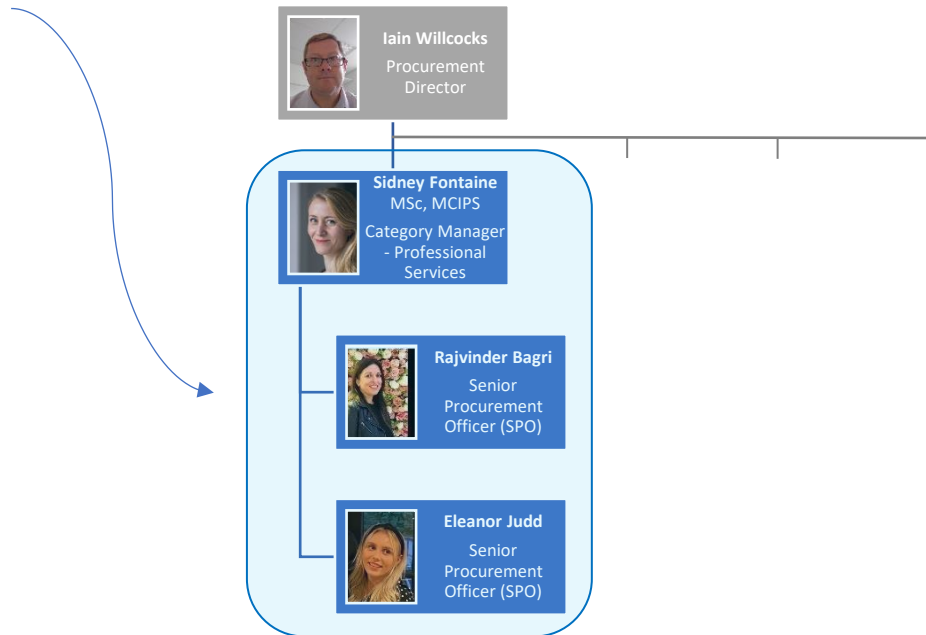


Professional Services

Procurement Guide

The Professional Services Procurement Team



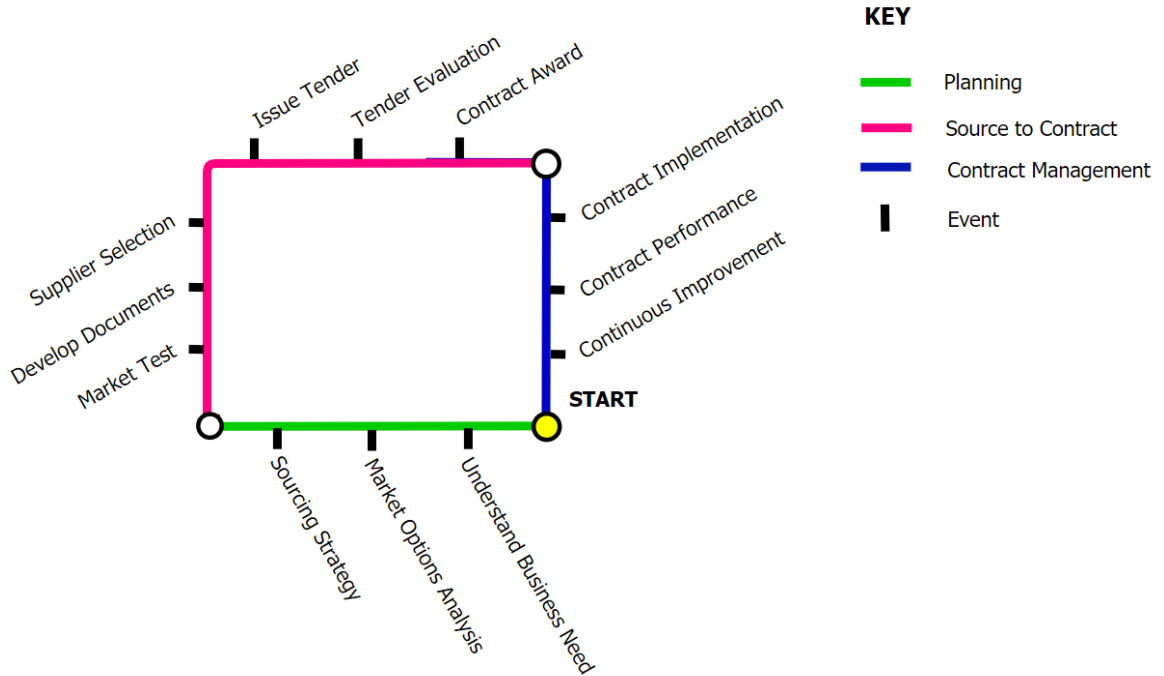
Professional Services as a category covers but isn't limited to the following areas:

- Stationery & Consumables
- Financial Services
- Legal Services
- Occupational Health
- Library Services
- Travel
- Temporary Recruitment Agencies
- Marketing Services
- PPE garments and Uniforms
- Waste Management
- Cleaning Services
- Utilities

While your first point of contact for all operational queries should be Procurement@brunel.ac.uk, we are here to help you with:

- Advising on the best route to market for compliantly sourcing your requirements
- Tendering your requirements
- Setting up Contracts
- Contract Management Meetings
- Procurement and Commercial queries linked to the Professional Services areas
- Supplier performance issues
- Requisitions review/approval

In a nutshell, this is where we can help you:



Mini Table of Contents

1. Stationery & Consumables.....	4
2. Promotional/branded items (excluding garments, see section 8.)	4
3. Financial Services	5
4. Legal Services	5
5. Travel.....	5
6. Marketing Services.....	6
7. PPE Garments and Uniforms.....	6
8. Temporary Recruitment Services.....	7
9. White Goods	9

1. Stationery & Consumables

The University's approved Supplier for **Stationery items, Office Supplies and Printing Paper** is **Lyreco**.



To ensure we keep costs under control, our team have designed a list of products that fit the needs of the University and therefore what you can purchase from the Lyreco Punchout Catalogue is restricted.

If you are unable to find a product due on this list please contact Procurement at Stationery@brunel.ac.uk and depending on the demand, we may discuss the possibility of adding this product to the available list.

How do you buy?

Orders should be placed via the Punchout catalogue on Chime, all you need to do is:

1. Log into CHIME, navigate to the Punchout platform and select Lyreco UK Ltd.
2. Search and add the items you wish to order from the catalogue to your shopping basket and check out.
3. After check-out, you will be redirected back into CHIME to complete and submit your requisition.

Please refer to this [Chime User Guide](#).

Who do you contact for help?

Contact the Lyreco customer service team on 0845 075 5544, or email at CustomerCare.WISE@lyreco.com. Our Brunel Account Manager is Louise Edwards louise.edwards@lyreco.com.

What do you do if the goods you have received are faulty or damaged?

Contact the Lyreco customer service team via phone on 0845 0755544, or email CustomerCare.WISE@lyreco.com. Quote your Purchase Order number and correct delivery address within 30 days of receiving the goods and they will arrange for the unwanted goods to be collected and credited or replaced.

2. Promotional/branded items (excluding garments, see section 8.)

Please note that the University's approved Supplier for **Promotional/branded items** is **Drayton Gifts**.



For all your promotional/branded items queries, please contact Lauren at: lauren@drayton.co.uk.

3. Financial Services

Purchasing Cards (or PCARDS) are being used and provided by **Barclaycard**. If you have any questions relating to the use or getting a PCARD, please email Rajvinder Bagri (Senior Procurement Officer) at Rajvinder.Bagri@brunel.ac.uk. A policy is also in place which you can access [here](#).



4. Legal Services

In 2020, our team has undertaken a tender which led to the establishment of a **Framework Agreement for Legal Services**. Different Suppliers have been awarded onto specific Lots and ranked as below:

Lot 1 - Commercial Services: 1st Mills & Reeve LLP, 2nd Veale Wasbrough Vizards LLP and 3rd Browne Jacobson LLP.

Lot 2 – Property & Estates: 1st Mills & Reeve LLP, 2nd Veale Wasbrough Vizards LLP and 3rd Browne Jacobson LLP.

Lot 3 - Human Resources: 1st Smith Stone Waters Ltd, 2nd Veale Wasbrough Vizards LLP and 3rd Mills & Reeve LLP.

Lot 4 - Student Matters, Governance and Regulatory: 1st Mills & Reeve LLP, 2nd Veale Wasbrough Vizards LLP and 3rd Shakespeare Martineau LLP.

5. Travel

The University's preferred **Travel Management Company** (or TMC) is **Clarity**. All travel & accommodation must be arranged through this preferred supplier.



Since June 2021, [Go2Book](#), a new booking system provided by Clarity has been made available for you to use. [Go2Book](#) enables you to book door-to-door travel quickly and efficiently.

Go2Book is available via a mobile **App** (on Android and iPhone by typing 'Clarity Go2Mobile') or your desktop (by following this [link](#)).

To obtain logins and access the system, users will have to watch a **training video** recorded by Clarity. In order to obtain your login details or have access to this training video, please email: Clarity@brunel.ac.uk.

Please note that using this Travel Management Company goes way beyond allowing you to book travel. Clarity is a secure system allowing the University to know where each traveller is in the world in real time, allowing us to manage travel risks more effectively in emergency situations. It also provides us with environmental efficiency reporting functionalities used by different departments.

6. Marketing Services

Brunel's official **Marketing Agency** for paid media activity is **Net Natives**. They are a small agency specialised in the Education sector.



If you have specific marketing needs (including Advertising, Print Services and Signage), please contact Sidney.Fontaine@brunel.ac.uk who will be able to advise on the best Supplier to use/Route to market for your requirements.

7. PPE Garments and Uniforms

Brunel's preferred Supplier for **PPE Garments and Staff Uniforms** is **Greenham**.



There is a punchout catalogue available, giving you access to a restricted list of products such as:

- Personal Protective Equipment (PPE) garments
- General Workwear
- Catering and Front of House wear
- Footwear
- Personalisation / Branding

If you are unable to find a product due on this list please contact Raj Bagri at Rajvinder.Bagri@brunel.ac.uk and depending on the demand, we may discuss the possibility of adding this product to the available list.

8. Temporary Recruitment Services

Historically the University has been using many different recruitment agencies for its temporary recruitment needs in situations where Brunel's internal HR department has been unsuccessful in sourcing a permanent candidate via its own website or advert.

You will find below the current agencies being used by specialism and associated rates being charged (where available):

Area	Agency	Agency Rates
Generalist - Residency & Domestic	1) ADECCO UK LTD	For details of applicable Temp and Perm rates, please contact Sidney Fontaine at Sidney.Fontaine@brunel.ac.uk
	2) BLUE ARROW LTD	
	3) GREGORYS STAFF AGENCY	
Generalist - IT, DDAT	1) ADECCO UK LTD (via Spring partnership)	
	2) PROACTIVE APPOINTMENTS	
	3) MORGAN PHILIPS	
	4) PRACTICUS	
General Recruitment - Administrative and Corporate roles (<40K)	1) HAYS	
Finance, Procurement	2) ALLEN LANE LIMITED	

> 40K to exec.		
Finance Staff > £40K to exec	3) IVY ROCK PARTNERS	
General Recruitment Administrative and Corporate roles	4) MICHAEL PAGE INTERNATIONAL RECRUITMENT	
Estates, Construction and Facilities	1) VENN GROUP PLC	
	2) JAMES ANDREWS RECRUITMENT SOLUTIONS	
	3) THE MANAGEMENT RECRUITMENT GROUP	
	4) OYSTER PARTNERSHIP	
Agresso Specialists	1) ADECCO UK LTD (via Spring partnership)	
	2) SYSTEMS ACCOUNTANTS	
Digital Learning Specialists	Instinct Resourcing Limited	

9. White Goods

Brunel's about to award to a preferred Supplier so hold the space.