



Higher Education Procurement Summit

10 April 2018

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Introduction

- HEA Procurement Summit 2017 – feedback on Higher Education Sector Procurement review
 - Areas for improvement included: training, structure of procurement function within HEs, corporate procurement plan (CPP), retention of records, etc.
- EPS with support of HEA procured assistance to develop a CPP template for the HE sector
- Consultative process where a draft document was issued to a representative sample of HEs which included:
 - Dublin City University
 - Dublin Institute of Technology
 - Galway Mayo Institute of Technology
 - Institute of Technology Blanchardstown
 - Limerick Institute of Technology
 - Mary Immaculate College
 - Maynooth University
 - University College Dublin
- The OGP and the HEA also had oversight of the document
- Finally, the University of Limerick were given the document (Appendix 1 Multi-Annual Procurement plan (MAPP)) and have started to populate it. Their feedback has also been incorporated.



Corporate Procurement Plan Overview

Corporate Procurement Plan Template Overview

- Contents of the Corporate Procurement Plan:
 1. Introduction;
 2. Objectives;
 3. Structure of Procurement within the HEI
 4. Procurement Guidelines;
 5. Corporate Procurement Plan timing, retention and distribution;
 6. The Multi-Annual Procurement Plan;
 7. HEI Targets and Key Performance Measures

Appendix 1 Multi Annual Procurement Plan Template
Appendix 2 Structure of Procurement within HEIs
- Template to be tailored by each HEI to reflect its operating processes
- Some example text and guidance are provided in the template
- The document should be articulate and to the point
- CPP will be individual to each HEI



Corporate Procurement Plan

Template Document

Corporate Procurement Plan Template

1. Introduction

Opportunity to set the 'tone'

- **Mission Statement** – commitment to operate under the National Procurement Framework
- **Values** – the HEI's principles or standards of behaviour in respect of procurement
- **Goals** – the outcomes that you want to achieve through implementation of the National Procurement Model



Corporate Procurement Plan Template

2. Objectives

- What are your objectives when it comes to procurement and how will these objectives be achieved
- We have documented some objectives and have provided examples on how these could be achieved – tailor it as appropriate
- HEI specific objectives and ways of achieving these objectives
- Supporting the objectives of Department of Public Expenditure and Reform (DPER)

Extract from the CPP

Objective	These objectives will be achieved in a number of ways including
<ul style="list-style-type: none"> • achieve efficiencies and cost reduction through the procurement process; • ensure compliance with all relevant policies and procedures; 	<ul style="list-style-type: none"> • by taking a strategic approach to procurement; • by ensuring compliance with all relevant policies and procedures; • by budget holders engaging with the OGP for their procurement solutions; and • by informing budget holders of the framework agreements and contracts that are available.
<ul style="list-style-type: none"> • support an efficient devolved procurement function within departments [where appropriate]; 	<ul style="list-style-type: none"> • by providing appropriate and periodic training to budget holders on procurement policies, procedures and best practice; and • by engaging budget holders with the development and implementation of the Corporate Procurement Planning process.

Corporate Procurement Plan Template

3. Structure of Procurement within the HEI

The purpose of this section is designed to help staff understand how procurement is managed within your HEI

- Set out the structure of procurement within your HEI – so people know who is responsible for what, where they should go for guidance and assistance
- What is the Role of your Central Procurement Function if you have one
- What is the role and responsibility of budget holders in respect of procurement
- What is the role and responsibility of others in respect of procurement
- Where can staff go to find guidance – does your HEI have a procurement webpage
- What systems do you have in place to facilitate your HEI in respect of procurement
- What would staff go to obtain training? What training is provided to procurement staff (central procurement / budget holders and others) within your HEI in respect of procurement? How are new staff trained on procurement guidelines?

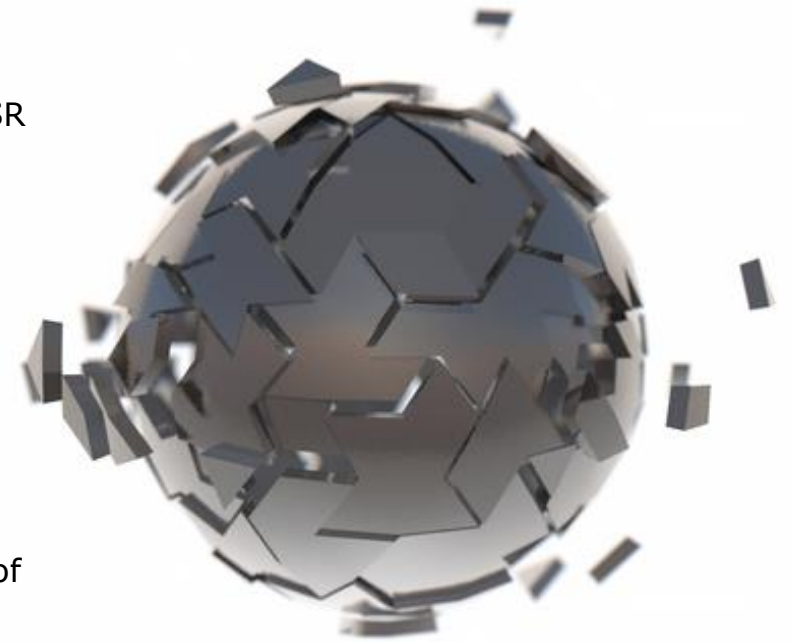


Corporate Procurement Plan Template

3. Structure of Procurement within the HEI

Key areas of concern / Common Issues / Lessons Learned

- *Procurement Support Request / Supplementary Request for Tender*
 - timely completion
 - Responsibility for sourcing procurement with the OGP / sector Hub other than where the PSR has been returned for self-procurement
- *Contract Management*
 - HEIs to create the contract, including KPIs;
 - consider if the aggregation of the service would benefit putting a contract in place;
 - monitoring of the contract is important
- *Supplier Relationship Development*
 - Set out your requirements/expectations in the SLA if not already in the contract;
 - Periodic meetings to provide both parties the opportunity to raise issues to enhance quality of service;
 - At least annually, a performance management review should be undertaken against the criteria set out in the RFT or expectations in the SLA;
 - Where a contract is part of a Framework Agreement, the output of the review should be made know to the OGP.
- *Higher Education Representation in the National Procurement Model*



Corporate Procurement Plan Template

4. Procurement Guidelines

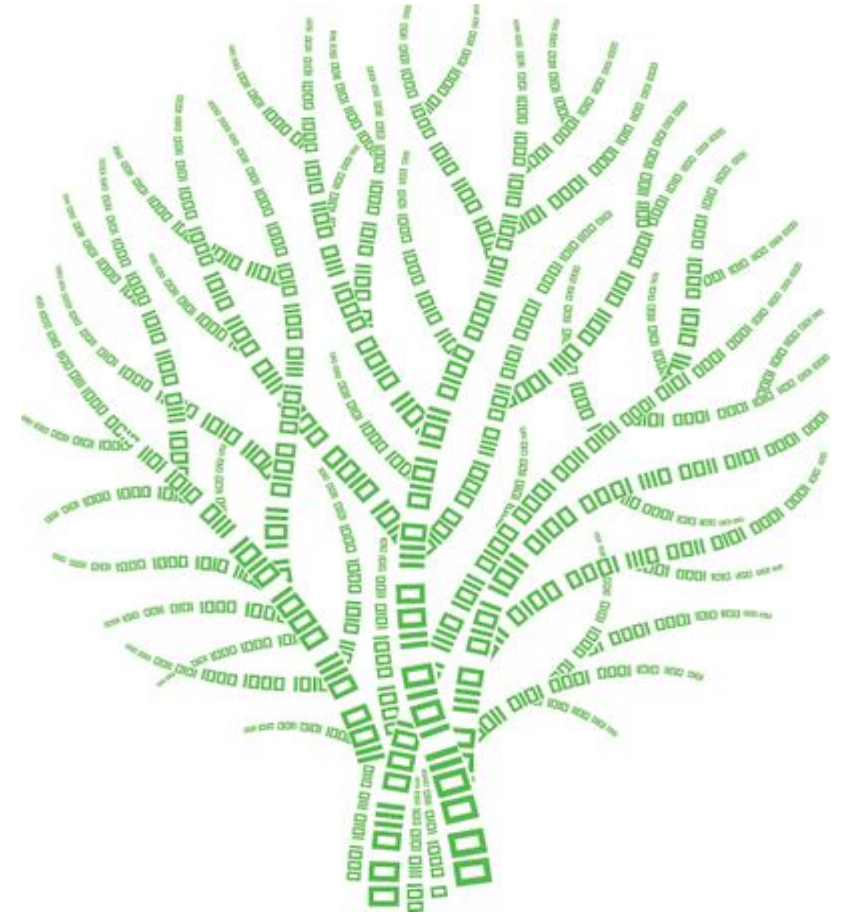
This section sets out the guidance source (with hyperlinks) in respect of procurement



Corporate Procurement Plan Template

5. Corporate Procurement Plan timing, retention and distribution

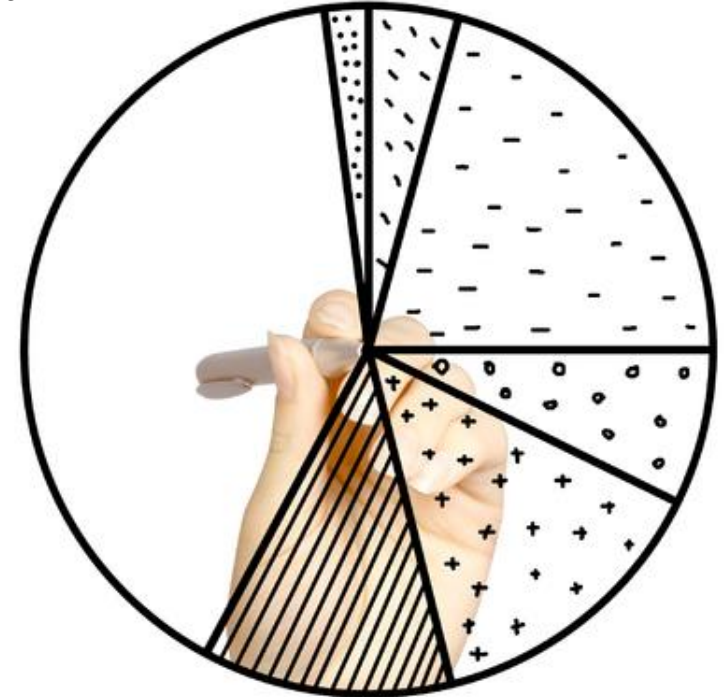
- Completion of the CPP is no later than 1st November 2018
 - Review periodically – things may change
- Completed MAPP should be submitted to EPS no later than 1st November annually
- CPP should be available online for all staff to access, it should be easily found in the Procurement webpage
- MAPP can be restricted where appropriate
- MAPP should be distributed internally to **all budget holders and all staff** involved in procurement and externally to **Head of Sourcing, Education Procurement Sourcing**
- CPP may be reviewed by the HEA, DES, C&AG from a compliance and governance oversight perspective



Corporate Procurement Plan Template

6. The Multi-Annual Procurement Plan (MAPP)

- MAPP template to be completed and submitted to EPS by no later than 1st November each year
- Based on projected procurement for a rolling three year period
- Consider transactions approaching €25,000 in total
- Consider low cost / high volume of transactions
- Spend categorised by product group / product code description
- HEIs may add additional columns for internal monitoring purposes
- For guidance when completing MAPP, use your HEI's CPP or EPS for further assistance
- For guidance on frameworks, consult the Corporate Procurement Pack information, the tenders website or contact OGP Customer Services Support Helpdesk for further assistance



Corporate Procurement Plan Template

6. The Multi-Annual Procurement Plan

Below is an extract of the MAPP

Rosemary Fogarty will talk you through the schedule in a few moments

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
HEI Name	Product Group <i>(Select from the dropdown menu available)</i>	Product Code Description <i>(Select from the dropdown menu available)</i>	Name of Product / Service <i>(If not listed in column B)</i>	Description of Requirement <i>(If not listed in Column C)</i>	Current contract - Is it: <i>(Select from the dropdown menu available)</i>	If own / other contract, please specify reason <i>(Select from the dropdown menu available)</i>	Current contract Expiry date <i>(If applicable)</i>	Contract extension option <i>(Please specify term remaining available)</i>	Date Goods / Services Required by	<i>(Optional)</i> For Low value / High Volume transactions - No of Procurement Transactions	Estimated Annual Contract Value (excluding VAT) 2018 €	Estimated Annual Contract Value (excluding VAT) 2019 €	Estimated Annual Contract Value (excluding VAT) 2020 €	Estimated Annual Contract Value (excluding VAT) Cumulative value €	Expenditure Type <i>(dropdown menu available)</i>	Comment
ABC	BUILDINGS, ESTATES AND FACILITIES MANAGEMENT	CLEANING SERVICES CONTRACT			Other		31/10/2018	1	01/09/2018		€125,000	€125,000	€125,000	€ 375,000	Recurring	
ABC	LABORATORY EQUIPMENT, SUPPLIES AND SERVICES	LAB - TEST EQUIPMENT							01/09/2020	1 year			€ 250,000	€ 250,000	Once-Off	Pending research funding

Corporate Procurement Plan Template

7. Setting HEI Targets and Key Performance Measures

- Targets and Key Performance Measures should be SMART

S – Specific;

M – Measurable;

A – Achievable;

R – Relevant; and

T – Timely.

- Targets and KPI's will be specific to each HEI.



Corporate Procurement Plan

Conclusion

Conclusion

- Completion of CPP and MAPP has multiple benefits
 - MAPP facilitates point in time monitoring of procurement within the HEI
 - facilitates HEI management to identify their total spend by product group/types
 - facilitates the development of appropriate National frameworks designed to achieve value for money
 - facilitates staff understanding of how procurement is managed within the HEI
 - provides clarity for procurement staff within HEI's
 - facilitates compliance with the procurement section of the HEA's Governance Framework
- Tailor the document to suit the needs of the individual HEI
- Questions



Statement of responsibility

WE HEREBY TAKE RESPONSIBILITY FOR THIS PRESENTATION WHICH IS PREPARED ON THE BASIS OF THE LIMITATIONS SET OUT BELOW.

The Deloitte logo is written in a cursive, handwritten style.

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Date: 05 April 2018

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This presentation was prepared at the request of the Education Procurement Service to provide an overview of the Corporate Procurement Plan Template to Higher Education Institutions (HEIs) at the Higher Education Authority Procurement Summit on 10th April 2018. Each HEI should perform its own due diligence before completing its Corporate Procurement Plan and should assess the examples provided in this presentation for their full implication before following a similar approach. No review or testing was performed in advance of this presentation to identify areas for consideration. This presentation has been prepared solely for the Education Procurement Service. No responsibility to any third party is accepted as the presentation has not been prepared and is not intended, for any other purpose.