

# Linked

AUTUMN 2021



THE MAGAZINE FOR LUPC MEMBERS AND SUPPLIERS



## Measuring, Monitoring and Reporting Social Value in your Contracts



AREAS OF FOCUS FOR PROCURING RESPONSIBLY



THE UNIVERSITY OF LONDON'S APPROACH TO SUSTAINABLE WASTE MANAGEMENT

# Contents

- 3... Director's Welcome
- 4... News
- 7... Responsible Procurement
- 9... Procuring Responsibly
- 11... Device-as-a-service – A Circular Economy Solution
- 13... UCL's approach to sustainable waste management
- 16... Measuring, Monitoring and Reporting Social Value in your Contracts
- 19... Period dignity on campus
- 23... LUPC publishes 2021-24 Strategy
- 24... Ensemble Purchasing – A shared procurement service for smaller institutions
- 26... Commodity Updates
- 30... Let's Talk... Janita Vara, Head of Procurement at the Royal College of Physicians
- 31... Procurement 101

# Meet the team

Transforming Public Procurement



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System management and development; collection, analysis and reporting of member and supplier data

# Welcome to the Autumn edition of Linked magazine!



This issue is dedicated to the theme of Responsible Procurement – LUPC strives to be a leader in this area and it is embedded in all of our activity. There is so much happening in this area across the sector and we are committed to keeping you informed.

Our main feature introduces the Higher Education Themes, Outcomes and Measures (TOMs) for measuring, monitoring and reporting social value in your contracts. UK Universities Purchasing Consortia has produced a useful guide on how to use the TOMs, be sure to have a look on page [x].

The magazine includes some practical tips on procuring responsibly as well as guidance on how to write a modern slavery statement. We also feature framework agreements with sustainability issues at their core, helping you to meet your responsible procurement objectives.

In September, we launched our Strategy for 2021-2024: [Working together to achieve shared goals in a changing world](#). The strategy reflects the changing environment in which we live and work, you can read

more about this on page 7. We are currently working on our Responsible Procurement Strategic plan, which will feed challenging KPIs into our corporate strategy. Our annual membership survey provided us with some excellent feedback on how members feel about the service we provide, along with new areas to explore which would provide benefit and value. Key headlines included:

- 100% would recommend LUPC to another organisation.
- 100% agree or strongly agree that LUPC provides excellent customer service to its members.
- 87% feel they receive value for money from their LUPC membership fee.
- 100% find the LUPC team approachable and supportive.

With the team now back working in the office on a regular basis, we are keen to meet with members again, please get in touch if you would like to arrange a visit from one of us.

SHAKESPEAREMARTINEAU

Legal advice for life and business

# Helping you sustain your campus

## Talk to us about your:

- Student accommodation
- Redeveloping built infrastructure
- Enhancing the student experience
- Planning and regeneration
- Real estate finance

We'll work with you to get the very best out of your property portfolio.

And as part of a full service law firm with a focus in the education sector you have experts available in areas such as **governance, student issues, energy, commercial contracts, information technology, intellectual property and employment.**

Proud to be the no.1 ranked supplier on Lot 4: One-Stop-Shop of the LUPC Legal Services framework.

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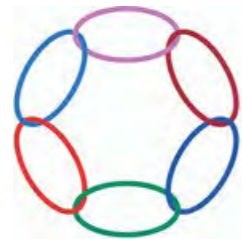
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## UKUPC Market Insight Document

UKUPC and its professional category leads throughout the UK has produced a document providing insight to members on what is happening in national and international supply chains. Understanding real time information regarding the markets from which we are purchasing is key to making good, strategic and commercial procurement decisions. Recognising and acknowledging challenges and opportunities means we are able to appropriately manage our requirements to ensure continuity of



supply at appropriate pricing, whilst also managing risks. The report was emailed to heads of procurement on 1 September 2021 and will be updated and circulated quarterly thereafter. We hope this comprehensive support document will be helpful to our members and their teams when considering their current procurement activity and strategic planning.

Please contact [Emma Keenan](#) for a copy of the document (members only) or to provide feedback.

## LUPC provides free textbooks for CIPS Study Courses

LUPC has appointed [Central Business School](#) for the third year running to deliver classroom based or online CIPS courses in Procurement and Supply for members' staff. The courses are for professional (level 4, 5 and 6) and apprenticeship students and are available at discounted cost. The course is modular so clients can begin in September, November, January, March or May.

LUPC is committed to paying for the textbooks for staff of full members undertaking the courses.

Full details on the courses are available [here](#).

## Improved credit-safe offering

The CreditSafe contract arrangement has been finalised and will now run from 29 September 2021 until 28 September 2025. This is a free member benefit for full members of LUPC and will continue on the same basis as currently, but with the following additions:

- Bespoke and specific HE sector training twice per annum;
- In-depth introduction to new functionality delivered by the product owner;
- Continued market leading value for money solution.

A session was held on 6 October aimed at end users who perform searches frequently. It focused on the operational element and included a walk-through of the new platform and how to get the best from it. Catch up on this [here](#).



## Individual LUPC events report for CPD recording

To assist any of our members with demonstrating CPD undertaken, we have produced and emailed individual event reports to those that attended LUPC events during the period 1 August 2020- 31 July 2021.

We hope these reports are of use to you and will make the process for those that apply for [MCIPS chartered status](#) a little easier.

If you have not received your report or have any queries, please contact [Suzanne Picken](#).

## Annual Member Benefit Reports now available

The annual member benefit reports for 2020-21 are now available to full members of LUPC and we are in the process of sending these out. These reports demonstrate the value and savings achieved by being a member of LUPC and, in particular, of using our consortia framework agreements.

Please contact [Don Bowman](#) at LUPC if you would like to discuss your report in detail.

## Welcome to newest member, The Royal College of Radiologists

[The Royal College of Radiologists](#), the latest organisation to join LUPC, leads, educates and supports doctors who are training and working in the specialties of clinical oncology and clinical radiology.



Follow us on Twitter @lupcconsortium

## Public procurement news

### Transforming Public Procurement - Cabinet Office Update October 2021

We recently received an update with regards to the Green Paper consultation, the procurement Bill and the Cabinet Office approach to learning and development on these topics. The Cabinet office ask that if you or colleagues wish to receive updates directly from the Cabinet office please use this [form](#).

## LUPC Vacancy, Senior Category Manager

LUPC has an exciting new vacancy for an experienced and enthusiastic Senior Category Manager (preferably with detailed knowledge of the Estates / FM category). Key information:

- [Download the Job Specification](#)
- Salary - £55,000pa – Full Time position.
- Got any questions? Or want an informal chat? Call our Deputy Director, Emma Keenan on 07849 089958
- Send your CV and a covering letter to: [e.keenan@lupc.ac.uk](mailto:e.keenan@lupc.ac.uk)
- Closing Date: 22nd October 2021
- Single stage interviews: In Person, London 2nd and 3rd November

## Learnings from UKUPC Cyber Security Event

On 14 September, UKUPC held the first webinar in its planned series of events. Three expert speakers shared their knowledge and experience of cyber attacks, along with their advice on mitigating and managing risk.

We recorded the session and you can access the recording on our [YouTube](#) channel. Please do circulate this to colleagues in your institution who may find it useful; we know this is not just an IT problem, so consider governance, HR, procurement and finance partners. Read a summary of the event [here](#).

## Frameworks in the pipeline

- **Apple** (expected to go live 1 November 2021). Contact: [Mike Kilner](#)
- **IT equipment disposal** (expected to go live October 2021). Contact: [Mike Kilner](#)
- **Estates and Facilities Management Services** incorporating estates maintenance and minor works, cleaning services and security services - Regional (Expected to go live October 21). Contact: [Julie Gooch](#)
- **National Desktop and Notebook Agreement (NDNA)** – National – ITT expected to be issued end November 2021 (expected go live date July 2022). Contact: [Mike Kilner](#)
- **Servers, Storage & Solutions National Agreement (SSSNA)** (expected to go live early 2022). Contact: [Mike Kilner](#)
- **Gases (IUPC)** – National (expected go live date end October 2021). Contact: [Antonio Ramirez](#)
- **Graduation and Ceremonial Gowns, Photography and Event Services** - National (expected go live March 2022). Contact: [Joyce Kadri](#)

## Framework agreement news

### Insurance Brokerage (Non-life) including Risk Management services agreement

The latest Insurance Brokerage (Non-Life) including Risk Management Services agreement has been successfully awarded to the LUPC Insurance Group's current brokers, Arthur J. Gallagher. The arrangements commenced 1 September 2021 and will run for an initial three years with the final extension permitted to 2028. The 39 members of the Insurance Group will be working closely with LUPC and AJG over the coming months to determine the strategy that maximises the leverage and buying power within the group ahead of the approach to the underwriting market in early 2022 for all lines of cover.

### Prezi framework overview of Lab. Equipment and Legal Services Frameworks now available

Members can access Prezi overviews of the latest [General Laboratory Equipment framework agreement \(LAB5061 LU\)](#) and [Legal Services framework agreement PFB5069 LU](#). These interactive presentations, delivered by LUPC Senior Category Managers, Antonio Ramirez and Roy Dennis respectively outline the key aspects of the frameworks including the benefits, what's new and how to call-off. For both Prezis, you can choose to view and listen to the entire presentation by simply clicking the forward arrows at the bottom of the screen, or for a more interactive experience, skip to the main areas of interest.

### Catering Consultancy Framework – Tender Working Party Volunteers needed

The current framework for [Catering Consultancy Services](#) is due to expire in March 2022. We will shortly begin the tender process for its replacement. Please get in touch with [Emma Keenan](#) if you are interested in joining the tender working party for this agreement. A reminder of the benefits of the being involved in a tender working party can be found [here](#).

## Events

**Heads of Procurement Monthly Meeting**  
22 October, 26 November.  
Register [here](#).

**LUPC & SUPC Responsible Procurement Event**  
10 November.  
Register [here](#).

**Presentation Skills training (LUPC funded)**  
15 November.  
Register [here](#).

Integration & Asset Management system now being used by CDEC

# Welcome to a Modern Workflow Management Solution to help manage complex integrations

From site survey through to sign off and beyond, Sirvez enhances communication, creates accountability and keeps you informed. Track users, sites, locations and products all from one intuitive, simple to use Integration Management System.



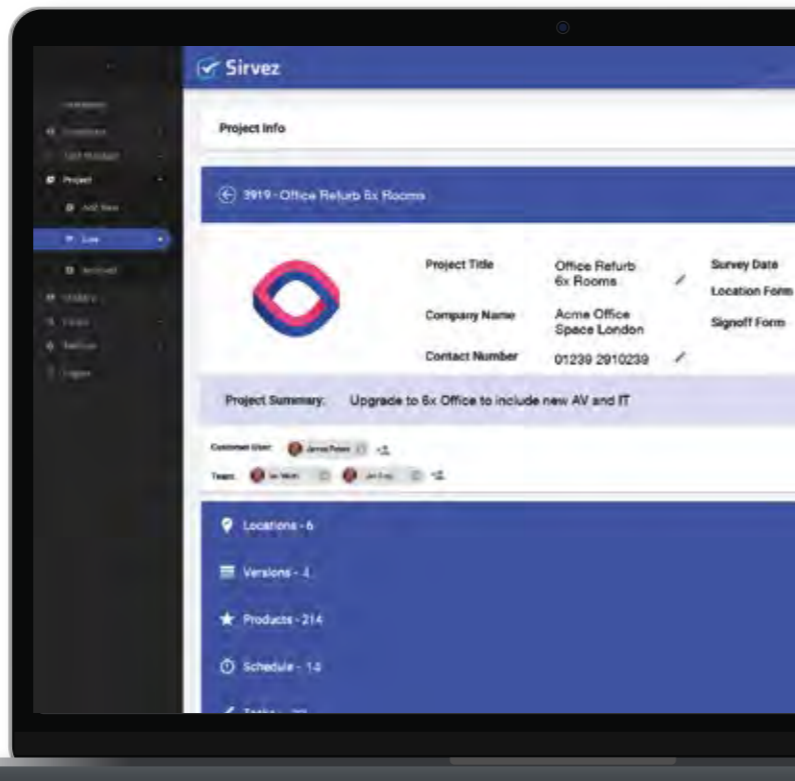
## Customer and Stakeholder Portal

- Receive live project updates
- Intuitive graphical user interface displaying site floor plans with click-able rooms for more info
- Access product information on a room by room/ site by site basis



## Asset management

- List products installed with unique data including testing & commissioning plus product brochures and tech specs
- Warranty, see warranty remaining on a product by product basis, details added by the integrator
- Add product labels to filter out categories of products for reporting purposes

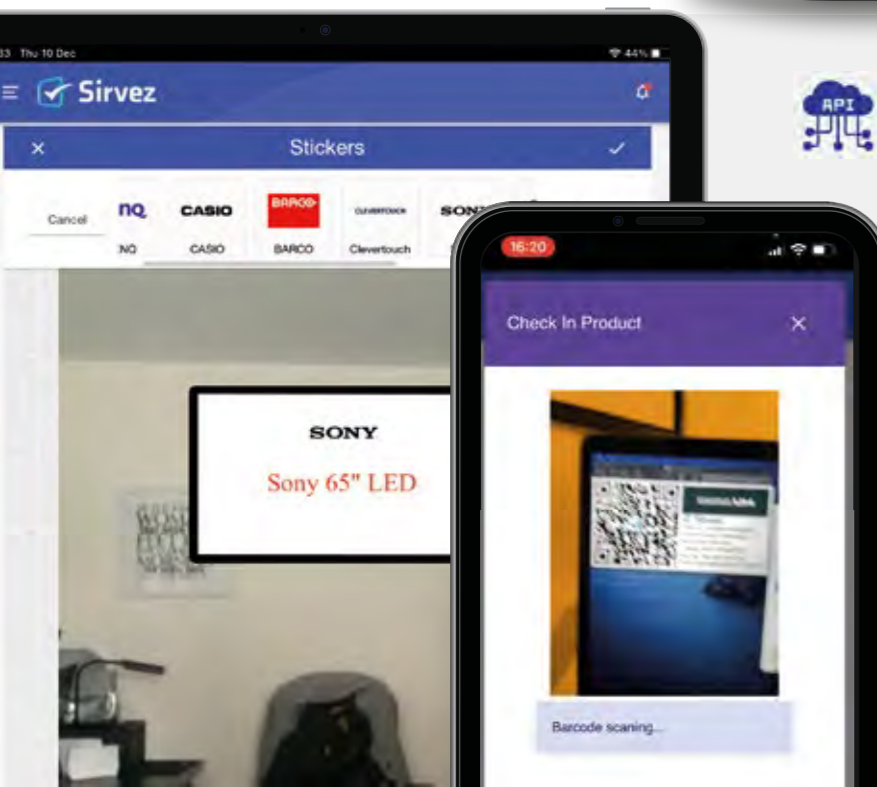


## Progressive Web App

- Scan asset QR codes and collect product data on the fly with option to send data to help desk
- Snagging on live projects including uploading images / documents and assigning to users
- Offline working, no internet no problem!
- Stickers, create instant visuals of proposed kit in-situ

Book a demo today | go to [www.sirvez.com](http://www.sirvez.com)

[info@sirvez.com](mailto:info@sirvez.com) [@SirvezIMS](https://twitter.com/SirvezIMS)



## Responsible Procurement updates Summer 2021

### LUPC publishes its seventh Modern Slavery Statement

Marisol Bernal,  
LUPC's Responsible  
Procurement Lead



LUPC has just this week published its [seventh Modern Slavery Statement \(MSS\)](#). LUPC is committed to responsible procurement and to supporting the Government's [UK National Action Plan](#) to implement the UN Guiding Principles on Business and Human Rights.



The Statement includes:

- Our policies on modern slavery in supply chains.
- The various activities we carried out during the last financial year to identify, prevent and mitigate modern slavery in our supply chains.
- The goals we set for our 2021-2022 financial year.

### LUPC demonstrates its leadership in responsible procurement

LUPC's Director, Don Bowman and LUPC Board member, Dr Olga Martin-Ortega contributed their expertise as consultant authors for new guidance developed by the Organization of Security and Co-operation in Europe (OSCE). The guidance, [Combating Trafficking in Human Beings and Labour Exploitation in Supply Chains](#), aims to support procurement and anti-trafficking staff in the OSCE to implement measures to combat labour exploitation in supply chains and has now been published by OSCE.

Don and Olga spent time engaging with the OSCE teams during the project and enjoyed working with such a prestigious international organisation and supporting them in this vital work.

### LUPC awarded CIPS Corporate Ethics mark for second year

LUPC has been awarded the Chartered Institute of Procurement and Supply (CIPS) Corporate Ethics Mark for the second year running.

The accreditation demonstrates our on-going commitment to responsible procurement. To gain the accreditation, LUPC has taken proactive steps to safeguard against unethical conduct in procurement and supply management, reinforcing our focus on sourcing responsibly.



### LUPC affirms its commitment to being a Living Wage Employer

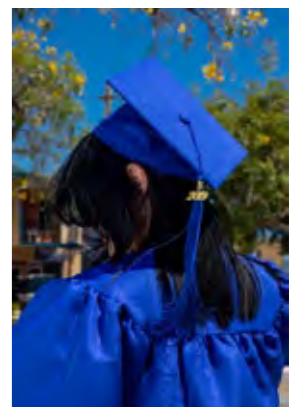
LUPC is proud to be a [Living Wage](#) employer. This means that for the fifth year running, we have made a commitment to pay the independently-calculated [Living Wage rates](#) to all LUPC staff in London.

### Ceremonial Gowns Supply chains

To support members and suppliers with their human rights and sustainability due diligence, we have continued our supply chain mapping exercise of ceremonial gowns, which we began in 2019. Read the first part [here](#). For our recent exercise, we asked suppliers to look further down their supply chain and asked them the following:

- Where the raw materials for their gowns come from
- The social and environmental impacts of production on garment industries
- Due diligence practices in their supply chains, including the monitoring of working conditions.

You can read our findings [here](#).



## LUPC & SUPC joint Responsible Procurement group



The LUPC & SUPC joint Responsible Procurement Group meeting took place on 7 September, joined by over 50 attendees. Andy Davies and Kimberley Lewis from the Natural History Museum presented on their responsible procurement activity. You can view the recording of their presentation and the Q&A [here](#) and access the slides [here](#).

## LUPC holds suppliers to account on their Modern Slavery Statements

In April this year, we carried out a [review](#) of the Modern Slavery Statements of our top 20 suppliers based on our spend and commodity risk categorisation. The [next phase of our project](#) involved following up to make sure the suppliers acted on our recommendations, with a focus on the mandatory elements of their statement.

Our findings show that whilst some of the suppliers acted on our recommendations, many still do not have a compliant Modern Slavery statement. We hope these suppliers will rectify this very soon and we will continue to work with them if they need any support.

If you have any questions on any of our responsible procurement work, please contact Marisol Bernal on [m.bernal@lupc.ac.uk](mailto:m.bernal@lupc.ac.uk)

## Interested in learning about carbon literacy?



I recently attended Carbon Literacy training delivered jointly by the Environmental Association for Universities and Colleges (EAUC) and the Association of University Directors of Estates (AUDE). The virtual training focused on understanding climate change and learning about the environmental impact we make on a personal and professional level with our

everyday actions.

I share my thoughts on the course and I would encourage members to attend.

If you are interested in attending, please visit [the EAUC website](#) for more information or email [corinne@aude.ac.uk](mailto:corinne@aude.ac.uk).

## LUPC & SUPC Responsible Procurement Event

And finally, a reminder that the online LUPC & SUPC Responsible Procurement Event is on 10 November 09.30-12.15. Sessions include:

- An overview of the Rights Lab work on modern slavery and an update by the University of Nottingham on its Slavery

- Free Campus Programme.
- A presentation by the Environment Agency on Carbon Offsetting; What does it mean? How does it work? What do you need to ask?

Download the [agenda](#) and register [here](#)

## Work placement with Jisc

I started my work placement at [Jisc](#) at the beginning of October. Over twelve weeks, I will be spending two days a week on the following:

- Increasing knowledge of the benefits of Electronics Watch by supporting Jisc with its understanding of their affiliation.
- Contributing to its Corporate Social Responsibility (CSR) and Modern Slavery working groups.
- Improving understanding of how the procurement and sustainability functions can work in practice and supporting the development of the relationship between the two.
- Sharing sustainability resources and relevant events with the Jisc teams.

## What is ESG?

ESG is an acronym for Environmental Social Governance. Our [article](#) explains what it is as well as the difference between Corporate Social Responsibility (CSR) and ESG.

## New Modern Slavery and Human Rights guide available for members

LUPC members can access this comprehensive [guide](#) listing resources related to modern slavery & human rights, including UK and international legislation, relevant international organisations, and guidance on modern slavery statements. The Guide has been produced by the HEPA Responsible Procurement Group Modern Slavery & Human Rights sub-group.

# AREAS OF FOCUS FOR PROCURING RESPONSIBLY

Marisol Bernal, LUPC's Responsible Procurement Lead, shares her expertise on embedding sustainability in procurement activity.

**L**UPC understands the continued importance of working in partnership with our members, suppliers and other consortia to ensure sustainable and responsibly considered procurement is embedded across all aspects of the procurement process. Four key areas to assist with

focussing activity have been identified.

### 1. Demonstrate your commitment to responsible procurement by:

- Developing a policy and strategy that sets out your commitment and action plan to achieve your responsible procurement objectives. This may be included as a dedicated Responsible

procurement section in your existing procurement policy and strategy.

- Developing a code of conduct containing minimum standards and requesting suppliers to sign up to it. LUPC has developed and fully adopted the [Sustain Code of Conduct](#), which members can also use. Remember that codes of conduct are only effective if they are properly communicated and implemented.

- Regularly reviewing your procedures and policies to include the relevant ethical, social, and environmental aspects into every step of the procurement process.

### 2. Ensure all relevant areas of responsible procurement are included in your tender activity:

- Specifications are the perfect way to communicate to your supplier the sustainable outcomes you seek to achieve. Include the relevant responsible procurement elements when writing the specifications for your tender, where appropriate.

- Use pre-qualification questionnaires to assess and learn about your suppliers' approach to sustainability. Set realistic requirements for your suppliers and include any relevant certification or equivalent. The questionnaires are also a good opportunity to let your suppliers know what you are looking for and to increase transparency in your supply chain, i.e. ask for the CO2 impact of products or services, recycling material of products and packaging, recycling schemes for products, etc.

- Include responsible procurement as part of the evaluation criteria. Consider including specific questions and assign the appropriate weighting that is proportionate to the risks associated with the goods or services to procure. Including



this as part of your evaluation is important and will reflect your commitment to sustainability. You can find some examples on the [Sustainable Development Goals tender and call off questions](#) developed by the UK Universities Purchasing Consortia (UKUPC).

- Define clear KPIs related to your responsible procurement requirements and include a review of those KPIs as part of your supplier and contract management.

**3. Carry out supplier due diligence and engagement:**

- Educate others in your supply chain; get them committed to responsible activity and share good practice. Keep spreading the message to those in your supply chain who may not have access to the sustainability resources that you do.
- Include responsible procurement aspects as a regular item in your contract management meetings. Get to know your suppliers and what they value.

**4. Learn and develop expertise through external collaboration:**

- Make the most of any benefits you have from your membership of organisations like [Electronics Watch](#) and [HEPA](#). Both have so many tools and resources which you can use to help you procure responsibly.
- Provide procurement staff with training on responsible procurement and modern slavery. LUPC has [free modern slavery training](#) and HEPA has free training on sustainable procurement for those who have membership.
- Assess your organisation against the ISO 20400 standards for Sustainable Procurement. ISO20400 is the first international standard to provide guidance on delivering sustainability objectives through its supply chain. You can start this process by self-assessing your organisation's progress towards alignment with ISO 20400 and you can also benchmark

your scores against your peers. To take the assessment click [here](#).

- Engage with your regional consortium and attend their events. They have dedicated resources and events on responsible procurement.

All consortia collaborate to align processes, share best practice and develop guidance for members.

Please contact [Marisol Bernal](#) if you need any support with your Responsible Procurement activity.



## DEVICE-AS-A-SERVICE - A CIRCULAR ECONOMY SOLUTION

Mike Kilner, Senior Category Manager at LUPC, explains how the Device-as-a-service model within ICT contributes to a circular economy using resources more efficiently and sustainably.

A circular economy is one which calls for the reduction of waste in the way products are both designed and consumed. It combines economic opportunity with better environmental and societal outcomes to help tackle the root cause of many issues including climate change, loss of biodiversity, and plastic pollution. In a circular economy, products are made, used, then returned, instead of being discarded and consigned to waste. In this model, the greatest amount of value is extracted from a resource while in use then at the end of its service life, the resource is

recovered, refurbished, and redeployed.

The demand for a more circular economy has given rise to the 'as a service' or usage models seen across many industries in which the user pays for only what they need, when they need it, and returns the assets or resources when they are finished.

Several LUPC ICT framework suppliers, including Lenovo, HP and Dell, have developed and refined a Device as a Service (DaaS) offering. This enables institutions and other organisations to procure their end-user technology in this way, by combining hardware, software, services and financing into a managed

lifecycle solution. Products are designed with circularity in mind, which isn't an easy task when a typical laptop might have more than 200 components made from multiple materials that are glued and screwed together. The industry is making strides to integrate an increasing proportion of recycled content, some of which comes from returned DaaS materials, within devices. HP, for example, has set a target of 30 percent recycled content within HP products by 2025 and is making good progress towards this. This has not been achieved at the expense of longevity, however, and artificial intelligence plus



machine learning help the system last longer by adjusting over time for energy efficiency. These tools are a common component of the DaaS management suite. Associated benefits that improve the overall lifecycle include configuration services, helpdesk,

asset management, improved break/fix servicing, and a reduction in security-related events and interventions.

When the device reaches the end of either its service life or DaaS arrangement, it is collected, wiped clean of the institution's data and recycled or

repurposed. This means the device can either be refurbished and reintroduced into a new working environment, or the device's parts can be used to repair other devices under warranty. The pay-what-is-used model also avoids the capital outlay of an ownership model, enabling institutions to stay focused on their stakeholders and avoiding the burden and distraction of managing activities outside their core competencies. A prudent and comprehensive strategy for embracing the circular economy utilises resources more efficiently and sustainably. Without such a strategy, organisations will face competitive and economic challenges; potentially falling behind more forward-thinking competitors.

**For more information:**

- [Lenovo](#)
- [Dell](#)
- [HP](#)

**Lyreco**

# HOME WORKING SOLUTIONS

Get everything you need for work, wherever your workplace may be.

There's no need to compromise on productivity when working from home with our home delivery. With our home delivery service, you can order on your team's behalf or provide your homeworkers with the freedom to place their own orders.

- Simple home delivery at checkout.
- Multiple payment options available, including credit and debit card.
- Order from various products across all categories.
- Emission free deliveries available to Greater London.
- Next Day delivery on all stocked products.

To find out how Lyreco can support you, contact **TONI DA SILVA**, [toni.da-silva@lyreco.com](mailto:toni.da-silva@lyreco.com) or visit us at [WWW.WEARELYRECO.COM](http://WWW.WEARELYRECO.COM)

Lyreco is a supplier on the following framework agreements: Office, Computer and Library Supplies - OFF3068 NW  
Cleaning and Janitorial Supplies NWUPC - JAN3058 NW  
Cleaning and Janitorial Supplies - JAN2004 NE



## THE UNIVERSITY OF LONDON'S APPROACH TO SUSTAINABLE WASTE MANAGEMENT

Jim Biggin, Procurement Officer at the University of London, sets out how the LUPC framework agreement for sustainable waste services is meeting its needs.

**L**UPC's framework agreement for [sustainable waste management services](#) enabled the University of London (UoL) to deliver both efficiency and quality improvements by its required deadline of 1 November 2020. The University now enjoys a strong working partnership with BPR Group, a supplier on the framework.

In late 2019, the Vice-Chancellor and Board of Trustees of UoL decided to bring all general cleaning staff in-

house, resulting in the need to find replacement contracts for the other ancillary "cleaning" services, such as waste management services, that were provided under their incumbent cleaning contract. The Procurement and Facilities team produced a procurement strategy to facilitate this, and the choice of using a framework agreement to meet this need was agreed.

The cross-functional Procurement, Facilities and Sustainability team

decided to first get feedback from other institutions who had used the waste agreement. This exercise helped us decide that the specification and specialist providers presented a good opportunity to improve the service offering we had been receiving, as well as obtain value for money.

The COVID-19 pandemic and its effect on operations presented unique challenges to the team. To ensure that University needs would be accurately met and within budget, the issued mini-competition underwent several updates mid-tender, as requirements evolved over time.

We ultimately opted to tender for the maximum requirements, with the joint understanding with tenderers that service levels would initially be reduced due to the pandemic. This allowed us to fairly compare bids, but also provide a maximum cost price to stakeholders for their approval, with actual operational costs likely to be lower due to the initial reduced service.

The pre-written, detailed specification

## Case Study: Sustainable Waste Management

and pricing document was also particularly helpful in allowing enough time for the tender; the Facilities and Sustainability team felt they captured all requirements. This meant we could spend less time preparing documentation and focus on the evaluation process and driving greater benefit from the implementation period.

Sioned Thomas, the University's Key Account Manager at BPR Group expressed: "The LUPC framework provided a comprehensive format for us to detail the wide range of services and added value initiatives we could offer UoL. We have been working in partnership with UoL to improve waste practices on site to help them achieve their ambitious sustainability goals. It's fantastic to see an organisation who are keen to make a positive environmental contribution and we are glad that we can support them in this." For the Sustainability and Facilities

team, it was one of the first times they had worked with procurement to secure Waste Services. It was also the first time they had encountered a framework agreement. The focus on sustainability and the commitment of suppliers to carbon reporting was a good unique selling point for internal stakeholders. This was particularly key because it would allow us to work harder towards achieving our carbon Net Zero Target by 2036, 80% recycling rate and zero waste to landfill targets.

UoL's Sustainability Manager, Matt Wilkinson had to say of BPR Group and the Framework: "In the first few months of the contract we've built a strong relationship between them and our Sustainability Team and ensured sustainability is embedded at the heart

of the contract. This level of proactive engagement has been a game changer from a sustainability perspective. We are now working closely with BPR Group to develop the University's waste strategy and up the ambition of our targets. It's great to see our internal cross departmental collaboration paying off and driving positive environmental change in practice."

After awarding the contract in October 2020, in addition to the work with the waste strategy, we are also utilising this partnership to:

- More accurately record and mitigate our Scope 3 Carbon emissions,
- Carry out a waste audit to identify further efficiencies
- Create and mobilise more waste engagement activity with our stakeholders.



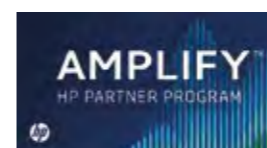
**Jim Biggin**  
Procurement Officer  
UCL



TECHNOLOGY  
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## Technology & Support for Higher Education

COVID-19 has reshaped the Higher Education landscape as we know it, with many universities in the midst of reshaping the way they deliver teaching and learning for the foreseeable future.

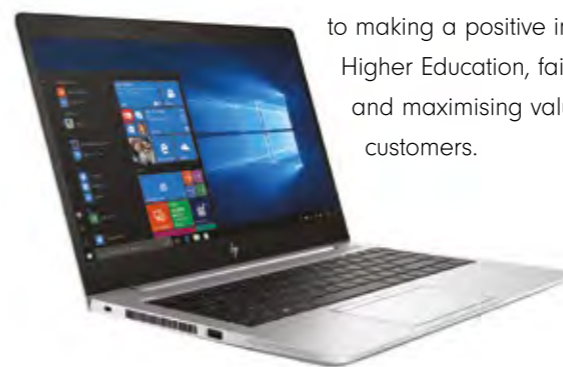


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## “SHOW ME THE MONEY” – MEASURING, MONITORING AND REPORTING SOCIAL VALUE IN YOUR CONTRACTS

Introducing the HE TOMs (Higher Education Themes, Outcomes and Measures) – Whilst we all aspire to do better, sometimes knowing where to start, and how to demonstrate social value is a challenge that delays progress. We are pleased to introduce, free for you to download and use locally, a new tool which will help you: The HE TOMs.

**A** national task force made up from the [Social Value Portal](#), UKUPC and member institutions has been working collaboratively to identify a solution which enables organisations to procure, measure, manage and maximise social value in procurement activity in a consistent way and define the benefit in £'s.

### The Background

Social Value is considered to be the wider benefit gained by a local community from the delivery of public contracts. For the HE

TOMs, social value is separated into four key areas, the THEMES:

- Jobs: Promote local Skills and Employment
- Growth: Supporting Growth of Responsible Regional Business
- Social: Healthier Safer and More Resilient Communities
- Environment: Decarbonising and Safeguarding our world

These THEMES are then broken down into possible OUTCOMES, in effect the strategic objectives. A list of 11 OUTCOMES is provided, for example,

under Jobs you may select “More local people in employment” or “Improved Skills for disadvantaged people”.

Each of the outcomes is then further broken down into a MEASURE. The measure explains which element is to be considered: for example, under “More local people in employment” we would look at the “Percentage of local employees (FTE) on contract”

Using nationally recognised and agreed values, a GBP value is then allocated to each measure to enable a calculation of social value to be made and reported. Full Guidance is available here.

**Who is this guidance for?** This brief and easy to use guidance is aimed at procurement professionals who are responsible for the inclusion of Social Value in their work. The Social Value Portal will provide the official detailed guidance, we will contact members as soon as this is available. please refer to that for full information.

### Before you start, what do you need to know?

It is important that you have a good understanding of your organisation's Environmental, Social and Governance (ESG) strategies. Are you clear about how your work fits in, what are the goals detailed that you could align to? Which departments in your organisation are responsible for which strategic goals, ask questions if you are unclear.

You need to understand the product or service you are buying, the market opportunities and challenges, and the potential supplier base.

You also need to understand the local community in which you work. Consider the demographics, the infrastructure, the history and community features, economic and political aspects, local needs and priorities, attitudes and values.

### Getting Started – How to use the HE TOMs

1. Ensure you have a stakeholder map which details all those relevant to the procurement and responsible for social value across your organisation. Ensure those stakeholders understand what you are trying to achieve, and also that you are clear what their objectives are.
2. Review the [HE TOMs](#) set to identify measures for inclusion, appropriate for the product or service you are procuring. Liaise with your stakeholders, including your potential supplier base. In making your decision about which Measures to include you should not try and ‘second guess’ what a supplier might be able (or prefer) to deliver and so your TOMs set should be chosen to appeal to a wide business constituency including SMEs.
3. Agree the evaluation criteria as part of your procurement strategy. You may wish to consider the [PPN 006/20](#) suggested value of 10%. Whatever you decide it must proportionate and relevant to your contractual requirements.
4. Undertake the procurement exercise in line with the required procurement regulations, evaluating and scoring

elements appropriately. Evaluation should be scored based on the quantitative and qualitative value achieved; You should calculate using the figures included in the HE TOMs spreadsheet and refer to the formal SVP guidance for further clarity.

5. Once awarded, you should contract manage the social value elements throughout the life of the contract. Hold suppliers to account, ask for evidence, and monitor outcomes (as you would with SLA's). Report: The monetary value will be of interest to a wide range of stakeholders, consider reporting in a range of ways: per contract, per year, per institution. Additionally, what is the real life impact of the value you have brought, are there stories to be told, pictures, case studies and examples of the benefits?

### Some caveats

Not all TOMs will be applicable, the list can be used like a menu; a list of ideas you can select from for inclusion in your contracts as appropriate. They were developed to suit all UKUPC member institutions and their

Theme	Outcome	Measures	Units	Value
Jobs	More local people in employment	No. young BTECs/ apprentices	No. people	£23,119/yr
Growth	More opportunities for local SMEs and VCSEs	No. Voluntary hours	No. hrs	£36.07/hr
Social	More working with the community	Spent on local supply chain	£ spent	Local Spend
Environment	Vulnerable people are helped to live independently	Induced £/tCO2e	tCO2e	£60.35/tCO2e
Innovation	Carbon emissions are reduced	Air pollution is reduced		

**Total Social Value = Sum(Measures\*Value)**

communities, across all products and services, in all sectors so you will need to be mindful of which ones suit your requirements best.

This is introductory guidance only; you can [contact the Social Value Portal](#), read the official SVP guidance, speak to your local procurement team, or contact the sustainability lead in your regional consortium for advice on how to utilise the HE TOMs effectively.

The HE TOMs were developed after many hours of consultation and consideration by the taskforce. Both the HE TOMs and the guidance will however be periodically reviewed. If they are not meeting your needs, or you have any questions, please do contact the sustainability lead in your local consortium in the first instance.

**Thanks** This resource has been made

possible with thanks to the collaborative efforts of the team at the Social Value Portal, UKUPC representatives and members of the Social Value taskforce, particularly, Queen Mary University, The University of Manchester, The University of Sheffield and Sheffield Hallam University.



**Feature**

**PERIOD DIGNITY ON CAMPUS HAS NEVER BEEN MORE IMPORTANT**

Celia Hodson, Founder and CEO of the award-winning 'buy one, donate one' social enterprise, Hey Girls, uses her experience to bring us her top tips for sustainable procurement excellence.

Hey Girls works with 66 universities and colleges across the UK, including LUPC members such as London Metropolitan University, Royal Holloway and London South Bank University, supplying students with sustainable tampons and pads and reusable items including period cups, pants and washable pads. The collection is made up of a range of sustainable materials including organic cotton and bamboo. The company is working towards the UN's Sustainable Development Goals and is a UK 'Business Climate Leader', having signed up to halve its carbon emissions by 2030 and end its contribution to climate change completely before 2050.

Celia explains: "When we launched, we were expecting our business to grow from the consumer market but we actually

blossomed in the public sector arena. We won one public sector contract at the start and now over 80% of all our income comes from universities, colleges, student unions and local authorities, who buy our sustainable period products to give out on campus or in their communities.

"To have been selected as a supplier of sustainable period products by NWUPC was massive for us and for the cause as a whole. Because our model is 'buy-one, donate-one', procurement by universities and colleges provides a double give. Not only do students receive vital free period products, for every period pant or pad that a category manager buys, we will also give the equivalent product to someone facing adversity in the UK. Period dignity on campus has never been more important."

The company's focus is producing

environmentally-friendly period products that fund the fight for period equality in the UK, where one in 10 people are still affected by period poverty. [This statistic rose to 3 in 10 people during the pandemic.](#)

Celia uses her experience to bring us three of her top tips for sustainable procurement excellence:

1. Start small but think big: With sustainability high on the agenda for many procurement managers, it may be tempting to switch out all your contracts to more eco-friendly ones in one go. However, it may pay dividends to start small and build up. We have got our foot in the door with many councils on a small-scale

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- confidentiality agreements & technology arrangements
- shared services

Let's talk and work out how we can best support you.



**Trish D'Souza**  
Senior Associate

Tel: +44 (0)29 2047 4462  
t.dsouza@capitallaw.co.uk

Capital Law are a supplier on LUPC's legal services framework.



*Established by Celia in 2018 as a kitchen table start up alongside her two daughters, having experienced period poverty first-hand themselves as a young family, Hey Girls is now a multi-million pound community interest company.*

## Feature



or pilot project first with a couple of thousand period products, to then scale up to providing 20,000 period products or more. Starting small also ensures you get to know each other and build trust as the relationship develops.

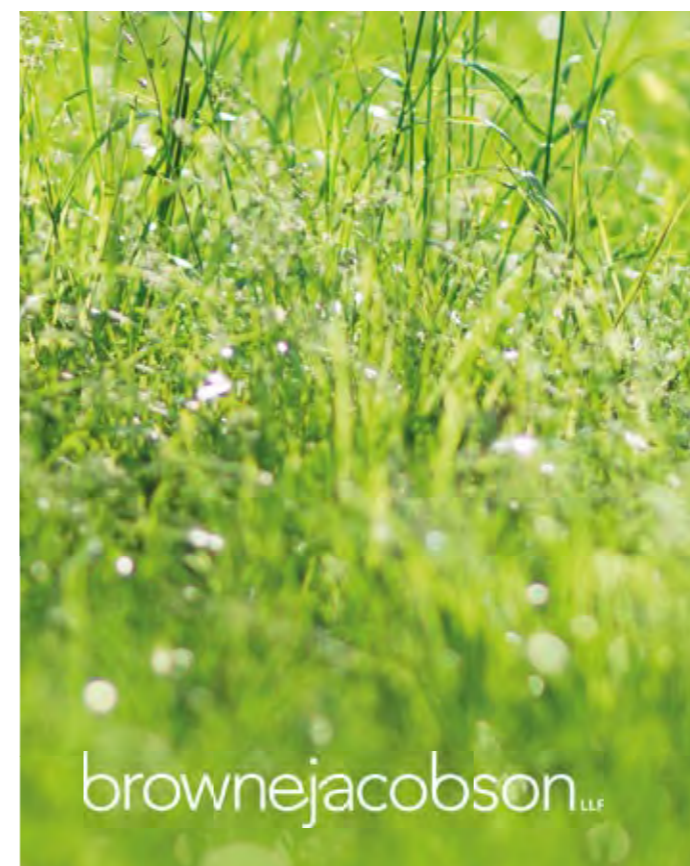
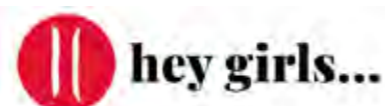
2. Don't be afraid of short-term innovation: In the current economic climate, it is worth having an agile approach to sustainable procurement planning. For example, during the first wave of the pandemic, students were no longer coming onto campus. We developed our 'home pack' solution – delivering free sustainable period products direct to students'

home doorsteps on behalf of universities and colleges across the UK. No one could have foreseen the need for home packs, but both universities and sustainable suppliers like us thought outside the box to create something practical and innovative.

3. Learn about sustainable innovation from suppliers as well as peers: Procurement consortia are powerful places to learn about sustainability procurement practices at peer-to-peer level, but universities can also learn from the suppliers themselves. We've partnered with suppliers whose ingredients give back to the community. Some examples include [Rethinkpackaging](#) and

[BIDBI](#) and others who work within a business framework called the triple bottom line. This experience and learning can be passed onto our university partners. We are constantly engaging with universities and colleges on the green agenda and working collaboratively to make a real and lasting change.

Hey Girls is one of four suppliers on the [Washroom Services including Period Dignity Solutions framework agreement](#). For further information about Hey Girls' sustainability commitments, please visit [www.heygirls.co.uk/environment](http://www.heygirls.co.uk/environment)



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# Are you ready for the changes in procurement?

THE CURRENT 7 PROCUREMENT PROCEDURES REDUCE TO ONLY 3

*The Merzell CTM platform already allows our customers to create bespoke procurement procedures to match their needs. Let us help you stay compliant!*



## CHANGE ON THE HORIZON

The new **Competitive Flexible Procedure** will give "greater flexibility for commercial teams to design their procedure to fit their procurement and will encourage innovation".

A new **Procurement Bill** is to be introduced in the next session of **UK Parliament**. The Queen, in her speech (on 11th May 2021) outlining the government legislative agenda, said the law would simplify procurement in the public sector.

A consultation on [the green paper on procurement reform](#) closed in March and the government is still analysing responses, but the bill is expected to be introduced "from **September 2021**".

This means that buyer users need an eProcurement platform that allows them to **create bespoke procurement procedures to match their needs**.

With further requirements proposed including publishing Contract Amendment Notices and with the new **Competitive Flexible Procedure** (which will largely replace your frequent common procurement routes), the aim is to give greater flexibility for commercial teams to design their procedure to fit their procurement and will encourage innovation and allow them to engage with the market more effectively and proactively.

The Merzell CTM system already allows bespoke procurement processes so **we can set up the new procedures right now!**

### HASSLE-FREE

CTM is an easy-to-use eSourcing platform which helps you run all procurement workflows using clear "to-do" checklists. CTM allows you to set up tenders quickly and publish notices to Contracts Finder and FTS directly from your checklist.

#### Sourcing with ease:

- Access over 80K suppliers
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- Predefined process templates
- Live in 2 weeks

*Merzell UK is the eProcurement System supplier on the LUPC Framework Agreement ITS5058 LU.*

*"We choose CTM as the best combination of user experience, functionality and price on the market.*

*Looking at each aspect individually, we noted that there are competitive products on the market, but not all tied up in a single package." - LUPC Member*

## Feature

# LUPC'S 2021-24 STRATEGY

In September, we launched our Strategy for 2021-2024: [Working together to achieve shared goals in a changing world](#). It was written in consultation with the LUPC team, the Board and member feedback. You can hear about our new strategy from Don Bowman, LUPC Director in [this short video](#).

The strategy focuses on six key areas that we will deliver for members over the next three years:

- Deliver compliant framework agreements that are commercially advantageous for our members.
- Enhance LUPC's position as a leader in Responsible Procurement.
- Foster a culture for members and employees to network, share best practice, learn, develop, and grow.
- Collaborate widely to share, learn, and streamline activity to ensure maximum benefit for our members and to raise the profile of procurement.
- Develop a range of member benefits that add value.
- Ensure customer service excellence in all we do.

The strategy builds on the progress we have made in the last three years, especially in areas like Responsible Procurement, where we continue to lead the way. We have also developed as an organisation by working closer with UKUPC's partners and its working groups. One of our goals is to collaborate widely to share, learn and streamline activity to maximise benefit for our members. As well as joining forces with our UKUPC partners, we will work with a wide range of additional external stakeholders to learn best practice that we can share with our members.

A new area of focus is to ensure customer service excellence in all we do. We don't want to just provide good customer service; we want to excel in it. LUPC exists to serve our members and it is right that we ensure customer service excellence is central to everything we do.

To keep you updated on how we are performing, we will measure our progress against the KPIs we have set in the strategy and report on this in our annual review.

LUPC's Director, Don Bowman says: "Our new strategy reflects the changing environment in which we live. We have set out to build on LUPC's work on responsible procurement, collaborate with relevant partners in order to streamline our activity and ensure we understand and respond to our members' needs. Our strategy will enable us to work collaboratively and strive for excellence to achieve value for money for our members in a way that benefits our members, society and the economy, whilst minimising damage to the environment. We look forward to the years ahead."

**LONDON UNIVERSITIES PURCHASING CONSORTIUM**

## Strategy 2021-24

**Working together to achieve shared goals in a changing world**





University of Buckingham

## ENSEMBLE PURCHASING - A SHARED PROCUREMENT SERVICE FOR SMALLER INSTITUTIONS

Smaller higher education institutions have a significant annual spend on goods and services, often without professional procurement support. Selecting the right suppliers to deliver value, meet the organisation’s needs and management of key relationships, requires professional know-how. But a smaller organisation might not have a requirement, or indeed the budget, for a full-time professional procurement post.

**E**nsemble Purchasing enables LUPC members to have a Senior Procurement Manager, for typically two or three days a week, at an affordable price. This innovative, collaborative solution to procurement resourcing for LUPC members has been operating since

January 2016. It is designed specifically to address the need for professional, quality procurement resource within smaller organisations, suitable for institutions with minimal or no procurement resource.

Ensemble Purchasing supplies a sustainable, high-quality, professional

and economical procurement service. As a VAT exempt cost sharing group – owned and controlled by members – there is no VAT to pay and HMRC have acknowledged the status of Ensemble as such.

The Ensemble Purchasing team

is currently comprised of four Chartered Institute of Procurement and Supply (CIPS) qualified Senior Procurement Managers, working across nine members:

- University of East London;
- University of Buckingham;
- Regent’s University London;
- Royal Academy of Music;
- Royal College of Music;
- Royal College of Art;
- Trinity Laban Conservatoire of Music & Dance;
- University of Roehampton; and
- Ravensbourne University London.

The Procurement Managers work under the members’ instructions, to focus on the areas that will derive the maximum benefit, preparing plans and carrying out procurement activity for their clients’ approval according to their needs. All contracts are entered into directly

with the supplier by the member.

The University of Buckingham is a not-for-profit university which has previously not had a dedicated procurement resource; until Margaret Newson, Senior Procurement Manager at Ensemble Purchasing, started with them in August this year. At present, they require procurement support for two days a week. This has included tendering the external audit requirements, assistance with comparing detailed E textbook offers and undertaking a mini competition for their office stationery requirements. In addition, Margaret is working to improve their current procurement processes which ranges from the establishment of a university-wide contracts register to investigating their supplier base and the process of approving new suppliers.

Elaine Williams, Head of Finance at the University of Buckingham says: “We approached Ensemble Purchasing in the summer as we require professional procurement advice on numerous projects and improvement on our current processes. We are grateful that Margaret joined our team, allowing us to tap into her expertise where we had a gap.”

### Margaret says of her time working at Ensemble Purchasing:

“Being the sole procurement professional in each organisation, we often find ourselves fulfilling a number of different roles from acting as a head of procurement, creating procurement strategies, to carrying

out activities that would traditionally be undertaken by more junior members of a procurement function, such as approving new suppliers or carrying out simple ‘Request for Quotations.’ This makes for a varied working life interacting at all levels of seniority and carrying out a variety of tasks on a daily basis.

“The majority of my activity is tendering; I also work for Ravensbourne University London and this has involved tendering their biggest spend contracts including a new student customer relationship system which captures the student journey from their recruitment to becoming a Ravensbourne alumnus.

“I started my procurement career nearly 30 years ago in mobile communications with Cellnet (now O2). Most of my university procurement experience has been as Head of Procurement at LSE for 11 years; during which I also served on the LUPC Executive Committee. I qualified in 1992 as a member of the Chartered Institute of Procurement. I joined Ensemble over five years ago just after its formation and worked for Regent’s University and the then Royal College of Art, where I spent a year working full time in their Estates team on their capital and maintenance projects. I currently work for Ravensbourne University, the Royal Academy of Music and the University of Buckingham who joined in August 2021.”

### More information

Ensemble Purchasing is an ideal solution for smaller members to deliver value for money on a budget, with the opportunity for other institutions to come on board and join the service. If you would like more information on Ensemble Purchasing, please contact [Don Bowman](#).



# Commodity Updates

This section will give you an update on any new agreements in place, or news on existing agreements. Please note this is not the full list of available agreements, just those where there is some news to report. For the full list of agreements and for further information on any of the agreements listed here, please visit the HE Contracts (HEC) [site](#)



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## Audio Visual

### Audio Visual Supplies, System Design, Installation and Maintenance - National **MK**

The potential AV consultancy framework is on hold for the moment due to reduced stakeholder engagement.

AV has been similarly affected by shortages and price rises in areas such as ICs and panels. Pure AV held a successful seminar on 9 September showing how Queen's University Belfast had adapted their lecture theatres to enhance the learning experience for all students, whether accessing in-person, via lecture capture or in a hybrid setup.

## Estates & FM

### Catering Consultancy Services-National **JG**

This tendering process for this agreement will begin in October 21. It was extended for 6 months, with full support from all suppliers, due to the uncertainty in the market around the supply of catering.

### Cleaning Services/Estates Maintenance and Minor Works/ Security Services - Regional **JG**

The ITT evaluation stage for the new agreement to combine Cleaning, security and estates maintenance and minor works is complete.

The agreement is scheduled to go live at the end of October following the standstill period.

### Electronics (NUWPEC) -National **AR**

In August, key framework suppliers have been raising concerns

about some products being subject to supply constraints. They've cited possible market disruption as the sector prepares for the new term. NWUPC have created a list of the key lines affected so that members can plan ahead and seek alternatives. This was communicated to members via the August monthly eBulletin.

### Estates Maintenance and Minor Works- Regional **JG**

The ITT evaluation stage for the new agreement to combine Cleaning, security and estates maintenance and minor works is complete.

The agreement is scheduled to go live at the end of October following the standstill period.

### Furniture Supply Installation **AR**

The tender for this agreement has now been advertised.

### Lift Installation, maintenance and consultancy-National **JG**

NEUPC's agreement went live in May 2021. This agreement consists of 2 Lots:

- Lot 1 - Installation, maintenance, refurbishment and modernisation of goods and passenger lifts, lifting platforms, stairlifts and associated installation services.
- Lot 2 - Lift consultancy services.

### Security Services (Guarding and Reception) - Regional **JG**

The ITT evaluation stage for the new agreement to combine Cleaning, security and estates maintenance and minor works is complete.

The agreement is scheduled to go live at the end of October following the standstill period.

### Soft Furnishings and Associated Products Framework **AR**

The current agreement expires 28 Feb 2022. The draft Procurement Strategy was issued to the TWP in late July. The ITT publication date due to be 12 November 2021.

### Mail Services - National-PMR 2004 NE- National **JG**

The new agreement is now in place. The agreement is divided into two lots:

- Lot-1--UK Domestic Business Mail
- Lot-2--International Mail

Potential Additional Services that may be provided are:

- Hybrid Mail and
- Pre-paid Envelopes

### Water Quality Management Services- National **JG**

The Water quality management agreement was tendered by APUC and went live on 6th August. This agreement consists of 7 lots:

Lots 1 - 5 covers risk assessment services by region:

- Testing of Samples
- Analysis by independent accredited Laboratory
- Certified reports
- Lot 6 covers water quality treatment services including sampling:
- Sampling of Water systems for Legionella, Biofilms and coliforms
- Analysis by independent accredited Laboratory
- Full certified reporting
- Treatment and maintenance of water systems
- Training services for monitoring and treatment of water systems
- Lot 7 one stop shop.

## ICT and Telecoms

### Computing- Data Centre Management Equipment and Infrastructure- National **MK**

Supplier reviews were held in August and overall spend is increasing

### Computing- Desktop and Notebook Agreement - National ('NDNA') **MK**

A full set of NDNA review meetings were held across 21-24 September. A combined tender strategy and supplier performance questionnaire was issued in late August with the 32 received responses analysed and shared with the group and suppliers alike as part of the reviews. The supply situation remains in a critical position and has if anything, worsened in recent months. Part of this is down to Covid-related factors including production line closures within factories and airports and other freight hubs being similarly impacted by strict in-country measures. Optimistic forecasts say the situation won't return to near-normal until mid-2022 while some are predicting 2023.

Dell has introduced a 90-day storage facility for members to use for held 'gold' stock and there are similar arrangements available through the indirects supporting Lenovo and HP for example. The message to all members is one of collaborating through the framework and with their account team so that the planning and product sourcing can be factored in for rollouts and programs. All actions and matters arising have been written up and were issued to both the group and suppliers on 28 September. The strategy for the next tender will follow in October and will take the survey exercise into account.

All contract MI up to and including Q4 2020/1 to July 2021 has been shared and uploaded to HEC; unsurprisingly, notebook and other portable device sales now far exceed those of desktop.

The extension of the Intel price support programme was agreed over the summer with processor rebates given against several vPro CPUs.

A customer communication on the mutual termination of XMA, the manufacturer of Viglen desktop PCs, was issued recently following a Covid-induced decline in sales. Their exit from the PC market will take effect from 31 December 2021. All post-sales related servicing and support remains unaffected, as does their presence on the agreement as a reseller for HP and Dynabook. XMA will continue to act as an OEM for multi-processor Viglen workstations and servers.

### Computing - National Education Printer Agreement 'NEPA' (Provision of Print Equipment and Managed Print Services) - National **MK**

Requested price increases on select MFDs and equipment, are under discussion with further details requested from suppliers on the reasons behind the requests.

### Computing- Networking Supplies and Services- National **MK**

NEUPC held HENSS Networking contract reviews in July, which included supplier feedback on the direction of the next agreement. A request for TWP volunteers will commence shortly, as will discussions with potential suppliers keen to bid for the next iteration. The present framework was extended to 30 September 2022 over the summer.

### Computing PCs with Apple Operating Systems-National **MK**

The Apple ITT received 9 bids by the 14 May deadline. The TWP convened 16 September to discuss and approve the award report and its recommendation is to award to 4 suppliers, which was duly given. Bidder standstill letters will be issued at the start of October and the agreement is expected to commence later that month.

### Computing - Server, Storage and Solutions National Agreement ("SSSNA") **MK**

The SSSNA ITT was issued on 23 August for initial response by 29 October. Over 70 organisations have registered their interest to date and received clarifications will be issued by SUPC to the TWP shortly with a request for assistance. An extension has since been granted with tenders to be returned in mid-November.

### Jisc Network Equipment Framework **MK**

The framework has now been extended until 31/9/23. Service reviews covering the May 21 - Jul 21 quarter were held in August with each of the 28 suppliers, which covered performance, reporting/ invoicing and framework usage updates. The next scheduled service reviews are due to take place in November to cover the Aug - Oct 21 quarter.

### Jisc Simulated Phishing Service and Associated Training Framework **MK**

There have been 13 confirmed orders so far on the framework with a total spend of just above £30.5k. Service reviews covering the Apr 21 - Sep 21 period will be held with suppliers during October.

**Jisc SMS Framework** MK

The Jisc SMS framework continues to be well used. Orders for July were 58 and 54 in August

**Jisc Telecommunications Framework** MK

A total of 46 different customers have placed orders amounting to £1.7m in total since the start of the framework

**Jisc Vulnerability Assessment Services (VAS) Framework** MK

There have been 22 orders so far on the framework with a total spend of just over £282.5k by 18 different organisations. Service reviews covering the May-Oct 21 period will be held in November.

**Jisc Web Filtering & Monitoring Framework** MK

There have been 3 confirmed orders so far on the framework with a total spend of just above £22k. Service reviews covering the Mar 21 - Aug 21 period are being held week commencing 27 September

**Software Licence Resellers (SLRA)- National** MK

The SLRA abridged version of the Ts&Cs should be available shortly, the contract manager is finalising deeds of variation to so that the newly shortened version can be incorporated into the framework.

**Computing – General Matters not covered elsewhere**

The National ICT Group continues to convene every four weeks with the last meeting held 25 June. The next meeting has been arranged for 28 July.

ITS1040AP Virtual Learning Environment (VLE) and Associated Services Lot 2 (Moodle) has completed the standstill period. The initial launch event will be held back to late July earliest with the Supplier-day likely to be in September.

Jisc is tendering for a large-scale managed firewall service, which will be available to the whole sector. The expected live date is late 2021.

The IT Equipment Re-Use Recycling and Disposal Agreement remains at the documentation review stage and is awaiting sign-off. The go-live date is planned for 1 October.

Similarity Detection Software is expected to go out to the market shortly.

The Jisc-led Global Education Access Framework, which commenced 4 September 2020, has had 16 orders from 16 different institutions to date.

LUPC has written to Apple (UK) as one of several Electronics Watch affiliates supporting fellow affiliate Adda (Sweden) in their supplier engagement. Of specific interest is the goal to ensure suppliers disclose the methods they use to investigate and mitigate risk of forced labour of Uyghur people in ICT supply chains in China.

**Insurance****Insurance – Regional** MK

Reminders have been issued to the group on the available remaining funds under the Risk Management Bursary Project.

**Laboratories and STEMed****Gases (IUPC) – National** AR

The original tender response was extended until 31st of August, with the bid evaluations being carried out during the first 3 weeks of September. The framework is scheduled to go live as planned by the 1st of November 2021

**Laboratory – Life Sciences – Antibodies and Sera** AR

The new framework was successfully awarded by the SUPC on schedule on the 1st July and is live on HEC. It will run for 3 years and can be extended for a further year. Antibodies (lot 1) is covered by 18 suppliers and Sera (lot 2) consists of 8, with most being incumbents.

**Laboratory Consumables and Chemicals - Inter-Regional (IRLA)** AR

The framework has seen a couple of price increases this quarter due predominantly to scarcity of materials but also container costs, HGV driver issues, raw material shortages as well as gas and electric price rises affecting Europe

**Laboratory Equipment (General) and Associated Post Installation Services – National** AR

All 17 suppliers awarded a place on the framework attended individual onboarding meetings with the framework owner. A number of suppliers are new to Consortia so additional insight on the sector was provided. We are waiting for an appropriate time to carry out a live Framework Launch event, however this has agreement has been publicised nationally in a variety of ways. In addition, an audio-visual interactive presentation has been distributed to members and sister consortia, as well as being issued to the suppliers for internal distribution.

**Other Laboratory – Updates**

NEUPC ran a national STEMed and Lab event on the 21st of July which consisted in a series of talks and presentations from consortia and specialist suppliers. LUPC hosted a presentation formally introducing the new Lab Equipment General framework LAB5061 LU and participated the Q&A session at the end of the day.

APUC have put in place a new Dynamic Purchasing System (DPS) for Laser Equipment, which will run for two years, starting from 31 July 2021, with an additional year's extensions until 31st of July 2024. All information is available on HEC.

**Library****Books, E-Books, Standing Orders and Related Material** RD

– Inter-regional Agreement (SUPC-led)

This framework has been extended to 31/01/2022. The ITT for the new agreement has been issued, the closing date was 11/08/2021

**Office Supplies & equipment****Paper- Print and Specialist** JK

The current agreement will end in December 2021. NWUPC the lead consortia has started re-tendering process and looking for members to join TWP

**Professional Services****Cash and Valuables in Transit** JK

One supplier on this agreement Contract Security Service has ceased trading and removed from HEC. Members were informed of this.

This agreement has a very low uptake, At the end of this term, the service will not be retendered by the HE consortia.

**Ceremonial Gown and Photography Services—National** JK

The LUPC Ceremonial Gown and Photography Services Framework Agreement is due to expire on 18 March 2022. A PIN was published in June, TWP members nationally are confirmed. The process of developing a strategy paper and then ITT documents is in hand.

**Debt Recovery Services– National** RD

Initial research has started regarding the development of the next iteration of this agreement, the formal tendering process to being in January 2022.

**Executive and Senior Strategic Search and Recruitment Service** RD

APUC (Anne Martin) has started the retender of this agreement. LUPC members are engaged with the TWP and it is expected to be available to members by January 2022.

**Financial Services- National** RD

NWUPC have extended the agreement to year 3. PWC has not agreed to the extension on lot 2 for external audit services and have been removed; however, remain on lots 1, 3, and 4.

Further information on the current agreement is available here

**Franking Machines – PMR1003 AP** RD

This ITT is currently at evaluation stage, with award imminent.

**Global Workforce Mobility Support Services – National (NWUPC Led)** RD

Launch events have now been completed & are available to members to watch again through our website.

Further information on the current agreement is available here.

**Intellectual Property Rights Services – PFB2003 NE** RD

NEUPC (Matt Johnson) has confirmed the extension of the framework to its fourth year which will be reflected on HE Contracts shortly. Matt has also started to gather information for the strategy and retender for its replacement.

**Legal Services – National** RD

A video presentation on the newly available framework is available to members via our news page.

Further information on the agreement can be found here. If you have any feedback, please contact Roy

**Other Activities****Publications**

E-bulletins are issued monthly around the 15th of each month.

Linked magazine is published quarterly at the end of every January, April, July and October.

**Events****Upcoming Events**

- LUPC Member Induction – 21 October
- Monthly Heads of Procurement Meeting – 22 October, 26 November
- LUPC & SUPC Responsible Procurement Event – 10 November
- Presentation Skills Training – 15 November
- UKUPC Webinar: Equality, Diversity & Inclusion in Procurement – 25 November

For further information and to register, please see the events page on our website.

**Website**

LUPC is currently developing a new website to include a member-only section to enhance user experience. It is scheduled to go live by the end of the calendar year.

Full details of all agreements are available at [lupc.ac.uk](http://lupc.ac.uk)



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# Let's talk....

Janita Vara, Head of Procurement at the Royal College of Physicians (RCP) talks to us about her career in procurement to date.

**How long have you worked at your organisation?** 3.5 Years

**How did you get into procurement?**

By Accident! Growing up, I had always wanted to be a primary school teacher. I qualified and worked for a couple of years and decided it wasn't for me. I took on a number of temp jobs whilst I decided what I wanted to do, the last of which was as a Procurement Administrator for a Local Authority in July 2002. I'd never heard of "Procurement" so had a google ahead of my interview and have never looked back.

**What do you most enjoy about your job?**

Meeting new people and working across all parts of the organisation. Procurement has historically been considered a hidden business unit within the RCP but we have been able to increase visibility through training and attendance at team meetings. People are definitely seeing the benefits of early procurement involvement in their projects. We are able to challenge and provide input into specifications and also use our external procurement networks to introduce suppliers that may previously have never been considered.

**What's the worst thing that happened in your career and how did you overcome it?**

I've not had any terrible experiences during my career. I was made redundant in 2014 which was very difficult and stressful at the time – but I learnt that change doesn't have to be bad thing. I was able to go on and experience Procurement in different

sectors and I'm happier now than ever.

**If you weren't in procurement, what would you be doing?** After home schooling for the best part of a year, definitely not teaching... maybe an interior designer or something creative.

**What's the most interesting item or service you've had to buy?** For the first year of the COVID-19 pandemic, we were unable to run a number of our examinations. With more qualified Physicians needed than ever, we have had to move some of our exams online. The online invigilation and proctoring services that are offered by suppliers are so innovative and clever. It also means that we will be able to reduce much of our UK and International travel spend and further reduce our carbon footprint in to the future.

**In your view, what value can working with the Procurement team bring to other areas in Estates, IT etc.**

Whilst we have some technical knowledge of Estates and IT, we do not consider ourselves to be experts. This benefits Procurement as we are able to ask the "silly" questions during the procurement strategy and specification development phase and challenge departments on why they want something done in a certain way.

**What advice would you give to people new to the sector?** Never stop asking questions and keep learning from your colleagues and your wider

procurement networks.

**What do you think have been the main benefits of joining LUPC?**

LUPC has given us access to a number of suppliers we may not have otherwise considered in our processes. We have been able to call off for some of our smaller and more routine requirements and often use the information available to benchmark our existing suppliers. LUPC introduced me to ISO20400 and Electronics Watch which I wasn't previously aware of. Their website also has lots of helpful tools which I turn to when needed. Marisol Bernal, LUPC's responsible procurement expert, carried out a placement with us earlier this year and she really helped us with our responsible procurement work.

**What are the key challenges ahead for your institution, especially following the COVID pandemic?** The RCP has,

like many organisations, cut back on its spending following a huge drop in income over the last 18 months. We are reviewing a number of our supply arrangements and working with departments and our suppliers to reduce costs whilst maintaining quality and improving our environmental impact. Current and recent categories include travel and reprographics. We are working towards the ISO20400 standard for Sustainable Procurement and hope to achieve this by the end of 2021.

**What achievement are you most proud of (and why)?** The RCP have recently opened new offices in Liverpool – "The Spine".

Much of my focus over the last 18 months has been on procuring the IT, AV and Furniture for the building. We hope to achieve the Platinum WELL standard which will make The Spine one of the healthiest buildings in Europe. We have had to ensure Sustainability in all aspects of the design, build and fit out – from the materials used in the building to the catering offered to staff and clients. The building is amazing and something I'm so proud to have been a part of.

**What would be your favourite book and luxury on a desert island?**

I read A LOT for work so personal reading collection is quite light-hearted. My favourite book is "Rescue Me" by Christopher Hard. My luxury item would be music – anything pop, rock and RnB from 1980 – 2000.

# PROCUREMENT 101: HOW TO WRITE A MODERN SLAVERY STATEMENT

Marisol Bernal, LUPC's Responsible Procurement Lead, shares her tips on writing a modern slavery statement.

Addressing modern slavery risks, as part of our wider responsible procurement strategy, is a topic of huge importance to LUPC. Section 54 of the Modern Slavery Act (MSA) requires commercial organisations, with an annual turnover of £36 million or more, to report each year on their efforts to identify, prevent and mitigate modern slavery in their supply chains. The majority of LUPC members and suppliers should comply. It is not too late to write and publish a modern slavery statement. If you already have one, you should review your statement and make the appropriate amendments before the next publication. It is best practice to publish the statement within 6 months of the end of the financial year. Here are my tops tips on writing a modern slavery statement:

**Make sure your statement complies with the mandatory elements of the Modern Slavery Act, which are:**

- *To be visible in a prominent place on the website;*
- *Refer to work carried out in the previous financial year,;*
- *Approved at the highest level of governance (Board of Directors or equivalent management body), include date of approval; and*
- *Signed by someone at the most senior level (Director or equivalent).*
- *Report annually and about your past financial year, make it clear which financial year you are reporting on and keep your old statements online.*

**The content of your statement should refer to the following areas:**

- *The organisation's structure, business and supply chains; provide relevant information that creates a picture of the structure of your business and your supply chains.*
- *Policies in relation to modern slavery and human trafficking; provide a link between your existing policies and modern slavery.*
- *Due diligence processes, risk assessment and management; identify high risks suppliers in your supply chains, this will help you to prioritise actions. Make sure you engage with suppliers and be clear about your expectations from them.*
- *Training on modern slavery and human trafficking; provide modern slavery training to all employees targeted in relation to each department e.g. human resources, procurement, legal, etc.*
- *Goals and Key Performance Indicators (KPIs) to measure the effectiveness of the organisation's actions and progress over time; ensure you have KPIs related to modern slavery and track your short, medium and long term progress. Review goals and KPIs annually.*

You can use this Modern slavery statement check list to track your progress on writing your statement.

Mandatory (formal) requirements	Yes/No
Does the statement refer to work carried out in the previous financial year?	
Is it visible in a prominent place on the organisation's website (home page or obvious drop-down menu)?	
Is it approved at the highest level of governance (Board of Directors or equivalent management body), include date of approval?	
Is it signed by someone at the most senior level (Director or equivalent)?	

Non mandatory and substantive Content	Yes/No
Has the statement been published within 6 months of the end of the most recent financial year?	
Does it provide relevant information that creates a picture of the structure of the business and its supply chains?	
Does it have policies with clear relation to modern slavery and human trafficking?	
Does it identify and recognise what specific risks exist in their supply chains?	
Does it explain the steps taken to prioritise and address higher risks, including engaging with suppliers on this matter?	
Does it provides modern slavery and human trafficking training to key staff such as human resources, procurement, legal, etc.	
Does it contain clear actions for the coming years to identify and mitigate risks, engage and collaborate with suppliers and other organisations?	





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Andrew Boyce - MANAGING DIRECTOR, ET WORKS UK - [andrew.boyce@etworks.com](mailto:andrew.boyce@etworks.com)

**Further reading:**

[www.etworks.com/news-articles/fujitsu-ssna/](https://www.etworks.com/news-articles/fujitsu-ssna/)



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