



# Linked

WINTER 2020/21

The magazine for LUPC Members and Suppliers



## *Public Procurement post the Brexit transition period*



**CPD:**  
CIPS' view  
on why it's  
important

### **Training**

Knowledge  
useful ability  
backbone  
quired for

**CPD:**  
Opportunities  
for members



**CPD:**  
Why join  
a tender  
working party?



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**Don Bowman**  
LUPC Director

## Welcome to the first *Linked* magazine of 2021 and a happy new year to you all!

We're starting the new year with some light at the end of the tunnel that things may soon return to some kind of normality. Even though we may not be able to meet face to face for now, we will continue to work alongside you and support you by holding many **online events and training sessions**.

This edition of *Linked* contains a lead article on the changes in place following the end of the Brexit transition and how public procurement may now develop. Also included is a theme around continuing professional development (CPD), something which is important and relevant, now more than ever. CIPS explains why CPD is important and we provide information on LUPC activities you can participate in which will help you to develop your procurement skills and experience.

We have been busy as ever with our Responsible Procurement work, publishing a new **Responsible Procurement strategy**, which has a renewed focus on equality, diversity and inclusion. We will

be building on the successful Responsible Procurement event we held in November, with our first joint LUPC and SUPC Responsible Procurement Group Meeting in February, with an opportunity to hear from members on their sustainability activities. Please **get in touch** if you would like any support in this area.

We are in the process of finalising the details of the annual LUPC and SUPC conference and exhibition, which this year will be held as a virtual event on Thursday 20 May 2021. Please save the date in your diaries and we will post further details on the **LUPC website** soon.

I know these are difficult times for many of us and we will support you in any way we can. We cannot wait until we can all meet again, but in the meantime please contact us if you need any procurement help.

**Don Bowman**  
January 2021

**NEW**

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**Glasdon**  
Quality By Design



**COLLABORATION IN ACTION**  
**LUPC & SUPC CONFERENCE 2021**

**\*SAVE THE DATE\***

**LUPC & SUPC**

**Virtual Annual Conference  
and Exhibition**

**20 May 2021**

**More details available soon on the  
[LUPC website](http://lupc.ac.uk)**

## Mike Kilner, 20 Years at LUPC



At the beginning of January, we celebrated the 20th anniversary of Mike joining the LUPC team. Mike is one of our Senior Category Managers and specialises in ICT and Insurance; he is well known and regarded across the sector and it is probably safe to say that what Mike doesn't know about his areas of procurement isn't worth knowing! We are very proud to have Mike as the longest-standing employee of LUPC ever! His knowledge and experience are of huge value to us, our members and across the UKUPC.

Thank you, Mike for your 20 years of service.

## Appointment to LUPC Board and Executive Committee

We are pleased to announce the appointment of two new Board members for a three-year period effective from 11 December 2020; Laura Dawson, Chief Information Officer at the London School of Economics and Andrew Dyer, Finance Director at the London School of Hygiene and Tropical Medicine.



We also welcome Declan McAlister, Head of Procurement at Tate Galleries, to our Executive Committee and announce that Sue Weston, Director of Procurement at Jisc, has been re-elected.

You can read more about LUPC's governance [here](#).

## New Member: University of Buckingham

We welcome the [University of Buckingham](#), our newest member, who joined us in January. The University of Buckingham is the oldest of Britain's independent universities, operating as a non-profit making company and registered as an educational charity.

## LUPC paper on wage rates in public procurement contracts

LUPC is proud to be a Living Wage employer. That means we have made a commitment to pay the independently-calculated Living Wage rates to all staff in London.

We have written [a paper](#) which explores the different wage options in the United Kingdom and considerations that should be made when procuring goods and services, from a wage

rate perspective. The paper sets out some questions you can ask regarding a supplier's stance on paying the living wage and other practical considerations to help you in your procurement activities.



## UKUPC HE Sector Approach to Contract Management

The UK Universities Purchasing Consortia (UKUPC) has recently assessed sector activities linked to contract management. With impacts during 2020 linked to COVID-19 and Brexit, it has proven even more essential that the sector join up to oversee contract management risks and help to support and react to market issues appropriately. Read the [UKUPC HE Sector approach to contract and supplier management document](#) for an up-to-date review of best practice.

## Guide for evaluators

Working with others from [UKUPC](#), we have developed a short [guide to tender evaluation](#) to ensure that when working on any framework nationally, we are consistent in our approach. The guide is intended to be used by anyone who is responsible for evaluating a tender for regulated procurements for any type of product or service as part of a consortium tender working party. It will also be useful to our members in procurement roles, when carrying out evaluation of their own tenders, and can be amended to suit requirements. If you have any queries, please contact [Emma Keenan](#).

## New PPE Framework Agreement and stock availability



The new [Personal Protective Equipment \(PPE\), Work & Sports Wear Framework Agreement \(JAN1012 AP\)](#) went live in December. Updates on stock availability and lead times will regularly be added to our Covid pages [here](#). If you have any queries, please contact [Antonio Ramirez](#).

## Annual Opportunity Reports

All members who provided us with their full spend data received their opportunity reports in December. These identify areas where cost savings could be made by switching spend to our framework agreements. If you have any queries with regards to your report, please get in touch with your [dedicated LUPC contact](#).



## External News



### Government Green Paper on Transforming Public Procurement

On 18 December the Cabinet Office published their Green Paper: Transforming Public Procurement. Alongside the paper, details of the consultation, and a list of questions posed can be found [here](#).

The consultation closes on 10th March; between now and then we will be in touch with our members to confirm details on how we will work with you to discuss the best way for your views to be communicated. We will also regularly provide links to specialists on the topic who will share their opinions on the detail.

### Events on Government Green Paper: Transforming Public Procurement for Members and Suppliers

The Government Commercial Function is running several events: One for buyers which will run through the paper and provide an opportunity to ask questions. You can register for that [here](#).

Understanding the concerns from a supplier perspective is hugely important, the Cabinet Office is therefore running other sessions specifically for businesses. Interested parties can register for one of those sessions [here](#). We have shared this with all suppliers on UKUPC frameworks.

### Government publishes PPN Introduction of Find a Tender

In early December, the Cabinet Office published [Procurement Policy Note PPN 08/20](#), Introduction of Find a Tender. This replaces the need to publish notices for new tenders in the Official Journal of the European Union's Tenders Electronic Daily (OJEU/TED) after the end of the Transition Period (11pm on 31 December 2020). Notices relating to procurements started prior to this date will still need to be published in TED.

## BREXIT SUPPORT

We have continued to add information on Brexit onto the [LUPC website](#). In addition, Mills & Reeve, a supplier on the legal services framework agreement, gave an overview of important changes relating to procurement post the Brexit transition period at the November Heads of Procurement meeting.

BUFDG and HEPA released [guidance](#) for universities to use when purchasing/importing goods from outside the UK from 1 January 2021. Sections 3 and 4 of the guidance, in particular, have been suggested for colleagues in Procurement and Purchasing. The guide will be updated as more information becomes available. (You will need to login to the BUFDG website to access the guide).



## NEW AGREEMENTS

- Personal Protective Equipment (PPE), Work & Sports Wear
- Doors Maintenance, Repair and Installation Services
- Online Streaming and Training Services

## UPCOMING TENDERS

- Software Licence Resellers Agreement (SLRA) – National (expected to go live February 2021)
- Virtual Learning Environment (VLE) and Associated Services (expected to go live February 2021)
- National Education Printer agreement (NEPA) (expected to go live February 2021)
- Removals and Relocation-National (expected to go live 1 February 2021)
- White Goods - National (expected to go live March 2021)
- Global Mobility Support Services (expected to go live March 2021)
- IT equipment disposal (expected to go live April 2021)
- Apple (expected to go live Spring 2021)
- Legal Services – National (expected to go live end May 2021)
- Servers, Storage & Solutions National Agreement (SSSNA) (expected to go live Summer 2021)
- General Laboratory Equipment, Supply, Delivery, Installation and Post Installation Services (expected to go live end May 2021)
- Gases (IUPC) - National (expected to go live in Summer 2021)
- Estates and Facilities Management Services (incorporating estates maintenance and minor works, cleaning services and security services) - Regional (expected to go live August 2021)

## DATES FOR YOUR DIARY

**LUPC & SUPC Responsible Procurement Group Meeting:** 4 February 2021

**eContract Management demonstration:** 9 February 2021

**Estates Category Group Quarterly meeting:** 9 March 2021

**Professional Services Category Group Quarterly meeting:** 23 March 2021

**Operational Procurement Network:** 15 April 2021

**LUPC Member Induction:** 26 April 2021

**Heads of Procurement:** last Friday of every month

**LUPC & SUPC Virtual Conference and Exhibition:** 20 May 2021.

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# Responsible Procurement: News



**Marisol Bernal**, LUPC's Category Manager: Responsible Procurement, reports on our responsible procurement activity over the last quarter

LUPC has been busy driving awareness and improvement in responsible procurement for our members and the wider community benefit. Here is a summary of all our activity over the past few months.

would like to access the resources, you can find a write-up of the event [here](#) and the slides and recordings from the webinar [here](#).

## LUPC publishes its sixth annual Modern Slavery Statement

LUPC published its sixth annual Modern Slavery Statement which covers:

- Our policies on modern slavery in supply chains
- 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 2020-2021 financial year

If you would like any support writing your own Modern Slavery Statement, please [get in touch](#). There are also wide-ranging resources in place to help you develop your document including clear [Government Information](#) and [specialist advice](#).



## LUPC and SUPC Responsible Procurement event on 4 November

LUPC and SUPC held their first joint Responsible Procurement event on 4 November where we heard from the Ellen MacArthur Foundation and the University of Bristol on their sustainability activities. Attendees were able to take away some practical tips and actions back to their own organisations.

LUPC and SUPC also gave an update on all their Responsible Procurement activity as well as collaborative action being taken. There are dedicated sections on responsible procurement on the [LUPC website](#), which are updated regularly with resources, toolkits, guidance and case studies. For anyone who missed the event or

## LUPC and SUPC Responsible Procurement Group

LUPC and SUPC have set up a joint Responsible Procurement Group (RPG), which will replace the respective regional responsible procurement groups. This will bring greater visibility to projects being undertaken throughout our combined membership by widening participation of the groups and strengthen relationships between members. Our focus will be to share best practice and help those interested by supporting the development of practical advice and guidance on important and relevant subjects.

The first meeting will be on 4th February, where the London School of Economics and Political Science (LSE) will present their Sustainability Strategic Plan, which includes initiatives such as becoming the first carbon-neutral university for all measured emissions for 2020/2021. The full agenda is [available](#) and you can book your place [here](#).

## Responsible Procurement strategy approved by LUPC Board

Last month, the LUPC Board approved our Responsible Procurement strategy which you can access [here](#).

The strategy sets out how we will implement our Responsible Procurement Policy through a Responsible Procurement programme during the period 2020-2022. It consists of a set of principles that we will adopt in our approach to Responsible Procurement, together with a series of projects.



**Top tips on Responsible Procurement following a 3-month placement at the Natural History Museum**

I carried out a three-month work placement at the Natural History Museum, helping the Procurement and Sustainability teams embed sustainability in their procurement activities. Read [my blog](#) for some top tips and lessons learnt, which include making the most of any benefits from membership of organisations like Electronics Watch and also to keep educating those in your supply chain who may not have access to the Sustainability resources you do.

**Green Gown Awards: 3 LUPC members are finalists**

The finalists for the Green Gown Awards have been announced and include three LUPC members: the University of Westminster, the London School of Economics and Political Science and the University of Greenwich. Congratulations to all three. The Green Gown Awards put a spotlight on the innovative and inspiring sustainability work taking place in universities and colleges to create a brighter future for their students. You can find more information [here](#) on the awards as well as details of all the projects the finalists have carried out. Winners will be announced at the Green Gowns Awards Ceremony taking place in March/April 2021.

**News from Electronics Watch**



**Occupational Health & Safety (OHS) Summit ReWORKing Health and Safety**

Electronics Watch held its first online summit focused on protecting workers and promoting resilience in public sector supply chains. Over four days (30 November – 3 December) and eight events, 180 participants from 33 countries, including representatives of 47 public sector organisations, discussed the health and safety of workers in global supply chains and the fundamental role of transparency for workers and public buyers to ensure corporate accountability. OHS as a human right was discussed as one of the central themes by the panelists. Electronics Watch took this summit as an opportunity to look beyond electronics to mining, textile and garments, and sustainable finance.

You can find the recorded summit sessions [here](#) and a summary discussion of the whole event [here](#).

**New Occupational Health & Safety (OHS) Resources for Affiliates**

Electronics Watch launched its [OHS Guidance](#) for affiliates to help protect the health and safety of workers who make the electronic products they buy. Many of these workers – at all tiers of the supply chain – handle toxic chemicals that can cause illness and even death when sufficient industrial hygiene is lacking.

The Guidance includes a menu of contract clauses affiliates can use to protect workers from these chemicals of concern in their supply chains.

To build further capacity, Electronics Watch have also formed a new OHS Advisory Panel whose members have expertise in occupational health and safety, chemical use and safety and medicine. The [OHS Advisory Panel](#) will support monitoring partners to detect and understand health hazards in factories, and guide affiliates'

**External sustainability: News**

**Considering Social Value in the award of Central Government Contracts**

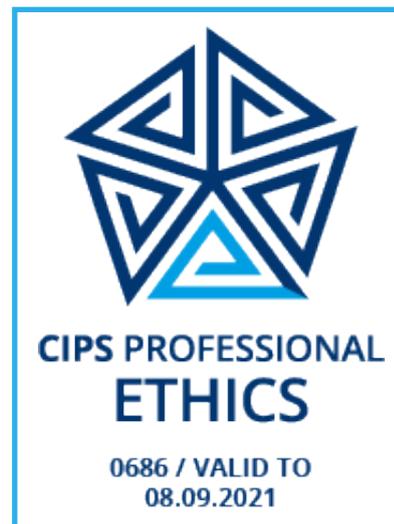
In September 2020, the Cabinet Office published the [Procurement Policy Note](#) (PPN) 06/20, which launched a new model to deliver social value through government’s commercial activities. Business seeking to win government work must set out how they will also deliver social value priorities, the new measures came into force on 1st January 2021.

The PPN applies to procurements covered by the Public Contract Regulations 2015 and to all Central Government Departments, their Executive Agencies and Non-Departmental Public Bodies. A minimum weighting of 10% of the total score for social value should be applied to ensure that it carries a heavy enough score to be a differentiating factor in bid evaluation.

The PPN also includes a menu of themes and outcomes, such as COVID-19 recovery, tackling economic inequality, fighting climate change, equal opportunities, and wellbeing.

Following the PPN, the Government published the [‘Social Value Model’](#), which explains in detailed how to use the themes mentioned in the PPN, and a [‘Guide to using the Social Value Model’](#).

If you would like any information on any of LUPC’s responsible procurement work or if you are interested in attending any of the events, please contact Marisol Bernal at [m.bernal@lupc.ac.uk](mailto:m.bernal@lupc.ac.uk)



LUPC has been awarded the CIPS Corporate Ethics Mark and is a proud member of the [CIPS Corporate Ethics Register](#)

# A Sustainability Vision



**Toni Da Silva**, who is responsible for Public Sector Strategic New Business at office supplies provider, Lyreco, talks about the importance of having a clear sustainability vision and outlines some of Lyreco's sustainability initiatives.

With an increasing demand for a sustainable vision and actions through all elements of an organisation's operations, it is important to recognise the role suppliers can play to support company objectives to source, purchase and use goods in a more conscientious way.

From tangible efforts to reduce energy consumption, to implementing greener transport strategies, as well as tackling the scourge of single-use plastic in packaging, there are a number of key operational areas that should be on the radar of procurement professionals when they come to assess the viability of an ongoing supplier relationship.

Demonstrable progress in these vital areas identify those suppliers with a sustainability vision. It can pick out suppliers best positioned to underpin the environmental ambitions of organisations, add social value and be part of a proactive supply chain that can be a force for good.

## Areas of focus

Sustainability success is not just about one-off decision-making; it must be built incrementally as a journey towards a holistic and responsible procurement objective. It is about carefully assessing the operational areas where a difference can be made, results achieved, and long-term benefit created.

Looking at transport, significant advances can be delivered in terms of environmental impact through making good choices. GPS tracking systems on delivery vehicles can optimise journey effectiveness and efficiencies, helping to cut the number of miles on the road and fuel bills at the same time. Car policies can be altered to ensure more fuel-efficient vehicles are used across fleets and electric delivery vans are also essential in driving forward sustainability gains through the supply chain.

As an example, undertaking some of these actions has seen Lyreco's own fleet reduce its environmental impact and has allowed us to report back the emission gains made to our customers so they can share in the progress we are collectively striving for. The Global Action Plan's Clean Van Commitment to move to zero emission vans in cities by 2028 is a strong initiative that will further help to underpin shared responsible procurement aims of organisations and suppliers such as Lyreco. At Lyreco's London distribution centres, we will have our own fully electric van delivery solution in place in 2021, which is part of our commitment to working towards net zero carbon.

The subject of single-use plastics is also one that has seen concerted efforts for a considerable time. When it comes to procurement there are some simple places to start. These include working with suppliers to source sustainable products where possible, and those who are choosing recycled or sustainable options instead and reducing packaging. To further support this important area, Lyreco now commits to introducing new and innovative, environmental preferable alternatives to our catalogue each year, and we are collaborating with other parties to bring alternative recycling initiatives on-board, so our customers also benefit from the gains this provides.

Likewise, the purchase of sustainable paper sources and the implementation of recycling initiatives across organisations can be part of a best practice approach culminating in small wins lasting well into the future.

At the end of 2019, from solar electricity that avoids over 860 tonnes of CO<sub>2</sub> emissions per year, to efficient lighting solutions and vehicles on the road, and other logistics technologies implemented, Lyreco achieved a 36% CO<sub>2</sub> reduction from

2010 figures. Additionally, in 2019, 66% of internal waste generated was re-used, with 28% recycled with only 6% recovered for energy and maintaining zero landfill status in all UK sites. We continue to work to ensure that a sustainable approach to our operations delivers real and long-lasting results, which ultimately help our customers drive savings through their supply chain too.

Responsible procurement in its broadest sense should also ensure that the supply chain drives social value as well. An example of this is our recent partnership with Peabody. It has seen Lyreco provide students from local schools with a Young Apprentice Programme, giving them the chance to learn real life skills, open their horizons and provide the chance to experience the buzz of the business world.

Driving incremental gains across sustainability and social value is achievable through responsible procurement and it starts with the partnership between supplier and customer. By identifying where both parties are starting at, where they are going to, and then tracking progress on that journey, tangible results that deliver value for everyone involved can be achieved.

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



**Toni Da-Silva** is responsible for Public Sector New Business at Lyreco.

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# Increase Project Management oversight using an Integration Management Solution



**Toni Moss**, Managing Director at CDEC explains the benefits of using an Integration Management Solution to improve project management.

Keeping track of all the hardware and software installed across rooms, locations and campuses can be a challenging and time-consuming

task, with large amounts of data that needs to be inputted and updated on a regular basis.

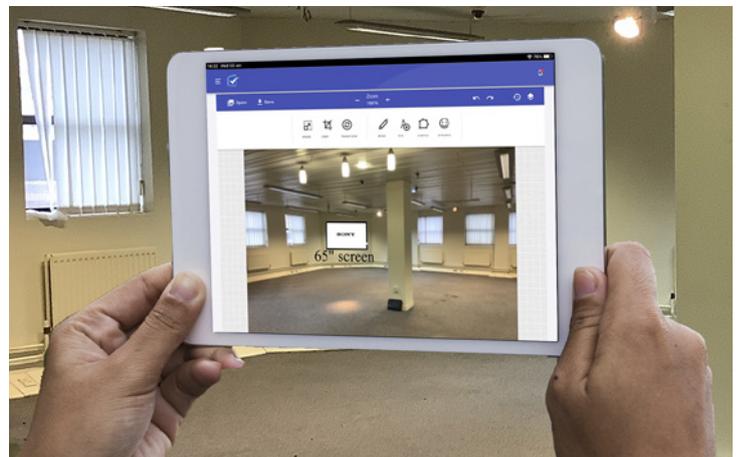
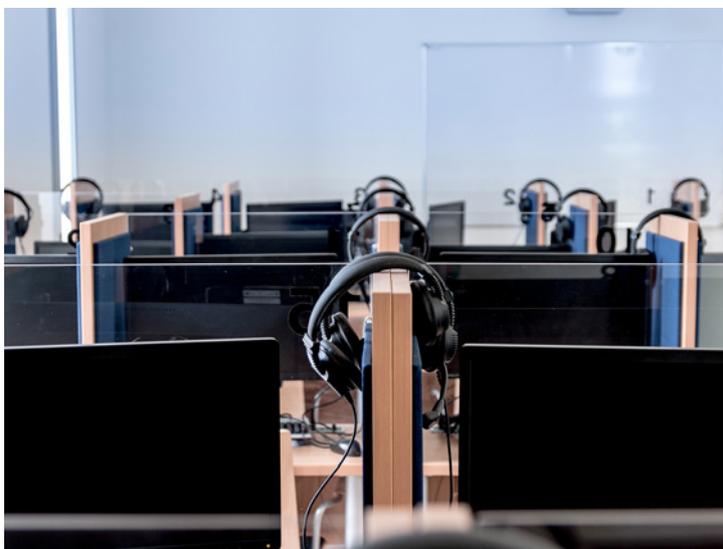
The good news is that tracking, maintaining and managing your assets doesn't have to be an onerous task, even when working across large complex jobs comprising multiple sites and hundreds of products.

## How can I gain more insight into my inventory?

Top of the list is to move away from spreadsheets. As well as the fact that updating them can take a serious amount of time, spreadsheets also don't give you full visibility across your estate and don't offer the depth of insight to truly understand your assets.

## Is there a simple way to track products throughout their lifecycle?

Losing track of equipment can be costly, resulting in the need to order new supplies – after spending time trying to locate existing devices. But with the right software solution it's now possible to log an item as soon as it arrives on site and track it after it's installed, even if it's moved to a different room.



## Can I streamline my product info?

Effective asset management isn't just about knowing where your products are. It's about knowing how they're performing, who installed them, whether they're in warranty, who to contact if you need support and so much more. Having all this information in an easy to access, searchable and automated platform is invaluable to the smooth running of operations and makes it easy to locate and contact the integrator responsible should you have any issues.

## What technology should I be utilising?

Barcodes and QR codes can be a huge time saver when it comes to managing assets. Look for tools that offer barcode scanning to access product details and QR codes to attach to products that show testing, commissioning, warranty information, tech specs and more once scanned.

A cloud-based integration and asset management system such as Sirvez will lead to huge workflow improvements. Access all the information you need on the go, get real-time information and share data with your colleagues and your integrators all from a single tool.

**Toni Moss** is Managing Director at CDEC which is a supplier on the **Audio Visual: Supplies, System Design, Installation and Maintenance Framework Agreement AV12005NE**.

Email: [toni@cdec.co.uk](mailto:toni@cdec.co.uk) T: 01689 885 380  
[www.cdec.co.uk](http://www.cdec.co.uk)

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.



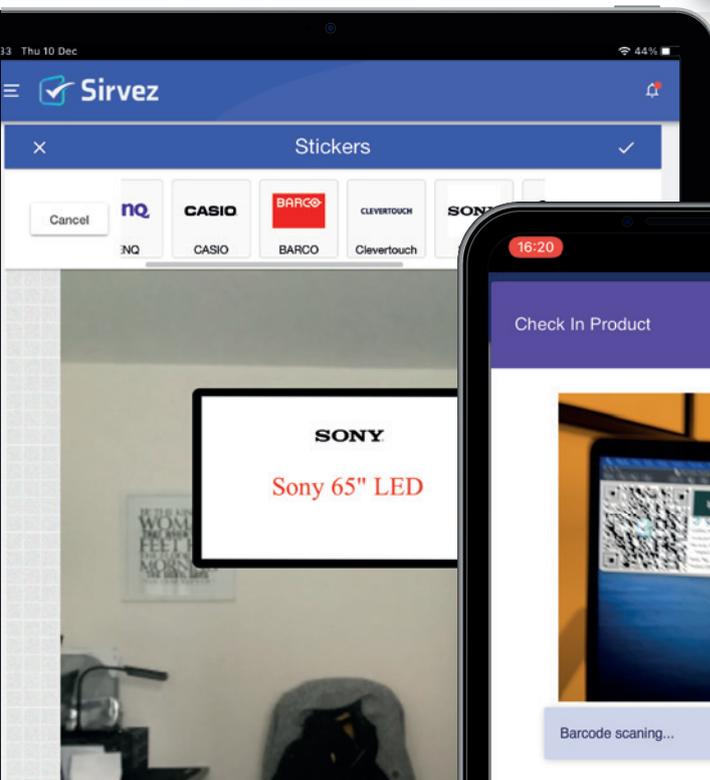
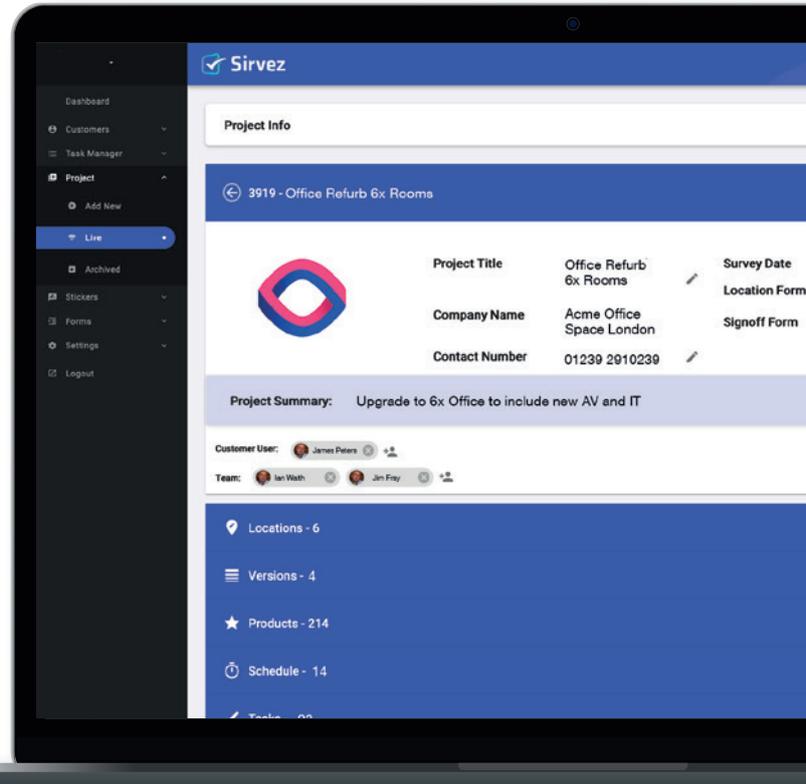
## Customer and Stakeholder Portal

- 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 I go to [www.sirvez.com](http://www.sirvez.com)

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# Public Procurement in 2021

**Jenny Beresford-Jones**, Procurement Support Lawyer and **Shailee Howard**, Principal Associate at Mills & Reeve, review the changes already in force following the end of the Brexit transition period and take a forward-looking view of how public procurement might develop.



## Adieu to the ojeu and hello to a new landscape?

The start of a new year is always time for reflection and this year perhaps even more than usual, given the double impact of Covid-19 and Brexit.

2021 has already brought in legislative change following the UK's exit from the EU. Following the recent publication of the Green Paper on the transformation of public procurement in the UK, we look set for further change to the regime as we move to a bespoke UK set of procurement rules now that the UK is no longer bound by the EU Directives.

## New procurement legislation and policy for 2021

### The Public Contracts Regulations 2015 (PCR 2015) are amended

The end of the Brexit transition period on 31 December 2020 has brought technical changes to the UK procurement law regime.

A new UK based regime applies to all procurements "launched" (i.e.

"advertised") on or after 11pm on 31 December 2020. These procurements should be advertised not in the OJEU but rather on the Find A Tender service ([www.find-tender.gov.uk](http://www.find-tender.gov.uk)) - and see guidance in [Public Procurement Notice \(PPN\) 08/20](#).

Where a procurement was launched prior to that date then it remains subject to the old OJEU regime and the OJEU should be used for all notices relating to it, even where these are published in 2021 (e.g. Contract Award Notices, Modification Notices). However, PPN 08/20 says that good practice is to also (subsequently to publishing in the OJEU) publish these notices in the Find A Tender service.

The amended PCR 2015 have also updated Regulation 57 on exclusion grounds – to remove references to EU based legislation. This means you will want to update the exclusion grounds in the standard SSQ so that they mirror the new Regulation 57. We understand from the Crown Commercial Service that an updated version of the SSQ will be issued this month.

## New Procurement Policy Notes

The end of 2020 also saw a rash of PPNs being issued. These apply mandatorily to central government, executive agencies and non-departmental public bodies (NDPBs) and as such they are not compulsory guidance for universities and, in the main, LUPC's other member organisations. However, LUPC members might like to digest the PPNs to assess whether they wish to incorporate any of the guidance or tools into their own procurement processes. You can find all the PPNs at <http://www.gov.uk/government/collections/procurement-policy-notes>.

A couple of these are particularly worth drawing your attention to here, as follows:

**PPN 06/20** covers the promotion and assessment of social value via public procurement and includes model criteria and questions, themes and reporting metrics, which you might find helpful to incorporate.

**PPN 09/20** is on the new Construction Playbook. It contains 14 key policies on how to assess, procure and deliver works programmes (for example, student accommodation projects). It is intended to apply alongside the existing Outsourcing Playbook (see [PPN 05/20](#)) and contains tools for assessing, for example, economic and financial standing and managing resolution planning.

## What should LUPC members be doing now?

There are a few immediate steps that procurement teams could consider taking, as follows:

- Familiarise yourself with the new Find A Tender service;
- Work through your contracts and identify which regime (OJEU or FTS) applies to each (important for frameworks and DPS contracts called-off in 2021 but subject to the OJEU regime);

- Consider developing policy around duplicating OJEU notices on FTS;
- Update the mandatory/discretionary exclusion criteria in the SQ, and keep an eye out for an updated version from CCS;
- Consider the PPNs and whether you will implement any of their guidance; and
- Consider responding (by 10 March 2021) to the Green Paper on transformation of public procurement (see below).

## Looking forward - public procurement transformed?

The UK left the EU on 31 December and, at that point, the obligation to implement the EU Directives on public procurement fell away. The EU-UK Trade and Cooperation Agreement (i.e. the “Deal”) between the UK and the EU does contain some core commitments around public procurement. However, beyond those, the minimum requirements for any future UK public procurement regime are those set out by the WTO’s Government Procurement Agreement (the “GPA”). The GPA is not so much a set of detailed rules as a collection of high-level principles around how public procurement should operate. It requires, for example, minimum standards for transparency, competitive procedures, selection and award criteria and remedies/review mechanisms.

So, there is considerable potential for change, although, for now, at least, the EU Directives are enshrined in UK law via the PCR 2015 and will continue to be so unless and until amended.

In 2020, few of us thought the government would have the time nor the appetite for

any major reform, at least in the short to medium term. Far bigger issues than public procurement seemed to be at stake in the UK’s negotiations with the EU, and it was hard to imagine that resources would be available for procurement law reform while still coping with the impact of the pandemic.

The Cabinet Office’s recent **Green Paper on transforming public procurement** was rather a surprising read, given the unexpectedly radical scope of its proposals. Of course, the proposals are currently only at the exploratory stage; how many of these are eventually mapped into new law remains to be seen.

### New Procurement Principles

The Green Paper proposes enshrining in law the principles of public procurement: value for money, the public good, transparency, integrity, efficiency, fair treatment of suppliers and non-discrimination, thus significantly expanding the three current “EC Treaty” principles with which we are all familiar.

### One global set of Regulations

There is an intention to rationalise the procurement regulations. The paper conceives of a single set of regulations to cover public contracts, concessions and utilities.

### New procedures

One of the most striking suggestions is the proposal to scrap the seven current procurement procedures (some of which we are only just getting to grips with since their introduction in 2015) in favour of three (comparatively light touch) procedures:

- a new “competitive flexible” procedure that gives buyers freedom to negotiate and innovate, designing their own procedure (subject to basic parameters and safeguards);
- an open procedure that buyers can use for simpler, ‘off the shelf’ competitions; and
- a limited tendering procedure that buyers can use in certain circumstances, such as in crisis or extreme urgency - with there being a fairly broad concept of “crisis” as follows:
  - an event which clearly exceeds the dimensions of harmful events in everyday life and which substantially endangers or restricts the life or health of people;
  - where measures are required to protect public morals, order or safety; or
  - where measures are required to protect human, animal or plant life or health.

### The end of the LTR?

Interestingly, there is a suggestion that the Light Touch Regime is removed altogether, given that all the above procedures will themselves become “light touch”. As the paper acknowledges, this would significantly reduce the value threshold for health and social services from approximately £660k to approximately £190k and so potentially bring many of these contracts into the regulated regime for the first time.

### Greatly expanded publication requirements

The paper calls for the significant expansion of transparency requirements, with a new publication regime for procurement notices. The paper proposes adopting the Open Contracting Data Standard (OCDS). This is a free, non-proprietary, open data standard for public contracting implemented by over 30 governments globally.

Under OCDS, for example, notices will be required for all contract amendments, with a 30-day limitation period for challenges to the amendment to start to run at the date of the notice. Other publication requirements are proposed throughout the life of the procurement, such as around how the evaluation was made. It seems that the intention is for this to be detailed enough to remove the need to



send each tenderer a bespoke standstill letter detailing the characteristics and relative advantages of the winning tender. This will make the drafting of these letters much more straightforward.



**Exclusion of suppliers...**

In terms of exclusion criteria, the paper proposed a centrally managed register of excluded suppliers who have committed the worst offences, as well as a drive to make it much easier for authorities to evaluate and take account of poor past performance. This register would be curated by a new Unit within Cabinet Office (replacing the current Public Procurement Review Service). The Unit would be headed by a panel of senior procurement professionals and have greater powers to monitor authorities’ commercial capability and would intervene to issue improvement notices.

**Most Advantageous Tender?**

There is an intention to legislate to require authorities to take into account a national procurement strategy when designing a procurement, as well as encouraging them to use procurement award criteria as a way to promote broader policy aims e.g. social value. Attention is drawn to the Outsourcing Playbook and the principles it contains. The concept of Most Economically Advantageous Tender could be altered to Most Advantageous Tender to reinforce the point that considerations other than price can be paramount in procurement. MEAT may well become MAT.

**New frameworks and DPS**

The paper suggests allowing a new kind of “open” framework to be awarded of up to 8 years in length, with stated “joining points” at which new entrants might compete for a place on the framework. This is expected to be particularly useful in sectors where longer term contracts are needed e.g. construction. “Closed” frameworks, of a maximum four-year duration and with no joining points, could continue to be awarded.

It also proposes the expansion of the role of Dynamic Purchasing Systems to cover all kinds of supply/service rather than merely commodities. It argues that frameworks are often used when really what the authority requires is a DPS type-arrangement (which is not currently available as an option other than for commodities).

**Review and Remedies**

The perceived problem here is that only 20% of claims actually make it to trial and the need for full disclosure slows down the speed at which review of the procurement procedure can be carried out.

In response, the paper proposes the creation of a tribunal system to hear procurement claims more efficiently than is currently possible in the High Court. It also suggests ways in which claims in the Technology and Construction Court could be expedited, perhaps involving the introduction of new guidance or civil procedure rules, as well as the creation of a new, more procurement-focussed, test under which a court will assess whether to lift an automatic suspension.

The paper also considers making express statement in the regulations that remedies prior to contract award are to be preferred as these afford a successful tenderer the opportunity to perform the contract.

Finally, it proposes a cap on the level of damages (to prevent speculative supplier claims), at legal fees plus 1.5x bid costs (subject to some exceptions).

**Conclusion**

The paper itself is well worth a read and you may like to respond to some of the questions it asks – the paper seeks comments by **10 March 2021**. It will be interesting to see how many of these proposals end up in new legislation; after all, many government initiatives over the years have promised “transformation” and

then failed to deliver meaningful change. However, the tone of the paper does seem to express a new vision – even if only some of these proposals survive the consultation period, they have the potential to significantly change the procurement landscape in the UK. We may even see new draft procurement regulations to replace the PCR 2015 this year, although query whether there will be sufficient time in 2021 to bring these into law and it may be 2022 before this happens.

**Mills & Reeve are running a series of short webinars on the latest developments in public procurement throughout 2021 – please email [jenny.beresford-jones@mills-reeve.com](mailto:jenny.beresford-jones@mills-reeve.com) if you would like to be invited to these.**

Mills & Reeve are a supplier on the Legal Services framework- PFB5041 LU




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# The Importance of Continuing Professional Development

**Ana Barco**, Membership Director at CIPS, explains why continuing professional development is so important, especially in this climate.

The importance of life-long learning has never been more evident as shifts towards digital supply chains and procurement have been accelerated by the pandemic's impact. Continuing professional development (CPD) is a professional's toolkit in a competitive employment market where talent more than ever is highly sought-after as the public sector faces even tougher challenges to make good use of the public purse.

A commitment to CPD supports individuals in a number of ways and offers employers the confidence that their professionals are up-to-date and can better contribute to delivering for their business. Individual professionals who are up-to-date in their knowledge and skills are credible and can better lead their organisations through the stormiest of seas. Professionals can also meet any of their own career goals through a planned CPD programme, resulting in greater career opportunities and with it, learning potential.

That's why Chartered members of CIPS often have broader career opportunities and remuneration. Professionals that complete programmes of learning topped up with a focus on ethics each year are considered to be highly relevant and sought after in their profession.

CPD can encompass a range of activities from formal qualifications and structured learning programmes, to informal learning such as podcasts, reading books or attending webinars. For CIPS members, many of the activities are free and part of their member offering. Employers can check the CIPS Professional Register of members, giving them the assurance that new and current staff members have that commitment to lifelong learning.

Though not compulsory for CIPS members, we recommend a minimum of 30 hours of learning each year for those professionals who want to achieve the higher standard of Chartered Status. However, this is relatively simple and many CIPS members



are already conducting activity that can count towards CPD hours such as attending branch events, participating in volunteering and mentoring or writing papers about the profession or their particular sector. Full details on how to become a Chartered Professional is available here.

Procurement and supply professionals are in high demand, often from other professions too and we see many members being able to move around their business to gain more and better depth and experience. It is one of the great benefits of the profession that it provides our members diversity in opportunities in other business areas. Our policy is flexible to cater for those professionals that also leave procurement and supply roles, whether temporarily or on a long-term basis. CIPS members are able to adapt their CPD plan for what they feel they need for their current role or any role they aspire to move into – and often they may not require technical procurement-specific learning. In this way, employers again have that assurance that when they hire a Chartered procurement and supply

professional in any function, they have that commitment to learning and being fit for purpose.

Members who have challenged themselves in their CPD achievements had this to say about the importance of always learning.

Wael Safwat FCIPS ExDip Chartered Procurement and Supply Professional, said, "I absolutely believe that we should view ourselves like any other profession. In accountancy, it's a given that you work towards Chartered status and it should be the same for procurement."

The process of lifelong learning and ongoing development creates value for the individual, their team and their organisation, and supports other professionals at different stages of their procurement development journeys. It creates meaningful connections between people and highlights the value that procurement brings to society as ethical procurement is improved and best practice firmly embedded in professional roles.

As Oscar Wilde once said, you can never be overeducated and with a range of activities to support the particular needs of the public sector available on the CIPS website and beyond, no procurement professional should be left scratching their heads for something to improve their understanding and learning. With structured pathways from student to member to fellows, professionals are better-equipped towards career development and to show employers, peers, and stakeholders that they're at the top of their game. In this way, our professionals will continue to make substantial contributions to the art and science of procurement and supply chain management.



# CPD: Learning & Development with LUPC

LUPC provides a range of opportunities for its members' staff to develop their procurement expertise. **Suzanne Picken**, Head of Membership and Marketing at LUPC, outlines the various LUPC events and activities which help support the ongoing professional development of procurement staff.



Throughout the year, a number of events and training are arranged for members that are either free of charge or subsidised. In addition, members can attend a variety of meetings, appropriate to the different levels and experience of procurement staff, which cover strategic, operational, and responsible procurement issues. Category groups and tender working parties are in place for those wishing to expand upon their category knowledge and tendering experience.

## Regular Meetings

Members are welcome to attend regular meetings for their procurement teams. Attendees can hear about and share best practice, as well as build useful relationships with their peers across our membership. Meetings provide relevant procurement updates and more importantly, facilitate collaboration and networking so members

can share their current experiences and challenges and learn from each other. These have been even more beneficial at this current time, with everyone working remotely at home and away from their teams, in order to keep members connected within the LUPC community.

### *Heads of Procurement Meetings*

These are held on the last Friday of each month and are for those managing a procurement function to discuss strategic and topical procurement issues.

### *Operational Procurement Network*

This is a new group, established to meet demand from our members for a network at the category manager level which replicates some of the benefits of the Heads of Procurement meetings. It is aimed at anyone involved in procuring goods and services at an operational level within an LUPC member organisation. Meetings are held quarterly.

### *LUPC & SUPC Responsible Procurement Group*

A quarterly meeting showcasing responsible procurement activity being undertaken across the combined membership of LUPC and SUPC and updates on consortia activity in this area.

## Category Groups

There are several category groups across the UK Universities Purchasing Consortia (UKUPC) which LUPC staff are involved

in. Many of them include participation by LUPC members, with some being national groups and others specific to LUPC, covering Insurance, ICT, Estates, Professional Services, Library, STEMed and Laboratory, Travel and Office Supplies.

The groups engage in category discussions around the supplier market, best practice

procurement, contract/framework performance, management of framework suppliers and responsible procurement.

We welcome member involvement, for interested parties, please see the [full list of category groups](#) and contact the group lead for more information.

Tender Working Parties are another route to increase category and tendering knowledge. Read our article below which covers the benefits of involvement.

Members can register for events and meetings through the [LUPC event page](#). We would encourage members to participate in order to enhance their procurement expertise. Please contact **Suzanne Picken** for more information.

LUPC EVENTS PROVIDING CPD OPPORTUNITIES	
EVENT	WHEN
<b>LUPC &amp; SUPC Annual Conference and Exhibition</b>	<i>Usually held in April or May. This year the conference is on 20 May 2021.</i>
Our free annual conference is a calendar highlight for many of our members. The full-day conference includes keynote speeches on the latest issues in procurement, breakout sessions on more specific procurement areas, networking opportunities with peers across the LUPC and SUPC memberships, and the chance to engage with framework suppliers.	
<b>LUPC &amp; SUPC Responsible Procurement Event</b>	<i>November</i>
Presentations from external speakers, LUPC and SUPC responsible procurement leads and member organisations, as well as discussions on the latest issues affecting members in the area of responsible procurement.	
<b>LUPC Induction/Meet the Team</b>	<i>Twice a year – April and October</i>
An overview of LUPC and how to make the most of membership. Perfect for those new to member organisations with no knowledge of LUPC, or for those in need of a reminder as to how LUPC can provide support. A good opportunity to meet the LUPC team (when we are able to hold this event in-person), and to raise any questions.	
<b>Category Focussed</b>	<i>Adhoc</i>
Events held throughout the year that are specific to certain categories e.g. framework launch events which provide an overview of new or re-tendered framework agreements including the scope, lot structure, how to call off, terms and conditions, and framework suppliers. Category events on topical issues are also held, often in conjunction with relevant framework suppliers.	
<b>Training – various</b>	<i>Adhoc</i>
A variety of training sessions are held throughout the year which include procurement-related topics such as contract law, contract management, and negotiation, as well as the softer skills such as effective communication.	

# Why join a Tender Working Party

A Tender Working Party (TWP) is a group that shapes and supports the delivery of framework agreements. The individuals who make up the TWP all have a key role to play in ensuring the delivery of efficient and effective contracts which meet the needs of our membership. From personal development to advantages for the organisation and suppliers, there are many benefits of joining a TWP.

For individuals, joining a TWP can allow you to either share your experience in an area you know a lot about, enhance your continuous development by gaining experience in something new, or provide a combination of the two. By networking,

sharing your own experiences and learning from colleagues across the sector you can improve your personal knowledge which your own organisation can then benefit from.

There are various stages to any tender project, and when you join a TWP, you will have the flexibility to select your favoured activities or take the opportunity to develop in an area where you have less experience. This could include helping form the strategy, carrying out a commercial assessment or taking part in evaluation. Overall, participating in a TWP can give a real sense of achievement personally and professionally.

From LUPC’s perspective, involving members in the TWPs allows us to tap into your expertise and experience, helping us deliver effective working groups.

The UK Universities Purchasing Consortia (UKUPC) has created [a document](#) to highlight the benefits of joining a TWP.

If you would like to find out more about current TWP opportunities, get in touch with your [dedicated LUPC contact](#). With over 100 framework agreements available to UKUPC members, there is regular activity taking place across all category areas and your time and expertise will always be welcomed.

# Facilities Management: Why maintain your asset list?



CBRE's Business Development Manager, **Dave McMillan** explains the importance of keeping an asset list up to date in order to help with the management of your facilities.

The asset list is a key document that allows your M&E service provider to understand building systems, develop their maintenance strategy and assess the engineering/resource requirements on site.

Its accuracy is imperative to ensure that your CAFM (Computer Aided Facilities Management) system can be used as a strategic management and quality monitoring tool and a reliable conduit for all day-to-day operational activities. The asset list is also a core document used to price an M&E service and the more detailed and complete the list, the greater the cost certainty. A missing asset list, or one with gaps, usually results in tender returns with a lot of caveats and a price

which will undoubtedly change following an asset verification process during the mobilisation period. With a strong initial asset list, the buyer can create certainty and leverage it at an early stage within the procurement process.

Regardless of the list issued, an asset verification exercise is always recommended. It confirms the start point or baseline, captures asset condition and can support lifecycle considerations. The time and cost associated with an asset verification of course depends upon the level of detail in the existing asset list. Where confidence around the accuracy of the asset list is high, the resource required to complete the verification will be lower and in some instances the contractor may complete this fully within their own costs.

Conversely, where there are gaps, the costs can be considerably more, approaching £1 per square metre for a site with full heating and ventilation equipment.

This process allows both parties to agree the scope of services which is a critical stage of a new facilities management relationship and its accuracy often sets the tone of their operational and contractual relationship moving forward.

**Dave McMillan** is Business Development Manager at CBRE, a supplier on the Estates Maintenance and Minor Works Framework Agreement EFM5029 LU.  
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## CBRE

### Experience exceptional facilities management

CBRE is an LUPC framework supplier for the provision of Estates Maintenance and Minor Works. We have a proven track record in the market, and as thought leaders, we continue to invest in the latest research and innovation to ensure we consistently deliver first-class facilities management and project management services for our customers.

Our focus is to constantly enhance our delivery strategy; extending asset lifecycle, reducing energy consumption and enhancing employee wellbeing, whilst ensuring we always remain cost effective.

**For more information please contact:**

Dave McMillan | ✉ [Dave.McMillan@cbre.com](mailto:Dave.McMillan@cbre.com)



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](#):

The initials next to each agreement indicate the LUPC Contract Manager you should contact for further information about a particular agreement, these are as follows:

<b>AR</b>	Antonio Ramirez	07932 646741	a.ramirez@lupc.ac.uk
<b>DW</b>	Julie Gooch	07546 050 410	j.gooch@lupc.ac.uk
<b>JK</b>	Joyce Kadri	07884 551 949	j.kadri@lupc.ac.uk
<b>MK</b>	Mike Kilner	07932 347 182	m.kilner@lupc.ac.uk
<b>RD</b>	Roy Dennis	07419 583 838	r.dennis@lupc.ac.uk

Other useful contacts:

**JISC** [www.jisc.ac.uk](http://www.jisc.ac.uk) **TUCO** [www.tuco.org](http://www.tuco.org) **TEC** [www.tec.ac.uk](http://www.tec.ac.uk)

## AUDIO VISUAL

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

The individual question scoring for each supplier has now been added as an Appendix to HEC as part of the requirements by HEIs for running either a desktop exercise or a full mini-competition.

LUPC first-ranked supplier, IDNS, wrote an article for the Autumn 2020 edition of Linked on the topical and relevant subject of utilising audio visual for social distancing and isolation during COVID-19.

Supplier GV Multimedia has become "GVAV".

The UKUPC Brexit Questionnaire responses on behalf of each supplier are available on request from the Contract Manager.

## ESTATES & FM

**Catering- Outsourced Services- National JG**  
Final 12-month extension to be applied. Letters to suppliers advising of extension to be issued in January.

**Cleaning Services/ Estates Maintenance and Minor Works/ Security Services (Guarding and Reception) – Regional JG**  
Work on tender documentation for a new agreement to combine cleaning services, security services and estates maintenance and minor works is on-going. SQ has been drafted and circulated to the TWP for review and comment.

The aim is to issue tender end January/begin February.

There has been a slippage on the original timeline, however this should not impact on the 'go live' date in August (to align with the expiry of the current cleaning services agreement) as flexibility has been factored into the timeline.

**Door Maintenance, Repair, Inspection, Including Supply JG**  
This agreement is now live and is set up with regional geographical lots. The agreement provides maintenance, repair, supply and installation of automatic and roller shutter doors and associated equipment.

**Furniture Supply and Installation – National AR**

In April, the NWUPC issued a questionnaire to all suppliers on this framework to understand how their business is reacting and adapting to disruptions caused by the coronavirus pandemic, and what products / measures they are offering to assist customers as they gradually return to work. This engagement has triggered an abundant helpful insight which is being distributed to consortia via regular communications to the Furniture Category Group. This information is being made available to members via various means such as the LUPC and NEUPC's COVID-19 related support webpages, and materials for various webinars on the subject.

**Lifts - Consultancy, Maintenance and Refurbishment – National JG**  
NEUPC are in the process of re-tendering the new agreement for award at the end of March 2021.

**Mail Services – National JG**

Tender return date for this agreement is 7/1/2021. Evaluation of the tenders are to be undertaken.

**Removals and Relocation JK**

Tender responses have been received and the evaluation process is underway.

**Washroom Services JAN3074 NW- National JG**

NWUPC are currently in the process of developing the tender documentation and have circulated some documentation to the tender working party for review.

Agreement go live date is scheduled for 1st May 2021.

**White Goods – National JG**

OJEU notice was published on 24/11/2020 with a tender return date 8/1/2021.

The scheduled 'go live' date for this agreement is 1/3/2021.

## ICT & TELECOMS

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

Service MI and sales figures by region and OEM (including resellers) for the agreement up to and including Q1 2020/21 have been shared with the working party and the suppliers, as well as hosted on HEC for institution visibility. Minutes and actions from the previous reviews at UWE are also on HEC, including actions around Modern Slavery and Gender Pay Gaps, through to the collated supplier responses on the Brexit questionnaire.

The NDNA benchmark modelling continues to be updated ahead of the seven supplier review meetings being held w/c 11 and 18 January. An internal NDNA meeting has been arranged for the morning of 11/1/21 to discuss several of the key strategy points ahead of the next tender due this calendar year. The draft timetable for this will be presented to the group at the meeting and separate preliminary meetings have also been held with Dell and Lenovo ahead of the reviews.

Leading microprocessor manufacturer, AMD, was invited to present and answer questions at the last National ICT Group meeting, which was held on 6/1/21. The discussions should assist with both the commercial and availability position for the NDNA going forward. A similar meeting is arranged with global rival, Intel, on 12/1/21.

**Computing - ITRAP (IT Related Accessories and Parts) – National MK**

Mark Lewis took on the SUPC ICT Category Manager role on 6/1/21.

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

LUPC assisted the other members of the tender working party (TWP) on the latest tender evaluation, which was concluded late November.

The agreement award report has been sent for approval and comment within the NEUPC directorate and this will then be shared with the TWP if there are no issues or matters arising.

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

The group last convened on 11/12/20. HEPCW have had to push the timetable out further again, extending the present agreement until the end of April 2021 as a result.

The agreement strategy and draft tender documents were shared with the group for comment in mid-December with the aim of convening to discuss further at the beginning of January. Further advices are expected shortly.

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

Mark Lewis took on the SUPC ICT Category Manager role on 6/1/21. Further information on the tender is pending.

**eProcurement System**

AR

EU Supply is now trading as Merzell in the UK – the name of their parent company – to ensure they are aligned to current developments regarding Brexit. However, the system's branding will also continue to sport the EU Supply logo for the time being.

In addition, there has been evidence of an appetite in HEI for exploring the system's eContract Management module as a standalone option, as many are managing their contracts via their own internal processes and work arounds. Bespoke training on this module will take place on 9/1/21 – full information is on the Events section of the LUPC website.

**Jisc Network Equipment Framework**

MK

Service reviews covering the Aug-Oct 20 quarter were held in November with each of the 28 suppliers, covering the usual areas of performance, reporting/invoicing, framework usage updates.

The uptake on the framework continues to be healthy, during August the spend was just over £1.4m with an increase to just over £2.7m in September. A total of 103 different organisations have made purchases via the framework to date. The next scheduled service reviews are due to take place in mid-February to cover the Nov 20- Jan 21 quarter.

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

MK

The current framework has three months left to run. There is currently a procurement in progress for a replacement framework, with contracts to be issued to successful suppliers by 19/1/21. The framework to date has been used by 64 different organisations with a total spend of £194k, with a steady and even spread across the three years of operation.

**Jisc SMS Framework**

MK

The Jisc SMS framework continues to be well used. Orders for October were 58 and 80 in November. We are awaiting the December figures.

**Jisc Telecommunications Framework**

MK

A total of 35 different customers have placed orders amounting to £1.9m in total since the start of the framework.

Service reviews for the Aug-Oct 20 quarter were undertaken via email updates in November, with the next service reviews due to take place in mid-February.

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

MK

There have been nine orders so far on the framework with a total spend of just over £42k by nine different organisations.

Service reviews covering the May-Oct 20 period were held in November with each of the three suppliers, covering the usual areas of performance, reporting/invoicing, framework usage updates.

**Jisc Web Filtering & Monitoring Framework**

MK

There has been one confirmed order so far on the framework with a spend of just above £1k Service. Reviews covering the Aug-Jan 20 period will be held in February.

**Software License Resellers (SLRA) – National**

MK

Mark Lewis was appointed SUPC ICT Category Manager as from 6/1/21. Mark is presently working through updating the award notification and letters and will hopefully be able to move forward shortly.

**Computing – General Matters not covered elsewhere**

The National ICT Group continues to convene every three to four weeks with the last meeting held in conjunction with AMD on 6/1/21, while December's meeting included details of the HP Brexit Readiness webinar held a few days earlier. The next meeting is presently being scheduled for the first week of February.

ITS1024AP Online Streaming and Training Services is now live with APUC presently finalising the details on HEC. These will be circulated with the Buyers Guide as soon as complete.

ITS1040AP Virtual Learning Environment (VLE) and Associated Services is presently out with the market for response shortly.

The new Jisc-led Global Education Access Framework, which commenced 4/9/20, has had 18 orders worth just over £301k by 10 different institutions to date.

NWUPC are close to issuing the revised IT recycling strategy and draft tender documentation to the working party.

The Electronics Watch Board has approved to move Harpreet Paul from essentially ad-hoc assistance to a formal EW staff position on a part-time basis, dedicated to UK affiliation outreach and assistance. This will commence in Spring 2021.

**INSURANCE****Insurance – Regional**

MK

Four autumn feedback sessions between 29/09/20-9/10/20 were held with Insurance Group members (10-12 per session) with participation from Gallagher, LUPC and at least one Chair/Vice-Chair at each session. The aim was to update LUPC Members on recent developments and key future initiatives as well as individual feedback on key areas including; feedback on 2020 Renewal process and in particular the Financial Lines tender; Claims Analysis & Risk Management Proposals feedback; key Insurance issues facing institutions; and what support members want from LUPC and Gallagher in addressing them.

Gallagher held a Technical Seminar for LUPC Insurance Group members on 9/11/20 as an opportunity to progress several issues arising from the autumn feedback sessions including Alternative Risk Transfer (ART), Cyber and Financial Lines cover as well as other pertinent issues. The ITSG agreed to proceed with the group-shared funding of the feasibility study into ART during November and the report from Artex is expected by February 2021. A sub-group was also formed to meet with potential Financial Lines providers and three presentation-with-Q&A engagement sessions were held with prospective bidders in early December.

After several meetings, the year's PA Travel insurance renewal was completed in late October. RSA reviewed the exposure information and based their terms on an anticipated exposure of 30% of usual travel. There is a Claims Rebate based on a Return Premium of 0.5% per every 1% below a 40% Loss Ratio up to a maximum of 20% of premium and RSA have committed to reviewing this at a 6-month period and at the same time giving firm indicators of rate for 2021/22 period. There will be an exclusion on Cancellation/Curtailment claims arising from COVID-19 to countries that FCO recommend limitation to 'all essential travel'. Individual allocations have used trip numbers as the key value to calculate premiums arrived at but have also taken account of claims performance and trip durations declared by each Member.

The annual Insurance survey was extensively updated following a review undertaken with both the ITSG and the insurance panel. This was then issued to the full Insurance Group for response by 18/11/20, of which there were 31. A closed ITSG meeting was held 24/11/20 to discuss the findings from the survey and prepare the agenda for the service reviews with Gallagher, RSA Financial Lines, RSA Travel, ZM and Newline, which were held 8 December. The draft minutes from these are with the attendees for checking and will be issued to the full Insurance Group on 14/1/21.

The LUPC Travel Risk Management Project held a launch meeting on 16/12/20 with project partner, Another Day, with the aim of designing and implementing a series of e-learning modules that Members will be able to integrate into their institutions. A further follow-up meeting has been arranged for 27/1/21 to review progress to date.

The forthcoming brokerage tender and other prevailing matters were discussed in a second 1:1 call with Tim Devine at Gallagher on 15/12/20 including appropriate models for fees and commissions. A PIN is scheduled for February ahead of a series of market engagement meetings with the ITT to be issued in March.

The Chairs and Vice-Chairs continue to convene with Gallagher on a regular basis with the next meeting scheduled for 4/2/21. Gallagher are assisting the group in trying to ascertain ZM's position regarding maintaining the LTA, which has the potential to be broken beyond August 2021 if the group's property loss ratio position deteriorates further.

**LABORATORIES & STEMed****Gases (IUPC) – National**

AR

The incumbent framework has been extended until the 31/10/21 via an OJEU Modification of Contract notice citing COVID-19 under Regulation 72 (1) (c). The intention is to publish the ITT in early Spring 2021 and for the framework to be in place by the summer. A tender working party has already been assembled and work on the ITT documentation has begun.

Some of the incumbent suppliers have been requesting price increases, citing rising supply chain costs. These increase requests are being fielded by the Contract Manager.

**General Laboratory Equipment, Supply/Installation – National**

AR

The re-tender of the General Laboratory Equipment framework agreement was originally scheduled for mid-January 2021 but was brought forward by a month. The rationale was to avoid any unnecessary potential Brexit related risks. Elements of the ITT, such as weightings and the questionnaires, were re-addressed with the Tender Working Party and enhanced to accommodate COVID-19 related changes and challenges that will continue to put pressure on the sector during the next term.

Other new elements in this tender include the addition of the Desktop Exercise call off method, and the annual re-ranking of suppliers based on their permitted price increases, to incentivise lower pricing. In addition to all six UKUPC consortia, the recent decision was taken to allow framework access to a number of NHS bodies, to assist their efforts in the post-COVID world.

The ITT was published on the 18/12/20 and the supply base was pre-engaged to raise awareness. The timeline is allowing an increased tender response period to accommodate the Christmas 2020 period. The response deadline is the 1/03/21, and the framework is due to commence on 31/5/21. 42 suppliers have already expressed interest at this early stage.

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

AR

The Tender Working Party (TWP) for the next Antibodies and Sera framework agreement tender process was put together in November 2020. This new agreement will only run for 30 months, to coincide with the NEUPC's Life Science Reagents framework agreement timescales. The long-term view is that these two agreements will combine, to aggregate spend and align requirements.

The TWP is meeting regularly and work on the ITT is advancing at pace, with a view to publish the ITT in late January or February 2021. The new framework is expected to be in place by 1/7/21.

**Personal Protection Equipment, Clothing and Uniforms (PPE)**

AR

The APUC's tender for the new PPE framework concluded successfully as planned with no issues or delays occurring during the standstill stage.

A total of 25 compliant tenders were received on 5/10/20 and evaluated by a panel of category managers and end users across the sector. The following suppliers were awarded a place on the framework: Arco, Bunzl, Future Garments Ltd T/A Eurox, Guthrie Group, Kukri, PWT, Streamline Corporate, Rexel, Scott Direct, Suresafe Protection and White Label Sourcing.

The framework went live on the 1/12/20 and in addition to PPE, uniforms and clothing, will also supply prescription and safety glasses, eye wear service, lab and dentistry wear and footwear, including sustainable options such as vegan shoes and re-use / recycle old materials and clothing. The agreement consists of eight lots, with each lot divided into two sublots, Scotland and England/South, to ensure geographical coverage nationwide.

This agreement is open to APUC, NEUPC, HEPCW, SUPC and LUPC, giving their members access to two PPE frameworks, maximising choice and range. We are implementing weekly availability and lead time updates for our members.

**Other Laboratory – Updates**

We are seeing an increase in member enquiries for STEMed frameworks, with considerable interest in Life Science frameworks from non-academic scientific and biotech research bodies, which are in some way related to COVID-19 vaccine research and manufacture. Member feedback on these frameworks has been positive, particularly the technical scope of the agreements, which they advise are not readily available elsewhere. Interest from NHS related bodies is picking up. We have also seen some interest in COVID-19 testing kits.

**LIBRARY****Books, E-Books, Standing Orders and Related Material – Inter-regional Agreement (SUPC-led)**

RD

ITT expected to be issued in Q1 2021. Supplier engagement event completed December 2020.

SUPC are currently working with a TWP to develop the specification.

**Serials, Periodicals and Associated Services Joint Consortia Agreement – Inter-regional Agreement (SUPC led)**

RD

Extension option being taken by SUPC to extend for one year.

LM Information have been acquired by Prenax (also a supplier to this agreement) and trade under the new name of LM Prenax OY UK. SUPC are currently arranging for the novation of the agreement and HE Contracts documents and templates are to be updated.

**OFFICE SUPPLIES & EQUIPMENT****Office Supplies – National**

JK

Supplier review meetings were arranged in December for Lot-1

**Banner—Lot 1: Office Supplies.** Banner will be updating their website as well as e-marketing in 2021. No confirmed date yet, members will be notified accordingly. Banner has made changes to their delivery services and appointed staff for this service.

**Lyreco—Lot 1: Office Supplies.** Lyreco has not seen much change in orders since lock-down. Changes in product range introduction of more PPE products, digital catalogue is now available. Partnering with Ocean Plus for recycling and sustainable products.

**Office Depot—Lot 1: Office Supplies.** Office Depot was not available to attend the meeting, a separate meeting will be arranged by the end of January.

**PROFESSIONAL SERVICES****Ceremonial Gown and Photography Services—National**

JK

Review meetings were conducted in December. Nothing to update at present, some universities were looking into double ceremonies in 2021, but this is subject to change.

All suppliers have agreed to take part in the second phase of the supply chain mapping project for their second-tier suppliers.

**Debt Recovery Services— National**

RD

The option to extend the framework is due for review in March 2021.

**Executive and Senior Strategic Search and Recruitment Services**

RD

APUC will commence preparation for the next version of this framework in January 2021. Feedback and input from LUPC members are welcomed. Any members interested in joining the tender working party should contact Roy Dennis.

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

RD

NWUPC issued their contract notice in December 2020. New framework expected to go live in April 2021.

Further information on the current agreement is available [here](#).

**Intellectual Property Rights Services – PFB2003 NE** RD  
 NEUPC (Matt Johnson) is now reviewing the framework to assess whether the option of extending will be taken.

This framework has low usage.

**Legal Services – National** RD  
 The tender working party meetings continue. The strategy has been developed and documented. Work to prepare the ITT documents continues. It is expected that the contract notice will be issued on 20/1/21. The new framework is scheduled to go live at the end of May 2021.

Further information on the agreement can be found [here](#). If you have any feedback, please contact Roy Dennis.

**Occupational Health and Wellbeing for Students and Staff – National** RD  
 Issues with primary framework contact at OH Works have now been addressed and a new account manager is in place.

Lot 3 supplier, CiC, has been acquired. At this time there is no impact to trading name or framework services.

A review of the option to extend the agreement will take place in January 2021.

**TRAVEL**

**Supply of Taxi Services including Hybrid and Executive Cars—Regional** JK  
 Review meetings will be arranged during January/February. Due to present circumstances and ongoing travel restrictions, there are no further updates at this time.

**Travel Management Services – National (SUPC led)** JK  
 No further updates since last report, due to travel restrictions and current situation.

**UTILITIES**

**The Energy Consortium – TEC**  
 Following a Public Sector Buying Organisation (PSBO) collaborative procurement exercise with YPO, West Mercia Energy and ESPO TEC awarded the new Water, Wastewater and Ancillary Services framework to Wave.

The new framework went live on 1/11/20 and covers all aspects of water supply and management for members as well as wider public sector organisations.

The latest news on all TEC agreements can be found at <http://www.tec.ac.uk/news>

**OTHER ACTIVITIES**

**Publications**  
 E-bulletins were being published fortnightly to the end of December 2020. From January 2021, they are reverting to being circulated monthly.

The Annual Review 2019-20 is scheduled for circulation end January/ beginning February 2021.

**Events**  
**Upcoming Events**

- Quarterly Operational Procurement Network Meetings have been set up, with the second one taking place on 26/1/21.
- Monthly Heads of Procurement Meetings are in place, with the next being on 29/1/21.
- An online Negotiation Workshop course (four sessions) is being held on Thursdays throughout January from 10-11.30 am.
- Quarterly Category meetings for both Estates and Professional Services are now established, with the next ones on 9/3/21 and 23/3/21 respectively.
- A virtual LUPC & SUPC Conference and Exhibition is in the process of being arranged for 20/5/21.

(Correct at 8 January 2021) Full details of all agreements are available at [lupc.ac.uk](http://lupc.ac.uk)

**\*SAVE THE DATE\***

**LUPC & SUPC**

**Virtual Annual Conference and Exhibition**

**20 May 2021**

More details available soon on the [LUPC website](http://lupc.ac.uk)



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# Let's talk...

**Sally Hopkin**, a Procurement Consultant at the Vaccine Manufacturing and Innovation Centre (VMIC), one of LUPC's newest members, discusses her procurement career.

## *How long have you worked at your organisation?*

I have been supporting VMIC since August 2018

## *How did you get into procurement?*

I transitioned from a project management role that involved running the Project Management Office. The skill sets are very similar. The biggest difference was moving from financial services to the public sector.

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

Getting to meet and work with lots of different people. I'm very nosey; procurement provides insight into lots of different areas such as technical, operational and support services, how they work together, as well as opportunities to work with lots of different organisations. I've covered a wide variety of categories in my career, from capital projects to IT to professional services and more, learning a lot from each one.

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

I took voluntary redundancy from my role at DfE during a restructure. Whilst it wasn't catastrophic, it was a bit of a 'leap of faith'. It turned out to be a great move for me, helped to broaden my horizons and gave me confidence to move forward in my career.

## *If you weren't in procurement, what would you be doing?*

I always wanted to be an author. I helped a friend to finish their book (a work of fiction), and I have started the first chapters on a book based on my grandparents, but I don't always get much time to write with everything else going on!

## *What's the most interesting item or service you've had to buy?*

It wasn't actually my project, but I recall the team purchasing a 'virtual dog' for the vet school at University of Lincoln. That was a bit bizarre.

## *In your view, what value can working with the Procurement team bring to other areas such as Estates and IT?*

Procurement can bring most value if we are engaged early. We can work with the organisation to understand what is needed and look at all options for delivery. The later the engagement, the more limited these options become. In my experience, procurement can help to bring together areas to achieve common goals and help share best practice, by giving an 'holistic view' across an organisation.

## *What advice would you give to people new to the sector?*

Focus on developing your people skills. Most people think that procurement is about process, when really it's about understanding people and how to work effectively across multiple teams, departments and sometimes organisations. You need to be able to engage people at all levels, and to bring together stakeholders who might have conflicting priorities to deliver the best outcomes for your organisation. Communication is key, the process is the easy bit!

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

LUPC gives access to a wide range of frameworks, which are a valuable resource to any procurement function, but more than that, LUPC are a supportive and collaborative organisation that provide help, guidance and training tailored to your organisation's maturity and needs. The annual conference is a definite benefit as well!

## *What are the key challenges ahead for your institution, especially after the outbreak of COVID-19?*

Covid-19 has had a huge impact on VMIC, with our original facility build programme accelerated by more than a year, and our scope of service increased to provide the production volumes required to meet the pandemic response. Alongside this, our teams have been instrumental in supporting the development of a vaccine candidate in collaboration with Oxford university and industry partners. I am constantly in awe of the level of drive and commitment shown by the whole team to deliver what is needed.

## *What achievement are you most proud of (and why)?*

As IT Category Manager at University of Nottingham I managed the first negotiated procedure that the University had undertaken. It was a challenging process, with a significant effort needed across the senior leadership team, the IT function and the project team. We delivered a great outcome in line with our programme that met the needs of the University.

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

My favourite book is *Dune* by Frank Herbert. My luxury item would be a bubble bath to relax and unwind after a hard day exploring the island.

## *Thank you!*

If you would like to be featured on this page, please contact [Reema Shah](#).



# Incoterms

This is a new theme for Linked magazine, in response to feedback we received from our readers, to include more articles on the fundamentals of procurement. **Emma Keenan**, Deputy Director at LUPC, writes our first article, which is on Incoterms.



Leading up to the end of the Brexit transition period on 31st December, there was much talk on the impact of changes to customs procedures. One of the elements thrown into the limelight was Incoterms.

Members who regularly import goods from the rest of the world, may be more familiar with the terminology; for others, like me, there was a need for a reminder of the use, meanings, and different options available. I hope this document will be a useful aid for anyone else who needs some up to date information.

## What are Incoterms?

Incoterms is a word made up from “International Commercial Terms”. It is a trademark from the International Chamber of Commerce.

## What are they used for?

Last updated in 2020, the globally recognised Incoterms rules each explain clearly the responsibilities of both parties when buying and selling goods overseas.

They take into account:

- where goods will be delivered
- who arranges transport
- who handles and pays for insurance
- who handles customs procedures
- who pays any duties and taxes

It is important to note, Incoterms are not legally binding unless they are expressly included into an agreement.

## Choosing the right term:

There are 11 incoterms.

The first is **Ex Works (EXW)** and puts all the responsibility on the buyer:

*“The seller makes the goods available at the seller’s location, so the buyer can take over all the transportation costs and also bears the risks of bringing the goods to their final destination”.*

Each Incoterm then gradually moves the responsibilities of the buyer and seller until all of the responsibility is on the seller:

## Delivered Duty Paid (DDP)

*“The seller is responsible for delivering the goods to the named place in the country of the buyer and pays all costs in bringing the goods to the destination”.*

## More information.

The official Incoterms® 2020 is available on the International Chamber of Commerce’s new e-commerce platform **ICC Knowledge 2 Go** in both print and digital formats.

There is lots of free information online too about choosing appropriate terms including You tube which has a number of videos. If you have any questions, please **get in touch**.

**If you would like to read in-depth information on any topics relating to Procurement, please get in touch with [Emma Keenan](#).**

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