

UCISA Procurement Group

Notes of UCISA Procurement Group Meeting on 5th March 2009 at LUPC Offices, London

Present:

Lesley Beddie (LB)	Durham (Chair)
Nick Cope (NC)	NEUPC
Paul Hill (PH)	SUPC
Susan Wright (SW)	SUPC
Mike Kilner (MK)	LUPC
Roberto Volo (RV)	Kingston
Maggie Stephens (MS)	TVU
Alec McSkimming (AM)	Cardiff
Ian Cook (IC)	UCISA Software Group

1. **Apologies and Welcome New Members**

LB welcomed Nick Cope and Maggie Stephens to their first meeting. LB noted that she was pleased to see more IT Directors at the meeting as they could in particular add to the strategic perspective. Apologies were received from Mike Haslin, NWUPC and Ellen Townsend, RCSS.

2. **Minutes of Last meeting and Matters Arising**

Minutes were agreed.

IC enquired if Chest could attend the whole meeting. The group confirmed their previous decision that Chest could attend only for the software related items on the agenda. The group would be prepared to take these items at a time during the meeting that was convenient for Chest. It was noted that the group would adopt a similar stance for any other agencies. LB agreed to confirm this with Peter Tinson.

Action: Lesley Beddie

3. **Chairs Report**

LB noted that UCISA was still unclear on what it wanted from this group. The group's role needed to be defined and then executed. LB noted that she would report at the UCISA conference on current group activities and also discuss the future role of the group.

4. **National Initiatives**

A full report of the HEFCE Shared Service Group had been given at the last meeting. The Shared Data Centres pilot projects were being co-ordinated by JANET.

SW noted that SUPC project for a shared procurement service had received funding in principle from HEFCE. The next stage would include a further feasibility study and due diligence and would then

need approval by the SUPC governing bodies. Several IT directors thought that a shared pool of resource/expertise would be beneficial.

It was noted that shared services were currently at the proof of concept stage and very little had been actually achieved. MK gave a brief update on the Research Councils shared service.

5. Report of Software Procurement Sub – Group & Eduserv Chest

IC reported that negotiations were ongoing with Adobe and after much effort a new agreement was signed in February. This agreement will allow all institutions to benefit from discounted prices.

IC noted that the Chest master agreement for Microsoft Campus would save the sector in excess of £1.5million over the next three years. The software group was meeting later in March and Microsoft would be present at this meeting. It was hoped to get some answers to their licensing agreements.

MK had sorted out the software group web pages and their minutes were also available on the UCISA site. It was noted that the minutes were currently available on open access to which IC advised he would discuss the preferences of the Software Group vis-à-vis them being either edited or restricted to ac.uk users. It was suggested that the latter could be achieved by linking the site to Procureweb's in order to utilise their IP security.

Action: Procureweb (requested as part of Section 8.)

IC noted that Oracle was not interested in the HE sector as a group and Peter Tinson was wondering if it would be beneficial to tender.

MK enquired about progress with notebook tracking software. This had not been progressed due to lack of time and MK agreed to send IC further details.

Action: Mike Kilner

RV reported that he had a security system that cost 50 pence per machine and was working on a site license. He also reported on software that gives reports on power saving and allows granularity. Payback for this software was a matter of weeks. RV agreed to circulate details to the group.

Action: Roberto Volo

IC circulated a report from Eduserv Chest which covered their new business, pending renewals, new agreements and top 10 wishes.

6. Reports on National Agreements and Tenders

6.1 Hardware Maintenance inc. Disaster Recovery

SW noted that representatives from NEUPC and LUPC were required for the contract management team that managed the HWM/DR agreement.

6.2 Apple

PH advised that there had been no further meetings with Apple since last September but their prices had recently risen by around £100 per machine.

6.3 Notebooks and IRDA

MK reported that NEC had been removed from the desktop agreement as they no longer had a presence in Europe. The tenders for notebooks and desktops were currently being evaluated; six desktop bids and eight notebook bids had been received. RV wanted to see a contract for Thin Client. Thin client had given Kingston big savings on total cost of ownership and enabled a flexible service and a “university without walls”. It was acknowledged that there were some licensing issues. LB agreed to suggest to UCISA that a survey on potential interest for Thin Client be undertaken.

Action: Lesley Beddie

MK noted that Dell had increased their prices but no other tier 1 Notebook supplier had followed suit. The Dell increases had not been entirely evidenced to the satisfaction of the group and it was commented that Dell sell certain models cheaper through some retail outlets (e.g. DSGi/ Equanet). MK wanted Dell to prove the competitiveness of our framework and was seriously considering their future as a supplier in this agreement.

MK noted that he was investigating the use of e-auctions for call-offs from the framework and has issued a questionnaire. It was suggested that this questionnaire also be circulated to the IT Directors. The results would be discussed at the next meeting.

Action: Mike Kilner

6.4 Computer Consumables

MK reported that under the Stationery and Computer Consumables agreement, 7 million HP points had been accrued by the sector. The HE Management team had identified the points at institution level and each institution was redeeming their points against a list of products. The next contract review meeting was to be held at the end of March.

6.5 Printers

AM noted that a Printer review meeting was scheduled for April and there has been pricing problems with some products. Discussions with Epson are progressing well over giving additional support (**confirmed post-meeting: MK**).

6.6 Network Hardware Agreement

NEUPC were currently tendering for Network Hardware and this agreement is scheduled to start in August 2009.

7. Reports from the Regional Purchasing Consortia

NC reported that the NEUPC group last met in November and there was confusion over software. The next meeting will focus on software procurement and it was hoped that a member of the software group would attend.

No other regions had held any meetings since the last meeting of this Group.

8. Procureweb

Jo Morgan and Laura Hay from Procureweb gave a presentation. Procureweb has been given core funding by the JISC until 2012. Procureweb have prepared a draft strategy and wanted feedback on this by the end of March. The Procureweb Advisory Group has representatives from the funding bodies, FE sector and consortia feedback and prioritises developments. It was acknowledged that a CuPID upgrade was top priority.

9. Actions for the Year ahead

9.1 Seminars and Workshops

It was suggested that a seminar be held to cover issues such as EU procurement rules, how to avoid EU challenges and sustainability in IT frameworks.

It was also suggested that an annual seminar be held with the IT Directors and procurement professionals. LB agreed to investigate this further.

Action: Lesley Beddie

Procurement representatives agreed to ask their purchasing colleagues what they would like IT staff to know about procurement.

Action: Procurement Representatives

9.2 Interim Staff

It was noted that IT departments spend a lot of money on interim staff with skills such as project management, network knowledge, general IT that also have knowledge of the sector. SW noted that SUPC was leading a sector temporary agency staff agreement that could cover such skills. She agreed to use LB, MS and RV as a link with the IT Directors.

Action: Susan Wright

MK noted that OGC buying solutions has an ICT consultancy framework in place and agreed to circulate details.

Action: Mike Kilner

10. Any Other Business

IC noted that Jeff Bouch, chair of UCISA Infrastructure group would be joining the Software Group for their meeting with Microsoft.

LB reminded the group to respond to Peter Tinson's email regarding Oracle tendering strategy.

Action: Group

It was noted that APUC were currently tendering for a hosted voice over internet framework agreement.

11. Date of Next Meeting

16th July 2009 – location to be agreed.