



THE UNIVERSITY *of* EDINBURGH  
Finance

# Professional and Campus Services Category Procurement Strategy 2018 to 2020

The Core Vision and Mission of the University's Procurement Office is "to meet the needs for goods, services and capital works as a truly global University, rooted in Scotland's capital city and achieve value for money on a whole life basis generating benefits not only to the University, but making a significant, sustainable and socially responsible contribution locally and globally"





## Executive Summary

The Professional and Campus Services Procurement Team are part of the University's Procurement Office and consist of the following team members:

### The Team



**Stuart Mclean (MCIPS),**  
**P&CS Team Leader and Procurement Manager**



**Gordon Whittaker**  
**Procurement Manager (MCIPS)**



**Neil Crowley, (MCIPS),**  
**Procurement Officer.**



**Antonia Hynd (MCIPS),**  
**Procurement Officer.**



**Fred Davidson**  
**Procurement Officer**

### This Category team assists with Procurement in 2 distinct areas:

#### 1) Professional Services:

Professional Services for the University's Support Groups:

- University's Secretaries Group
- Corporate Services Group

Professional Services for the University's 3 Colleges

- Arts Humanities and Social Science
- Medicine and Veterinary Medicine
- Science and Engineering

Professional Services for Specialist Creative depts.

- Communications and Marketing
- Development and Alumni
- Internal Service providers; IS media and Printing Services



2) Campus Services can be referred to as “Everyday Services” and tend to cut across support, academic and specialist business areas. These services include:

- Catering
- Stationery
- Printing
- Travel
- Coach. Taxi and Vehicle Hire
- Postal/courier Mail Services
- Events

### **Background**

European and Scottish Procurement Legislation determines which procurement route (procedure) should be followed. In general, spend of greater than £50k, over a contract period is regarded as a regulated Procurement and should be led by a procurement professional.

Further details on Procurement legislation, thresholds are located on the [Procurement Office web site](#).

Therefore, if any unit/department in the University is seeking to purchase at this level it must have the involvement of the Procurement Office.

The P&CS team look at spend levels per service type to determine whether a University wide or College/Support Group contract is required i.e. where the trend has been a spend of >£50k for similar/same services.

### **The Strategy**

This Strategy Document is used to communicate at a high level the overall findings and priorities for the P&CS team.

As the very name implies it is a wide-ranging category cutting across all support groups and academic areas as well as the specialised areas of support, such as Marketing, Legal and Finance to mention but a few.

The team recognise that to ensure we provide an effective service and ultimately get the best service provision for the University that we work as a partner with our internal clients. Working together but with strong Procurement Project Leadership and expertise. The Buying Partner (internal client) is however the real expert in their own requirement.

Further Strategic documents are developed where there is a complex sub-category requirement with many individual requirements; a typical example is Catering or Human Resources.

In some cases, the need is very specific, and a tender strategy is created for that individual project. This is where the actual detail of the requirement is captured.

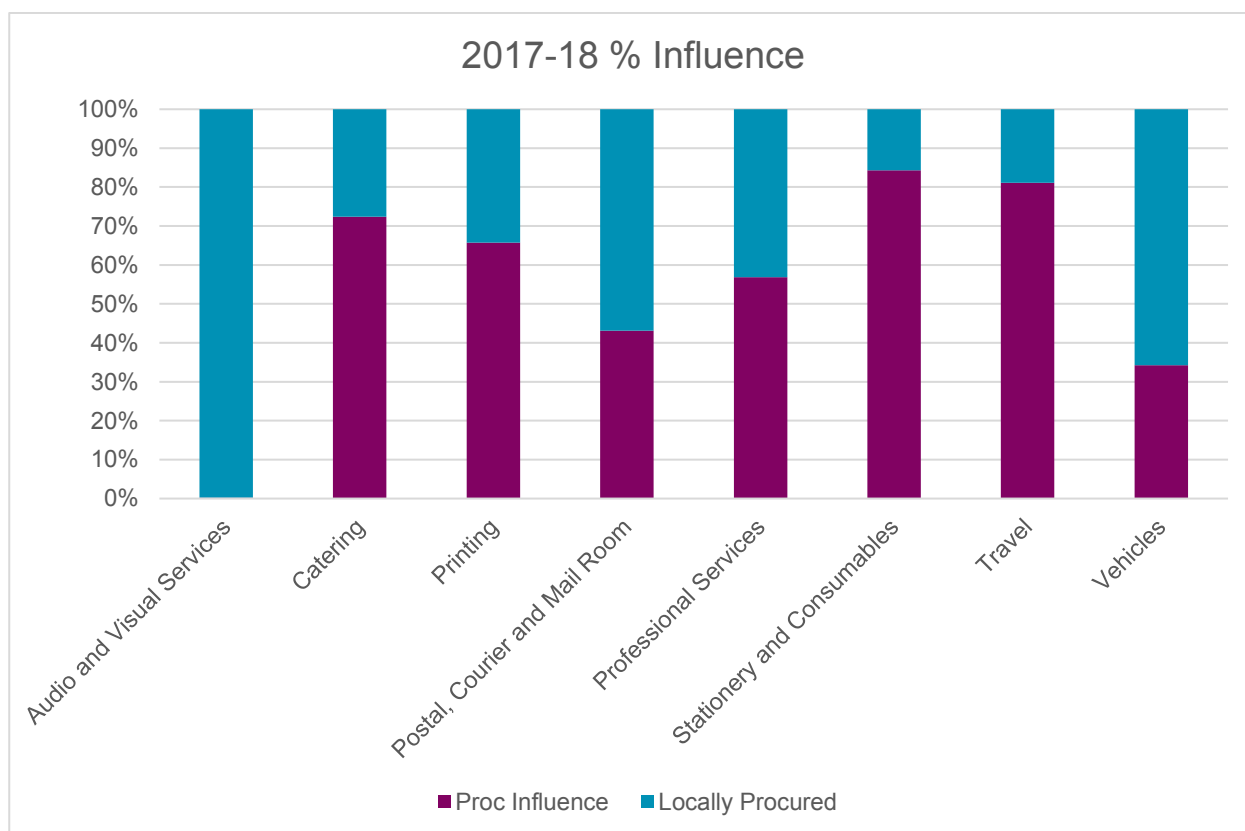


### High Level Targets and Activities

The below table provides the key prioritized activities that require a strategic approach at each commodity level.

Priority Level 1-3	Category /Commodity	Spend Analysis/Trend From 2016/17	Influence Trend 2017-18	Key Actions and Observations for 2018 onwards
1	<b>level 1 P&amp;CS Category</b>	Increase in Spend from <b>£43mil to £52mil</b>	Procurement Influence reduced to 67 % from 75% in previous year  However there has been an increase in expenditure by 21%	Determine if a more realistic influence figure of 70% due to the requirement to locally manage particular categories. The introduction of Dynamic Purchasing System (DPS) in some key areas may improve this figure. Deep dive into level 3 spend areas required and relevant strategies developed.
1	<b>Level 2 Consultancy and Professional Services</b>	Dramatic Increase in this area of spend from around £4mil in 2016- 17 to £8mil in 2017-18	Influence sitting at 51%	City Deal and Service Excellence increased general Consultancy Costs.  Increase in Locally managed agreements indicates that continued feedback and improved local tendering guidance and contract docs are required.  Potential to look at setting up a DPS
1	<b>Level 2 Human Resources Commodity</b>	Recruitment Increase spend from to £9.5mil	Current Influence in Training is 19% Current influence in other HR areas is 91%	Training Frameworks do not cover local specialist training.  Temp staff frameworks and recruitment of specific specialisms are carried out locally  Again a DPS approach may help the training category.  Temp Staff Frameworks need to reflect requirements outside of Clerical Support workers.

2	<b>Level 2 Postal and Courier</b>	No Increase in Spend.	Reduction in Influence from 66% to 43%	Reduction in influence mainly down to use of other Courier Services. Courier Strategy Required to address.
3	<b>Level 2 Catering</b>	Overall Spend increased from £2.1 to £2.5mil	Procurement Influence at 72%  Spend on external Catering has reduced to £393k  The Internal catering Service now accounts for 86% of Catering Service spend up from 71% in 2016-17	Brexit is an unknown impact in this area. TUCO and APUC continue to provide agreements in Catering. Procurement will continue to support key buyer in access to SMEs and support Internal Service provisions along with associated Sustainability activities to work with supply chain





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## Sustainability

Within the P&CS category, sustainability considerations are mainly related to staffing conditions, fair working practices for service related procurements. However, certain services and goods have environmental considerations such as Catering, Stationery, Vehicles and Travel.

The team actively engage with University Partners and suppliers to ensure that we minimise impacts and realise opportunities by following the Scottish Government Guidance on Sustainability and as translated by the University.

Key University Policies which are to be considered in this category area are:

### Headline Policies

Climate Strategy; <https://www.ed.ac.uk/about/sustainability/what-we-do/climate-change/initiatives/zero-by-2040/read>

Addressing Modern Slavery

<https://www.ed.ac.uk/about/sustainability/what-we-do/supply-chains/initiatives/modern-slavery/statement>

Fair Trade

<https://www.ed.ac.uk/about/sustainability/what-we-do/supply-chains/initiatives/fair-trade>

Recycling and Waste Management

[https://www.ed.ac.uk/files/atoms/files/recycling\\_and\\_waste\\_management\\_policy\\_2010.pdf](https://www.ed.ac.uk/files/atoms/files/recycling_and_waste_management_policy_2010.pdf)

### Catering, Accommodation and Events

ACE Sustainability Policy;

<https://www.accom.ed.ac.uk/for-students/policies-and-guidelines/sustainability-policy/>

Good Food Policy;

<https://www.ed.ac.uk/about/sustainability/governance-publications-reports/good-food-policy>

Palm Oil:

*Policy to follow*

Travel and Transport Policy







[https://www.ed.ac.uk/files/atoms/files/transport\\_and\\_travel\\_planning\\_policy\\_2010.pdf](https://www.ed.ac.uk/files/atoms/files/transport_and_travel_planning_policy_2010.pdf)

















## Objectives







<i>Headline Targets</i>
<b>Develop excellent partner relationships</b>
<b>Support the Departments Values, EXOTIC in team</b>
<b>Contribute to the Procurement Office's "influenced" targets as they develop</b>
<b>Address key sub category areas where less than 70% of the spend has been influenced by the procurement office and where it <u>can add true value</u>.</b>
<b>Prioritise high-risk areas i.e. high spend areas where no legally compliant contract nor Guidance is in place</b>
<b>Work with buying partners to put strategies are in place that ensure all contracts are managed appropriately and efficiently to produce value for money and continuous improvement in service delivery for the University</b>
<b>To positively and actively work as a team with each other and buying partners to achieve these targets</b>

### Strategic Priorities Levels 2-3

Area/Description	Current Status spend in FY 2017/18	Achieved  or not  From previous strategy	Targets to 2020									
<p><b>1. Consultancy.</b></p> <p>There is a requirement across the University for specific consultancy services. Use of National frameworks is still required but only where these consultancy services align to support group business requirements. Many areas are unique, specialist.</p>	<p>The National “management Consultancy Framework (formerly Consultancy One” and other National agreements are used where they are in scope. However, there is a significant number of lower level bespoke agreements required.</p> <table><tr><th>FY</th><th>Proc Inf Spend (Nett</th><th>Local Managed Spend (Nett)</th></tr><tr><td>2016-17</td><td>£290,683.82 <b>29%</b></td><td>£723,271.82</td></tr><tr><td>2017-18</td><td>£2,446,047 <b>41%</b></td><td>£3,427,625</td></tr></table> <p><b>220</b> suppliers have been used for this service over the last Financial year <b>Spend in this area has increased substantially</b></p>	FY	Proc Inf Spend (Nett	Local Managed Spend (Nett)	2016-17	£290,683.82 <b>29%</b>	£723,271.82	2017-18	£2,446,047 <b>41%</b>	£3,427,625	<p>Create a working group to create Route 1 templates to achieve best value and quality procurement of consultancy expertise. Clarity on relevance of National frameworks against specific specialist areas. </p> <p>Provide on-line guidance and templates. </p> <p>Ensure robust terms are in place for this area addressing contractual relationships with individuals and companies. </p> <p>Increase Procurement Influence </p>	<p>Test Templates Further and amend/improve. Implement revised Terms for Services which include relevant contractual obligations for Consultancy type services.</p> <p>Provide full set of contractual templates for local use and expand to training providers (tutors)</p> <p>Deep dive into detail and look into DPS for specialist activities</p> <p><b>by end of Nov 2019</b></p>
FY	Proc Inf Spend (Nett	Local Managed Spend (Nett)										
2016-17	£290,683.82 <b>29%</b>	£723,271.82										
2017-18	£2,446,047 <b>41%</b>	£3,427,625										

Area/Description	Current Status spend in FY 2017/18	Achieved  or not  From previous strategy	Targets to 2020
<p><b>2. Human Resources</b></p> <p>The Vast majority of HR spend can be covered by National Agreements, however there is a need to do thorough mini competitions within these frameworks and client groups can be large and complex in their make-up. P&amp;CS also support HR in ensuring best route to employ is followed and that relevant data is provided to enable this business decision to take place</p>	<p>National Framework agreements exist and are mainly used for recruitment. The new APUC Executive Search agreement, addresses the gap that was identified in the quality of the previous agreement.</p> <p>A bank of templates and workflow guidance has been created by Procurement &amp; HR to assist customers using the framework</p> <p><b>Recruitment:</b> Procurement Influenced Spend <b>£9mil (91%)</b>, Locally Managed Spend, <b>£345k</b></p> <p><b>Training:</b> Procurement Influenced Spend <b>£352k (19%)</b> Locally Managed Spend <b>£1.5M</b></p>	<p>Work in partnership with UHRS to promote agreements and increase Procurement influenced spend, which in turn reflects this adoption by a larger number of clients. </p> <p>Address gap in Executive Search agreement which suits the University. </p> <p>Procurement Influenced Spend <b>on Recruitment to 80%, addressing Executive search areas specifically.</b> </p> <p>Procurement Influenced Spend <b>on Training to 60% (although it has improved from 10% to 19%)</b> </p> <p>Relocation Services new  agreement <b>achieved in July 2018</b></p>	<p>Utilise current local arrangements guidance for specialist training providers, improve contractual documentation.</p> <p>Research Dynamic Purchasing system either local or centralised for External providers (tend to be academics/tutors).</p> <p>Create temp Staff Strategy Start January 2019</p>

Area/Description	Status and Spend in FY 2017-18	Achieved  or not  From previous strategy	Targets to 2020
<p><b>3. Catering</b> In-House catering requirements covers the vast majority of this sub category. External Catering provision continues to be a challenging area to address. More localised produce is coming to the fore and the newly published food policy clearly outlines expectations on environmental and sustainability concerns</p>	<p>Procurement Influence at 72%</p> <p>Spend on external Catering has reduced to £393k</p> <p>The Internal catering Service now accounts for 86% of Catering Service spend up from 71% in 2016-17</p>	<p>Catering Strategy required to promote and support the Universities Good Food Policy </p> <p>Develop localized purchasing procedures for ACE and share non-contractual Delivered Catering data to ACE for their marketing to promote their own service. </p> <p>Where External Delivered catering is required a process to ensure Health Risk is eliminated (standard questionnaire) Route 1 processes. </p> <p>Increase Procurement Influenced spend on <b>External Catering Suppliers from 0% to 70%</b> (register suppliers to Royal Household) </p> <p>Increase Procurement Influenced spend on Wine purchase from <b>0% to 80%</b> </p>	<p>Palm Oil Policy Supplier Engagement <b>during 2018 and 2019</b></p> <p>Good Food Policy implementation <b>during 2018 and 2019</b></p> <p>Reusable Cup Procurement <b>Calendar year 2019</b></p> <p>Wine supply to <b>80% on contract</b></p> <p>Assess TUCO v APUC agreements Other actions as detailed in Catering Strategy</p>

Area/Description	Status and Spend in FY 2017-18	Achieved  or not  From previous strategy	Targets to 2020
<b>4. Arts and Multimedia</b> The spend in this category that relates to P&CS is Videography, for artistic and Marketing purposes and photography for the same. Lead Partners in this are CAM and IS with a service requirement throughout all areas.	There is no provision currently for procuring Photographic/Videography Services. <b>Currently £185k</b> Procurement Influenced Spend £ £43k <b>(25%)</b>  Locally Managed Spend <b>£142k</b> There are 44 suppliers providing this service over last four years.	Put in place a DPS or similar dynamic process to capture Photography Spend for commodity for local, small value call offs.   Create a Framework for Videography (creative). Increase Procurement influenced spend to <b>from 25% to 70%</b> 	Robust published guidance for Creative Photography and Videography
Area/Description	Status and Spend in FY 2017-18	Achieved  or not  From previous strategy	Targets to 2020
<b>5. Student Recruitment and Marketing</b> The spend in this area will be included in general Professional Services. The scope of this commodity is in early engagement with Edinburgh Global, EI and potentially CAM	Edinburgh Global currently have a agreement with multiple agencies. <b>Currently £1.4mil per annum</b> Procurement Influenced Spend <b>(0%)</b>  Locally Managed Spend <b>£1.4</b> Spend with Marketing Agencies in general still TBD	Not applicable	Strategy x 2 International Recruitment and General Marketing to be drafted in 2018-19  Initial discussion meeting between International Office and Procurement held in April 2018.



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# Planned Procurements

## Contract Extensions (Priorities in RED)

Project	Max Extension Available	Extensions Used	Extended Until
City deal DDI Strategic Contractor	6	0	15/07/2019
External Auditing Services	24	12	31/07/2019
Fresh Bakery Products	12	0	06/09/2019
HR Payroll Pensions File Digitisation	6	0	28/09/2019
Alcohol - Supply and Distribution of Spirits, Wine, Beer & Cider	24	12	15/01/2020
PR Agencies for India	24	0	31/03/2020
Patent Services (Mechanical & Electronic)	24	12	16/04/2020
Graphic Design	12	0	01/05/2020
Investment Advisor	24	0	31/05/2020
Legal Services	12	0	07/06/2020
External Audit QMU	24	0	30/06/2020
Coach Hire Services	12	0	30/07/2020
Banking and Related ServicesPS0215	24	0	30/09/2020
Professional Membership of Asia Scotland Institute (SLA)	36	12	04/10/2020
Unique Wine Supplier	12	0	14/08/2021
Insurance Services for Student Residents of University Accommodation	24	0	09/09/2021
TIMETABLING	60	24	05/10/2021
Global Payroll Service Provision	24	0	02/04/2022
QMU Catering Services	24	0	30/07/2022
Royal Functions at The Palace of Holyroodhouse	24	0	07/11/2022
Transcription and Data Digitisation Services - Digitising Scotland Project	36	0	26/02/2023



## Contract Renewals

Agreement Title	Current Contract End Date (if applicable) inc Max Ext	Project Start Date
Childcare Vouchers Scheme, provision of	31/10/2018	Oct 2018
Marketing Strategy	N/A	Oct 2018
University Secretary's Group Consultancy Service Excellence	11/01/2019	Nov 2018
Media buying for Business School and CAMS	31/01/2019	Nov 2018
Salary Sacrifice/ Bikes and other	28/02/2019	Oct 2018
City deal DDI Strategic Contractor	15/07/2019	March 2019
Office, Computer and Library Supplies	31/07/2019	March 2019
External Print and Associated Services	11/08/2019	March 2019
Leadership and Management Development Training, Mutilot	04/09/2019	May 2019
HR Payroll Pensions File Digitisation	28/09/2019	May 2019
Wholesale Supplier of Organic Foodstuffs	02/11/2019	July 2019
QMU Strategic Communications Consultancy	30/01/2020	August 2019
Intellectual Property Rights Services	23/02/2020	Sept 2019
LIT0507 OX-CHAIN	29/02/2020	Sept 2019
EC/0645/SBS Pension Services	31/03/2020	Sept 2019
PR Agencies for India	31/03/2020	Sept 2019
Patent Services (Mechanical & Electronic)	16/04/2020	Oct 2019
Legal Services	07/06/2020	Oct 2019
Graphic Design	01/05/2020	Dec 2019
Investment Advisor	31/05/2020	Dec 2019
External Audit QMU	30/06/2020	Jan 2020
Amazon Mechanical Turk	02/07/2020	Feb 2020
Coach Hire Services	30/07/2020	Feb 2020
Russell Group Benchmarking	31/07/2020	Feb 2020
Professional Membership of Asia Scotland Institute (SLA)	04/10/2020	April 2020



## New Projects

Project	Approx. value	Approx. start date
Career Transition Services	Not Known at present	01/10/2018
Staff benefits Child Care/Bike and staff discounts	Not Known at present	01/10/2018
Insurance Brokerage Services	Not Known at present	01/05/2019
Benchmarking emissions - Scottish Farming	Not Known at present	01/10/2018
MT Tax Services	Not Known at present	11/02/2019
QMU Internal Audit	Not Known at present	
Ongoing Scanning for Payroll	12,960.00	03/09/2018
Internal Audit - IT and Treasury Audit Support	Not Known at present	01/10/2018
Tax Mobility - International	100,000.00	01/08/2019
Scanning Services	120,000.00	2019
Also See Objectives earlier in document, actual tender activity for these will be determined.		



## Appendix A Service Level Agreement

The purpose of this Service Level Agreement is to detail the relationship between the Professional Services and Campus team and the Customer.

We aim to meet the need for goods, services and works in a way that achieves value for money on a whole life basis and generates benefits not only to the organisation, but also to society, the economy and the environment’.

All parties see the relationship as a partnership. This Strategy forms a basis upon which both parties can work together to achieve an efficient service in delivering efficient procurement projects that offer value to the University of Edinburgh.

The Service Level Agreement represents the positive obligations which both parties shall action in order to deliver a mutually beneficial partnership that supports University of Edinburgh objectives and activities.

Ensure that the route to market is equitable to the needs of the client and reflects a practical and compliant approach. Using Routes 1-3 where it meets the objectives of the University

### Roles and responsibilities through the procurement process

Professional and Campus Service will deliver professional service that supports and Guidance University of Edinburgh stakeholders through the public procurement process, ensuring compliance with legislation and understanding of the relevant support tools, such as SPPT (sustainable Procurement Prioritisation Tool).

Activity	Responsible Party
Service Excellence and Core Systems	The University Client is expected to ensure that a RFP (Request for Procurement) is in support and does not cut across any programs or sub programs being roled out or considered in key change programs (currently Service Excellence and Core Systems)
Work with the Procurement Team to create category Strategy Document relevant to partner area (Including ensuring all University Policies are adhered to including those related to Sustainable Procurement)	University Partner and Procurement Team
Calculate the likely cost of purchase/contract and approach Procurement Office if procurement value is over £50K (The value of Service contracts are typically calculated for the value of the service over a 4 year period).	University Client (Procurement Team can assist with the calculation)
Create the Specification of Services required (the detailed description of what is required from the supplier)	University Client



Communicate any Minimum Standard requirements bidders must have to be eligible to win the Contract (Selection Criteria)	University Client
Communicate the information that must be sought from bidders so evaluators can understand if the bidder is suitable to win the Contract (Award Criteria questions)	University Client
Create a Procurement Tender Strategy Document (Including ensuring all University Policies are adhered to including those related to Sustainable Procurement)	University Client and Procurement Team
Gain authorisation to proceed with procurement from relevant individuals	University Client and Procurement Team
Create, Advertise and Publish the Procurement Tender Documents	Procurement Team
Create a Tender Evaluation Panel and undertake evaluation of the bidders tender responses	University Client and Procurement Team
Inform Bidders and the Market place of the winning bidder	Procurement Team
Place a purchase order (if necessary)	University Client
Manage the Contract	University Client, or Procurement Team or both. To be agreed individually for each procurement

## Expectations & Efficiencies

University of Edinburgh can expect that Procurement will:

- Develop the Service level Agreement through a continuous improvement programme via the agreed contract management meetings and to develop further e-Procurement and improvements to ordering process.
- Address areas where service areas are in breach of EU threshold for potential creation of framework or other agreements. This will be done by looking at spend levels (>£50k) over a period of 4 years (retrospectively) and across all cost centres.
- Project manage areas of requirement that are regarded as a regulated Procurement (>£50k)

### Route 1 – Procurement valued at less than £50K

- Purchases under £50k are not regulated by law, but the correct University procurement procedures for spending this amount of money must be followed.
- These procurement's are typically led by the individual School or Support Group however procurement can be approached for general guidance.
- Guidance and template to assist in this process can be found here:

<http://www.ed.ac.uk/procurement/policies-procedures/how-to-buy-guidance>

### Route 2 – Regulated Procurements for Services between £50K and the European Union threshold for goods and services - currently £164K

- All purchases over £50k are “regulated” procurements – this includes any mini comps held under existing Framework Agreements.

- The following Scottish legislation dictates how these procurements must be conducted: Procurement Reform (Scotland) Act 2014 and The Procurement (Scotland) Regulations 2016. The P&CS team must lead the procurement process.
- These procurements have to be adequately advertised and must go to public tender

#### Route 3 –Regulated Procurements for goods and service above the European Union threshold (Currently £181K)

- ALL procurement above the EU imposed threshold of £181K are “regulated” procurements
- The following European legislation dictates how these procurements must be conducted: The Public Contracts (Scotland) Regulations 2015
- The P&CS team must lead the procurement process.
- These procurements have to be adequately advertised and must go to public tender

#### **CONTRACT MANAGEMENT**

Our approach to Contract & Supplier Management has been developed to:

- Set out in the procurement strategy the roles and responsibilities of project members regarding regular supplier contact and management meetings.
- Where it is deemed a requirement that the Procurement team manage these meetings the following will apply:
- Should the buyer lead these management meetings they will enable the following and liaise with relevant procurement contact where required.
- Set up timetabled meetings for all commodity areas with generic/specific agendas
- Record outcomes and actions and invite internal stakeholders where required
- Drive continual improvement, facilitate innovation and benefits from existing and future contractual relationships
- Ensure that all parties to contracts are meeting their obligations
- Measure behaviors such as communication, responsiveness and innovation
- Provide end users with an opportunity to provide feedback on supplier & contract performance

#### **E-PROCUREMENT**

Our staff and ePS staff will support in the implementation and development of electronic ordering. ePS staff will support on going catalogue management.

Training can be provided on online booking tools.

Buyers should refer to Buy@ed pages on the procurement section of the University website for list of existing contracts available for use.



## COMMUNICATION, DASHBOARDS AND MANAGEMENT INFORMATION

Regular contract management reports from Suppliers will be shared with partners, while Colleges and Schools specific dashboards will be developed to identify contracting opportunities.

The team will arrange periodic workshops split into two themes; Everyday Services and Professional Services and through these workshops be available to answer questions on existing agreements and methods off call offs. Take notes of suggestions and feedback to attendees.

This can facilitate FAQ's where required on a per agreement or category basis.

The workshops for Strategic elements will take the form of user group meetings with key partners as they are identified

## Appendix B Customer Relationship Management

The P&CS Procurement Category cuts across many partner areas. The following table captures a summary of typical types of professional services required and whether they are unique to that area, an ongoing requirement or "as and when" (per project).

This helps the procurement team to decide where a termed Framework Agreement or Contract should be in place or where assistance is likely to be required on an ad-hoc basis.

### Professional Service Requirements per Partner Area

Requirement	Terminology: <i>Bespoke = unique to the buying partner</i> <i>Recurrent = an ongoing service requirement</i> <i>Ad /Hoc = requirement differs per project</i> <i>Behalf of whole University = "Internal Service provider" leading project and requirement across all university users</i>
<b><u>University Secretary's Group (USG)</u></b>	
<b><u>USG Central Offices</u></b>	
Legal Services	Recurrent and on behalf of the whole University requiring this service
Consultancy	Recurrent and on behalf of the whole University requiring this service
Ceremonies and Gowns	Recurrent and on behalf of the whole University requiring this service
<b><u>Human Resources</u></b>	
Temp Staff recruitment	Recurrent and on behalf of the whole University requiring this service
Development Training	Recurrent and on behalf of the whole University requiring this service
Executive Search	Recurrent and on behalf of the whole University requiring this service
HR Consultancy	Bespoke/Ad-hoc
Relocation	Recurrent and on behalf of the whole University requiring this service



Permanent Recruitment	Recurrent and on behalf of the whole University requiring this service
Payroll (Finance?)	Recurrent and on behalf of the whole University requiring this service
<b><u>International Office</u></b>	
Travel	Recurrent and on behalf of the whole University requiring this service
Consultancy	Bespoke/Ad-hoc
Marketing (Overseas Campus)	Recurrent and on behalf of the whole University requiring this service
Marketing (Student Recruitment)	Recurrent and on behalf of the whole University requiring this service
<b><u>Communications and Marketing (CAM)</u></b>	
Marketing	Recurrent and on behalf of the whole University requiring this service
Design/Print	Recurrent and on behalf of the whole University requiring this service
Video/Photography Services	Recurrent and on behalf of the whole University requiring this service
<b><u>Development and Alumni</u></b>	
Marketing	Bespoke/Ad-hoc
Consultancy	Bespoke/Ad-hoc
Recruitment Adverts	Recurrent and on behalf of the whole University requiring this service
<b><u>Corporate Services Group (CSG)</u></b>	
<b><u>Finance</u></b>	
Pension	Recurrent and on behalf of the whole University requiring this service
Consultancy	Bespoke/Ad-hoc
Insurance	Recurrent and on behalf of the whole University requiring this service
Banking	Recurrent and on behalf of the whole University requiring this service
Audit Services	Recurrent and on behalf of the whole University requiring this service
Accountancy	Bespoke/Recurrent
Investment	Bespoke/Recurrent
<b><u>Accommodation Catering and Events (ACE)</u></b>	
Food Supplies	Bespoke/Recurrent
Equipment	Bespoke/Recurrent
Staff (people)	Bespoke/Recurrent
Insurance (student)	Bespoke/Recurrent
Accommodation (student)	Bespoke/Recurrent
Consultancy	Bespoke/Ad-hoc
<b><u>Climate Xchange</u></b>	
Consultancy	Bespoke/Ad-hoc



Research (Partnerships)	Bespoke/Ad-hoc
<b><u>Edinburgh Research and Innovation (ERI)</u></b>	
Consultancy	Bespoke/Ad-hoc
IP and Patent Services	Bespoke/Ad-hoc
Mentors and Specialist for Business Development	Bespoke/Ad-hoc
<b><u>All Colleges - MVM, CSE, HSS</u></b>	
Transcription Services	Bespoke/Ad-hoc
Translation	Bespoke/Ad-hoc
Consultancy (including Research)	Bespoke/Ad-hoc
<b><u>Transport Office</u></b>	
Consultancy	Bespoke/Ad-hoc
Car/van Purchase	Bespoke/Ad-hoc
Special Vehicles	Bespoke/Ad-hoc
<b><u>QMU</u></b>	
"Soft Services"	Recurrent and on behalf of the whole University (QMU) requiring this service
Facilities Management Services	Recurrent and on behalf of the whole University (QMU) requiring this service
Catering Services	Recurrent and on behalf of the whole University (QMU) requiring this service
Marketing	Recurrent and on behalf of the whole University (QMU) requiring this service

### **Campus Service (Everyday) Requirements across the University**

The following areas are managed by the Lead Buying Partners and P&CS team and cut across all our Partner areas

<b>Everday need</b>	<b>Lead Buying Partner</b>
Car/Van Hire	Transport
Coach Services (inc. Shuttle bus)	Transport
Bike Purchase and Hire Schemes	Transport
Catering (delivered)	ACE
Events, Venues and Accommodation	ACE
Travel	International Office
Postal and Courier	Estates Office
Printing and Design	Printing Office
Stationery	Procurement

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Email: [Finance@ed.ac.uk](mailto:Finance@ed.ac.uk)

Phone: 0131 650 2387

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