



LUPC & SUPC CONFERENCE 2020

Background & History

HEPA was set up in 2011 in response to the Diamond Report: collaboration, behaviour, data management...

Mission Statement & Scope

HEPA is dedicated to supporting procurement teams and their related communities throughout higher education. It will provide a comprehensive range of tools, resources, training and events to enable the development and demonstration of value for money, efficiency and effectiveness for individuals, the function, and the wider sector.



Structure

HEPA is part of BUFDG, which is in turn part of Professional HE Services, or PHES:



Board

HEPA is directed by a Management Board chaired by Martyn Riddleston, FD Leicester; deputy chair Veronica Daly, CPO Kings College London; representatives from the Consortia and BUFDG regions.

Resources

- *for Heads of Procurement to Procurement Apprentices ...*
- E-Learning
- Discussion Board
- F2F training around UK
- Proc HE coding schema
- PVS resources
- Guidance
 - GDPR
 - Universities as Contracting Authorities
 - Brexit
 - Coronavirus

Sub-Groups

- Responsible Procurement Group
 - Plastics & Packaging
 - Social Value
 - Human Rights
 - Climate Change & Carbon Reduction
- Learning & Development Group

hepa GUIDANCE

www.hepa.ac.uk

- Procurement Journey
- Template Documentation
- Sustainable Procurement
- Procurement Strategy
- Procurement Policy
- HEPA Network
- 'time to talk' sessions
- and the monthly HEPA Digest

The screenshot shows the HEPA website homepage. At the top right, there are links for 'Contact Us', 'E-Learning', 'Help', and 'Log Out'. Below these is a search bar with 'Advanced Search' options. A navigation menu includes 'Home', 'About', 'News', 'Events', 'Resources', 'Discussions', 'Network', and 'My HEPA'. The main banner features a video player for 'HEPA Learning & Development Programme 2020'. To the right of the banner are social media icons and a 'Tweets by @The_HEPA' section. Below the banner, there are three news articles: 'PPN 02/20 - supplier relief due to covid-19 - time to talk' from the Cabinet Office, 'HEPA Digest: April 2020 (part 2!)', and 'BUFDG Digest - Wednesday 29th April'. A video player for 'News Corp Protective Claims - reverse charge' is also visible. At the bottom right, there is a 'Browse by Topic' section.



HEPA modules:

- A Guide to Modern Slavery
- Cost Modelling
- Intro to HE Procurement
- Intro to Sustainable Procurement
- Protecting Human Rights in the Supply Chain
- The Bribery Act
- Spend Analysis
- Supplier Due Diligence and Risk Management

BUFDG Pro modules:

- Contract Management
- Category Management
- Specification Writing
- Advanced Sustainable Procurement

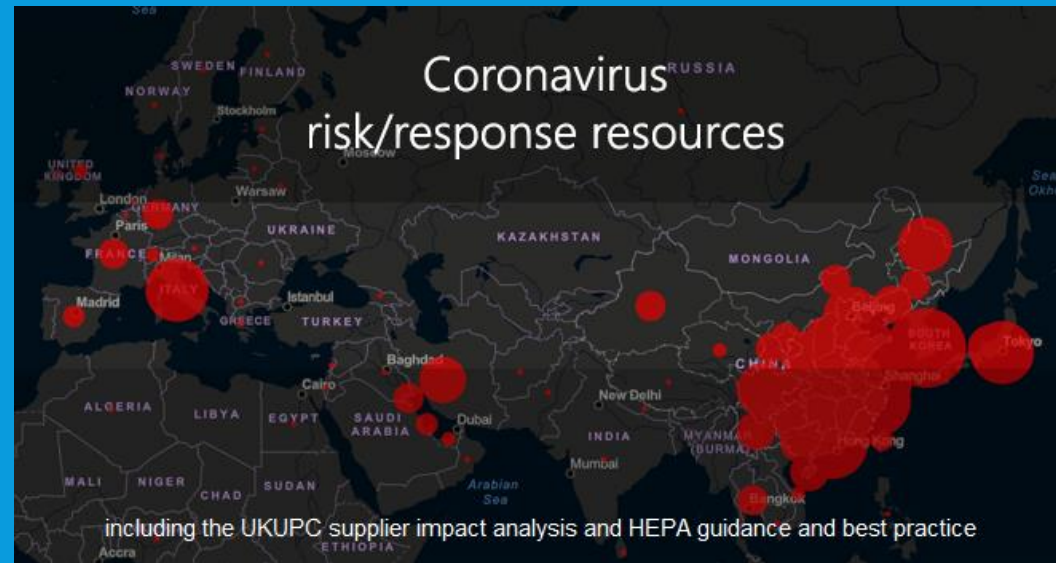
Compliance

- Criminal Finances Act 2017
- Intro to Counter-Fraud
- A Guide to Modern Slavery

The competition is live... on your marks, get set, learn!



CORONAVIRUS RESOURCES



- UKUPC Coronavirus Supplier Impact Analysis [[link](#)]
- 'time to talk' sessions covering supplier relief due to covid-19 [[link](#)] construction contracts [[link](#)] and our upcoming furlough session which is taking place next Monday 4 May [[booking link](#)]
- Guidance on fraud [[link](#)]
- Legal implications of coronavirus resource library [[link](#)]



Spring 2020

- covid-19 response
- Procurement Value Survey (PVS) summary report

Summer and beyond

- Brexit
- Counter Fraud Toolkit

What are your priorities? How can HEPA best support you?



Getting the Most from Framework Agreements During COVID-19

Jayne Thorn, Category Manager, SUPC



SUPC
Southern Universities
Purchasing Consortium

What we will cover today

- What is a framework agreement?
- How we collaborate
- The benefits of frameworks
- How to choose a framework
- Resources available
- What Call off options are available – How and When
- Opportunities to get involved
- Q&A

What is a framework agreement

“an **agreement** between one or more contracting authorities and one or more economic operators, the purpose of which is to establish the terms governing contracts to be awarded during a given period, in particular with regard to price”

OJEU
Compliance

PCR 2015

Maximum
4 Year
Term

A way of
'Calling-
Off'

SUPC and LUPC collaborate with a number of other Purchasing Consortia (NEUPC, NWUPC, HEPCW, APUC, TUCO, TEC) to bring our members a range of agreements that deliver a number of benefits.

Time:
a call-off is
much
quicker
than a full
OJEU

Money:
Enhanced
savings
through
aggregated
demand

Value:
by
avoidance
of
duplicated
effort

Compliance aspects

Pre -
Approved,
vetted
suppliers

Research
Grant
compliant –
ERDF, ESIF
etc

Active
contract
management
from
consortium
partners

Supplier approved terms and conditions in the model Call-off documents, KPIs, SLAs – all of which are specific to the agreement.

Support from consortium colleagues when you need it.

COVID – 19 Considerations

- Business Continuity Management Plans
- Financial performance
- Consortium Support still available
- Buyer's Guide

Support from consortium colleagues when you need it.

Choosing a framework

- Where will I find a framework?
- What resources are available?
- Where can I get help?



Buyer's
Guide

Agreement Snapshot

HEContracts

Servers, Storage & Solutions National Agreement (SSSNA) (ITS4031 SU)

SUMMARY

Start date: 1st November, 2016

End date: 31st October, 2020

OJEU Number: 2016/S 061-103632

Lead Consortium: SUPC

Main contact: Tammie Purdue
t.purdue@reading.ac.uk

Website:
<https://www.hecontracts.co.uk/agreements/350>

ClusterVision now the Taurus Group based in the Netherlands. SUPC is working with the organisation to review their position on this agreement. Currently they have not been extended for the final 12 months.

Tectrade have now been acquired by Computer Systems Integration Limited (CSI).

OEM Led Solutions Lot which allows Members to procure high value, technical solutions within the compute category such as converged, hyper-converged, high performance computing and hybrid solutions.

Reseller Led Solutions Lot which brings more competition for high value, technical solutions within the compute category

SCOPE

This framework covers the provision of servers, storage and solutions, including converged infrastructure and end to end solutions. It also includes soft services to support the delivery and implementation of these products and solutions.

This Agreement is split into 4 lots as follows:

Lot 1: Servers

Lot 2: Storage

Lot 3: Solutions - this is split into two sub-lots as follows:

Sub Lot 3a – Converged, Hyper-Converged, Hybrid and Other solutions (excluding HPC and DIC)

- Overview
- Average savings
- Summary of the scope
- Typical benefits
- Suppliers on the framework

- Specification
- SQ and ITT documents
- OJEU Notices
- Call off templates
- Desktop calculator
- Pricing information
- Supplier Contact details

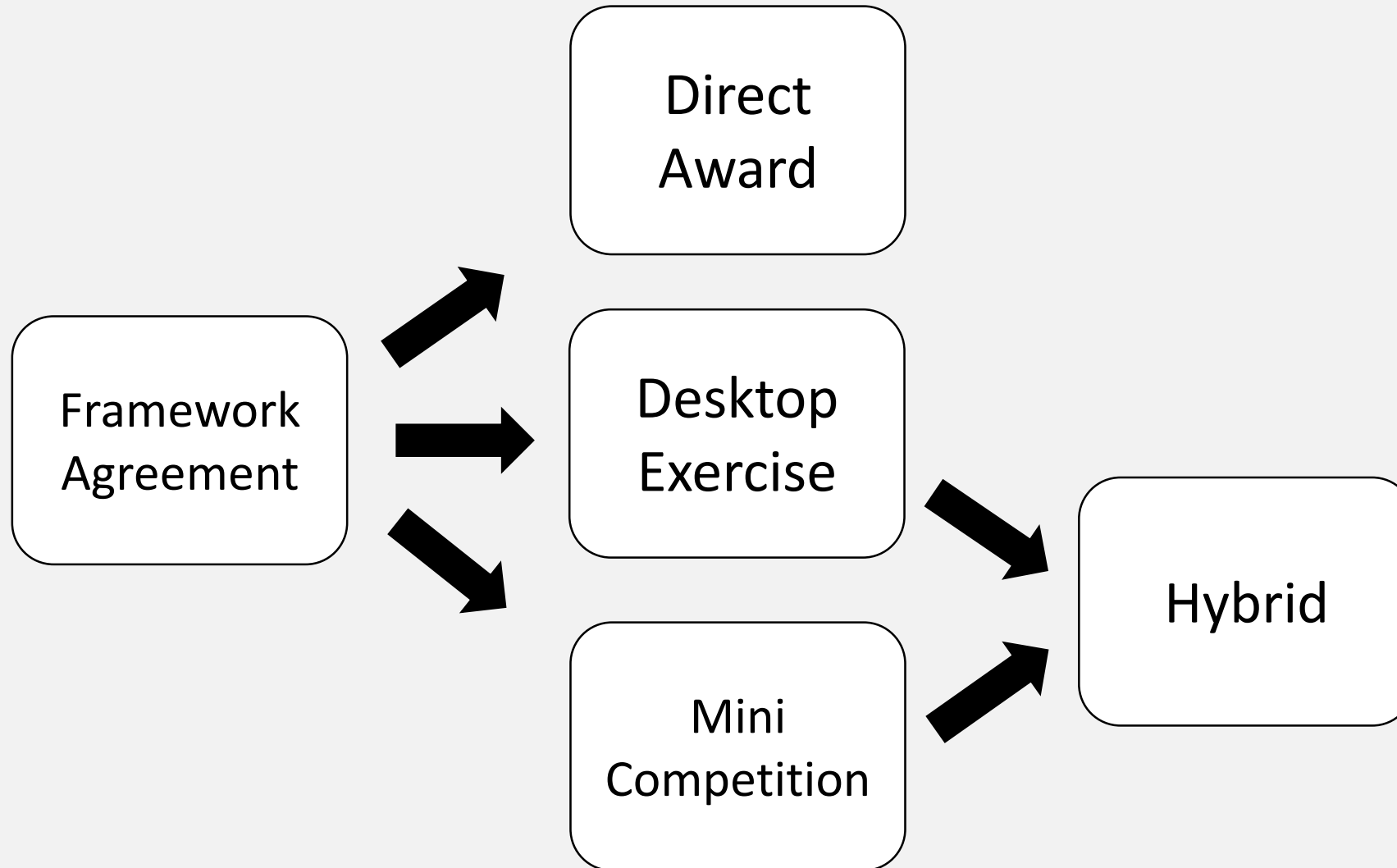


Buyer's
Guide

Using frameworks to get best value



Call-Off Options



Single
Supplier
Framework

Number 1
on a
framework

Ranked
Framework

- The requirement is met directly by the specification
- No changes to the call off terms
- Pricing is clear for the goods and services

Simple
Supplier
Framework

COVID – 19 Considerations

- A really quick route to market
- It doesn't always offer the best value
- Think about SLAs and KPIs from the outset
- Exclusivity and exit

Ranked
Framework

- The requirements strategy specification
- No changes to the contract
- Pricing is clear for the goods and services

A warning on direct awards...

While direct awards are offer a very effective use of time and resource – be aware of the following:

- There is no competition between the suppliers, what you see is what you pay...
- Avoid where specifications or requirements are complex and emotive
- Where pricing is dynamic or market driven – exchange rate fluctuations etc

- Are you comfortable with the specification?
- Do you have any amendments to make to the call-off terms?
- Is it nearly right, but the original tender weighting don't quite tie up with your institutions goals?

NOTE: not available on all frameworks

- Are you comparing apples to apples?
 - Do you have the same call-off terms?
 - Is it nearly done or quite new?
- COVID – 19 Considerations**
- A quick route to market
 - Some allow you to put your price in the desktop calculator
 - Quality and Service elements
 - KPIs and SLAs

NOTE: not available in all markets

- Combination of desktop exercise and mini-competition
- Can be used if you're comfortable with the qualitative elements of the ITT scoring – but pricing information will be updated by the supplier...

(e.g. books)

Note: also not available on all frameworks...

Further Competition

Pricing is dynamic or
technology has
developed

Unique or bespoke
requirements –
specification
amendments

A single purchase
that high risk,
volume, or value

A known
commitment over a
set period of time

Further Competition

Pricing is

COVID – 19 Considerations

- Business resilience
- Staffing levels
- Time to respond to new bids
- Ability to on-board new clients
- Are your longer term needs going to be met?

A single

that high
volume, or

best take

ents –

ion

re

own

ment over a

period of time

Further Competition Tips

- Pre-market engagement
- Plan your procurement with sufficient time at all stages
- Invite all capable suppliers to participate in the exercise
- Set clear, objective, reasonable award questions
- Make sure the scoring is proportionate and relevant



- Pre-market engagement
- Plan your summary
- Invite all potential participants
- Set clear award criteria
- Make summary proportionate

COVID – 19 Considerations

- Pre-market engagement even more crucial
- You may need to put extra time in to your process
- You still need to follow the rules
- Consider your options in relation to PPN 01/20



Supplier's
Guide

- Framework pricing is the maximum you'll pay
- Give the bidders information on your current requirements or usage
- Standstill and Feedback
- Ensure the framework is clearly referenced on your PO – look for the order form...
- Agree your KPIs and SLAs

Further Competition – don'ts

- Ask the same questions as we did at ITT
- Ask for specific brands
- Create a framework within a framework
- Create a restricted tender in the process
- Vary the weightings by more than the permitted amount
- Significantly vary the call-off terms

Further Competition – doubts

- Ask the supplier to provide a COVID – 19 Considerations
 - Ask for a copy of the supplier's COVID – 19 Considerations
 - Create a new contract with updated terms and conditions
 - Create a new contract with updated terms and conditions
 - Vary the contract with updated terms and conditions
 - Significantly vary the contract with updated terms and conditions
- You still need to follow the rules
 - Consider your T&Cs – look closely at Force Majeure clauses
 - Look carefully at credit reports - are they reliable?

Further Competition benefits

Pre-engagement –
better understanding
of the supply market

More competitive
offers – better
return for longer
term commitment

**Budget
certainty**

Develop better service levels
and refine the specification
to meet your needs

Getting the most from frameworks

Engage with the suppliers
before writing your
specification

Get involved – speak
to us!

Make the suppliers
compete for your
business

Use the resources
available to you

Getting the most from frameworks

Engage with
the
spec

COVID – 19 Considerations

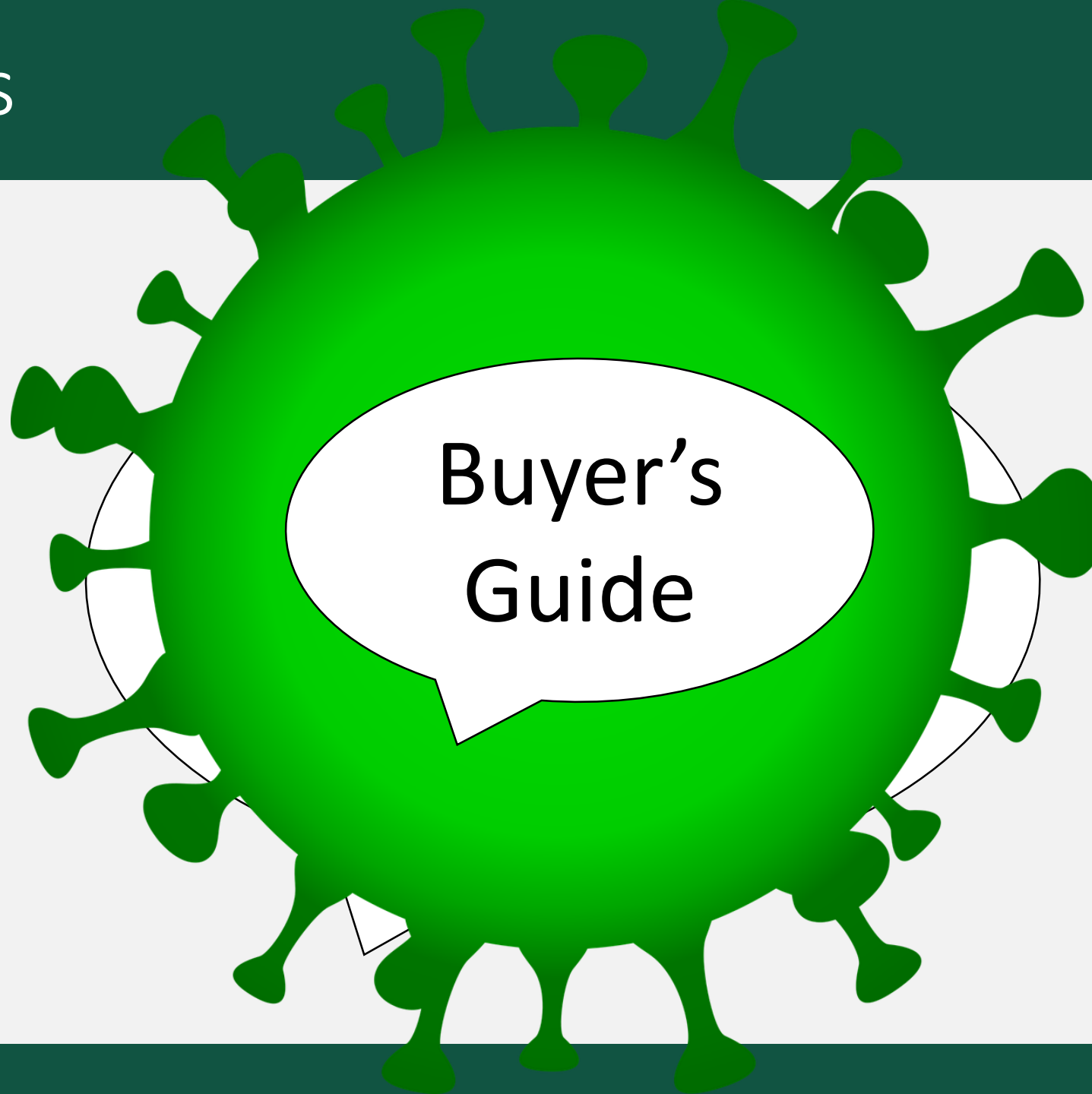
- Speak with consortium colleagues
- Speak with colleagues at other institutions
- Manage expectations internally about timelines
- Manage expectations about the service you might receive.

Make the
compet
business

resources
able to you



Buyer's Guide



How do you get involved

Join a
tender
working
party

Attend a
meeting –
supplier
review or
commodity
meeting

Surveys
and
discussion
boards

Questions

