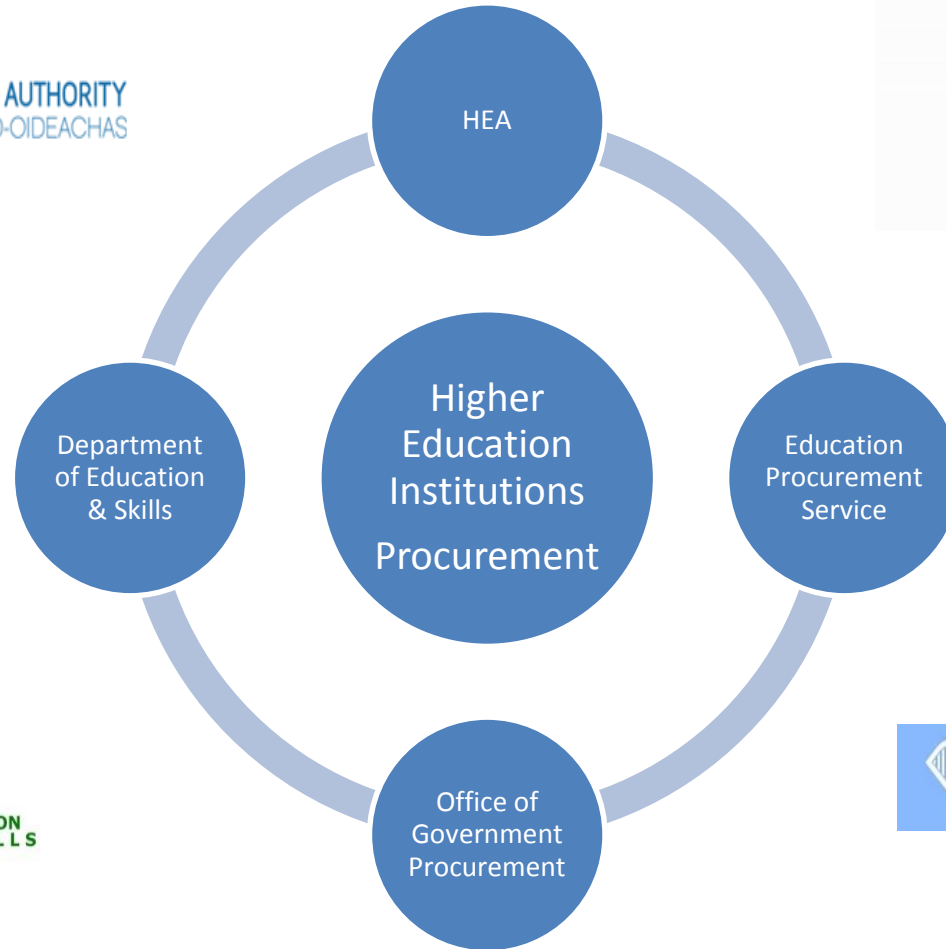


Higher Education Procurement Summit

10th April 2018– St. Laurence's, DIT Grangegorman





EPS Corporate Procurement Pack



Corporate Procurement Pack

- Corporate Procurement Plan (CPP) HE Template Booklet
- Public Procurement Guidelines 2017
- OGP FWA's & Contracts 2018 for Education
- OGP Letters of engagement
- OGP Bespoke competitions support
- In Scope PSR process flow
- OGP Category listings
- EPS information leaflet
- Overview of OGP Services brochure
- eInvoicing information leaflet



EPS Corporate Procurement Pack



CPP Template

- Getting started – Document Control section:
- Identify ownership of document & approval sought for completed CPP
- Table for recording point of contact details for the Multi Annual Procurement Plan (MAPP) & dates submitted to EPS
- EPS & HEA Foreword - Supporting requirement for CPP
- CPP Template – 7 main sections



EPS Corporate Procurement Pack

CPP
Template

- 7 sections to be tailored for HEI:
 - 1. Intro – Insert HEI name, mission statement, values
 - 2. Objectives – HE generic – insert HEI name, adopt and add own
 - 3. Structure of Procurement within the HEI – tailor – e.g. Centralised, Devolved, Hybrid
 - 4. Procurement Guidelines – generic guidelines & HEI add references to own policy and procedures
 - 5. CPP timing, retention & distribution - generic
 - 6. The MAPP – generic guideline
 - 7. Setting HEI Targets & KPI's - tailor

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Appendix 1: MAPP

MAPP gives forecast of requirements only – All procurement support requests must still be submitted to OGP HD

- EPS will aggregate education requirements to OGP
- 3 year multi-annual forecast of requirements
- Complete annually
- Submit to EPS no later than 1st Nov each year
- Optional to add more columns at end for internal HEI use
- Submit the MAPP **template columns only** to EPS
- Estimated contract value **excluding** VAT

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Appendix 2: Procurement Structure

- Examples of HEI procurement structures:
 - Centralised
 - Devolved
 - Hybrid

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Supporting
documentation

- Public Procurement Guidelines 2017
- OGP FWA's & Contracts 2018 for Education
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EPS Corporate Procurement Pack

Corporate Procurement Pack

- Corporate Procurement Plan (CPP):
Strategic Roadmap
- Multi-Annual Procurement Plan (MAPP):
3 year forecast of requirements
- Ensure access for key personnel – where to find it?
- Develop as procurement tool kit – workshop with budget holders
- Add to pack – make it yours!

EPS Corporate Procurement Pack



Corporate
Procurement
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Thank you and
we welcome your
feedback

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