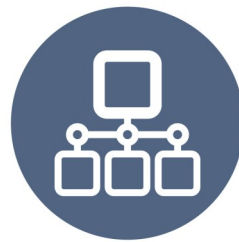


EyeOn: Professional Services





Welcome to EyeOn: Professional Services

Professional Services Spend

SUPC Members spent a total of **£1.08bn** in 2016/17 on Professional Services.

SUPC works with its members and other purchasing consortia to develop framework agreements that deliver value for money, provide guidance and support to members, and represent member interest on the national stage.

EyeOn: Professional Services provides an overview of the key Professional Services agreements and resources available to you. You can use these agreements to meet the day-to-day purchasing requirements for Professional Services.

The agreements in this document are already set up for use by HE and FE organisations. You can request further details on any of these agreements from SUPC or your procurement department. You can also find additional details on the sector contracts database, HE Contracts (www.HEContracts.co.uk). This document gives you a brief overview of each agreement.

How Can SUPC Help You?

- We offer access to a range of agreements across consortia and specialist organisations. You can often realise significant savings simply by switching from your current solution to an SUPC-endorsed framework agreement.
- We provide advice and guidance to members to support you in making the best use of available frameworks.
- We offer a range of group meetings, special events and supporting documents to help you learn more about the Professional Services category, the agreements available, and how to get best value from your spend.



SUPC Member Benefits

Being a member of SUPC comes with considerable benefits that will help your institution meet its strategic and immediate purchasing needs.

Savings

In 2016/17 SUPC members realised over £51 million in quantifiable savings, including £30 million in cashable savings, an increase of 30% over the previous year's cashable savings.

Access to a Diverse Range of Professionally Managed Contracts

SUPC members have access to over 90 professionally managed framework agreements that cover a wide range of products and service areas commonly used throughout higher and further education organisations.

Guaranteed Collaboration

SUPC members have access to a wide range of collaborative procurement agreements. This will help your institution meet the English higher education target in the Diamond report of directing 30% of non-pay spend through effective collaborative procurement arrangements.

Guaranteed EU Compliance

All SUPC framework agreements are compliant with EU procurement directives and are professionally managed. This reduces your risk of EU legal challenges, saves you significant time in your procurement process and ensures that prices and service remain the best throughout the life of the agreement.

Access to Spend Analysis

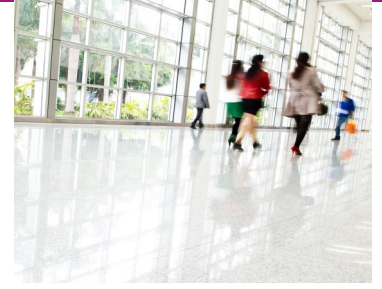
SUPC members have access to the Spend 360 tool which codes supplier spend data by commodity area. Reports and graphs can be easily produced, and the data is critical in helping individual members to prioritise procurement activities. If you require more detailed line item level coding, SUPC can offer this service at specially negotiated prices under our main agreement. Please contact Rob Johnson: rob.johnson@reading.ac.uk for further information.

Access to Specialist Procurement Support

Full members have access to a number of SUPC-led commodity groups. Each group provides an opportunity for members to meet, share ideas and best practice, and influence suppliers.

Southern Universities Purchasing Consortium

T: 0118 935 7081
E: supc@reading.ac.uk
W: www.supc.ac.uk



SUPC News

Temporary Agency Staffing Services

SUPC have extended the current Temporary Agency Staffing Services into its final year, with the agreement now due to expire 9th March 2018.

The new framework will include permanent recruitment and is currently out to tender, due to go live in March 2019.

NERARS

The current National Education Recruitment Advertising & Resourcing Framework is due to expire 31st December 2018. The new agreement is currently being mobilised and documentation will be available on HEContracts soon. The new framework covers educational recruitment advertising only, not student recruitment.

This framework is run collaboratively by Bournemouth University, The Universities Advertising Group (UAG) and SUPC.

Ceremonial Gown and Photography Services

This new framework from LUPC contains lots covering graduation service requirements:

- Gown Hire
- Gown Purchase
- Photography Service
- One Stop Shop (includes gown hire and photography)

The suppliers on the framework are: Graduation Attire, H Tempest, J Wippell & Co Ltd, and Marston Robing Ltd.

Cash and Valuables in Transit

NEUPC have recently awarded a new Cash and Valuables in Transit framework. There are 3 suppliers on this framework:

- Contract Security Services Ltd
- G4S Cash Solutions (UK) Ltd
- Security Plus Ltd

Further information such as pricing and buyer's guides can be found on the HE Contracts database: www.hecontracts.co.uk.

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Consortia Agreements You Can Use

Temporary Agency Staffing Services

This framework covers the procurement of temporary agency staffing. There are lots for admin and clerical roles, ancillary (cleaners, catering staff, portage, maintenance etc.) and corporate functions such as procurement, HR, marketing and comms. The IT lot covers all roles from helpdesk and data entry right through to solutions architects and cloud developers. There are also lots for a master vendor service, a neutral vendor service, and a student 'talent bank' service.

Debt Collection Services

LUPC manages this extensive legal services framework. It has lots for: property (Estates), Human Resources (including HR dispute resolution), dispute regulation, governance (constitutional, charity, HE, academic registry), commercial, student matters, and a one-stop shop.

Legal Services (National)

This framework covers the provision of legal services in a number of areas such as: property, Human Resources, dispute resolution, commercial law, student matters, and a one-stop shop. The one-stop shop is particularly useful for projects requiring the input of different specialisms or institutions who want their entire legal provision managed by a single organisation.

Cash and Valuables in Transit

The NEUPC framework is available to members nationally. The framework has 3 suppliers: Contact Security Services Limited, G4S Cash Solutions (UK) Ltd and Security Plus Limited. The buyer's guide on HEContracts.ac.uk gives extensive instructions on how to award via the framework.

Specialist Professional Services—Bloom

This framework was tendered by NEPO (North East Purchasing Organisation) and operated exclusively by Bloom Services as the NEPO Specialist Professional Services neutral vendor solution.

Insurance Brokerage Services

This LUPC-managed framework covers single-source insurance brokerage services via Arthur J. Gallagher Insurance Brokers Ltd.

Ceremonial Gown and Photography Services

This new framework from LUPC covers gown hire, gown purchase, photography and a handy one-stop shop for all your graduation needs. More details can be found on HEContracts.co.uk.

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Executive and Senior Strategic Search and Recruitment Services

This framework from APUC covers the provision of executive search, senior professional search and recruitment services. It is a comprehensive framework with 5 lots covering services including: full search to appointment, research and production of a candidate longlist; pre screening, shortlisting, and interviewing; campaign management; managed job portals and microsites. The suppliers across the lots include: Veredus, Perrett Laver, Saxon Bampfylde, GatendbySanderson Ltd, Aspen People Ltd, Harvey Nash Group Plc, Hays Specialist Recruitment Ltd, Penna Plc, Badenoch and Clark, Change Recruitment Group, TMP Worldwide, Witt/Keiffer Centric, Search Higher, Society Limited and Executive Headhunters Ltd.

Training Services Provision

This multi-lotted framework from NEUPC covers a range of training services such as: IT and project management, leadership and management training, personal development training, registered apprenticeship training providers, and managed training service providers. It has an extensive range of suppliers and full details can be found on HEContracts.ac.uk.

Intellectual Property Rights Services

This framework from APUC has 3 lots: Mechanical and Electronic, Life and Medical Sciences and Chemistry, and Other. The pricing is done via hourly or daily rates for the legal support required on this framework. There is a range of suppliers to choose from and the recommended call-off route is through a mini competition.

Employee Screening Services

This framework for employee screening services has 2 lots. The first is for Disclosure and Barring Service checks; the second lot covers a range of services such as education and qualification checks, professional membership checks, employment checks, credit checks, right to work checks, identity verification, passport validation, etc. There is a variety of suppliers on the framework and an option to direct award.

Global Mobility Support Services

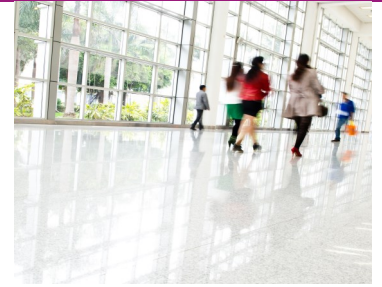
This NWUPC framework covers a range of services such as legal services, taxation and accountancy services, international payroll, domiciliation services, and relocation services to assist with employees moving to or from overseas.

Occupational Health Services

This LUPC agreement covers a range of occupational health services including health assessments, OH referrals, immunisations, workplace and workstation assessments. LUPC have geared the lot structure towards London members but there is a national one-stop shop for other members.

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Other Sector Agreements

There are other agreements available to the HE/FE sector which have, in some cases, already provided value-for-money for SUPC members. Their usage is at the discretion of your institution, and details can be found through the links below.

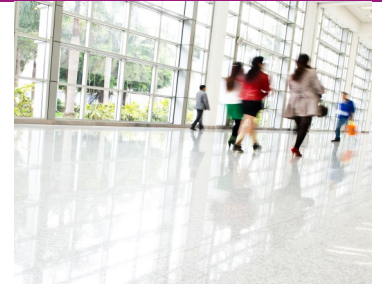
Crown Commercial Services

CCS offer a range of agreements across ICT areas. For more information, visit the CCS website: <http://ccs-agreements.cabinetoffice.gov.uk/>.

Frameworks which may be of use include Apprenticeship and Training Services, Language Services, The Managed Consultancy Framework and Communication Services.

ESPO (Eastern Shires Purchasing Organisation)

ESPO are a public sector organisation working with, and buying on behalf of, education providers. They provide a range of Professional Services frameworks. For more information visit their website: <https://www.espo.org>.



How to Use the Agreements

The approach you take to use an agreement will vary based on the agreement type, lead organisation and your own procurement policies.

For further details, please contact your procurement/purchasing team, or SUPC Category Manager Jayne Thorn at jayne.thorn@reading.ac.uk.

Groups

SUPC is a member of the National Professional Services Group, which meets twice a year. This group is made up of participants from SUPC and the other UKUPC, as well as from member institutions. For details on joining this group, please contact: Jayne.Thorn@reading.ac.uk.

SUPC also operates a Marketing commodity group. Open to SUPC members, it is a new group with the first meeting taking place in September 2018 with a follow-up meeting scheduled for late January 2019.

If you want to join this group, please email supc@reading.ac.uk.



Framework Focus

CCS framework: Language Services RM1092

This framework provides all public sector customers with access to a wide range of interpreting and translation services.

It covers 250 languages and dialects.

It has 5 lots:

- Lot 1: Managed service provision of language services
- Lot 2: Written translation, transcription and ancillary services
- Lot 3: Telephone interpreting and video language services
- Lots 4a to 4e: Non-spoken face to face and video language services by regions
- Lot 5a to 5n: Face to face spoken interpreting services by regions or a national lot

This framework gives public sector customers access to quality interpreters (often at short notice) in an efficient and cost effective way. The agreement provides an enhanced scope of services through the use of technology, increased SME and regional presence, greater customer choice and flexibility, and supports carbon footprint reduction.

There is more information at

<https://ccs-agreements.cabinetoffice.gov.uk/contracts/rm1092>



Other Helpful Information

Acronyms

- APUC—Advanced Procurement for Universities and Colleges (The Scottish Consortium)
- CCS—Crown Commercial Services
- FE—Further Education
- HE—Higher Education
- OfS—Office for Students
- LUPC—London Universities Purchasing Consortium
- NEUPC— North Eastern Universities Purchasing Consortium
- NWUPC—North Western Universities Purchasing Consortium
- SUPC— Southern Universities Purchasing Consortium
- HEPCW—Higher Education Purchasing Consortium Wales
- JISC—Joint Information Systems Committee
- HEPA—Higher Education Procurement Association
- UKUPC—UK University Purchasing Consortia