

Welcome to the final Procurement Update for 2015.

First off I would like to inform you of my imminent departure from the University of Kent. I will be leaving the University in January; my last day here will be 8 January 2015. I am heading for a new challenge in London, I will not be leaving the sector as I will be working for the London Universities Purchasing Consortium. I have enjoyed my 5 years at the University and it will be somewhere I look back on fondly and hope to have some dealings with some of you in the future in my new consortium role. Thank you all for your support in my time here, it feels as if we have made significant progress, albeit slower than I would have wanted. An interim Head of Procurement will be in place pending recruitment of a permanent replacement, this will be Julie Elmes. Some of you may know her as she acted as interim here prior to my appointment, so she knows the University well.

It is also worth mentioning that Mike Ager has been appointed in the permanent role of Purchasing Co-ordinator, most of you will know Mike as he was previously in the interim role of VFM Project Officer.

There is plenty to tell you about, so sorry about the length of the update. The key issues in this update are:

- The rollout of **CLICK** the **travel management company**;
- An update on **Balreed Apogee** (note the new name), and the proposed Managed Print Service;
- **Apple products** pricing;
- **Disposal** of redundant IT equipment;
- Filming/editing through **KMTV**;
- Lower pricing for **copy/print paper** through the Print Unit; and
- Progress of the **Agresso Purchase Order Processing system** and the use of **Requisitions**.

Current tenders being run by the Purchasing Office:

- Gowning services – Development Office
- Summer refurbishments of student residences – Estates
- Market Research for Islington Crime Survey project – SSPSSR
- Fresh and Frozen food – Hospitality
- Flow Cytometer Cell Sorter – Biosciences
- Single Crystal Diffractometer – Physical Sciences
- Gulbenkian indoor projection – Gulbenkian

The following tenders will be starting shortly:

- Coach framework – Estates
- Cleaning services – Estates

The list of approved contracts available to the University of Kent can be found here:

<http://www.unibuy.com/>

The four main topic areas in this update are colour coded as follows:

Product/Commodity Groups

These sections will include all pricing updates, best buys, contracting information for particular commodities of goods and services. They will indicate the Main group of commodity and (where relevant) the sub category. For example this would be IT – Laptops, or Food and beverage – drinks.

Guidance documents

These sections will include any guidance documents, such as terms and conditions, purchasing regulations, EU tendering rules, legal updates etc.

Training

This will cover all training resources, either online training, for Agresso, GeM or Office Depot and information on staff training available both internally and externally.

General

This will cover all other subjects, including purchasing card and Agresso information.

Filming and editing

KMTV

If you have any filming or editing requirements, you might want to approach KMTV.

KMTV are based in the School of Journalism at Medway and are a joint development with the School and KM Group. They have high resolution cameras and editing equipment to do on-location shoots , one camera or multiple camera shoots, or in their studio at Medway campus.

They are part of the School of Journalism at Medway and a collaboration between the School and their YouTube channel is a showcase of what they can do....

<https://www.youtube.com/user/CentreForJournalism/featured>

Another example of what they can do comes from the recent Purchasing Conference COUP2015 held at the University in September where they filmed, edited and produced the attached materials.....

[KMTV filming at COUP 2015](#)

If you have any filming or editing requirements, perhaps for promotional videos, you should contact Laura Garcia at the School of Journalism, her email address is lcag4@kent.ac.uk

MFD Printing**Managed Print/Balreed Apogee**

While work on the Managed Print offering continues (a draft print policy is currently being circulated for discussion) there are now more than 135 Kyocera MFD devices on campus supported by a dedicated on-site engineer, Matt Johnson.

With positive assurances from the new organisation, Balreed has merged with Apogee to form what is believed to be the largest independent managed print supplier in Europe with an expected turnover in excess of £120m. Apogee continues to maintain a head office/ operations centre in Maidstone, where Balreed's founder Robin Stanton-Gleaves is/remains the CEO.

Unfortunately Mark Moore and Amanda Kent, two of the University's contacts at Balreed have chosen to move on. Our new contact is Apogee's Customer Liaison Manager, Nicole Welthagen; who can be contacted on 07725 214654, 020 7078 7933, e-mail: nwelthagen@apogeecorp.com

IT hardware**Apple products**

One of the framework suppliers, Academia are now offering the lowest prices for the majority of Apple products (with the exception of some iMacs which may be cheaper through Apple direct)

An example is the following, showing the comparison with the XMA prices:

iPad Air 2 Wi-Fi 16GB Space Gray

XMA price: £305

Academia price £300.84

Academia can be found on the suppliers list at Unibuy

<http://www.unibuy.com/>

IT hardware**Disposal of redundant equipment**

Sam Goodall in IT/IS has been working with the supplier Academia to put in place a disposal policy for redundant IT equipment. Academia will pay for the equipment that is taken and to dispose of in accordance with the current waste regulatory framework after secure wiping of hard drives. If you have equipment that has reached the end of its life and you are interested, you should contact Sam at s.goodall-304@kent.ac.uk to discuss the process that is being put in place. The payments made by Academia will be in the form of vouchers that can be used against purchases from them, such as for Apple products where they are currently the best value supplier for the majority of items.

Stationery**A4 Printer & Copier Paper**

As a result of a sourcing initiative on the part of the Print & Design Centre, the Procurement Department is pleased to recommend that schools and departments contact Arthur Lewis on x7668 to supply their A4 paper. Along with reducing a department's cost, this initiative will contribute to our green credentials and is seen to offer the University other benefits.

Woodland Trust Office Paper is a high white, totally chlorine free office paper, produced to the most demanding environmental standards. Ideal for use on laser and inkjet printers, photocopiers and fax machines. Its high environmental credentials include Forest Stewardship Council® certification (FSC®), Carbon Capture®, and also Nordic Ecolabel and EU Ecolabel certification.



Woodland Trust Office Paper is produced with zero CO2 emissions from fossil fuels, with much of the energy used to make the Woodland Trust Office Paper being generated from the waste materials used in the pulp and papermaking process. Excess heat from the process is also piped to a community heating project that services some 3,000 homes and civic buildings in close proximity to the mill.

The University will receive recognition at year end by way of a Carbon Capture certificate, showing the amount of carbon captured by The University through the use of this grade.

Every pack of 500 sheets sold contributes 5p to the work of the Woodland Trust.

The University's Design & Print Centre can supply schools and departments at a cost of £1.95 a ream.



Travel**Click Travel Updates**

With the termination of our Chelsea Travel Account on 30 September Click Travel is now the sole official travel provider for the University of Kent. Please can you ensure that you continue to use them wherever possible for your departmental hotel and travel bookings.

It is particularly important given the current world climate and the terrible events that unfolded in Paris at the weekend that we know the locations of all travelling staff and students.

In this instance Click were able to confirm the wellbeing of all our travellers in Paris by 7am on Saturday morning. Off-contract bookings would not have provided this support.

Price Differences

We are aware that there have been a number of situations where prices for flights and/or hotels have been sourced cheaper elsewhere. In situations where this happens please call Click on 0844 7453074 or use the Live Chat function (listed as "Get Live Help" at the bottom of the welcome page) on the Travelcloud site to discuss price matching. If you can also provide screenshots of the alternative deal it will help Click ascertain how the operators are able to offer their pricing.

Pricing on Clicks Travelcloud site is determined by a host of data feeds such as Galileo, Booking.com and Laterooms.com and it is the responsibility of the airlines and hotels to ensure that their pricing on these systems is up to date and accurate.

Negotiated Hotel Rates

If your department have negotiated special rates with a hotel these can be loaded onto Travelcloud. To do this the hotel will need to already exist on the GDS database, and they will need to load the following information from their side :-

GDS System: Galileo

Pseudo City Code (PCC): 52AE

Rate Access Code: UNK

Group Bookings

For any group booking requirements please email conferences@clicktravel.com for a quote.

If you then wish to confirm the booking you will need to supply an authorized Agresso Purchase Order via email.

This process is required to ensure that all University of Kent group bookings are properly authorized prior to the booking being made.

Please also note that all staff and student travelers are required to complete the online UoK insurance forms for travel booked via this route. The link to the forms can be found below

<https://www.kent.ac.uk/finance-staff/services/insurance/travelstaff/index.html>

Group bookings will be charged to the University account and invoiced in the usual manner. When you receive an invoice relating to your group booking you will need to add the invoice number to the notes page of the Purchase Order and then terminate it to remove the commitment.

COUP 2015

Videos available

The national purchasing conference, COUP2015 was held in September and was a great success, not least down to excellent organisation and hosting skills of our conference team. Special thanks to Kevin Stuckey and Sheena Butterworth in Hospitality and all of their team, their efforts over the three days were widely appreciated by all attendees.

It was great to see so many Kent staff in attendance at the seminars and I hope these were useful. I am aware some of you wanted to but were unable to attend, some of the more popular sessions were filmed by our very own KMTV staff and these are available online here:

[COUP2015 You Tube](#)

Purchasing system

Agresso POP

Thursday 19th November saw the Milestone 4 upgrade go live.

Once the new system has 'settled-in' and users become confident in its use, work will re-commence on the roll-out of Requisition processing. Initially schools and departments using direct PO entry will be approached and migrated over to Requisition entry. Non users of Agresso POP will then be approached with the aim of developing their system based purchasing activity... training will be provided in Requisition entry, Good Receipting and Invoice registration.

Given concerns with the direct PO entry screen and the lack of Agresso support and development, the overall aim will be to ensure all schools and departments undertake system based purchasing using the Requisition process.

This will place the University in an ideal position for future developments. We are currently scoping out the potential to move to an e-marketplace to make buying online easier for staff and to develop and simplify the invoice process.

Purchasing regulations

A reminder of the thresholds

Please ensure that all purchasing activity is carried out in accordance with the University Purchasing Regulations:

GOODS AND SERVICES

VALUE	APPROACH
<£1,000	No restrictions, though competition may add value; purchasing cards should be considered for low value, one off purchases.

£1,000-<£5,000	Evidence of 3 verbal or written quotes from suppliers
£5,000-<£20,000	A minimum of three written quotes are required.
£20,000 - <£150,000	A mini competition (RFQ) on In-tend, the e-tendering system ¹
>£150,000	Full EU tender process ² via In-tend.
CONSTRUCTION/BUILDING WORKS	
Works does not include consultants or other services involved in construction projects.	
VALUE	APPROACH
<£25,000	Single written quotation. Contract let on our T's & C's.
£25,000 - <£150,000	A mini competition with a minimum of 3 suppliers using In-tend ¹ .
£150,000 - <£4,000,000	Formal tender with a detailed specification via In-tend ¹ . Contracts on JCT intermediate building contracts or similar.
£4,000,000+	Full EU tender process ² via In-tend. Contract let on JCT, or appropriate alternative.

All values exclude VAT.

¹ In-tend is the host of the University of Kent e-tendering system. It allows for quick quotes (RFQ's) or high value formal tenders (OJEU) to be carried out online, from the sourcing of suppliers through to the award of a project. Access can be granted by the Purchasing Office, or a competition can be run by them on behalf of internal Clients.

² The EU tender process is covered in more detail in the Procurement Policy and the Procurement Guide. You should be aware that the EU figures are for spends over a 4 year period. The threshold figures for EU procurements also relate to us as an organisation, it is the aggregated total spends across the University; Procurement will monitor compliance in this area.

END

26 November 2015