

Supporting Advanced Procurement Through Partnership & Delivering Value-Adding Services

About APUC

APUC Limited is the procurement Centre of Expertise for Scotland's 62 universities and colleges. It is a private limited company, owned by institutions and established in response to the 2006 McClelland Report: '*Review of Public Procurement in Scotland*', which made recommendations for public procurement reform.

APUC's **core vision** is "to work jointly, as one team with client institutions, to maximise the contribution that advanced procurement makes to Scotland's investment in teaching, research and knowledge transfer such that institutions can deliver more with the funds that they have available."

The **mission** is "to work jointly, as one team with institutions, to support the embedding and consistent application of good procurement practice within Scotland's universities and colleges, and to increase the sustainable value for money from institutions' procurement expenditure through the provision of advanced procurement services."

In 2008, APUC and institutions engaged in a "strategic dialogue" process which resulted in actions and recommendations to achieve the vision and mission outlined above. These outputs, along with wide stakeholder consultation throughout 2008-2009 have shaped APUC's new strategic vision for 2010 and beyond.

APUC will respond to the challenges of procurement reform and in so doing, aim to meet and exceed client expectations. This leaflet sets out how APUC will do that, what the benefits are to you as a client of APUC, and where you can find further information.

Services to meet your individual needs

APUC will provide a flexible account management service based on a clear understanding of your institutions particular procurement environment. Your account manager will normally be your first point of contact within APUC.

Your account manager will:

- Maintain a positive, professional, customer-focused relationship with you;
- Be easily accessible to you and respond to your enquiries in a timely manner;
- Undertake an initial, and then annual, review of your institutional spend to identify contracting priorities and review this jointly with you against the central 'Collaborative Contracts Master Tracker';
- Develop a Service Delivery Summary outlining how APUC will bring value to you, including development outputs from your Procurement Capability Assessments; and
- Meet with you normally once every six weeks to discuss forward plans, new contracting opportunities, legislative changes and areas where APUC can provide assistance generally.

Client Service Streams	APUC aims to meet institutional needs through provision of four Client Service Streams
Operational Procurement Team	<ul style="list-style-type: none"> • Taking strategic contracting direction from the Procurement Strategy Group (PSG) and annual contracting priority workshops, APUC manages a contracting plan across wide range of contracting categories and represents your views at national 'Category A' contracting forums. • APUC works with User Intelligence Groups (UIGs) to define needs in detail and jointly produce product and service specifications and set benchmark values for benefits tracking. • Collaborative tenders are led or jointly managed on institutions' behalf, working with other purchasing consortia across the UK where it adds value for client institutions by doing so. • APUC validates/facilitates the use of agreements put in place by organisations such as OGC Buying Solutions. • Pragmatic collaborative solutions are adopted where collaborative contracting is not appropriate. (For example, facilitating commodity benchmarking groups etc.) • This team provides an account management service for all universities.
Processes and Best Practice	<ul style="list-style-type: none"> • APUC manages development (processes, legal and policy), updates and publication of the Sector Procurement Manual and gathers and disseminates best practice (materials and processes). • Disseminates information between (to and from) client institutions and various working groups across the UK HE/FE sectors, government bodies and other parts of the publicly funded sectors in Scotland. • APUC works with client institutions to assist implementation of the Scottish Sustainable Procurement Action Plan. • Organises and facilitates procurement training for client institutions.
College Services and Capital Team	<ul style="list-style-type: none"> • APUC provides focused account management resource for every college. • Account managers support colleges as required for capital tenders as well as other above EU threshold tenders. • Provides support in developing process materials and guidance for use in colleges and support will be provided as colleges enhance procurement capability across the sector.
e-Procurement and Data Management Team	<ul style="list-style-type: none"> • APUC works with institutions and the government to implement and develop the ePS system. • Helpdesk support for ePS system admin and supplier e-enablement. • After the end of ePS roll-out project, a broad e-procurement support service will be provided to institutions. • APUC gathers and publishes MI required for effective collaborative procurement tender strategy development, ongoing contract management, and benefits gathering, tracking and validation. • APUC supports institutions in gathering procurement MI, their use of it (including via the Hub) and in the provision of contract data and BPI reporting to and from the Scottish Government.

Client Account Managers for Universities

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Edinburgh Napier University
Heriot-Watt University

Queen Margaret University
University of Edinburgh

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University of Glasgow
University of the West of
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Client Account Managers for Colleges

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Central College
Clydebank College
Glasgow College of Nautical
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Glasgow Metropolitan College
James Watt College
John Wheatley College
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Reid Kerr College
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Ayr College
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Cumbernauld College
Dumfries and Galloway College
Forth Valley College

Kilmarnock College
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West Lothian College

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Angus College
Borders College
Carnegie College
Dundee College
Edinburgh's Telford College

Elmwood College
Jewel and Esk Valley College
Newbattle Abbey College
Oatridge College
Stevenson College Edinburgh

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Aberdeen College
Banff and Buchan College
Inverness College
Lews Castle College
Moray College
Orkney College

Perth College
Sabhal Mor Ostaig
Shetland College
The North Highland College
UHI Millennium Institute

Other key contact points for APUC services

In addition to your account manager, the following APUC mailboxes may be useful.

Management Information support	Benefits tracking, BPIs, Scottish Procurement Information Hub, e-procurement service data, Public Contracts Scotland	mis@apuc-scot.ac.uk
e-Procurement Helpdesk	PECOS system administration	helpdesk@apuc-scot.ac.uk
Supplier e-Enablement	Catalogues, punchout sites, pricing, connectivity	supplierenablement@apuc-scot.ac.uk
College Services and Capital team	Capital investments, new build projects, migrations, refurbishments, college tendering, MI gathering	cpp@apuc-scot.ac.uk
Processes, Best Practice and Procurement	General procurement enquiries, process and best practice guidance, sector manual, policies, people and skills	cpadminsUPPORT@apuc-scot.ac.uk
Communications	Ezines, website, SharePoint, webinars, events, client surveys, sharing information	enquiries@apuc-scot.ac.uk

Useful websites

www.scotland.gov.uk/procurement

www.aupo.ac.uk

www.publiccontractsscotland.gov.uk

www.spikescavell.net

www.procurement.scotland.gov.uk

www.sfc.ac.uk

www.eprocurementscotland.com

www.scotlandscolleges.ac.uk

www.cupid.ac.uk

www.universities-scotland.ac.uk

www.apuc-scot.ac.uk