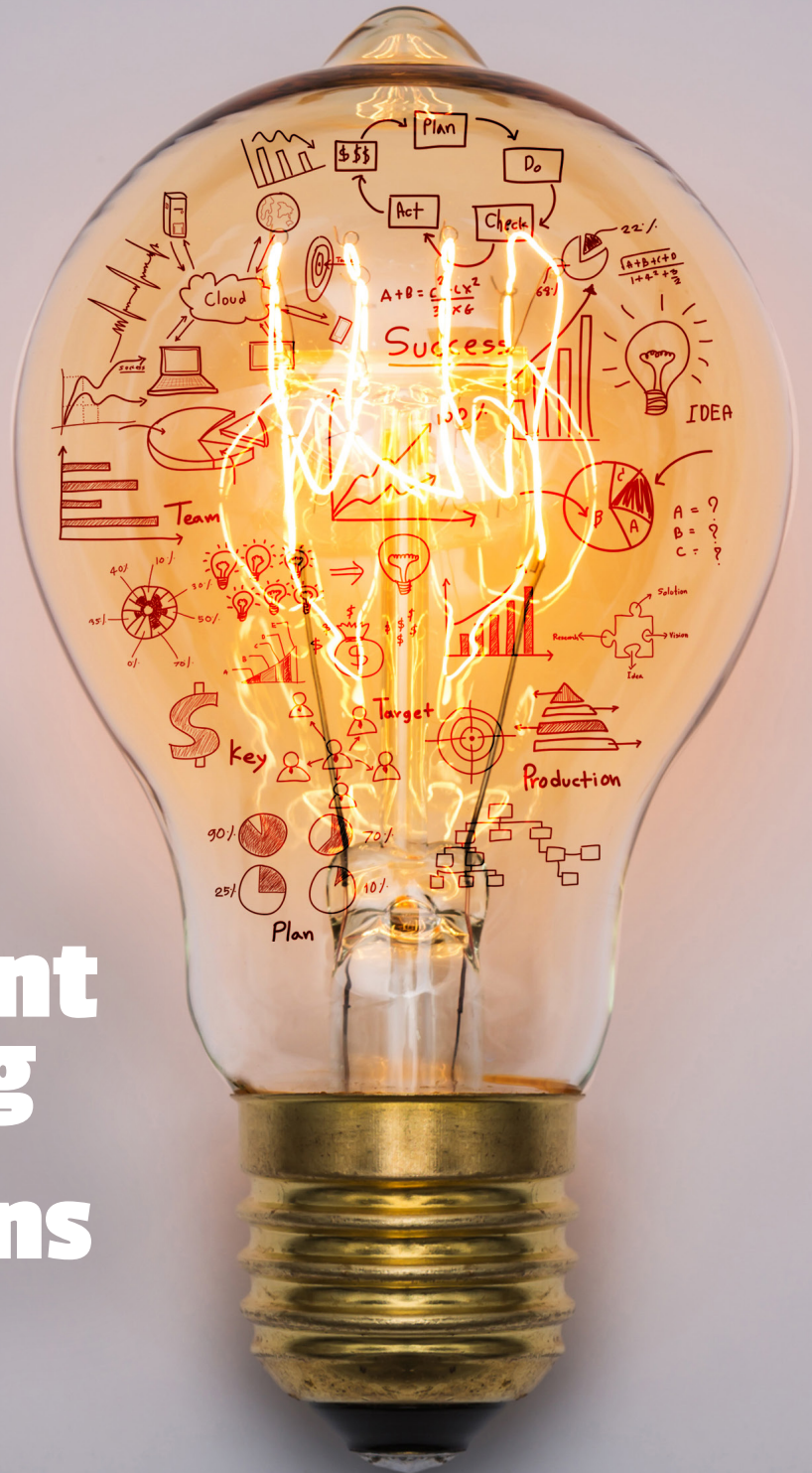


## The role of strategic procurement in meeting your organisations goals



**MANAGING  
INFLATION IN  
HIGHER EDUCATION  
CONSTRUCTION  
CONTRACTS**



**HOW CAN  
NETWORKING  
BENEFIT YOU  
AND YOUR  
ORGANISATION?**



# Contents

- 3... Director's welcome
- 4... News
- 6... Responsible procurement news
- 10.. Responsible procurement case study: the furniture iceberg
- 12... The role of strategic procurement in meeting organisational goals
- 16... Managing Inflation in Higher Education Construction Contracts
- 20...How can networking benefit you and your organisation
- 22... Commodity Updates
- 27... Let's Talk...Jim Fowles, King's College London
- 28... Procurement 101: Contracts database for members

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Professional procurement consultancy and support service to LUPC members, covering all levels of procurement, as required by the relevant member organisation.

## Welcome to the winter edition of Linked Magazine



I hope you all had the chance to enjoy some rest during the Christmas and New Year break. Here at LUPC we are working hard to bring you a 2023 packed full of events, networking opportunities, useful resources, support and guidance.

I'm pleased to let you know that our Annual Review for 2021-22 has been published. Collaborative procurement through over 100 framework agreements amounted to £232m during the year, delivering £19.9m in savings to our members. Our return on investment (the ratio of savings delivered to the membership subscriptions) is now at 73:1. As always, thank you to the many members who have supported our projects by serving on our commodity groups, tender working parties, the Board, or the Executive Committee; in particular their help with our member training activities, and for promoting the Consortium across their organisations.

With responsible procurement becoming embedded in everything we do, we have recently redesigned the responsible procurement section of our website, making it easier to find what you are looking for, we welcome your feedback.

This edition is packed full of useful articles as well as latest news, responsible procurement activity and our commodity updates. Our Deputy Director, Bindi Sandhu, covers our title feature: *The role of strategic procurement in meeting organisational goals* (page 16). Legal Services provider, Bevan Brittan, talks us through *Managing Inflation in Higher Education Construction Contracts*, (page 20). In the article titled: *How can networking benefit you and your organisation?* Suzanne Picken, our Head of Membership, Marketing and Communications, outlines the value of making time for networking, particularly in-person from time to time (page 13). On that note, we are excited to be working alongside SUPC to deliver the UKUPC Conference 2023, the only HE-specific national conference on procurement. The conference will take place 6 - 7 September 2023 at the University of Exeter. Exhibition Stand bookings are now open to all UKUPC framework suppliers, we have had an outstanding response so far, therefore we encourage all interested suppliers to book their stands as soon as possible. Delegate tickets will be on sale in the Spring. We look forward to working with our members, partners and suppliers over the course of the year ahead.



**National Procurement Conference**  
 formerly known as COUP

University of Exeter

**6 - 7 September 2023**  
 Click **here** to learn more





## New recruits to the LUPC Team

Kai Osborne joined us as our new Data Analyst in December, taking over from Michael Flagg, who moved onto pastures new in January.

Reece Baines is with LUPC on an initial six-month fixed term contract in a newly created role as Procurement Manager. Reece will be working directly with members on a consultancy basis, providing procurement support required by them. We're delighted to have them as part of the LUPC team.



## Transforming Public Procurement Update - December 2022

The Procurement Bill completed its passage through the House of Lords mid-December with a number of Government amendments made following detailed debate.

The majority were minor or technical - but there were also some significant policy changes that are now reflected in the current version of the Bill, most notably to support economic growth and reduce burdens on contracting authorities. You can view the Bill on the [Parliament.uk website](#). Learn about the key changes [here](#).



## LUPC Annual Review 2021-22 published

LUPC's [Annual Review for 2021-22](#) is now publicly available.

The review highlights key procurement activity for the year covering:

- the core category areas and responsible procurement,
- an overview of our 2021-22 financial position,
- an update on work across UKUPC, and
- our achievements during the first year of our new corporate strategy for 2021-24; *Working together to achieve shared goals in a changing world.*



## UKUPC Market Insight Document: December '22 issue now available

UKUPC members can now access the [latest market insight document](#). It provides details on what is happening within national and international supply chains at category level and is produced by UKUPC category managers.

## NEW National Desktop and Notebook Framework Agreement (NDNA) now live

LUPC is delighted to announce that the latest [National Desktop and Notebook Agreement \(NDNA\)](#) went live on 1 November 2022. UKUPC members (APUC, HEPCW, LUPC, NEUPC, NWUPC and SUPC) can access the framework with a full user guide available on [HE Contracts](#). Read more [here](#).

## Scope 3 and Opportunity Reports provided to members who submitted data

34 of our members, who submitted their non-pay spend for analysis, received access to their Scope 3 and Opportunity Reports in January.

The **Scope 3 Report** details indirect carbon emissions from the procurement of goods and services, business travel and commuting. Members can access their report via the contract uptake website: [cu.esolutions.org.uk](#), and entering their log in details. Once logged in, members can compare their annual data and download a copy of their annual report. For any issues with the site or logging on, members can contact [helpdesk@apuc-scot.ac.uk](mailto:helpdesk@apuc-scot.ac.uk).

The purpose of the **Opportunities Report** is to highlight areas of expenditure which could create opportunities for the member to achieve further savings and benefits for their organisation by re-directing off-contract spend through framework agreements.

Please contact [Bindi Sandhu](#) for any queries about your reports.

## Annual Member Benefit Reports issued to Full Members

All full members of LUPC received their annual member benefit report in November. Each individual report demonstrates the value and savings achieved by the member, focussing on the use of consortia framework agreements. It also benchmarks each member against other similar-sized organisations.

## IMAGINE SOCIAL, SUSTAINABLE AND GREEN FINANCE.

Imagine finance that incentivised a meaningful and authentic positive impact for society. We are passionate about sustainability linked loan solutions and would love to speak to you about your future financing options. If you want advisors who can help you to re-imagine the future, please get in touch.

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GODDARD**

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[addleshawgoddard.com](http://addleshawgoddard.com)



### Events

**Heads of Procurement Meeting**  
27 January, 24 February, 31 March

**UKUPC Webinar:  
Chancery Lane Project**  
27 January

**LUPC Legal Webinar Series: Post-pandemic employment issues**  
9 February

**Commercial aspects for procurement training**  
21 February

**LUPC Estates Coffee morning**  
28 February

**Procurement for non-procurement professionals training** 21 March

**UKUPC Conference 2023**  
6-7 September

Please check the [events section](#) of the LUPC website to stay up to date and to register attendance.



## LUPC publishes its eighth annual Modern Slavery Statement

[LUPC latest modern slavery statement](#) has been approved by the Board and it is now published on our website. The statement covers:

- Our policies on modern slavery in supply chains
- Progress on the Supplier Due Diligence Tool
- Updates from our activities with members, Electronics Watch and external partners

- Activities we carried out during the last financial year to identify, prevent and mitigate modern slavery in our supply chain
- The goals we set for the 2022-2023 financial year

If you would like any support writing your own Modern Slavery Statement, please [get in touch](#).



### Scope 3 Reporting

All members that have submitted their non-pay spend data to LUPC for analysis received their Scope 3 report in December based on the [Higher Education Supply Chain Emissions Tool \(HES CET\)](#).



### LUPC Responsible Procurement Section has a new, more intuitive design

We have redesigned the [Responsible Procurement section of the website](#), separating out the different areas of responsible procurement into clear visual sections, making it easier for you to find the specific information that you need.



## Carbon emission report 2021-2022

Following on from LUPC's preliminary carbon emissions calculations for 2020-21, the first official set of carbon emissions has been calculated for the period [1st August 2021 – 31st July 2022](#).

Our aim remains to identify the areas of greatest environmental impact, to reduce said environmental impact and, when as much impact has been reduced as possible, offset the remaining carbon emissions to reach Net Zero.

The report covers:

- Emissions to be reported: Scope 1, 2 and 3
- Scope 1: Direct emissions (burning of fuels on site)
- Comments, limitations and improvements
- Brief analysis of our procurement emissions

If you need more information about scope 3 carbon emissions, visit our [dedicated section](#) on the website.

## LUPC & SUPC Annual Responsible Procurement Event

LUPC & SUPC Annual Responsible Procurement event took place on 22nd November. The event covered key areas of Social Value, Modern Slavery and the Environment. Catch up on the three topical webinars below:

- Webinar 1: [Overview of the Higher Education TOMs \(Themes, Outcomes and Measures\) and Social Value in practice](#)
- Webinar 2: [The Government Modern Slavery Assessment Tool \(MSAT\) and Greater London Authority's \(GLA\) experience of the tool](#)
- Webinar 3: [Standardised Carbon Emissions Reporting Framework](#).



Marisol Bernal,  
LUPC's Responsible Procurement Lead

## Responsible Procurement Placements

I have started my placement at the Horniman Museum and Gardens, which is my seventh placement with a member organisation.

During my 6-week placement, I will work with Carole Destre, Climate and Biodiversity Coordinator, on the following projects:

- Support their engagement with suppliers on how they are addressing climate change
- Identify key questions around climate change to embed in their procurement processes
- Assist in the development of a sustainable procurement policy
- Assist in the development of any appropriate tools for responsible procurement.





## **Electronics Watch Affiliates Exchange for Impact**

Don Bowman and Marisol Bernal attended the Electronics Watch Affiliate Exchange for Impact held on the 17th and 18th of November in Barcelona. Twenty-one public sector organisations and seven civil society monitoring organisations from 13 countries participated in the event.

The first day of the event focused on celebrating achievements from Electronics Watch, affiliates and monitoring partners. In the session highlighting achievements from affiliates, Marisol presented LUPC's experience engaging with Electronics Watch and promoting their work among our members.

During the second day, attendees heard from monitoring



partners about challenges that are common to all countries and workplaces, as well as issues that are specific to some countries or sectors of the electronics supply chain.

At the event, Electronics Watch presented two new initiatives, the low emission vehicle (LEV) programme and the innovation programme.

Visit [Electronics Watch website](#) for more details about the Affiliates Exchange for Impact.

## **HESCET webinar**

Michael Flagg, LUPC Systems Manager & Data Analyst, led a webinar about the Higher Education Supply Chain Emissions Tool (HESCET).

During this webinar, Michael presented:

- a general overview of carbon emissions reporting
- a brief history and explanation of where the figures are derived from
- an overview of the HESCET tool
- a show & tell / demo of the tool

You can catch up on the webinar [here](#).



# What does the future hold for Public Procurement?

Public procurement is now more complicated than ever and buyers still have a duty to exercise the highest levels of diligence. We offer a range of CPD accredited procurement courses to help buyers understand and navigate these restrictions - overcoming a major obstacle in procurement.

Most popular training courses:

- Reform of Public Procurement Law
- Introduction to Regulated Procurement
- Contract Management
- Regulated Procurement Academy

[Learn More](#)

“

*I had little knowledge prior to the event but I am leaving with real purpose and a path to follow.*

Tom Morgan, Business Development, National Grid

”

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# THE FURNITURE ICEBERG - AND WHERE TO FIND CARBON SAVINGS

Furniture procurement has a role to play in contributing positively to the economic, climate and social challenges of our time. In this article JPA Workspaces talks us through their mission to 'Furnish with Purpose'.

Traditionally, furniture suppliers tend to focus on parts of the furniture procurement process that are visible and are relatively easy to deal with i.e. furniture specification, space planning, sales and delivery – the 'Tip' of the iceberg.

There is however huge untapped potential 'under water' in the less visible, less accessible areas of the furniture iceberg. Unseen value in the furniture lifecycle sits here, harder to access and manage but easily realised through maintenance, repair, reconfiguration, re-use and recycling services.

JPA address the entire 'Furniture Iceberg' working closely with clients from initial specification though to end of life decommissioning. We stay with the furniture we supply for its entire lifecycle. This is possible because we operate locally

with our own in-house teams of fitters, vehicles and warehousing, providing the flexibility and ongoing support needed to keep furniture in optimal condition for many years.

There are significant financial, carbon and waste savings to be achieved from simply buying 'better' furniture and maintaining it for longer. New furniture supplied comes with long warranties, continuity of parts and on-going site support from JPA, taking furniture up to warranty and then into second and third lives, maximising initial investment and reducing waste.

The Climate Change Act 2008 targets carbon emission reduction from buildings by at least 80% by 2050. To achieve this, current emissions need to halve by 2030. Simply using new and existing furniture for twice as long is an easy way of contributing to reduction targets.



JPA help organisations re-use and re-work existing furniture items into new schemes, re-locations and reconfigurations. Top up components, spare parts, repairs, refreshing and reupholstery are provided ensuring maximum lifespan for existing items, reduced costs and waste. A recently completed project re-worked 240 existing

furniture items into new layouts achieving savings of £29,930, and 7.4tonnes CO2e. Furniture items have an average carbon content of 50kg CO2e, so it's easy to 'see' carbon savings quickly stack up through re-use.

Pre-loved and non-new furniture supply is another option to reduce procurement costs, waste and unnecessary destruction of

natural habitats, flora and fauna. We select branded items where manufacturing quality is assured for many years to come, providing inclusive ongoing site support for peace of mind. A recent project achieved client savings of 50% (over £251,000) and 60 carbon tonnes through the provision of 1,996 second-life branded furniture items into new build works.

Rising energy and materials costs mean that redundant furniture items may now potentially be considered as assets to external parties, or useful as materials to manufacture new furniture items. JPA recently brought two LUPC organisations together to facilitate the re-location and re-deployment of over 350 multi-purpose chairs, saving 17 carbon tonnes and over £30,000 in procurement spend.

JPA's community re-homing and materials recycling programme for truly redundant furniture ensures zero to landfill. This reduces air, land and water pollution, spread of vermin, disease and traffic volumes and starts to chip away at the 1.2million desks and 1.8million office chairs landfilled every year in the UK – seamlessly improving clients' environmental performance.

Our teams optimise both new and legacy furniture cost-effectively and easily by embedding activity into clients' systems and processes, making them readily accessible to all stakeholders. Regular 'milk-runs' enable works to be consolidated into weekly or monthly visits where a combination of services can be delivered across a broad range of furniture related activities.

Simply reducing furniture waste has multiple benefits whilst also seamlessly impacting on several UN SDGs - JPA Workspaces can help LUPC institutions reduce carbon, waste, and cost of furniture procurement.

For more details please contact [hello@jpa-workspaces.com](mailto:hello@jpa-workspaces.com) or visit [www.jpa-workspaces.com](http://www.jpa-workspaces.com)



# THE ROLE OF STRATEGIC PROCUREMENT IN MEETING ORGANISATIONAL GOALS



How do you balance being strategic in your procurement practice, whilst keeping your focus on business as usual and meeting ongoing urgent organisational needs without increasing the workforce? Bindi Sandhu, LUPC Deputy Director, provides her thoughts on how she has addressed this question throughout her career in Higher Education (HE).

I have been working in procurement within the education sector for over 10 years, the last six of which have been specifically within HE. During this time, the levels of consciousness of students has risen; they want reassurance that the universities they are attending and contributing towards are acting responsibly in relation to climate justice; equality, diversity, and inclusion; modern slavery and its supply chains. Senior executives equally want to ensure that their contributions towards all of these elements are positive, impactful and continue to enhance and expand their corporate objectives to strategically meet student demands and their own universities' aspirations. As a result, procurement teams continue to re-align themselves with the ever-changing demands and focus on the ways in which they can deliver on these.

Procurement is a perfect channel for delivering on strategic objectives as we can be instrumental in breaking objectives down into achievable targets and build them into our tendering activity and subsequent contracts. Directing university expenditure through responsible routes to market and engaging with suppliers who will incorporate and align with our organisational aims is key.

The first step is to identify which key corporate strategy objectives are suitable to be delivered through the procurement function, and then determine how you can build these into your processes and documentation.

Some examples include:

- Value for Money
- Equality, Diversity & Inclusion
- A fair and equitable approach (for staff and outsourced services [Living Wage](#) / [Living Hours](#))
- Social Value
- Carbon reduction – Road to Net Zero

Introducing pertinent criteria and weighting these within your tender will help to achieve the optimum input/output that you would want from the procurement.

Evaluation can be undertaken by the specialists in the organisation to ensure this is scored by those who are closest to their strategic objective(s) and have some responsibility for delivering against it, for example:

- The Sustainability Manager may score carbon reduction initiatives;
- HR may score Equality, Diversity and Inclusion questions;



- Social Value benefits may be scored by your Corporate Governance team.

For Procurement to be viewed as a strategic function and be integral in decision making, there are some useful things to consider and implement, where permitted. Note that the transition from a reactive procurement function to a proactive one can be a challenge particularly as the business as usual workload cannot be halted while you change your approach into a more strategic one.

- Have a seat at the top table (procurement staff at director level):

This gives the opportunity to feed into strategic decisions and allows procurement input into the early stages before a direction is formed, taking the commercial view into account as well as value for money, compliance and regulations. Not all organisations are ready for this step, however, many who have embraced this are thriving and have appointed Directors of Procurement, recognising the positive input of strategic thinkers.

- Enlist additional support: The transition from a reactive procurement function to a proactive one can be a challenge



## Feature



particularly as the business-as-usual workload cannot be halted while you change your approach into a more strategic one. If it is not possible to expand your team, consider an apprentice or internal secondment to support the change in processes needed.

- Hold monthly meetings with the Finance Business Partners: This ensures that procurement teams have early notification on budgetary changes, new projects, and contracts that the business will endeavour to deliver. There is also the opportunity to report back to Business Partners on actual contract values which supports their financial management.
- Ensure early procurement input into capital expenditure: Having procurement input at the point of budget application prior to approval and being listed as a reviewer/approver on capital projects

before they are agreed, allows for valuable direction for a project.

- Build strong relationships through stakeholder engagement: This can enable visibility of upcoming procurements, with pipelines being built together, allowing for greater planning and preparedness and more likelihood of successful outcomes.
- Use pipeline information to determine the best routes to market, consolidation and managing team workloads: This gradually changes the reactive approach to a proactive one.
- Create and populate a central Contracts Database: This is an excellent opportunity to review contracts, synergies and areas for consolidation, and further supports a pipeline for tendering activity and contract renewals. You can learn more about this in this edition's Procurement 101 on page 28.

- Enable knowledge exchange between procurement and end users: This will facilitate greater understanding of user requirements by procurement, and by sharing procurement processes and the benefits procurement can add with the end user, you will support the organisational cultural change from a reactive to proactive approach.
- Produce an annual report of the benefits and contributions of the procurement team: This can be disseminated across the organisation and include:
  - Financial savings that you have achieved
  - Value added benefits
  - Social value achievements of your supply chain
  - Due diligence that you have undertaken to secure a safe contracting environment
  - Reduced risks to the organisation
  - Advancements in professional development, CPD, MCIPS
  - The number of frameworks that you have utilised resulting in efficient and effective procurement

Your annual member benefits report delivered by LUPC will support the reporting of the above and provide you with further evidence of your achievements.

Finally, taking time to think, review and horizon scan is key to supporting your organisation's strategic goals. Look forward and backwards, don't forget to take a step back and analyse and appraise the previous year; what went well, what improvements could you make and map what you want to achieve in the following year(s), break it down into manageable actions and repeat!

# CIPS Study Courses for LUPC members



Full members of LUPC with staff undertaking their CIPS qualifications can benefit from discounted course rates and free CIPS textbooks, when studying through **Central Business School**. Members' staff can access classroom-based or online CIPS courses in Procurement and Supply for **CIPS levels 3, 4, 5 and 6 and apprenticeship students**, throughout the year. Courses start in September, November, January, March, or May.

## Course costs:

Level	Cost
Apprenticeships Level 4	Free if you can recover the Apprenticeship Levy
Level 3	£925 + VAT (usually £1,040 + VAT)
Level 4	£1,230 +VAT (usually £,1375 + VAT)
Level 5	£1,230 +VAT (usually £,1375 + VAT)
Level 6	£1,230 +VAT (usually £,1375 + VAT)
CIPS Textbooks	<b>£40</b> per module (includes p7p)/ <b>£200</b> per level (2 modules @£40 each and 6 @£20 each) <b>LUPC will pay this cost for full members of LUPC</b>
Other Costs	The student or member organisation will need to pay for the student's CIPS membership and the cost of each exam



### Course details

Provider: Central Business School  
Location: Russell Square WC1 or online via Zoom  
Course duration: One year (8 exams)



### More information

Full details on the courses are available [here](#). For more information, you can visit Central Business School's [website](#).



### To register

To be sent a registration form or to discuss further, please contact [David Morton](#), Central Business School or [Don Bowman](#), LUPC.





## MANAGING INFLATION IN HIGHER EDUCATION CONSTRUCTION CONTRACTS

In this article, legal services provider Bevan Brittan outlines what options may help mitigate the effects of inflation for universities when drafting construction contracts.

**R**ecently inflation is having a detrimental effect on the construction industry. External global factors, such as Brexit, Covid-19 and the Ukrainian war are impacting construction projects by curtailing the supply of goods and materials and increasing prices. As a result, we are seeing higher costs in materials and labour pushing up tender price inflation, investor uncertainty resulting in tighter financial conditions and a national shortage of skilled construction workers.

These factors have created considerable uncertainty over completion dates and increased difficulty in estimating future costs. Most contractors already operate on slim margins, therefore increased costs are impacting the bidding process. If contractors do not increase their fees, they will have to absorb the increased cost resulting in slimmer margins and an increased risk of liquidity.

Given the construction industry's widespread activity

across the Higher Education sector this uncertainty and cost inflation is likely to impact Higher Education Institutions that have live or planned construction projects in their pipeline. Whilst the inflation impact cannot be controlled, there are some options which may help mitigate the effects of inflation for universities when drafting construction contracts.

### Provisional sums

These can be included in construction contracts to tackle the price increases.

They are included in the contract specifications and are an estimate of the likely cost of works that either cannot be sufficiently defined at the time of contracting or works that a university (as the employer) may choose not to undertake, e.g., NEC Option A. They can be drafted very precisely to achieve exactly what the parties require. Consideration to be given to their value when entering the contract; any contingency in budgets to allow for increases to provisional sums and any approvals needed from funders; the method for instructing or allowing a change to provisional sums and their impact on the programme.

### Fluctuation provisions

Contracts can be drafted to include these clauses. They are compensatory clauses that allow the contract price to be adjusted to reflect changes in the cost of materials or labour during the contract period, e.g., JCT, NEC Secondary Option X1. The benefit of a fluctuation provision is that drafting can be tailored for the circumstances. This does not mean limitless University cost exposure or unrestricted contractor recovery. The University is not adopting much more risk than it would have already taken under a lump-sum contract, and it attracts more

economically priced tenders. The contractor, on the other hand, is no longer required to price for an uncertain future risk.

### Cost Plus/Target Cost Contracts

Cost Plus is where the contractor is reimbursed for the actual costs incurred for plant, materials, labour, plus an additional fee for its overhead and profit, e.g. NEC Option E, JCT Prime Cost, FIDIC Short Form.

Target Cost is a mechanism written into the contract which gives the contractor increased profits if the work is provided cheaper whilst penalising the contractor for going over budget e.g., NEC Options C&D, IChemE Burgundy Book.

### Bespoke drafting

Tailoring a clause to specifically suit the parties' requirements e.g., dealing with the price

increase in steel as a Relevant Matter (JCT).

### Security

Given the increased possibility of contractors going into liquidation which poses particular risks for universities, consideration should be given to additional security to negate such risks, e.g., performance bonds, parent company guarantees and vesting certificates.

**You can catch up on the recording of our LUPC Legal Webinar Series September session with Bevan Brittan:** ['How to address rising inflation and material costs in construction contracts'](#).

If you would like more information about Higher Education construction contracts or to discuss construction matters in higher education more generally, please contact Legal Director [Niamh Batterton](#).







Working with universities to provide design solutions that deliver improved attendance, concentration, and student performance.



Showcase PSR are a framework supplier on the Sustainable Furniture Solutions (FFE2008NE)



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 E: [contracts@showcase-psr.co.uk](mailto:contracts@showcase-psr.co.uk)  
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## HOW CAN NETWORKING BENEFIT YOU AND YOUR ORGANISATION?

The way we all work and interact has significantly changed over the last couple of years. Suzanne Picken, Head of Membership, Marketing and Communications at LUPC, outlines what this means, particularly from an event and networking perspective.

Up until early 2020, no-one thought twice about travelling to meetings, spending half a day or more out of the office to attend a meeting or event that may have only been for a couple of hours. Today looks very different and a lot has changed in the working environment since the coronavirus pandemic. No-one can argue that there are a lot of benefits to meeting virtually or attending events online; it saves both time and money,

is environmentally friendly and also means there is no barrier to attending events due to location. Working from home, we can generally do more, be more productive, attend more training or online events, have more meetings... but at what cost?

I have found that working predominantly online at home is more intense than working in an office setting. Time can easily pass and before you know it, a couple of hours have gone by and

you've barely moved or looked away from the screen. In an office, you will have the occasional conversation with colleagues providing you with a natural break, and meetings are likely to be in a meeting room; away from your desk and not in front of a screen, giving your eyes a rest. A mix of both home and office working can be seen as providing more of a balance, it is good to have a change of environment and work intensity.





The same can be said of attending the occasional event in-person. With more and more events and meetings taking place online, there are now less opportunities to meet face-to-face leading us to miss out on the benefits this can bring. How many of us can honestly say that when we are watching a webinar or even attending a meeting online that we are fully present? With your camera off, it is easy to be distracted and work on something else at the same time meaning that your attention is not on the content being covered and you will not be getting the most from the event.

### Networking Benefits

One of the things that we champion at LUPC is the importance of networking across our membership. It can benefit both you and the organisation you work for. Conversing with other members can further your personal development and build up your own network of contacts. You can learn from the experience and knowledge of others, enhancing your skills and enabling you to perform better in your job. Getting to know other LUPC members can also assist in knowing who to go to for support and advice

when you encounter specific procurement-related issues.

LUPC provides a number of regular opportunities for members to meet online. The monthly Heads of Procurement meetings and the monthly training sessions for operational staff (the recent Ultimate Guide to Procurement Best Practice series) enable contacts to be readily made. By meeting frequently, attendees get to know and understand individuals and their work background, and where there are similarities with their own organisation in terms of experiencing the same concerns. Ideas can be shared and members can learn from one another. These events are of particular importance where you are the sole procurement individual for your company as they provide the opportunity to connect with other individuals in the same profession and provide a good support network.

### Benefits of meeting face to face

Occasionally, LUPC will arrange in-person events, meetings, or conferences and we really encourage our members to take time out of their usual schedule to attend these. With online meetings and webinars, we have lost the opportunity to get to know



individuals and build good working relationships. The ability to have those off-the-cuff informal conversations that take place before and after the event and during coffee and/or lunch breaks, or more in-depth conversations, is not so easily replicated online.

Procurement professionals across the sector are

particularly collaborative and supportive of each other, they exchange their experiences, tips, advice and often their documentation. Building relationships within your network of peers is extremely beneficial and face to face, there is a greater opportunity to do so.

We plan to hold an in-person event for Heads

of Procurement and those at Operational level approximately once a year, along with our annual LUPC & SUPC Conference enabling greater interaction amongst our members. This year, our annual conference is being replaced by the [UKUPC Conference 2023](#) taking place in September and it will be an excellent opportunity to meet with colleagues, nationally

from across the sector, and framework suppliers. Come along, take time out for yourself to focus on learning and development, join in and get networking – you never know when you may need these relationships.

Look out for further details of the UKUPC Conference coming in Spring 2023 – you will not want to miss out!



# 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](#)

**AR**  
**Antonio Ramirez**  
 Senior Category Manager  
 Tel: 020 7307 2764  
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**JG**  
**Julie Gooch**  
 Senior Category Manager  
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**MK**  
**Mike Kilner**  
 Senior Category Manager  
 Tel: 020 7307 2768  
 M: 07932 347182  
 Email: [m.kilner@lupc.ac.uk](mailto:m.kilner@lupc.ac.uk)

**RD**  
**Roy Dennis**  
 Senior Category Manager  
 Tel: 020 7307 2772  
 M: 07419 583838  
 Email: [r.dennis@lupc.ac.uk](mailto:r.dennis@lupc.ac.uk)

**JM**  
**Justin McLoughlin**  
 Senior Category Manager  
 Tel: 07568 227 623  
 M: 07568 227 623  
 Email: [j.mcloughlin@lupc.ac.uk](mailto:j.mcloughlin@lupc.ac.uk)

Other useful contacts:  
  
**Jisc**  
<http://www.jisc.ac.uk>

  
**TUco**  
<http://www.tuco.org/>

  
**TEC**  
<http://www.tec.ac.uk/>

## Audio Visual

**Audio Visual: Broadcasting Equipment and Integration Services - AVI3120 NW MK**  
 The strategy for the new framework was completed and approved December 2022. Work begins on creating tender documents from 4 January with a provisional ITT date of 13/03/2023.

**Audio Visual: Photographic Equipment and Consumables - AVI3125 NW MK**  
 Work on the strategy and documentation for the replacement framework is expected to commence from April 2023.

**Audio Visual: Supplies, System Design, Installation and Maintenance - National - AVI2005 NE MK**  
 The customer feedback survey for the AV framework has now closed ahead of supplier review meetings being held in January and February. The framework will be extended for the final year in spring and institution members are welcome to volunteer to join the tender party ahead of work on the next iteration of the framework commencing. Please contact [Paul Eggleton](#).

## Estates & FM

**Catering Consultancy Services - National - CAT5039 LU JM**  
 Adding to Catering Outsourced Services framework as Lot 3. Specification being drafted.

**Catering - Outsourced Services - National - CAT5049 LU JM**  
 Tender documents are being drafted for publication. A PIN was published including a supplier questionnaire for

completion by any organisation wishing to engage with LUPC on the tender process.

The ITT is expected to go live w/c 9 January 2023

**Firefighting Equipment and Associated Services - EFM2028 NE JM**  
 The one-year permitted extension to be invoked on Framework and then a retender will occur following this.

**Mail Services - National - PMR2004 NE JM**  
 Andy Hughes (NEUPC lead) looking into next steps regarding retendering. There was no spend for LUPC across the framework.

**Removals and Relocation - FFE2007 NE JM**  
 No action required until spring/summer 2024

**Signs and Signage - EFM2023 NE JM**  
 Justin to pick up with Andy Hughes (NEUPC lead) sometime in January 2023 on retendering proposals.

## ICT and Telecoms

**Computing - Alumni and Fundraising CRM Systems - ITS1054AP MK**  
 This new agreement is due to be awarded in February 2023. APUC is looking to develop CRM specifications in several other areas, such as Student recruitment, B2B engagement and Wellbeing.

For members wishing to take part in shaping this CRM

strategy or any specification, please contact [Michael McLaughlin](#)

### Computing - Data Centre Management Equipment and Infrastructure - National - ITS2005 NE MK

The framework, which covers any or all elements of the supply, installation, maintenance, management and refurbishment of data centre management equipment and infrastructure including the removal and recycling-related services, has now been formally extended for the final year and will end early January 2024.

Institution members are welcome to come forward to [NEUPC](#) should they be interested in joining the tender working party ahead of work on the replacement framework. The key dates for the project are:

- Strategy Development and Supplier Engagement: April 23 - June 23
- Tender Issued: July 23
- Suppliers submit bids: August 23
- Evaluation Period and Clarification of any Non-Compliance: Sept 23 - November 23
- Award and Implementation: Dec 23 - Jan 24

### Computing- Desktop and Notebook Agreement - National ('NDNA') - ITS5071 LU MK

The new agreement has now commenced with four OEM (original equipment manufacturer) primes in each of the three Lots; Desktop Lot 1, Notebook Lot 2 and One-Stop Shop Lot 3. Each OEM may appoint up to three reseller routes to market, which can be summarised as follows:

Lot 1					
OEM	Ranking Sell Direct	Reseller 1	Reseller 2	Reseller 3	
Dell	4	Yes	-	-	-
HP	2	Yes	Stone	DTP	XMA
Lenovo	3	No	CDW	Getech Computacenter	
Stone	1	Yes	-	-	-

Lot 2					
OEM	Ranking	Sell Direct	Reseller 1	Reseller 2	Reseller 3
Dell	2	Yes	-	-	-
HP	1	Yes	Stone	DTP	XMA
Lenovo	3	No	CDW	Getech Computacenter	
Dynabook 4	No	Stone	Insight	SCC	

The awards to Lot 3 are identical to those in Lot 1 with Stone in partnership to sell both HP and/or Dynabook PCs. The final Lot 3 ranking from 1-4 is Stone (w/HP), HP, Dell and Lenovo

Separate implementation and where required, Terms and Condition meetings have been held since October. Individual price lists and buyers' guides are being added to the HE Contracts database on a regular basis and are available together with both the evaluation and the bidder responses in their entirety alongside the main agreement buyers' guide and other materials relating to the agreement.

The first round of NDNA review meetings have now been scheduled, these being held between 16-25 January 2023. Amongst the discussion points will be device availability, which

continues to improve despite a series of Covid-related factory shutdowns in China, the development of the supplier web portals in line with agreement requirements and ensuring the Electronics Watch Factory Disclosure forms are still up-to-date and completed in their entirety down to tier two component disclosure level. The NDNA benchmark pricing exercise will also be updated in time for the meeting and discussions remain ongoing in one way or another with each of the suppliers driven by certain ICT component cost increases and the fall in the value of the UK Pound against the US Dollar.

The Contract Manager has also contacted each of the reseller parties and various discussions will be held between 5 and 15 January leading into the main OEM reviews as part of the overall implementation process. Going forward, these will most likely remain in place to ensure any matters or issues arising with the reseller routes are captured before the main reviews.

### Computing - Finance, HR/Payroll Systems and Associated Services ITS1056 AP MK

Work on refreshing the now expired HR/Payroll and Finance Systems Framework began in the second half of 2022. APUC are actively looking for working party members, especially System practitioners, that would be interested in one or more of: supplier pre-market webinars; reviewing the existing specification for new content and evaluating scorable questions within the supplier framework Responses.

Those interested in volunteering should please contact: [Peter Jackson](#)

### Computing - ITRAP (IT Related Accessories and Parts) National - ITS4041 SU MK

The framework is to be extended for a further 12 months from 03/02/23 as part of the final year of the framework and a review will commence in the spring with a view to retendering from autumn 2023.

XMA requested a price increase and following various discussions, new pricing has been agreed with them and revision information around this will be issued shortly.

### Computing - Networking Supply & Services ('HENSS') - National - ITS2004 NE MK

The HENSS (Networking) Framework expired at the end of December 2022 and with the ITT bids for the replacement framework (HENSS2) currently under evaluation, NEUPC do not plan to extend the now expired agreement.

### Computing - PCs with Apple Operating Systems - National - ITS6004 HW MK

Supplier review meetings were held in December 2022. The next review meetings are due to be held in March 2023.

The annual price review has been undertaken with suppliers notified of the outcome in December. Academia and Sync have submitted slightly improved pricing, which is effective from 1 January 2023. The ranking of suppliers (1-4) is now Academia, Albion, XMA and Sync.

Updated price lists will be uploaded to HE Contracts and APUC's catalogue once received. Some products lines continue to be in short supply and/



or constraint. Regular updates are being sought from the suppliers and shared with members. The key message is for customers to engage with suppliers at the earliest opportunity, particularly where the requirement is high volume.

#### Computing - Server, Storage and Solutions National Agreement ("SSSNA") – ITS4031 SU **MK**

The replacement framework standstill period has now concluded with finalisation of the contracts in progress ahead of go live from 1 February 2023.

#### Computing - Student Accommodation, Conference/Event, Delivered Catering & Hotel Management System(s) & Associated Services - ITS1051 AP **MK**

The new framework, which commenced last November, is split into 5 lots and has been awarded as follows:

Lot	Description	Contractors
Lot 1	Student Accommodation Management System(s)	1. Kinetic Solutions Ltd* 2. StarRez Ltd* 3. BedDeskChair Ltd
Lot 2	Conference/Event Management System(s)	1. Kinetic Solutions Ltd* 2. StarRez Ltd* 3. Dispace Technology Ltd 4. Ivy UK Ltd
Lot 3	Delivered Catering Management System(s)	1. Aptus Systems Ltd T/A Spoon-fed 2. Kinetic Solutions Ltd*
Lot 4	Hotel Management System(s)	1. Kinetic Solutions Ltd*
Lot 5	Multi-Functional System(s)	1. Kinetic Solutions Ltd* 2. StarRez Ltd*

APUC awaits the signed Terms and Conditions from two suppliers.

Call-off is available through Direct Award, Desktop Evaluation or Mini-Competition.

All Buyers Guide and related documents can be found on both HEC at <https://www.hecontracts.co.uk/agreements/1042> (all members) and the Buyers Portal [Here](#) (APUC)

Once all remaining contracts have been signed, a launch webinar will be organised at a date yet to be determined.

#### Computing - Student Information Systems and Associated Services - ITS1050 AP **MK**

The original tender process was tactically delayed allowing further input from the sector including relevant UCISA group representation. The resultant framework is better future proofed to meet the needs of the sector. The agreement is divided into two lots, one for HE and the other for FE and smaller HEIs.

The evaluation is in its closing stages with final clarifications taking place and will be awarded shortly on the basis of being available in January.

#### Computing - IT Equipment Reuse Recycling and Disposal – National – ITS3082 NW **MK**

Stone have provided an update on collections through the portal and the mobile app following queries. All members using the app or portal to book collections do so through the framework agreement. Once the first collection has been

booked through the app/portal, all further collections can be done the same way or arranged through the member's account manager. There should be no instances where members are being charged for a standard collection. Any charges mentioned should be ignored and Stone's account manager is at hand should there be any concerns. Stone is currently working on an update to the app/portal where all charges are auto-removed for customers with an ac.uk email address.

#### Jisc Network Equipment Framework – ITS5063 LU **MK**

Service reviews covering the Aug-Oct 22 quarter were held in November with each of the 28 suppliers, which covered the usual areas of performance, reporting/invoicing and framework usage updates.

The uptake on the framework continues to be healthy, during August the spend was just over £2.2m, an increase to just over £2.4m in September and a dip to just over £1.7m during October.

The next scheduled service reviews are due to take place in mid-February to cover the Nov 22- Jan 23 quarter.

Jisc have developed the draft ITT for the replacement tender and hope to have this signed off by senior management early 2023 with an anticipated release late January 2023.

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

There have been 42 confirmed orders so far on the framework with a total spend of just above £117k. Service reviews covering the March-October 2022 period were held with suppliers during October.

#### Jisc SMS Framework – ITS5053 LU **MK**

The framework is now multi supplier with Voodoo SMS first-ranked; PageOne and Reach Data being the others. Orders by month for the last quarter were 77 in September, 60 in October and 97 in November.

#### Jisc Vulnerability Assessment Service and Tools Supply Framework – ITS5066 LU **MK**

There have been 38 orders so far on the framework with a total spend of just over £354k. The most recent service reviews covered the May 22 - Oct 22 period and were held in November.

#### Jisc Web Filtering & Monitoring Framework **MK**

There have been four confirmed orders so far on the framework with a total spend of just above £39k. Service reviews covering the Aug 22 - Jan 23 period will be held with suppliers in February.

#### Computing – General Matters not covered elsewhere

There have been 18 orders so far on the Jisc Global Education Access framework with a total spend of just over £334k by 18 different organisations.

The OCRE Cloud framework has now had 233 expressions of interest; of those, 150 (14 more since the previous report in October) have now signed call-off contracts with the various suppliers, to a total estimated value of £66.4m. The conservative, projected saving so far to the sector is £9.3m over the course of the framework.

## Insurance

#### Insurance – Regional **MK**

Fortnightly transition meetings with representatives from both Gallagher and RMP continue with the most recent held 14 December and the next arranged for 4 January. The two immediate priorities are for completion of this year's renewal questionnaire templates and monthly claims updates to be provided to Gallagher by RMP and for PA/Travel, AIG. The remaining insurers are likely to be individually invited into one or more of the meetings from March onwards, with both Gallagher and the group seeking clarification and intentions around the 1 August 2023 renewal position.

The in-person LUPC/Gallagher Technical seminar was held 7 December, which provided an opportunity to meet some of the new insurers and recent recruits within the Gallagher brokerage team, an update on key projects around risk and resilience and provision of Fine Art Insurance and some ongoing work on student insurance provision. A separate hybrid session looking at the approaches to Risk Management around research within universities, will be held on 9 January and a new Construction referral guide and an updated Travel Risk Management eLearning guide were circulated to the IG shortly after the seminar.

Each group member has now had a mid-term meeting with their Client Director and new RMP Account Director. A separate meeting to include the joint Chairs and Vice-Chairs, is in the process of being scheduled for February to look at several areas including the future strategic direction of the group.

## Laboratories and STEMed

#### Laboratory – Life Sciences – Antibodies and Sera – LAB4042 SU **AR**

Note: This framework is one of four Life Science related agreements that will be combined to create the next Life Science Framework Agreement LAB2010 NE. LAB4042 SU will now be included in Lot 2 'Materials' of the new agreement.

The ITT for this agreement was published on 11 October 2022, with 61 suppliers expressing interest across all three lots. The tenders are currently being evaluated by the Tender Working Party, with an evaluation deadline of 20 January 2023. The go live date for this framework remains the 9 March 2023.

#### Laboratory Consumables and Chemicals - Inter-Regional (IRLA) – LAB4040 SU **AR**

Following this framework's permitted annual price review process, a number of framework suppliers had to increase their framework pricing due to the rising cost of raw materials, energy, freight, shipping and currency fluctuations.

Plastic and glass have increased dramatically in price and are intrinsically linked to the cost of energy used to manufacture these items, and the glass sector is seeing

additional pricing challenges due to a skills shortage in qualified glass manufacture.

Some lines, such as Gloves, have seen decreases in this period, now that COVID response pressures have stabilised.

The new pricing was reviewed and where justified, accepted by the framework manager. The new pricing went live on HEC on 1 November 2022.

#### Lab Gases (IUPC) – National – LAB4041 SU **AR**

This category continues to be very volatile and is still experiencing a number of events in the supply chain that are causing changes with regards to the availability of supply, gases allocation and framework pricing, during this reporting period.

December saw the agreement's annual price review point, which allows the suppliers to request price adjustments to their framework pricing. Both BOC and Air Liquide saw product increases as well as cost-to-serve increases, the latter largely driven by the price of power.

#### Life Science Equipment – LAB5054 LU **AR**

Note: This framework is one of four Life Science related agreements that will be combined to create the next Life Science Framework Agreement LAB2010 NE. LAB5054 LU will now be included in Lot 1 "Equipment" of the new agreement.

The ITT for this agreement was published on 11 October 2022, with 61 suppliers expressing interest across all three lots. The tenders are currently being evaluated by the Tender Working Party, with an evaluation deadline of 20th January 2023. The go live date for this framework remains the 9 March 2023.

However, note the final extension year of framework LAB5054 LU expires on 30 June 2023, so there will be some overlap until the expiration date.

#### Laboratory – Life Sciences Reagents, Kits & Consumables – LAB2009 NE **AR**

Note: This framework is one of four Life Science related agreements that will be combined to create the next Life Science Framework Agreement LAB2010 NE. LAB2009 NE will now be included in Lot 2 'Materials' of the new agreement.

The ITT for this agreement was published on 11 October 2022, with 61 suppliers expressing interest across all three lots. The tenders are currently being evaluated by the Tender Working Party, to an evaluation deadline of 20 January 2023.

The go live date for this framework remains the 9 March 2023.

#### Molecular Biological Research Services (MBRS) – LAB2002 NE **AR**

Note: This framework is one of four Life Science related agreements that will be combined to create the next Life Science Framework Agreement LAB2010 NE. LAB2002 NE will now be included in Lot 3 'Services' of the new agreement.



The tender for Life Science Framework Agreement LAB2010 NE is currently in progress, with the ITT for this agreement being published on 11 October 2022, with 61 suppliers expressing interest across all three lots.

The tenders are currently being evaluated by the Tender Working Party, with an evaluation deadline of 20 January 2023.

The go live date for this new framework remains the 9 March 2023.

**Mass Spectrometry and Chromatography Equipment – LAB1029 AP AR** The latest iteration of this framework went live on 1 October 2022. The agreement was expanded from the previous iteration and now consists of 10 lots.

The two new lots are:

Lot 4 - Gas Generators Systems and Associated Servicing  
Lot 8 - Refurbished Equipment (One Stop Shop)

The agreement now consists of 18 suppliers overall, and each lot includes between four to eight suppliers, which will help customers benefit from an expanded product range, increased product availability and competitive pricing.

## Library and Office

**Arts and Craft Materials – MUS2001 NE I JM** Permitted one-year extension expected to be invoked. Sam Wells (NEUPC Lead) to confirm nearer expiry date.

**Serials, Periodicals and Associated Services Joint Consortia Agreement – Inter-regional Agreement (SUPC led) – LIB4038 SU RD** Gavin Phillips is currently working with the tender working party creating the strategy for the next version of this framework. Sign off for the strategy is expected in January 2023.

## Office Supplies & equipment

**Office Supplies – National – OFF3068 NW RD** NWUPC is working on the replacement framework that will combine Office Supplies and Paper into one framework solution.

**Paper – Print and Specialist - OFF3117 NW RD** NWUPC is working on the replacement framework that will combine Office Supplies and Paper into one framework solution.

## Professional Services

**Carbon Offsetting and Validation Services – REF TBC JM** Tender currently live with a closing date of 9 January 2023. Further updates will be available in the next report.

**Debt Recovery Services – National – PFB5044 LU RD** The framework has been extended. The tender documents should be published in January.

**Education Recruitment Advertising and Resourcing Services (National) NERARS 2018 – PFB4038 SU RD** SUPC has extended the current framework. The new framework award letters are due to be issued and standstill period to be observed. Assuming there are no issues the new framework should be live in February.

**Financial Services – National – PFB3114 NW RD** NWUPC has issued the permitted one-year extension to this agreement, with details updated in HE Contracts. Plans for the replacement of this framework will be available during January.

**Occupational Health and Wellbeing for Students and Staff – PFB5052 LU RD** The tender working party met late in 2022 and is now working on the strategy for the replacement of the current framework.

**Temporary and Permanent (TAP) Recruitment Services – PFB4037SU RD** Bids for the next iteration of this framework have been received by SUPC. Work on the evaluation of responses commences in January.

## Travel

**Fleet Solutions – VEH3137 NW JM** David Yates (NWUPC Lead) has completed his retender for this commodity and is working through ensuring the documents on HEC are completed. This framework is ready for use and suppliers have been reaching out to speak to LUPC on member engagement.

**Supply of Taxi Services including Hybrid and Executive Cars—Regional – TRA5047 LU JM** Retendering exercise to begin Spring 2023.

**Travel Management Services – National – PFB4039 SU RD**

## Other Activities

Upcoming Events

- Heads of Procurement Meeting –27 January, 24 February, 31 March
- UKUPC Webinar: Chancery Lane Project - 27 January
- LUPC Legal Webinar Series: Post-pandemic employment issues – 9 February
- Commercial aspects for procurement training – 21 February
- LUPC Estates Coffee morning - 28 February
- Procurement for non-procurement professionals training – 21 March
- UKUPC Conference 2023 – 6-7 September

For further information and to register, please see the [events](#) page on our website.

**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.

The LUPC Annual Review 2021-22 was published on 17 January 2023

**Website** The [Responsible Procurement](#) section of the LUPC website has been enhanced to make it easier to find information on specific responsible procurement areas.

The [Jobs Board](#) section of the LUPC website is now available to advertise any procurement vacancies at member organisations.

\*Information correct as of 9 January 2023



# Let's talk...

Jim Fowles, Director of Science, Research and IT Procurement, King's College London, shares insights into his procurement career.

**How long have you worked at your organisation?** 4 years

**How did you get into procurement?**

Like a lot of us, a gradual transition. My background was IT, firstly as a developer, then a Business Analyst. I ended up running a software division of a Finance / Banking company in London and getting more involved in negotiating, mainly public sector, contracts. This appealed as the logical and most satisfying next step, so I decided on a career change, joined the Houses of Parliament in a Procurement role, and started the CIPS path to gain MCIPS.

**What do you most enjoy about your job?** Variety. And working in organisations which contribute to society and making the world a better place. Here at King's, this means education of course, plus all the incredible scientific and research projects the University undertakes. And the strong commitment that King's has to our Socially Responsible Procurement Policy and social, environmental and sustainable procurement.

**What's the worst thing that happened in your career and how did you overcome it?** Towards the end of my career in IT Banking and Finance, I stopped enjoying going to work to the extent it was starting to affect my own mental health. We had been taken over by a larger company whose core values did not match my own, and who were

not committed to valuing staff. This helped me decide to switch careers and explore a career in Procurement. Despite a big drop in salary initially, this was one of the best decisions I have ever made.

**If you weren't in procurement, what would you be doing?** I would be a guitar technician and run a guitar / music shop.

**What's the most interesting item or service you've had to buy?** During my time at the Houses of Parliament I have worked on some pretty unusual projects. Some of the contracts we worked on became reality earlier this year with the Lying-in-State following the death of the Queen.

**In your view, what value can working with the Procurement team bring to other areas in Estates, IT etc.** Compliance and risk management. For example, compliance with Data Protection and Modern Slavery laws. For those organisations that come under the Public Contracts Regulations, compliance and protection against risks of contracts being overturned, reputational damage etc. Help achieve savings and value for money, provide commercially sound professional advice, knowing when to use Frameworks and when to test the market in other ways. Setting up contracts that are fit for purpose and advising on contract Terms and Conditions such as Intellectual Property ownership. Assisting

with negotiation with suppliers, supporting business teams with good contract management processes; including SLAs, contract KPIs and effective contract remedies. Ensuring meaningful sustainability criteria is built into the Procurement cycle, the right Management Information is provided by the supplier during the contract and an effective end of contract process is in place for when the contract expires ... the list is endless!

**What advice would you give to people new to the sector?** Learn. Attend training sessions whenever possible; network with colleagues not just in your own organisation, but in other organisations too. Progress CIPS training. Keep your knowledge and skills up to date with seminars, online events etc.

**What do you think have been the main benefits of joining LUPC?** Access to the Frameworks and networking opportunities following events.

**What are the key challenges ahead for your organisation, particularly in the current climate?** Helping to manage costs and service delivery during still volatile times, with ongoing disruption to markets such as energy, paper supply, rising costs in supply chains. These all contribute to an environment where good contracts and effective contract management, open book costing, and effective partnerships with suppliers are key to delivering value. Delivering savings without losing sight of our commitments to ethical procurement, and social and environmental sustainability.

**What achievement are you most proud of (and why)?** Career wise, finishing the last CIPS exam and being awarded MCIPS brought a smile to my face. A bit cheesy, but every time I get a note of thanks from a client or colleague.

**What would be your favourite book and luxury on a desert island?** Favourite book ... To Kill a Mockingbird by Harper Lee is a book I can read over and over again. Luxury item would have to be a guitar.



## PROCUREMENT 101: CONTRACTS DATABASE FOR MEMBERS

LUPC has created a Contract Database for use by its full members. Bindi Sandhu, LUPC Deputy Director, outlines the purpose and benefits of using one.

A comprehensive database for contracts is a crucial resource for procurement teams. However, it can often be either incomplete, or in organisations with a devolved procurement structure may be held locally by contract owners and is not always visible to the procurement team. To support our members and to facilitate the effective management of contracts, we have created a downloadable Contracts Database. The database will support members' strategic drivers and allow them to manage and prioritise their contracts, with a reporting tool summarising the number of contracts and their status.

An accurately maintained database will reflect the contract owners, set

parameters for contract renewal, note planned tendering activity and allow for the timely termination of contracts. Ongoing management of the Contracts Database is fundamental for the strategic planning of future contracts, priorities, and workloads.

There are considerable benefits of maintaining a well-populated Contracts Database, in particular, it gives procurement a chance to become strategic. By analysing the data, procurement teams can create opportunities and shift from a reactive to a proactive approach. It can:

- Create pipelines for procurement activity,
- Identify synergies for tendering activity,

- Consolidate contracts across the organisation (avoiding duplications/ individual contracts),
- Generate Value for Money opportunities,
- Generate value-add benefits for discussions with suppliers,
- Manage suppliers and record KPIs,
- Record and log key contractual terms,
- Take an organisational view on tendering requirements and activity,
- Manage resourcing/workload,
- Manage contracts effectively and efficiently,
- Streamline processes,
- Consolidate deliveries, supporting a carbon reduction strategy,
- Record social value benefits achieved by suppliers.

With the support of IT teams, the Contract Database can be expanded and set up on Sharepoint. The flexibility of Sharepoint

allows additional benefits, such as alerts to be set against chosen fields which can be directed to the procurement team and contract owners. For example, if a contract is due for renewal in 12 months, an alert could be set up at nine months prompting both the contract owner and procurement team to start the preparations for the tendering process.

Full Members can download a [blank copy of the excel database](#) and a [guidance document](#) which should be used in conjunction with it. The guide explains how to maximise the potential of the Contracts Database. You will be prompted to login to the LUPC website to access the information.

Please contact [Bindi Sandhu](#) should you require any assistance.



## INTERESTED IN ADVERTISING IN LINKED MAGAZINE?

We offer LUPC approved suppliers the opportunity to advertise in our quarterly magazine.

### Benefits

- Circulation of more than 300 individual buyers at more than 80 member institutions plus all of LUPC's suppliers
- The magazine (including previous editions) is available to anyone who can access the LUPC website

Your support demonstrates to customers your commitment to LUPC agreements.

### Advertisement Rates

- £175 +VAT for quarter page
- £300 +VAT for half page
- £500 + VAT for full page

10% discount available for booking 4 consecutive spaces in advance. We also have advertising opportunities on the LUPC [website](#).

Get in touch with [g.varriale@lupc.ac.uk](mailto:g.varriale@lupc.ac.uk) to find out more.





