institution providing updates on projects they have been working on. John Valentine from Manchester Metropolitan University shared his appreciation for the group, he went on to praise how the communication in the group was very helpful.

Domestics Category Group Meeting

The meeting was chaired by Emily Taylor and supported by Richard Yoxhall, the group shared updates on the changing face of campuses, with students and staff returning to a more normal working environment. Discussion regarding general waste and hygiene suppliers, deep cleaning framework and window cleaning suppliers were held. It was also noted that the Soft Furnishing Framework is now the [Residential Textiles, Student Starter Packs and Window Coverings Framework](#) and would be live from 1st March with a healthy supplier list.

Estates Category Group Meeting

A lovely meeting and group to be a part of and chaired so graciously by David Morris, we met with 3 suppliers who talked about Electrical Vehicle Charging Points, sustainability, and the services they offer. We were presented with a wonderful piece prepared by Sarah Dye on market insight, which was highly praised by David and all the group. Other topics included forthcoming framework agreements with some input from members on institutional and service user updates.

Along with the category group meetings this term, we have also had the JCG National Estates meeting, HVLE meeting which is a framework in the Laboratory group, my first TUCO meeting which I wish was in-person, so I could of enjoyed some yummy beverages and lots of review meetings for both Office, Computing and Library Supplies and Furniture. It has been a jam-packed month, but a fun one with lots of learning and on that note that's all from me for now!

Sarabjoth K Singh
Membership Services Co-Ordinator

Upcoming Category Group Meetings

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

Upcoming Online Webinars

Webinar - Residential Textiles, Student Starter Packs and Window Coverings Framework - NWUPC

When – 31st March 2022 – 11.30am
Where – Online

As part of the launch of the agreement, NWUPC's Matthew Porter will be hosting a series of introductory webinars covering Lots 1 & 2 and another for lots 3, 4 & 5. These will cover what's new on the framework, the benefits of using the framework and how users can get the most out of them. This is open to all NWUPC Members so please feel free to forward the link on to any colleagues who may be interested.

When - Lots 1&2 webinar on Thursday 31st March – 11.30am and Wednesday 6th April – 2pm.

Lots 3,4 & 5 webinar on Friday 22nd April – 10am and Tuesday 10th May – 10am

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

Procurement and ESG - Mills and Reeve

When – 31st March 2022 – 4pm
Where – Online

Foundations - Procurement and ESG with Mills and Reeve are the start of a series of free webinars that NWUPC Members can attend. In the first of the **construction and engineering 'Foundations' series** for 2022 we will discuss how ESG should be dealt with in the procurement process.

With Speakers from Mills and Reeve: Stuart Pemble - Partner, Carla Parsons - Associate and Dominic Taylor - Associate

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

Upcoming Online Webinars

Webinar - Energy Webinar: Spending, Saving and Supporting Carbon Reduction - UKUPC

When – 12th April 2022 - 2pm
Online event

With energy prices at a record high, and still going up, organisations are feeling the squeeze on budgets. As an NWUPC Member you can attend this free webinar which is open to UKUPC, TEC and AUDE for Estates, Finance, Procurement and Sustainability Teams. Helping answer the questions on what should we do to address these issues, the session will cover;

- The reasons behind the hike in energy pricing and what we can expect for the future
- Considerations and focus areas for Estates teams
- How Universities can conserve energy to reduce costs and support carbon reduction (using the University of Cambridge as a case study)

The webinar will also allow for questions. Please do submit them in advance to Emma Keenan of LUPC or bring them on the day. You can book your place on [this free webinar](#) here.

Webinar - The Environmental Challenge - Adecco

When - 22nd April 2022 - 8am - 9am
Where - Online event

NWUPC Members are invited to a free thought leadership webinar with an all star panel to answer your burning procurement questions, this time tackling the Environmental Challenge. We have brought together three recognised social and environmental leaders who have been successful in implementing this in their own procurements to discuss and give answers on how it can be done. In order for us to ensure the webinar is as beneficial as possible, we ask delegates to submit questions in advance which will then be shortlisted and answered by the panel.

You can submit your questions and challenges in advance to hannah.quinn@adecco.co.uk to ensure you get the most from this session

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.

