

ANNUAL PROCUREMENT VALUE FOR MONEY REPORT

2011

**Information contained in this report has been compiled by
The Procurement Team**

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Annual Report to the Assistant Vice-Chancellor (Finance and Commercial Projects) By the Head of Procurement

1.0 Management Summary

The purpose of this report is to outline the activities undertaken by the Procurement Team from 1 August 2010 to 31 July 2011 and to look forward to the challenges facing the team over the next financial year. The report includes a review of areas of risk and the 2011/12 five year purchasing plan.

The report also reviews savings made through value for money procurement over the year. It is not possible to quantify all savings as procurement contributes towards improved quality of product, improved terms and conditions and value for money generally.

Purchasing Team Successes

This year the team entered the Times Leadership & Managements awards (THELMA) and were delighted to be selected as winners of the “Outstanding Procurement Team 2011 “. The award winner’s booklet stated “*in the end the University of the West of England was unanimously voted as the outright winner. The Team’s activity in partnering SMEs is of vital importance not just to higher education but also to the economy at large* “

Together with Colleagues from RBI we were also part of a winning team at the Better Together Knowledge Exchange awards for the support of iNETs.

2.0 Customer & Supplier Satisfaction Surveys

2.1 Supplier Satisfaction Survey

A supplier feedback questionnaire is now sent to all suppliers who go through the tender process.

The purpose of the questionnaire is to evaluate the purchasing process. The results can then assist us in improving the ‘supplier experience’. The chart below shows the feedback received during 2010/11.

The figures are shown as a mean average of scores out of five.

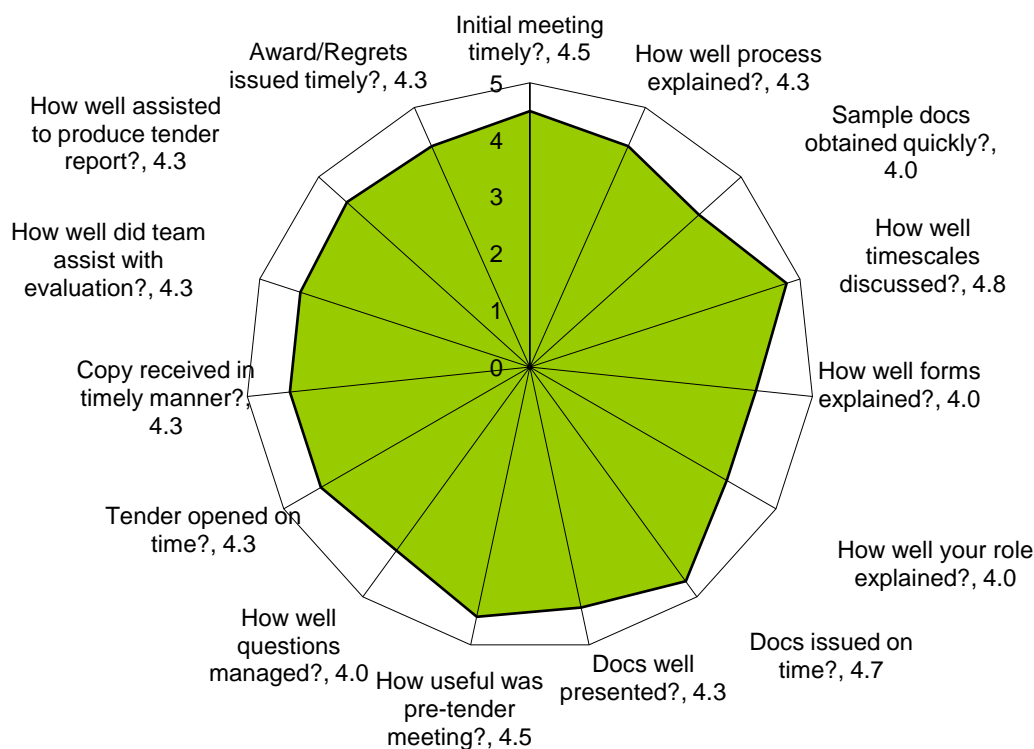


This shows that generally suppliers have a positive tendering experience with UWE; however this highlights the need for the team to spend more time with our internal customers in producing quality documents and keeping suppliers as informed as possible during the evaluation process.

2.2 Customer Tender Satisfaction Questionnaires

A questionnaire is sent to internal customers on completion of the tender exercise for them to have the opportunity to provide feedback on all aspects of the tender process. Feedback from the questionnaires has already allowed the team to improve some of its processes.

The data is shown as a mean average of scores out of five.



This shows we need to spend more time with our customers explaining the tender process and explaining their Roles & Responsibilities as part of the tender process.

2.3 Finance User Group

We have continued with the Finance User Group which comprises Faculty and Service representatives who meet 3 times a year. This group is a very useful communication forum and also allows staff that carry out a similar range of tasks to network with one another. Recently the meeting has been split into two separate groups; one for Faculties and one for Services so there is more time available to discuss specific issues. This group is also used as the base for our e-mail communications.

2.4 Equality

The Equality and Diversity (E&D) questions remain embedded within the suite of tender documents and E&D continues to be a standing item on all contract review agendas, in particular ensuring suppliers have updated their policies to comply with the revised Equality Act 2010. The team are still waiting to see the full extent of what further action will be required in this area to take account of additional responsibilities arising from the Equality Act 2010 (including the Public Sector Equality Duty that came into force in April 2011). As a result of the changes to equality legislation amendments have been made to the Equality and Diversity Questionnaire for suppliers and a revised Fin 26 (Equality in Procurement) is

in development. The Head of Procurement is a member of the Equalities Management Group (EMG).

Procurement was included within the Stonewall Workplace Equality Index (WEI) 2011 which benchmarks a range of organisations on their equality policies and practices and gained a score of 9 out of a possible 10 for supplier policies that support LGB equality. This is an increase from last year's score of 6 and exceeds both the sector average of 4 and the average score of 7 in this category for the overall top 100 scoring organisations.

3.0 Review of Activity

3.1 Tenders Awarded

Significant Tenders include:

1	UWE/002/2010E	Term Maintenance (was 036/2009E)	£3,100,000
2	UWE/020/2010E	Bus Services (UoB)	£2,142,662
3	UWE/025/2010E	Student Accommodation Cleaning & Sport Centre	£50k p.a
4	UWE/014/2010E	Employee Assistance Programme	£30,000
5	UWE/018/2010	FET Studio Acoustic Enclosures	£83,378
6	UWE/010/2010	SIFT Mass Spectrometer	£76,000
7	UWE/022/2010	Undergraduate Prospectus 2012	£68,000
8	UWE/008/2011	FET Surveying Equipment	£60,000
9	UWE/032/2010	Environmental Technologies iNet Consultant	£60,000
10	UWE/003/2011	Situations Associate Curator	£51,000
11	UWE/021/2010	Library Store Extension	£32,000
12	UWE/009/2011	Access Cards	£26,000
13	UWE/010/2011	Postgraduate Prospectus 2012	£21,000
14	UWE/030/2010	Environmental Technologies iNet - IP Consultancy	£20,000
15	UWE/031/2010	Environmental Technologies iNet - Research Brief	£20,000
16	UWE/027/2010	Biomedical iNet	Various
17	UWE/028/2010	Microelectronics iNet	Various

This year a significant amount of purchasing time has been taken with two major procurements:

1. HP strategic IT partnership where we continue to oversee the Variation Order process and general procurement issues
2. Bus tender where we carried out our first competitive dialogue tender. This tender also included the University of Bristol and took 9 months to complete

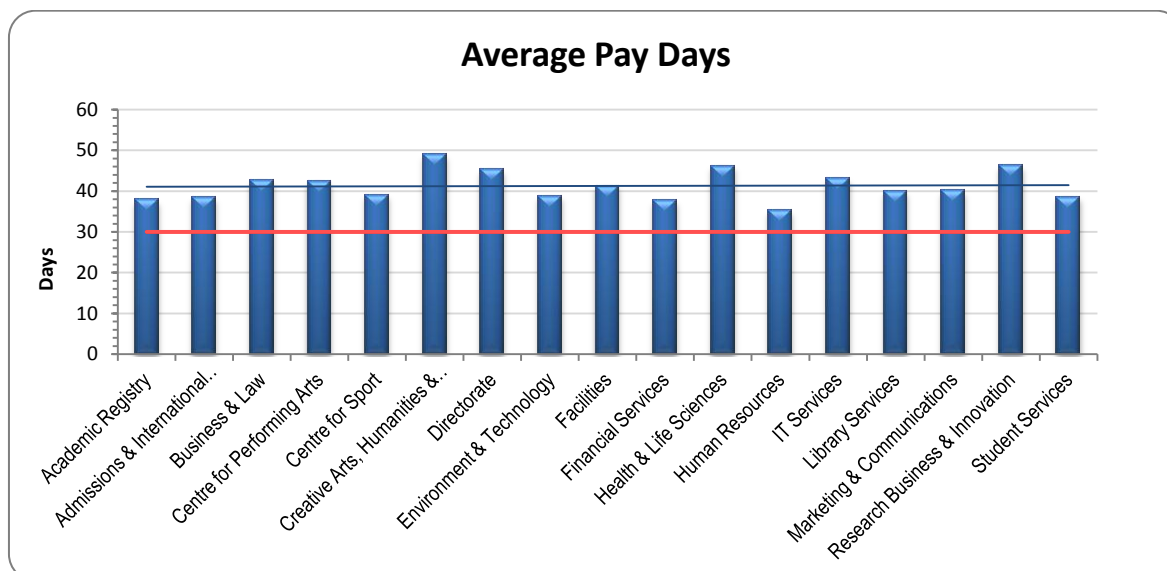
3.2 Calls for Further Competition.

The following further competition exercises were completed during the year. These were carried out using framework agreements currently in place and enable the University to select a supplier from a framework agreement, removing the need to go through a full tender process.

1	UWE/001/2011FC	St Matthias Relocation (Part 2) - Building 2	£146,000
2	UWE/019/2010	UWE Map Panel Signage Mini Competition	£46,000
3	UWE/026/2010FC	Library Books Further Competition	£30,000
4	UWE/006/2011FC	St Matt's Building 2 QS	£26,450

3.3 Payment Terms

Clearly this is a critical area during the recession, and the Government is keen that public sector bodies are paying their suppliers within 30 days. Our normal payment terms are 30 days from the date on invoice, with the flexibility to vary as necessary. However approximately 7 days are absorbed by the BACS payment process from activating the payment to the money being available in the supplier's bank accounts. As the chart below indicates we are now monitoring payment days by faculty and services and we are able to provide them this data on a regular basis.



Analysis of 32,011 invoices paid this year, shows the overall payment times were:

34.67% of invoices are paid within 30 days (11,099)
 67.40% of invoices are paid within 35 days (21,575)
 79.44% of invoices are paid within 40 days (25,431)
 96.03% of invoices are paid within 90 days (30,739)

The mean average payment was 39.28 days. This is an improvement on the previous year which was 41.3 days

It is vital that faculties and services do not obtain goods prior to raising the official order. As the consequence of this is that by the time invoices are certified for payment they are then unable to be processed and paid within 30 days of the date of invoice. This will cause a problem with the introduction of Purchase 2 Pay as these invoices would be received without a valid purchase order number. Finance will continue to work with faculties and services to ensure that invoices are processed as quickly as is possible. It is hoped that the introduction of Purchase 2 Pay will speed up the payment of invoices.

For any significant contracts suppliers are required to confirm their commitment to our "Fair Payment Charter". This is to ensure they pay their suppliers within 30 days.

www.uwe.ac.uk/finance/purchasing/documents/UWE%20Fair%20Payment%20Charter.pdf

3.4 Savings

Savings were made during this 12 month period by adopting good procurement practice and advising faculties and services to obtain three quotes to achieve value for money.

Total purchasing savings were £1,228,962. This excludes SUPC savings of £729,396 which have yet to be verified. UWE accounts for 2.42% of SUPC expenditure and is the 15th largest user of their contracts. This year due to changes within central government, the Government Procurement Service (formerly called Buying Solutions) is unable to provide any savings data, previously this was in the order of £55,668. All savings are recorded as

standard on the Efficiency Measurement Model (EMM) and are reported to HEFCE to enable them to report to the Department for Education for inclusion in the Government's Comprehensive Spending Review targets/efficiency gains. Please see Appendix 1 for details of purchasing savings.

During the course of the year we have migrated our savings records to MEASURE, an online efficiency management tool funded by JISC and hosted by Spikes Cavell. This should make the annual HEFCE -EMM reporting easier.

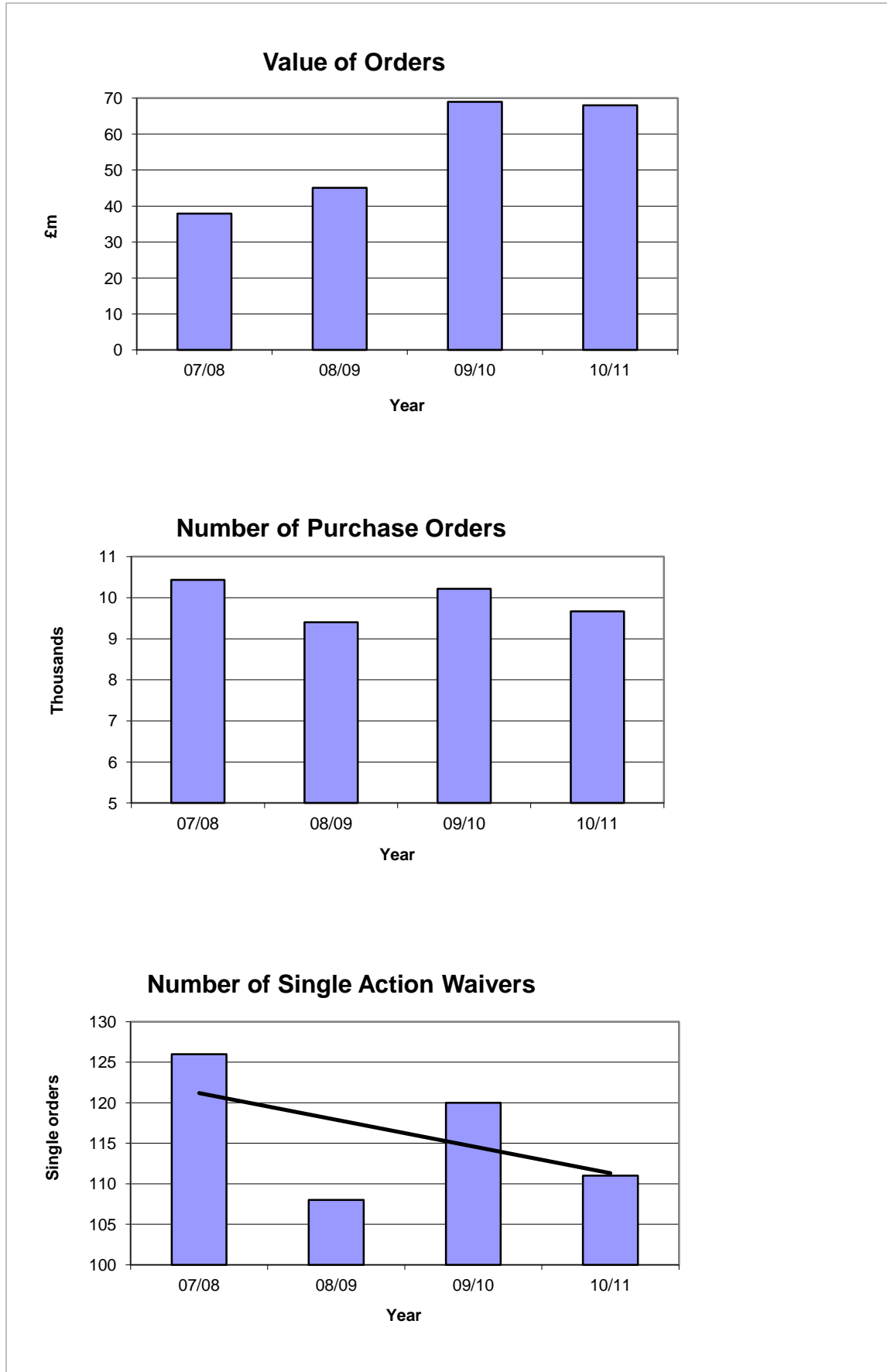
3.5 Statistics

The table below shows analysis of purchasing activities over the past two years:

	2010/11	2009/10	% Difference
No. Agresso Orders placed	9665	10,816	↓ 10.6%
Total Value of Agresso Orders	£67.9m	£69.4m	↓ 2.16%
No. Orders over £10,000	791	720	↑ 9.8%
No. Orders under £500	3636	3,045	↑ 16.25%
% of orders under £500	37.60%	40.50%	↓ 7.16%
No. Orders under £100	900	912	↓ 1.31%
% of orders under £100	9.30%	9.40%	↓ 1.06%
No. Single Action Waivers	111	120	↓ 7.5%
No. Single Source Orders	233	207	↑ 11.16%
No. of payments by BACS	15294	15,581	↓ 1.9%
Value of BACS payments	£66.8m	£68m	↓ 1.8%
Purchasing Card Spend	£1,777,713	£1,682,590	↑ 5.35%
No. of Purchasing Card Transactions	13,858	13,748	↑ 0.8%
No. of tenders where documents downloaded electronically	15	14	↑ 6%
No. of tender and PQQ downloads	513	586	↓ 12.46%
Breach of Financial regulations- recorded on Agresso	21	25	↓ 16%
Average payment days	39.28	41.3	↓ 4.89%

It should also be noted that the above data is for orders being raised and includes future commitments therefore it will not directly correlate to payments data or the published accounts.

3.6 Purchase Order Analysis



3.7 Purchasing Cards

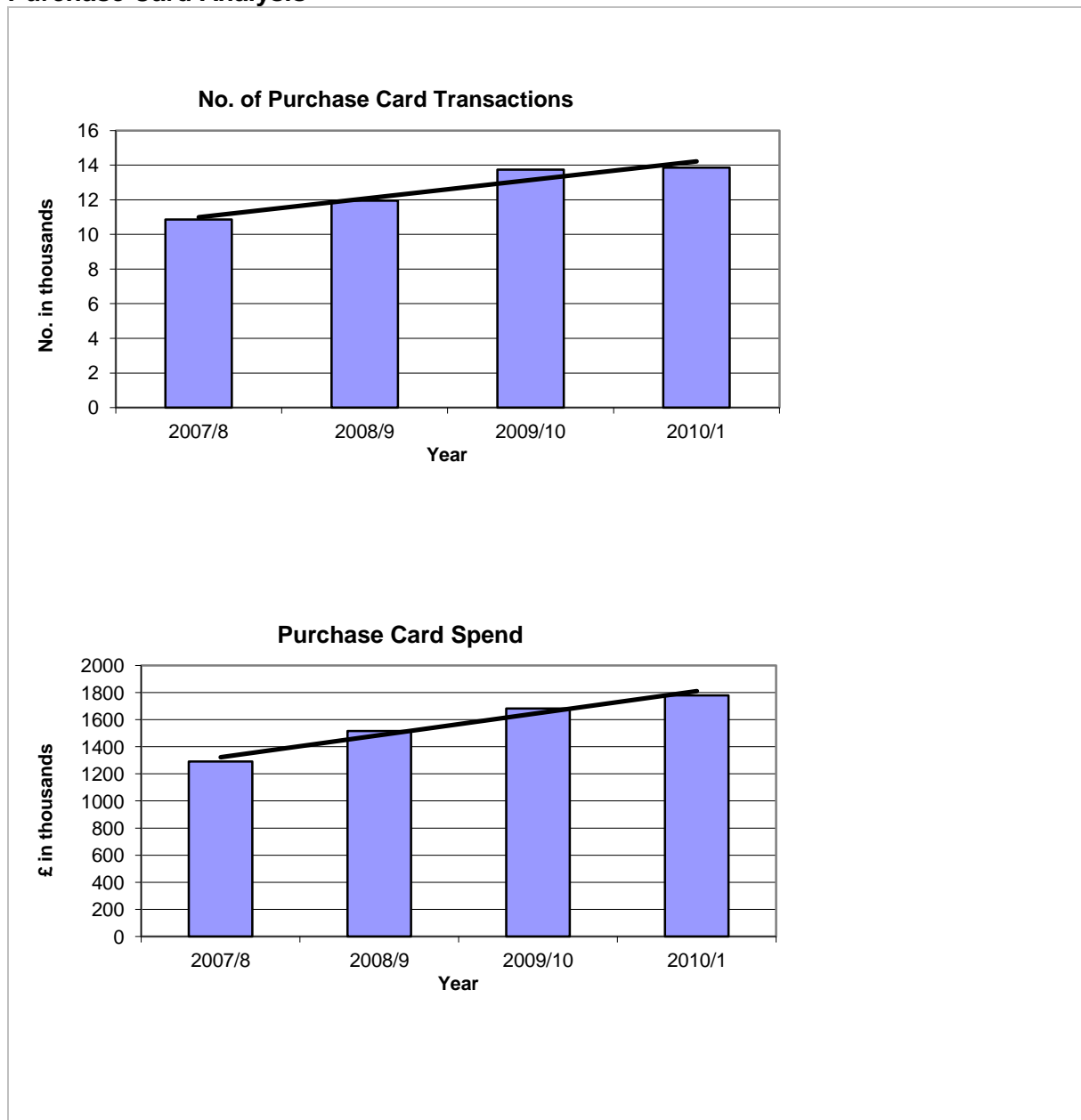
In 2010/11 the University's spend via purchasing cards was **£1,777,713** – an increase of 5.35%. The Purchasing team continues to encourage the use of purchasing cards for low value (<£500) transactions. It should be noted that 9.3% of our orders are below £100 and 37.6% are below £500. Average monthly expenditure is £148,142

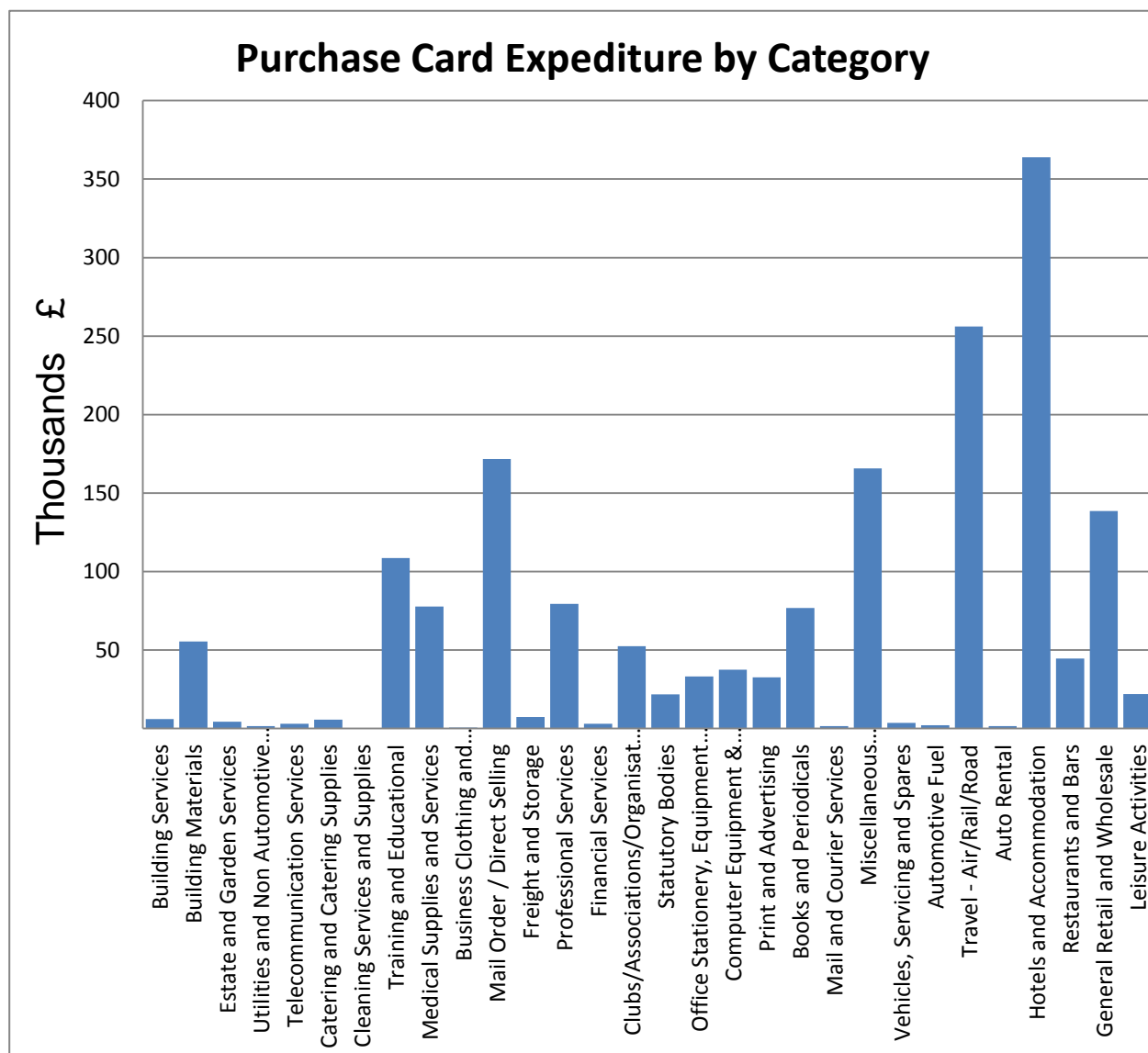
In the event of a major Agresso system failure or pandemic purchasing cards form an integral part of the Finance Disaster Recovery Plan.

The University has been able to recognise an efficiency saving during the year of **£3080** through the use of purchasing cards for buying goods and services rather than placing orders through Agresso. The calculation uses the OGC guidance of £28 saving per additional transaction from the previous year.

There have been very few occurrences of fraudulent activity. Where these have occurred Barclaycard refunded all of these transactions and there was no loss to the University.

Purchase Card Analysis





Top Purchase Card Suppliers by spend (over £10,000)

Supplier Name	Total Spend £	Supplier Name	Total Spend £
AMAZON	92,080.36	FARNELL	21,000.14
IAN ALLAN	71,299.15	KLM	19,980.48
HOLIDAY INN	45,529.50	BLACKWELL UK LTD	16,086.16
INSIGHT	38,062.22	NOVOTEL	14,668.26
EASYJET	33,358.59	UK BORDER AGENCY	13,305.00
FISHER SCIENTIFIC	31,715.76	IBIS HOTELS	12,389.35
SIGMA ALDRITCH	31,220.71	HILTON	11,929.58
HOTEL GRAND MILLENIUM KL	24,170.90	SHERATON	10,252.06
BRITISH AIRWAYS	21,193.72		

Credit card suppliers receive their payments from Barclaycard within 3 days and the University pays a consolidated invoice at the end of the month.

3.8 Construction Frameworks

During the year, there have been significant developments in the management of contractors by Estates. A new term contractor, MITIE, commenced work on 01/10/10. MITIE is responsible for reactive and planned preventive maintenance and have had an increasing involvement in project work as the year progressed.

A framework of 3 asbestos contractors was appointed and they have performed a significant amount of remediation work over the course of the year (totalling £132,000).

R block phase 2 was completed and handed over during this period.

Other contractors on the UWE framework have been heavily engaged in a series of refurbishment projects throughout summer 2011, the largest of which are the refurbishments in B, D and E blocks by ISG (formerly ISG Pearce) and the notices issued by Estates staff and audits by CDM Co-ordinators have shown generally high standards of performance by contractors.

A new contractor framework will be appointed early in 2012.

To give the University maximum flexibility for the masterplan we have decided only to retender Architect services when our current consultant's frameworks expire in December 2011. However we are looking to expand the architect's responsibilities to include the direct appointment of all design team consultants, thus enabling the team to be assembled on a case by case basis. When individual consultants are required we will utilise collaborative agreements such as the SW Consultants or the Government Procurement frameworks

3.9 E-Procurement

As a matter of course the team now advertises all tenders on www.tenders.ac.uk the HE tender portal. Using www.tenders.ac.uk allows suppliers to download tender documentation electronically and the University to take advantage of reduced EU tender times for electronic documents.

In compliance with EU legislation and the Glover report which states that low value tenders should also be publicised, low value tenders are also advertised on www.supply2.gov.uk but as this service has been withdrawn during the year we are now using contracts finder <http://www.contractsfinder.businesslink.gov.uk/>, however this site is not as user friendly as its predecessor.

During the year 2010/11, 513 Pre Qualification Questionnaires or tender documents were downloaded from www.tenders.ac.uk this demonstrates that the University is accessible to the supply chain as well as providing process savings by not sending hard copy documents.

3.10 Purchase to Pay (P2P)

One member of the purchasing team has recently been seconded to the P2P team to assist with the project roll out. It is planned that from January 2012 staff will raise a requisition on-line that will automatically be work-flowed to the budget holder for approval. Once all the necessary approvals have been completed online the purchase order will be automatically emailed to the supplier (where appropriate). The project team will work with each faculty/service to discuss specific concerns and ensure training is completed prior to implementation.

The P2P project aims are to improve the efficiencies of the procurement and supplier payment processes, reduce internal costs, support the University's sustainability plan, ensure financial regulation compliance and improve the disaster recovery position.

3.11 E-Market place

The HEFCE funded SUPC tender for a Generic E-Market place (GEM) has recently been awarded and the team have taken part in system testing and our plan is to be an early adopter of the new system. This will give all staff access to the sector EU compliant contracts database as well as the ability to place credit card orders against catalogues through the system. We plan to trial the placing of credit cards orders during the next 12 months and we will host a regional training session

3.12 Engagement with Small and Medium Size Enterprises (SMEs)

SME classifications are now added as routine to our Agresso supplier file as part of the new supplier set up process. The classification used is based on the following questions put to suppliers:

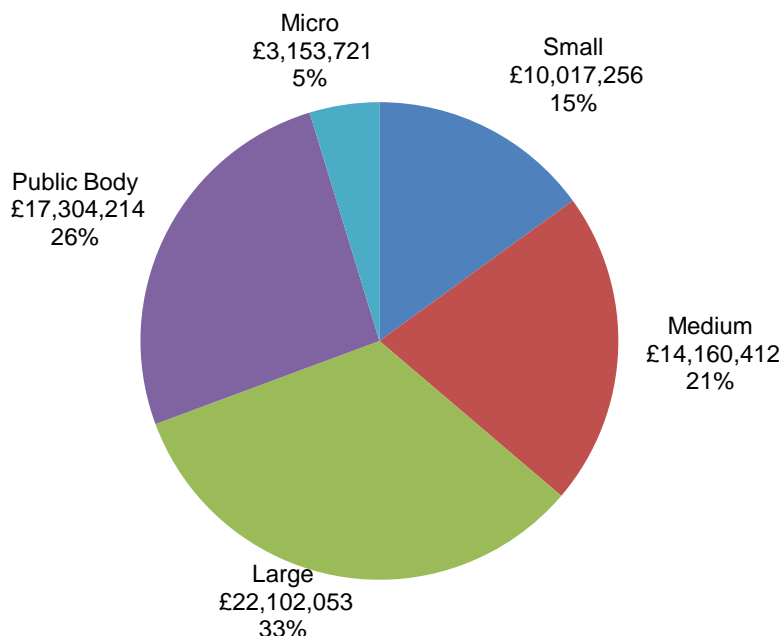
Is your business an SME in accordance with the definition contained in sections 382 and 465 of the Companies Act 2006, i.e.:

- A small company is one that has a turnover of not more that £6.5 million, a balance sheet total of not more than £3.26 million and not more than 50 employees.
- A medium sized company has a turnover of not more than £25.9 million, a balance sheet total of not more than £12.9 million and not more than 250 employees

Based on the above definition how would you class your company?

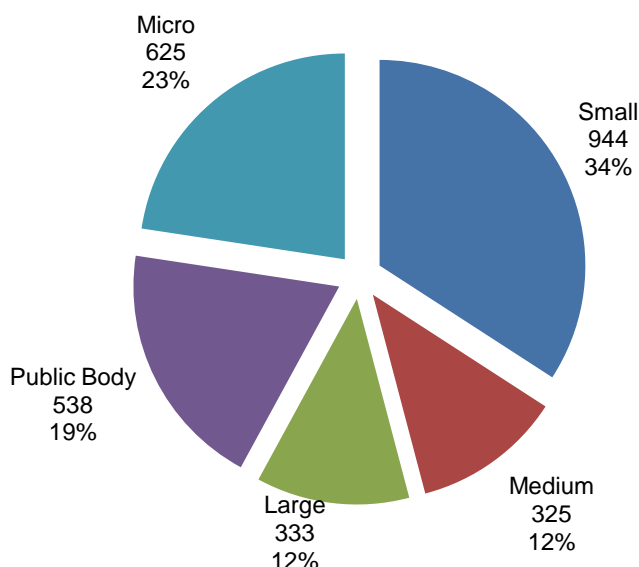
Micro <10 Small <50 Medium <250 Large 250+ Public Body

The analysis of our *expenditure* this year shows:



This shows by value, 41% (45% previously) of expenditure was with SMEs, well in excess of the Government's 30% target

The analysis of the number of suppliers used this year shows:



This demonstrates that the percentage of SME suppliers used by the University this year is in excess of 69% an increase of 2%.

3.13 SME Events

This year as members of Partners in Procurement, we have not organised any specific SME events as there had been 3 in the previous year. However we have supported the economic regeneration team at Bristol City council when they organised a “Meet the Buyer” day in June. We had requests to meet with over 40 local businesses and from those we were required to select 12 who then had a dedicated session with the University. This can best be described as “speed dating for suppliers “. During their individual meetings we were able to give them advice on who to contact in the University to investigate business opportunities. We would be please to support similar events in the future

A document advising suppliers on ‘Selling to UWE’ is available for suppliers to view on the Purchasing website. This document along with our guide to completing a Pre-Qualification Questionnaire was updated in June 2011.

The team continues to publically advertise low value tenders was this is a successful strategy for generating interest especially where we have a limited tender list.

These actions are making the University more accessible to small and local businesses, as has been demonstrated by the increase in the number of small supplier whom we do business with.

4.0 Sustainability

The Head of Procurement is a member of the UWE Sustainability Board and sustainability continues to be embedded throughout the procurement process. Our strategy is to work towards sustainable, green procurement and, where appropriate, tender evaluation criteria include environmental weightings.

We continue to look for opportunities to switch to more sustainable products and during the year we did this with photocopier papers and toner cartridges in both cases purchase savings were made.

Flexible Framework

We routinely code suppliers with their environmental risk and this is held in Agresso. Progress continues towards the Flexible Framework with the completion of Level 1. We have achieved

approximately 75% of level 3, as well as elements of levels 4 and 5. Since the change of Government in 2010, focus has been moving away from the Flexible Framework and the targets are no longer seen as mandatory, however it is still a useful self measurement tool.

Carbon emissions

Questions are embedded into the PQQ and Supplier appraisal form to ask suppliers how they are monitoring and reducing their carbon emissions.

We have been supporting the carbon emissions inventory project which will provide various carbon data and an inventory that can be used in the future. The team is also liaising with a project, funded by HEFCE, that will be able to ascertain UWE's scope 3 emissions (emissions of UWE's wider supply chain) based on the TBL2 economic model.

Travel Data

The table below shows the total number of rail journeys made by University staff (via the approved agent) and compares the carbon impact if the same number of journeys were undertaken in a petrol car.

Rail Travel Data

Year	Total Number of Journeys	Distance in Miles	Rail CO ₂ (kg)	Car - Petrol CO ₂ (kg)	CO ₂ saving (kg) compared to if all train journey were made in petrol cars
2008/09	3522	610,899	59,186.48	182,550.5	123,364.02
2009/10	3703	665,036	61,921.96	201,442.69	139,520.73
2010/11	3468	625,327	63,628.64	195,313.76	131,685.12

Total cost of rail travel (via the approved agent) during the period was £225,584.70.

University Air Travel Figures

Year	Supplier	Total Number of Journeys	Distance in Miles	CO ₂ (kg)
2008/9	Ian Allan	1953	3,366,819	646,170
	Key Travel	100	349,854	66,240
2008/09 Totals		2053	3,716,673	712,410
2009/10	Ian Allan	2237	4,103,697	758,932
	Key Travel	54	294,895	57,890
2009/10 Totals		2291	4,398,592.9	816,822
2010/11	Ian Allan	2159	3,826,190	721,610
	Key Travel	48	261,359	32,450
2010/11 Totals		2,207	4,087,549	754,060

Total cost of air travel (via the approved agents) during the period was £431,422

5.0 Corporate Social Responsibility (CSR)

We have continued to meet with students from People and Planet and we have regular dialogue with their Campaign Manager on a number of issues. We also facilitated P&P making a presentation to the SUPC Environment group on their current campaigns. Although there was much debate unfortunately we were unable to get the sector to support their Workers Rights Consortium campaign.

Our revised CSR policy was published after consultation and feedback from P&P.

6.0 Training / Continuing Professional Development (CPD)

The team continued to carry out training sessions for staff in faculties and services, providing them with an understanding of the purchasing procedures and the financial regulations. This year 10 dedicated staff training sessions have been held and there are plans to include this training as part of a wider Finance training when new staff are inducted. This is included in the Human Resources training course guide.

Over the year the team have attended a wide range of training courses including:

1. EU regulations – various sessions mainly in the form of Webinars
2. Sustainable procurement – various
3. Carbon Management
4. Measure – savings management tool
5. Microsoft – Outlook, Excel, PowerPoint, SharePoint, Publisher
6. Telephone – customer services
7. Gem – Generic e-marketplace
8. Fame – supplier accounts database

The Head of Procurement has attended various meetings at the Southern Universities Purchasing Consortium (SUPC) and also attended various CPD sessions at the Association of Purchasing Officers (AUPO) Conference in Manchester in September 2010

7.0 Procurement support to Further Education (FE) institutions

As part of our collaboration initiatives we continue to support a number of FE colleges. We are members of the Association of Colleges (AOC) South West Region Procurement Group for FEs and where possible we have attended their regular collaborative purchasing meetings. We continue to sponsor The City Academy, Hartpury College, Filton College and City of Bristol College as affiliate members of SUPC, thus giving them full access to all HE contracts.

8.0 National Overview

a. Universities UK (UUK) the UUK Strategic Procurement Group (2008 - 2011) finished in early 2011; the work in part will be taken forward by the UUK Efficiency and Modernisation Task Group. One of its four objectives is “To seek to ensure that the sector provides value for money for the investment it receives, from both public and private sources”. We are now digesting the details of the recently published “Diamond” report on the future of HE Procurement in England

b. AUPO (Association of University Purchasing Officers)

In May 2011 the Association of University Procurement Officers (AUPO) merged with British Universities Finance Directors Group (BUFDG). AUPO are now a BUFDG executive group and have taken on the running of the BUFDG procurement working groups, which

now meet four times a year. Subscriptions will now be included within the annual invoice for Directors of Finance. The very useful mailbase has now been replaced by a BUFDG discussion board.

Competency Tool

After successful pilot testing with which we were involved, AUPO has created a skills development programme called the Competency Tool, which is designed to assist staff and their managers in identifying and improving the competency of their staff in a number of both general and procurement-specific skills

Procurement Collaboration

The Head of Procurement continues to attend Partners in Procurement (PIP), a Bristol-based Purchasing forum of Purchasing Managers including the NHS, Fire, Police, four local authorities, Bristol University and Bath University. This group is a very useful source of collaborative information but changes in EU tender regulations are making it more difficult to access each others' contracts.

c. Procureweb

The Head of Procurement is a member of the Procureweb Joint Information Systems Committee (JISC Advance) Advisory Group based at Cardiff University. Procureweb is an information hub funded by JISC Advance and provides a variety of tools to support procurement within the Higher Education and Further Education Sector. Most recently this has included the Generic E-marketplace (GEM) project

d. Southern Universities Purchasing Consortium (SUPC)

We continue to be an active member of the consortium. Savings data from SUPC is not available in time to be included in this report.

The Heads of the English consortia continue to meet on a regular basis under the banner of the English National Consortium (ENC) and as a result there is far more joint contracting for the sector

The Head of Procurement is the Convenor of the Facilities Group which facilitates greater networking and training of Estates professionals and procurement staff. She also represents SUPC on the Procureweb Advisory Group.

Subscription levels to SUPC remain approx £10,000 paid as a lump sum on an annual basis; however there is significant concern that due to the pressure on funding from some of the other consortia that SUPC is being put under pressure to change to the rebate subscription model. This is where additional costs (approx 1%) are added to the cost of the goods by the supplier and then rebated back via the SUPC at the end of the year. This model increases the buying cost to the devolved budget holder while repaying the rebate centrally.

SUPC members are still firmly against any forced move to this funding model whereby costs of membership will undoubtedly result in increase costs not only for institutions but for budget holders. In the long term this stance may prevent SUPC members from participating in other consortia's contracts.

Shared Services

This is a key theme within the sector and we do look for collaborative opportunities wherever possible. This year we have been part of the SUPC Procurement shared service maturity study. The purpose of the maturity study is to provide us with an independent view as to the maturity of a procurement function and work with us to develop an appropriate improvement plan. In addition the study will enable us to benchmark ourselves within the sector. The study runs over two years and follows the following process:

- Pre-assessment preparation completed by the Head of Procurement
- Interviews with Head of Procurement, Finance Director and any other key stakeholders
- Results Report assessing maturity and proposing potential areas for improvement
- Meetings to discuss feedback and prioritise actions
- Final report issued to institution
- Anonimised benchmarking data shared with participants after all assessments are complete
- Year end action review and updating of improvement plans
- End year two reassessment to quantify improvements.

As a result of the initial findings and recommendations of the maturity study we have produced two new supplier documents: an Annual Supplier Questionnaire and an outline of UWE's "expectations" for prospective new suppliers.

We are very pleased that the results from the 13 pilot institutions show UWE to be in a healthy procurement positions within the "Improved" category and we achieved the best result of the pilot study. The process is now being rolled out with all four of the English purchasing consortia. Below is a summary of our study results, the full data is available in a separate report.

Corporate and Social Responsibilities	75%	Superior	2 nd Ranked
Procurement Leadership and Governance	53%	Improved	Joint 3 rd Ranked
Organisation, People and Skills	53%	Improved	3 rd Ranked
Collaborative Procurement	67%	Improved	3 rd Ranked
Processes and Procedures	53%	Improved	1 st Ranked
Information Systems	67%	Improved	Joint 1 st Ranked
Management Information (Reporting & KPIs)	58%	Improved	Joint 1 st Ranked
Value for Money	67%	Improved	3 rd Ranked
Overall	57%	Improved	1 st Ranked

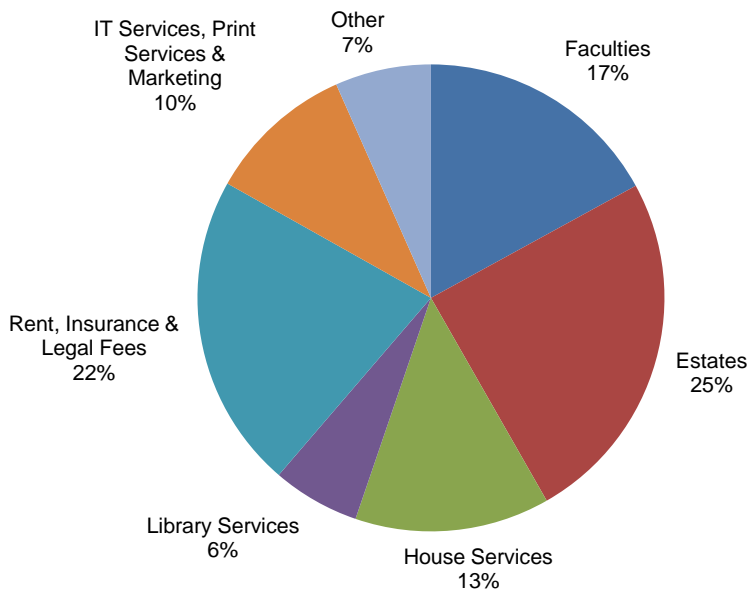
e. Transparency data

In line with other public sector bodies we are preparing to make spend data publically available via the purchasing web site, the team has set up a specific web site page to enable us to do this. <http://www.uwe.ac.uk/finance/purchasing/transparency/index.shtml>
The intention (for now) is to publish all supplier spend data over £5000, which is the data that we send to the purchasing consortia for national collation.

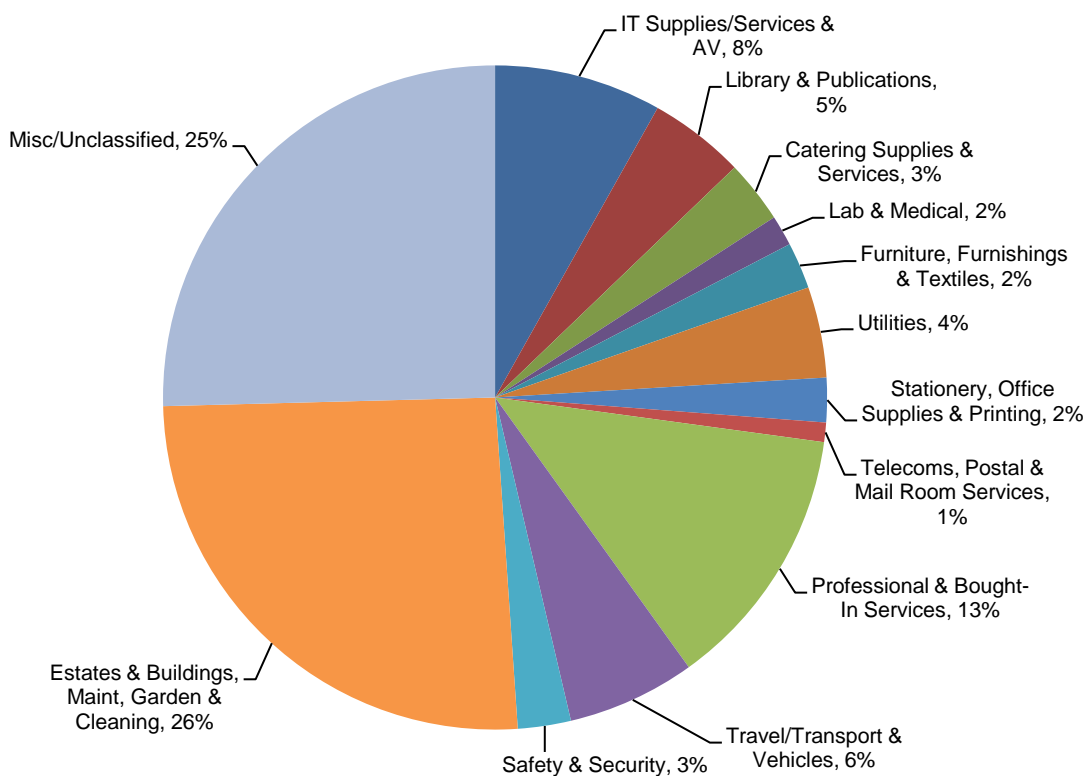
9.0 Influenceable Spend

This report analyses the top 200 suppliers of University non pay expenditure in 2010/11. It is noted that 85% of the total non-pay spend of £77.4 million can be influenced: £17.1 million of non pay expenditure was non influenceable. This includes payments to the HM Revenue & Customs, local authorities, rent, rates, NHS and other HE institutions.

Non pay
(2010/11% spend by faculty / service graph)



(2010/11 % spend by commodity graph)



10.0 Freedom of Information (FOI)

We have received a few Freedom of Information Act requests. In particular we have been asked to provide information on:

- The travel agents that we have used and our expenditure on travel
- Contact details of the staff purchasing travel
- There have been various questions and requests about IT
- Our contract for IT cabling
- Transaction data relating to Visa purchasing cards
- Our contracts for company mobile phones

There were also a number of other requests on or about annual expenditure that Purchasing provided some information however these requests did not fall within 'procurement'.

11.0 Legislative Changes

During the year there have been changes to the Single Equalities Act and the introduction of the Bribery Act; our policies and procedures have been update to incorporate these as necessary.

12.0 Staffing

There is currently 5 staff in the Purchasing team including our first Purchasing Apprentice. The post of purchasing Apprentice has been very successful with our apprentice achieving her NVQ2 within 6 months. We have extended this post while she completes her NVQ3. During the year the Purchasing & Contracts Manager has gone on maternity leave and one of the Purchasing assistants has been seconded into the Purchase to Pay project team. This means that the team has 40% temporary staff.

13.0 Review of risk areas identified for 2010/2011

1. **Challenges from unsuccessful suppliers as a result of the current economic climate.**
We have been lucky that we have had no significant challenges from unsuccessful suppliers during any of our tenders. We attribute this to the positive relationships we build with suppliers during the tender process as well as the detail of the feedback information we give them and the supplier questionnaires they have the opportunity to complete.
2. **Loss of key suppliers due to the recession.**
There have been no strategic suppliers lost as a result of the recession. However there has been a trickle of receiverships and acquisitions

14.0 Review of new initiatives identified for 2010/11

1. **Review Poverty Aware commodity sheets.**
Where appropriate these have been incorporated into the tender process however there has been limited activity on this initiative
2. **Commence the Adapted Flexible Framework – for Poverty Aware.**
As the Flexible Framework is no longer mandatory we have not prioritised resources in this area.
3. **Roll out of Purchase 2 Pay project**
One member of the purchasing team has now been seconded to the P2P team within Finance Business Systems to assist with the testing and roll out for this project

4. **Update Agresso supplier records to hold details of Accreditations for Quality, Health and Safety, and Environment etc.**
 Agresso has now been updated to hold supplier accreditations and this information is now routinely requested as part of our new supplier take on procedures. A project has taken place during the year to update missing information from the suppliers with the greatest expenditure.

15.0 The Year Ahead

15.1 Risk areas identified for 2011/2012

Risk	Mitigation
Procurement Fraud	Update staff and Governors Declaration of Interests and hold on a central SharePoint site Ensure P2P process has appropriate approvals
Bribery Act	Contact top 200 suppliers by value and ask them to confirm their organisation's Bribery Act policy Update T&Cs to include termination due to bribery

15.2 Initiatives for 2011/2012

1. Develop strategic partnerships with our key suppliers and leverage opportunities for student placements and internships, thereby increasing graduate employability
2. Revamp the staff/ governors declaration of interest procedure and thereby reduce risks
3. Review category management opportunities – Action from the Maturity study report
4. Look at opportunities to improve Customer feedback and also feedback on supplier performance – Action from Maturity study

15.3 Review of 2010/11 Key Performance Indicators

UUK – BPIs

Our comparative data is as follows:

No.	Best Practice Indicator	2010/11	2009/10	2008/9
1	Total cost of procurement function as % of non-pay spend	0.49%	0.37%	0.36%
2	Percentage of non-pay spend channelled through collaborative procurement arrangements	25% ** which equates to £20,011,284	14.41% which equates to £11.36m	13.88% which equates to £9.88m
3	% of orders placed electronically and via purchasing cards	94%**	88%*	76%
4	% of non-pay spend actively influenced by procurement function	85%**	76%*	71%
5	Annual procurement savings as % of non – pay spend	1.55%	1.47%	3.4%***
6	% of professionally qualified procurement staff	40%	25%	25%
7	Flexible Framework Achievement of Level 3 and element of L4/5	75%	75%	75%

** Increase due to HP expenditure and more order placed via Agresso

*This increase is due to more orders being placed via Agresso in readiness for P2P

*** Included R Block construction contract.

16.0 Tender Plan

The team continues to work on a five year tender plan which is available on the Purchasing web-site, a copy of which is attached (**Appendix B**). We have regular contact with Heads of Service and Faculties to discuss future tenders in their area. This plan is drawn up as a result of the 48 month and annual expenditure analysis (**Appendix C**).

17.0 Breaches of Financial Regulations

21 breaches were formally recorded (compared to 25 last year) mainly where confirmation orders have been placed without compliance to the Financial Regulations.

18.0 Conclusion

We would ask the Committee to accept the tender plan for the next year and to note the savings made over the last 12 months.

19.0 Recommendations

The Committee is invited to note the content of this report.

Appendix A: EMM Efficiency Measurement ReportUniversity of the West of England
Efficiency Measurement Report

Financial Year	2010-11	Efficiencies by Type:	
Overall Spend	218,000,000	Cost Avoidance	193,807
Non-pay Spend	79,441,000	Price Reduction	687,499
Influenceable Spend	67,900,000	Added Value	40,434
		Risk Reduction	0
Cashable Efficiencies	1,225,963	Process Re-Engineering	300,877
Uncashable Efficiencies	2,999	Sustainability	6,345
Total Efficiencies	1,228,962		1,228,962
As % of Non-Pay Spend	1.55		
As % of Influenceable Spend	1.81	External Efficiencies	

Savings arising from using contracts created by University of the West of England

Internal Efficiencies	1,228,962
External Efficiencies	
Total Efficiencies	1,228,962

The summary above displays savings made by the organisation, both cashable and uncashable, during the selected accounting period. It also shows the total efficiencies, internal and external, arising from contracts created by the Organisation.

The listing below shows projects, reported by project. It shows both cashable and uncashable savings but is restricted to internal savings only.

Project Ref	Project Title	Total Gain by Project
ACS202	Traka Cabinet Saving	440
BBS206	BBS / Law School Video Production	3,360
EST117	Data Cabling Tender	49,731
EST183	Energy Monitoring Equipment Cost saving	2,115
EST188	MTC Tender Cost Savings	291,446
EST196	Student Accommodation Pricing Error	95,000
EST197	Frenchay Campus Masterplan Implementation	60,271
EST200	Quantity Surveyor Building 2	21,870
EST212	Recycling Bins	6,000
FBE162	Prosperon Surveyor Client Licences	840
FBE182	Sale of 2 FET Machine Tools	850
FET199	Magneto Immunoassay System	4,800
FET203	Staff Room Chair Substitution Saving	2,472
FIN113	Amazon Associate	1,103

FIN124	Barclay card Savings - replaces FIN18	3,080
FIN125	BACS Payment Savings- replaces FIN20	1,530
FIN126	OJEU advertising saving -replaces FIN21	600
FIN127	Tender Doc downloaded from Tenders.ac.uk - relaces FIN44	800
FIN192	Hotel room rate reduction	4,160
FIN221	NDNA Marketing Premium Rebate	1,887
FIN40	British Airways Business Points	774
FIN65	Debt Collection	11,750
FIN86	UMAL Insurance Rebate	47,738
HLS180	MegaCode paramedic equipment	1,025
HLS181	UWE/010/2010 SIFT Mass Spectrometer	37,175
HLS198	Canon CXDI Direct Digital Radiography System	4,700
HLS208	Nursing Patient Simulator	1,613
HLS210	Glenside Library Furniture	421
HLS213	Laboratory Equipment	695
HSC140	Reduction in Licence Fee for BRASS Software	776
HSE201	BOF furniture order 173514	244
HSC204	Catheterisation Trainer Discount	247
HSC205	Laerdal Airway Management Trainers	311
HSE108	Removals re-tender and inflation saving	4,877
HSE168	Radio Upgrade	787
HSE185	Cost reduction from Wessex Connect	256,950
HSE187	Landfill tax repayment	6,345
HSE193	Temporary Portering Staff	451
HSE214	Furniture Saving	3,944
ITS195	DTP Bundle PC saving	13,200
ITS218	Omnivex Licence Fee	1,972
ITS82	PSTN Lines and Call Costs	17,844
ITS88	Microsoft Campus Agreement	5,333
LIB169	Intelligent Kiosk	1,645
LIB194	Library catalogue record reduction fee	2,970
LIB207	UWEB Price reduction	3,600
MCO184	Unismart quote reduction for welcome weekend	2,456
PSE189	Employee Assistance Re-tender	7,316
PER211	Occupational Health Nurse Cost Increase Avoidance	1,344
PSE28	Nursery Vouchers	57,893
PSE64	Advertising Services	12,758
PSS137	HP Consumables Savings	8,449
PSS186	Renegotiation of plate making machine maintenance contract	3,093
PSS216	Print & Stationery Unit Miscellaneous Savings	3,161
PSS217	Paper Savings	1,341
PSS59	Production Colour Printer DC260	2,116
PSS85	MFD Savings	149,293
Grand Total		£1,228,962

Appendix B: Purchasing 5 Year Tender Plan

Tender Description	Date last tendered	Annual Value £	Contract length	Award date	OJEU	Exp. of existing contract	2011	2012	2013	2014	2015	Current Supplier
Facilities - House Services												
Security services	2005	700k	3 years+ option to extend	Feb-05	Y	Jan-12	.	✓	.	.	.	Currently using Churchill Bristol city council contract. BCC in process of re-tendering
Security Equipment	To be tendered	>200k			Y		Leigh Visual- Partially covered by HP agreement
Buses	2011		5 years	Sept-11	Y	Aug-16	Flights Hallmark
Coaches	2007	300k					✓	To be tendered
Removal services	2008	70k pa	3 years	Feb-09	Y	Feb-12	.	✓	.	.	.	McKeowns, Pickfords, Robinsons
Sandwiches	Partial PASA	160k			Poss		✓	Pending joint tender with NHS
Bakery products	To be tendered	60k			Poss		✓	Pending joint tender with NHS
Waste	2009	130k	4 years	May-09	Y	Apr-13	.	.	✓	.	.	Hills, Sita, Any Junk, May Gurney, Lampcare, Sims, Shred-it, Sims
Student Belongings insurance	2008	30k	4 years	Aug-08	N	Jul-12	.	✓	.	.	.	UK & Ireland
Laundry Machine Tender - Residences	2005	50k income	3-5 yrs	Aug-05	N		Town Tub- extended until 2015

Tender Description	Date last tendered	Annual Value £	Contract length	Award date	OJEU	Exp. of existing contract	2011	2012	2013	2014	2015	Current Supplier
Cleaning materials	2005	80k pa	3 years	Aug-09	N	Jul-12	.	✓	.	.	.	MINI tender under SUPC required
Conference Laundry	2010	22k	4 years	Jun-10	N	May-14	.	.	.	✓	.	Atlantic Linen
Residences cleaning	2011	500k	4 years	April-11	Y	April-15	✓	All Clean, Almeida Environmental, Verve Personnel
Fruit and Veg stand	2009	12k	1-3 years	Sep-09	N	Sep-12	.	✓	.	.	.	Jimmy Deane
Facilities – Estates												
Professional services	2007	>150k	4 years	Dec-07	Y		✓	Framework in place
Data/voice cabling	2008	160k	4 years	Mar-09	Y	Feb-13	.	.	✓	.	.	BSCL
Asbestos removal	2009		4 years	Sep-10	Y	Aug-14	.	.	.	✓	.	Cabot Thermals, Silverdell, Shield
Asbestos consultants	2009		4 years	May-10	Y	Apr-14	.	.	.	✓	.	Enquin
Term maintenance	2010	750k	4 years	Sep-10	Y	Aug-14	.	.	.	✓	.	Mitie
Contractors (Minor Works)	2007	>500k plus	4 years	Jun-08	Y	May-12	.	✓	.	.	.	Framework in place
Energy	2011		3 year	Jul-11	Y	Jun-14	✓	✓	✓	✓	.	Flex contract
Lift Maintenance	Not tendered	200k	5 years				✓	To be tendered
Residences - lock system	Via HP Strategic Partnership	£500k	One off				✓	

Tender Description	Date last tendered	Annual Value £	Contract length	Award date	OJEU	Exp. of existing contract	2011	2012	2013	2014	2015	Current Supplier
Estates Management System	Not tendered	£100k	4 years				✓	Awaiting outcome of FIN10
Personnel												
Occupational Health	2008	40k	4 years	Oct-08	N	Sep-12	.	✓	.	.	.	Avon Partnership Occ Health
Recruitment Advertising	2007	490k	4 years	Dec-07	Y	Dec-11	✓	Euro RSG - via UAG contract
Training consultants	2009	44k	2 years	Nov-09	N	Nov-11	✓	Satellite, Elementa
Healthcare Scheme	To be tendered	30k	3-5 years				✓	
Nursery Vouchers	2009	25k	4 years	Jul-09	N	Jun-13	.	.	✓	.	.	Kiddivouchers
Employee Assistance	2010	40k	5 years	Sep-10	N	Aug-15	✓	Right Corecare
Finance												
Travel	2004	300k	3 years	Mar-08	Y	Feb-12	.	✓	.	.	.	Ian Allan/Key Travel via SUPC framework
Insurance	2005	> 500k	Annual	Apr-05	Y		✓	✓	✓	✓	✓	UMAL
Solicitors	To be reviewed	98k			Poss		Various
Bank	To be reviewed	85k	3-5 years	Nov-00	N		Natwest
Debt collection	2008	83k	4 years	Sep-09	Y	Aug-13	.	.	✓	.	.	Incasso - via LUPC contract
Internal Audit	2009	85k	3-5 yrs	Oct-09	Y	Oct-12	.	.	✓	.	.	KPMG
External Audit	2009	30k	4 years	Feb-10	N	Jan-14	.	.	.	✓	.	Mazars

Tender Description	Date last tendered	Annual Value £	Contract length	Award date	OJEU	Exp. of existing contract	2011	2012	2013	2014	2015	Current Supplier
Tax Advisors	To be reviewed						
ITS												
Cisco network maintenance	2009	80k pa	3 years		Janet		.	✓	.	.	.	TNS - via Janet contract
Switchboard Maintenance	2004	30k	3 years	May-04	N		✓	Siemens
Telephone call costs	2008		4 years	Aug-08	N	Jul-12	.	✓	.	.	.	Virgin Media- Further comp
BI Training & Consultancy	2008	50k	4 years	Feb-08	Y	Feb-12	.	✓	.	.	.	Blueprint
IT Partnership	2010	5m	3.5 years	Jun-10	No	Jan-13	.	.	✓	.	.	Hewlett Packard
Printing and Stationery												
High Volume Copiers	Jan-04	300k pa	5 years	Jul-05	Y		✓	Xerox
Print Project	Nov-11	100k	4 years	Sept-11	N	Aug-16	Canon
Outsourced printing	To be reviewed	250k					Review EU Frameworks
UMG (Directorate)												
Student Village - off balance							Discussions continue
Residences Phase 2	TBA		One off		Y		
International College	2011		5 Years	Aug-11	N	Jul-16	Kaplan

Tender Description	Date last tendered	Annual Value £	Contract length	Award date	OJEU	Exp. of existing contract	2011	2012	2013	2014	2015	Current Supplier
Marketing												
Undergrad Prospectus	2010	100k pa	Annual	Oct	N		✓	✓	✓	✓	✓	
Post grad Prospectus	2011	35k pa	Annual	Mar	N		✓	✓	✓	✓	✓	
Student Recruitment Advertising	2007	£400k	4 yrs	Dec-07	HE	Dec-11	✓	Euro RSG via UAG
Faculties												
HSC/ EDU- Student Occ Health	2008		4 years	Oct-08	N	Sept-12	.	✓	.	.	.	Avon Partnership Occupational Health Services UBHT
Library												
RFID System	2009	200k	One off		Y		Intellident
Library Search & Discovery System	Not Tendered	15k	3 years	Due Sept-11	N		✓	
RFID Book Sorter	Not Tendered	93k	One off purchase with 5 yr maint agreement	Aug-11	N	Jul-16	✓	3M UK Ltd

Appendix C: Expenditure Analysis – Top 200

Account No.	Name	Inf?	SME status	Spend '10/11	Comments
500072	Hewlett Packard Limited	Yes	Large (250+)	£5,174,029	Contract- IT strategic partnership
502139	Hartpury College	No	Public Body	£4,763,844	Block contract
508207	Mitie Technical Facilities Management Ltd	Yes	Large (250+)	£2,399,518	Contract- Facilities Maintenance
505933	British Energy Direct Ltd	Yes	Large (250+)	£1,902,110	Contract - Energy
506687	Flights Hallmark Ltd T/A Wessex Connect	Yes	Medium (<250)	£1,874,374	Contract - Buses
504491	Balfour Beatty WorkPlace Ltd	Yes	Large (250+)	£1,813,458	Old contract Maintenance
502400	City Of Bristol College	No	Public Body	£1,530,217	Misc payments
507426	Bray & Slaughter Ltd	Yes	Medium (<250)	£1,465,876	Contract - Misc Estates work
500562	UWESU Trading Services Ltd	No	Public Body	£1,201,883	Block grant
500035	Weston College	No	Public Body	£1,106,865	Misc payments
	Custom & Excise	No	Public Body	£951,369	Vat payment
502086	Desk Top Publishing (DTP)	Yes	Medium (<250)	£943,563	Contract- IT PCs and Printers
500165	University Of Bristol	No	Public Body	£848,540	Misc payments
501604	Ebsco Information Services	Yes	Large (250+)	£804,371	SUPC Contract - Library
504246	Wallscourt Foundation	No	Public Body	£786,813	Rent
504557	UNITE Rent Collection Ltd Comm A/C	Yes	Medium (<250)	£725,693	Student rents
503554	Willmott Dixon Construction Limited	Yes	Medium (<250)	£669,556	Contract - R block
507291	Churchill Security Solutions Ltd	Yes	Small (<50)	£644,112	Contract - Security staff
505198	UM Association Ltd	Yes	Small (<50)	£641,387	Contract - Insurance
501775	GV Multimedia	Yes	Medium (<250)	£621,047	SUPC Contract- AV equipment
502177	E R Hemmings (building) Ltd	Yes	Medium (<250)	£594,296	Contract - Misc Estates work
501869	Dawson Books Ltd	Yes	Large (250+)	£540,749	SUPC Contract - Library
508807	Hewlett Packard International Bank PLC	Yes	Medium (<250)	£537,488	Contract - Equipment lease
507542	KiddiVouchers Ltd	Yes	Small (<50)	£488,609	Contract - Nursery vouchers
505272	E ON Energy	Yes	Large (250+)	£480,550	Contract - Energy
501526	Filton College	No	Public Body	£454,873	Misc payments
506938	Euro RSCG Riley Limited	Yes	Large (250+)	£409,295	Contract - Advertising
502046	University Hospitals Bristol NHS Foundation Trust	No	Public Body	£352,863	Misc payments
502151	Ian Allan Travel Limited	Yes	Medium (<250)	£422,256	Contract - Travel agent
507519	Yeovil College	No	Public Body	£349,204	Misc payments
500178	Bristol Wessex Water	Yes	Large (250+)	£345,129	Water bil
507234	British Thornton ESF Ltd	Yes	Medium (<250)	£344,489	Contract- labs fit out
500572	Great Western Hospitals NHS Foundation Trust	No	Public Body	£330,687	Misc payments
500349	Rok Building Ltd	Yes	Large (250+)	£307,256	Contract - Misc Estates work
501924	P & G Contractors	Yes	Medium (<250)	£302,712	Contract - Misc Estates work
500844	New College, Swindon	No	Public Body	£294,718	Misc payments
505281	Bristol Polytechnic Enterprises Ltd	No	Public Body	£294,000	Rent
506312	Cowlin Construction	Yes	Large (250+)	£284,438	Contract - Misc Estates work
501197	Dell Computer Corporation	Yes	Large (250+)	£281,030	SUPC Contract - Servers
506573	Bristol Polytechnic Enterprises (Developments) Limited	No	Public Body	£280,000	Rent
500517	North Bristol NHS Trust	No	Public Body	£264,094	Misc payments
503446	Broadstock Office Furniture Ltd	Yes	Medium (<250)	£255,738	SUPC Contract - Furniture
500828	Du Pont (UK) Ltd	Yes	Large (250+)	£249,784	Rent
501995	BSCL Ltd	Yes	Medium (<250)	£241,485	Contract - IT cabling
504805	Capita Business Travel	Yes	Medium (<250)	£229,956	OGC contract - train tickets
506682	Bridgend Office Furniture	Yes	Medium (<250)	£229,161	SUPC Contract - Furniture
506205	Stroud College	No	Public Body	£223,490	Misc payments
500515	Antalis Ltd	Yes	Large (250+)	£223,369	OGC contract - paper

University of the West of England – Annual Report to the Director of Finance and Corporation Secretary

Account No.	Name	Inf?l?	SME status	Spend '10/11	Comments
501296	Hays	Yes	Large (250+)	£213,389	SUPC Contract - Temp staff
503106	Eversheds	Yes	Large (250+)	£208,927	Single Source - Legal Payments OGC
501137	Gloucestershire College	No	Public Body	£204,893	Misc payments
507443	Hills Waste Solutions Limited	Yes	Large (250+)	£196,699	Contract - waste disposal
500419	Office Depot UK Limited	Yes	Large (250+)	£183,593	SUPC contract - stationery
501215	The Copyright Licensing Agency Ltd	No	Public Body	£182,331	License
500020	Leigh Visual Surveillance Systems Ltd	Yes	Small (<50)	£175,615	* Tender required*
503172	Cognitive Network Solutions	Yes	Small (<50)	£160,663	SAW - Sharepoint Server
501423	Canon (UK) Ltd	Yes	Large (250+)	£160,384	OGC Contract - copy costs
502449	Royal United Hospital Bath NHS Trust	Yes	Large (250+)	£158,928	Misc payments
508074	Churchill Contract Services	Yes	Large (250+)	£157,855	Contract - Cleaning
502535	University Of Gloucestershire	No	Public Body	£151,121	Misc payments
500059	3663	Yes	Large (250+)	£150,718	TUCO Contract - food
501359	Specialist Lighting Services (uk) Ltd	Yes	Small (<50)	£150,427	* Lighting *
500762	UCAS	No	Public Body	£148,760	single source
507155	H Mealing & Sons Limited	Yes	Small (<50)	£144,946	Contract - Misc Estates work
508082	Prolinx Limited	Yes	Medium (<250)	£144,252	SUPC -NSSA - HP Servers
500470	Bristol City Council	No	Public Body	£144,085	Misc payments
504474	Class One (Fruit & Veg) Ltd	Yes	Small (<50)	£142,623	SUPC - Fruit & Veg Purchase
508107	De Lage Landen Leasing Limited	Yes	Medium (<250)	£140,418	SUPC NSSA - Rental of EMC solution
507122	JISC Content Procurement Company Ltd - Subscriptions	Yes	Medium (<250)	£140,284	HE Contract - Databases
500881	GWE Business West Ltd	Yes	Small (<50)	£138,875	UWE Tender - iNet
502961	Apple Sales International	Yes	Large (250+)	£135,640	SUPC- Contract PCs
502719	Parsons Brinckerhoff Ltd	Yes	Large (250+)	£131,893	Contract - Estates Consultants
504279	Vodafone Ltd	Yes	Large (250+)	£130,676	OGC - Telephone contract
501768	Godfrey Syrett Ltd	Yes	Medium (<250)	£128,131	SUPC - Contract Furniture
502517	Palmer & Harvey McLane Ltd	Yes	Large (250+)	£127,175	TUCO Contract - food
506307	Tribal Education Ltd	Yes	Large (250+)	£126,262	UWE Tender - Licence and Maint.
507869	RYOSEC Ltd	Yes	Micro (<10)	£125,709	3 Quotes - Alarm System
506228	Northcroft	Yes	Small (<50)	£123,971	Contract - Estates Consultants
500164	University Of Bath	No	Public Body	£123,902	Misc payments
507442	Intellident Ltd	Yes	Medium (<250)	£123,295	LUPC - contract Library equipment
506117	South West Communications	Yes	Medium (<250)	£122,259	HE Contract - Databases
507377	Visual Impact (Bristol) Ltd	Yes	Micro (<10)	£121,725	Various AV Orders
502955	Academia Ltd	Yes	Small (<50)	£120,793	HE Contract - Databases
500772	Avon & Wiltshire Mental Health Nhs	No	Public Body	£119,402	Misc payments
507927	Concab Electrical Limited	Yes	Small (<50)	£118,153	3 Quotes
500521	Cirencester College	No	Public Body	£116,194	Misc payments
500603	City Of Bath College	No	Public Body	£115,590	Misc payments
505791	Great Western Ambulance Service NHS Trust	No	Public Body	£112,128	Misc payments
507486	Sugro Distribution Ltd	Yes	Small (<50)	£111,701	TUCO Contract - food
501798	KPMG	Yes	Large (250+)	£109,504	Contract- Auditors
507303	Mace Limited	Yes	Large (250+)	£107,485	Contract - Estates Consultants
502886	A W Parry Lifts Limited	Yes	Small (<50)	£107,368	* Tender required*
500133	Xerox (UK) Ltd	Yes	Large (250+)	£107,005	OGC contract - high volume copiers
501272	Good Morning Foods Ltd / Disposables Ltd	Yes	Medium (<250)	£105,652	3 Quotes
504719	UNIT4 Business Software Limited - Education Division	Yes	Medium (<250)	£105,194	Contract - Agresso finance system
508312	Form & Funktion Ltd	Yes	Micro (<10)	£104,227	UWE Tender - Acoustic Enclosures
500368	Pullins (Bakers) Ltd	Yes	Medium (<250)	£103,452	HE Contract - Baked Goods
500858	Royal West Of England Academy	No	Public Body	£100,672	Grant
501888	University Of Dundee	No	Public Body	£100,622	Misc payments

Account No.	Name	Infl?	SME status	Spend '10/11	Comments
501164	Studylink	Yes	Medium (<250)	£98,470	SUPC Contract - Student travel
500717	North Somerset Council	No	Public Body	£97,717	Misc payments
507872	Elementa Leadership	Yes	Micro (<10)	£96,230	Contract - Training
501493	Loughborough University	No	Public Body	£94,793	Misc payments
503504	Berkeley Scott Ltd	Yes	Large (250+)	£94,191	OGC contract - Temp catering staff
503200	Cabot Thermals	Yes	Small (<50)	£93,475	Contract - Asbestos
501424	University Of Plymouth	No	Public Body	£93,450	Misc payments
500385	University Of Exeter	No	Public Body	£93,056	Misc payments
501762	Blackwell UK Ltd	Yes	Large (250+)	£92,903	SUPC Contract - Library
504315	Create Signs & Graphics	Yes	Small (<50)	£92,655	Contract - wayfinder signage
500458	LexisNexis Uk	Yes	Medium (<250)	£92,295	Single Source - Law Databases
501432	Danco International Plc	Yes	Medium (<250)	£92,217	Graduation ceremonies
503560	John Sheppard Butchers Ltd	Yes	Small (<50)	£91,402	HE Contract - Meat
501953	British Council	No	Public Body	£90,200	Single Source - UK Partnership Subs
506280	Daily Bread Ltd	Yes	Medium (<250)	£90,185	HE Contract - Sandwiches
508028	Virgin Media Business IRB	Yes	Large (250+)	£89,519	Single Source - Broadband
507431	Incasso LLP	Yes	Large (250+)	£88,382	LUPC contract - Debt collection
506612	Wimba Ltd	Yes	Small (<50)	£88,125	Single Source - Licences
501005	Wolters Kluwer Health (Medical Research) Ltd	Yes	Medium (<250)	£87,204	Single Source - Journals
501498	Alder King LLP	Yes	Medium (<250)	£86,646	Contract - Estates Consultants
500602	Sebright Printers Ltd	Yes	Small (<50)	£83,163	3 Quotes - Supply of Print
500129	Royal Mail Group PLC	Yes	Large (250+)	£83,097	SUPC Contract - postal
502434	Supplies Team Limited	Yes	Large (250+)	£81,942	SUPC Contract - stationery
507606	Midas Property Services (UK) Ltd	Yes	Large (250+)	£81,076	UWE Tender - Estates Projects
507124	EMOS Information Systems Limited	Yes	Medium (<250)	£80,858	SAW - Pharos Print Support
508180	Preparation for Life Limited (Pakistan)	Yes	Medium (<250)	£80,847	Single Source - Student Recr. Commission
500121	Pattersons (Bristol) Ltd	Yes	Medium (<250)	£80,772	SUPC contract - Cleaning materials
503039	EDUSERV	Yes	Medium (<250)	£80,255	HE Contract
503184	John Perkins Construction Ltd	Yes	Small (<50)	£79,486	Tender - Estates - F Block Glenside
502031	Npower Ltd	Yes	Large (250+)	£79,445	Contract - Energy
508005	Enquin Environmental Limited	Yes	Small (<50)	£79,306	Contract - Asbestos Consultants
502807	Spike Island Artspace Ltd	Yes	Small (<50)	£77,974	Rent
500958	Fisher Scientific UK Ltd	Yes	Large (250+)	£77,076	SUPC Contract - Labs
500334	Sweet & Maxwell Ltd	Yes	Medium (<250)	£76,821	Single Source - Law Databases
503663	Equity Travel	Yes	Medium (<250)	£76,636	SUPC Contract - Student travel
507610	Archway Electrical Limited	Yes	Small (<50)	£76,560	3 Quotes - Estates Electrical Contractor
501346	Court Construction (bristol) Ltd	Yes	Small (<50)	£76,103	UWE Tender - Refurb of Patio Shops
508354	Instrument Science Limited	Yes	Micro (<10)	£75,992	UWE Tender - Mass Spectrometer
507809	ADR Group	Yes	Small (<50)	£75,829	Single Source - Student Course Fees
508552	WSX Enterprise Limited	Yes	Medium (<250)	£75,000	SAW -FET iNet Bus. Support Service
508334	Deltor Communications Ltd	Yes	Small (<50)	£72,985	Tender - Undergraduate Prospectus
505112	RPC Electrical Engineers & Contractors	Yes	Small (<50)	£72,199	3 Quotes - Student Village Electrical
500110	Bath Spa University	No	Public Body	£71,913	Misc payments
503322	Mckeown Business Moves Ltd	Yes	Small (<50)	£71,854	Contract - removals
502245	Stride Treglown Ltd	Yes	Large (250+)	£71,737	Contract - Estates Consultants
502876	Avon & Somerset Constabulary	No	Public Body	£71,432	Uniformed officer for UWE/Internships
500891	Oxford University Press	Yes	Small (<50)	£71,113	Single Source - Law Materials
502333	Wiltshire College	No	Public Body	£70,045	Misc payments
505242	Leadership Foundation for Higher Education	Yes	Small (<50)	£68,780	Single Source - Institution Membership
506325	British Telecommunications PLC	Yes	Large (250+)	£68,738	SAW - SAP Support
504842	Creative Video Productions Ltd	Yes	Small (<50)	£68,723	Single Source - AV Equipment
500301	ISG Pearce Ltd	Yes	Large (250+)	£68,309	Contract - Estates misc
506581	Pearce Bros Autorentals Ltd	Yes	Small (<50)	£65,476	SAW - Autorentals - Specialist Vehicles

Account No.	Name	Infl?	SME status	Spend '10/11	Comments
507860	A2M Safety Limited	Yes	Micro (<10)	£64,758	SAW - Fall Restraint System
504057	South Gloucestershire Bus & Coach Ltd	Yes	Small (<50)	£64,026	Contract - Coach hire
501440	Spot-on-Supplies (Hygiene) Ltd	Yes	Small (<50)	£63,819	SUPC contract - Cleaning materials
503741	Perkin Elmer LAS UK Ltd	Yes	Medium (<250)	£63,729	SAW - Lab Equipment
501635	Bath & North East Somerset Council	No	Public Body	£62,709	Misc payments
501360	BT Plc	Yes	Large (250+)	£62,167	Contract
500319	Avon Bakehouse Co Ltd	Yes	Medium (<250)	£61,743	3 Quotes - Bakery Products
508459	Knowledge Matrix Ltd	Yes	Micro (<10)	£61,200	Tender - iNet consultancy
500187	Insight Direct UK Ltd	Yes	Large (250+)	£61,179	SUPC Contract - Misc IT
501923	SirsiDynix	Yes	Medium (<250)	£60,281	Single Source - Maintenance Subs.
500872	The Educational Recording Agency Ltd	Yes	Small (<50)	£59,636	Single Source - Licence Fee
502422	Belmont Press Ltd	Yes	Medium (<250)	£58,720	Prospectus Tenders
502272	Dorma UK Ltd	Yes	Large (250+)	£58,041	SAW - Door Repairs
502458	Richard Huish College	Yes	Large (250+)	£57,997	Misc payments
501093	Bristol Banners & Signs Limited	Yes	Small (<50)	£55,964	HE Contract
507521	Mulberry Bush School	No	Public Body	£55,555	placements
500959	Bristol Cathedral	Yes	Small (<50)	£55,017	Graduation ceremonies
503328	Watershed Arts Trust Ltd	Yes	Micro (<10)	£54,998	Single Source - eMedia Incubator Units
502473	Coca Cola Enterprises Limited	Yes	Large (250+)	£54,766	TUCO Contract - food
506717	Cyclescheme Ltd	Yes	Small (<50)	£54,454	SAW - Cycle to Work Scheme
508175	C F Foods	Yes	Small (<50)	£54,122	SAW - Sandwiches
508169	Alexandra	Yes	Large (250+)	£52,889	Was OGC contract
500077	Calumet Photographic Ltd	Yes	Large (250+)	£52,661	3 Quotes - Scanner for Science
501287	Lyons Davidson	Yes	Small (<50)	£52,519	SAW - Legal Services
500672	The JNT Association t/a JANET (UK)	No	Public Body	£52,408	Single Source - Network Charges
500263	V H Graddon & Sons Vending Ltd	Yes	Small (<50)	£52,338	SAW - Vending Machines
506832	Booker Ltd	Yes	Small (<50)	£52,180	TUCO Contract - food
501592	Schneider Electric Buildings UK Limited	Yes	Large (250+)	£51,232	Single Source - Building Controls
506892	Mazars LLP	Yes	Large (250+)	£51,160	Tender - External Audit
504660	Aquamaster	Yes	Small (<50)	£50,811	Tender- carpet cleaning
502875	The Quality Assurance Agency	No	Public Body	£50,275	Single Source - Subscription
	Total Non pay spend		£79,441,000		
	Influenceable spend		£67,900,000	Via Agresso	
	Non - influence		£17,152,286		