



UNIVERSITY *of* LIMERICK

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Higher Education Procurement Summit

Corporate Procurement Plan

Appendix 1 – Multi-annual procurement plan (MAPP)

Introduction and content

At the request of the EPS & Deloitte – UL was asked to test how the Multi-Annual Procurement Plan (MAPP) would work in practice

- Source data - inputs
- UL approach
- Fields in the MAPP template
- Product groups and codes
- Recommendations on minor inclusions in the MAPP template
- Inputs from the business relationship managers
- Benefits
- Challenges and opportunities



Source data - inputs

Historical spend analysis - Data relating to invoice transactions processed for full financial year or preceding 12 month period – supplier name/code, product code, PO #, cost centre, dept., vat code, GL code, amount, activity etc.

Analysis by **product code** (if available and suitably detailed) **or by supplier**

Useful to include department/school, activity (recurrent, research, capital etc.), purchase order, GL and/or product code

Three year historical data suggested in the template corporate procurement – we produced at trend level by supplier

Register of contracts including expiry date and extensions if any

Budget for the coming year

HEI strategic plans

Input of business relationship managers





Corporate Procurement Plan – Appendix 1 MAPP

A	B	C	D	E	F	G	H	I	J	K
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 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 in year

Add 'EPS' and 'Other'

Add 'Other'

	L	M	O	P	Q	R	
Actual 2017 €	Estimated Annual Contract Value ex VAT 2018/19	Estimated Annual Contract Value (ex VAT) 2019/20 €	Estimated Annual Contract Value (ex VAT) 2020 €	Cumulative value €	Expenditure Type <i>(dropdown menu available)</i>	Comment	Current service provider
							

Changes

1. Include historical annual contract value – exclude from cumulative value
2. Include details of current service provider or product code depending on how your historical data is configured
3. Excluded a row from the header to facilitate pivot tables and data filtering



UL Approach

- Data extract from our ERP system Agresso to excel of all invoice transactions for FY16-17 including, PO#, purchasing dept., supplier name and ID, cost centres etc. Generated a pivot table with headers below

Supplier Name	Academic	Ancillary/OSF	Research	Support	Total Payments
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- Sorted data by supplier in descending order of value of total payments
- When annually completing a review of procurement for governance reporting we include details of contract, expiry date etc. from our contracts listing (excel based). Pulled this data in by supplier reference

Contract details	Expiry	Expension	Product
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- Mapping suppliers to product codes/groups
- Facilitates the production of data for historical analysis to go to business relationship managers [pivot tables]

Other Approach

- Extract data by product codes



Product Groups

AUDIOVISUAL/MULTIMEDIA/EVENTS
 BUILDINGS, ESTATES AND FACILITIES MANAGEMENT
 COMPUTING, IT, TELECOMS
 EVENTS/CONFERENCES
 LABORATORY EQUIPMENT, SUPPLIES AND SERVICES
 LIBRARY BOOKS, JOURNAL, ELECTRONIC RESOURCES AND PUBLICATIONS
 MARKETING AND COMMUNICATIONS
 MEDICAL/SURGICAL EQUIPMENT/SERVICES
 MISCELLANEOUS
 EQUIPMENT AND RELATED COSTS, EXCL IT
 PRINTING, STATIONERY, OFFICE SUPPLIES AND RELATED DESIGN SERVICES
 SAFETY SUPPLIES AND SERVICES
 PROFESSIONAL SERVICES
 TRAVEL AND RELATED SERVICES
 UTILITIES

MEDICAL/SURGICAL EQUIPMENT/SERVICES

CLINICAL TRIALS
 EQUIPMENT MAINTENANCE
 IMMUNISATION PROGRAMME
 MEDICAL DIAGNOSTIC EQUIPMENT
 MEDICAL EQUIPMENT
 MEDICAL RESEARCH & DEVELOPMENT
 MEDICAL/SURGICAL CAPITAL EQUIPMENT
 MEDICAL/SURGICAL CONSUMABLES
 SOFTWARE PURCHASE
 SOFTWARE LICENCE/RENEWAL
 SURGICAL EQUIPMENT

PRINTING, STATIONERY, OFFICE SUPPLIES AND RELATED DESIGN SERVICES

BINDING & FINISHING SERVICES
 EXTERNAL PRINTING - FOIL BLOCKING
 EXTERNAL PRINTING - DIGITAL PRINTING
 EXTERNAL PRINTING - LITHO SRA1/B1
 EXTERNAL PRINTING - LITHO SRA2/B2
 EXTERNAL PRINTING - POSTERS
 GRAPHIC DESIGN AND ARTWORK
 ICT CONSUMABLES
 LOW VALUE PRINTING LESS THAN €2,500
 OFFICE SUPPLIES
 PHOTOCOPIER MULTI-FUNCTIONAL PRINTERS
 PHOTOCOPIER MULTI PURPOSE PAPER
 PREPRINTED STATIONERY
 PRINTING CAMPAIGNS ABOVE €25K
 PRINTING CONSUMABLES (toner/ink cartridges)
 PUBLICATION SERVICES

LABORATORY EQUIPMENT, SUPPLIES AND SERVICES

ELECTRONIC/ELECTRICAL CONSUMABLES
 EQUIPMENT SERVICE/REPAIR
 EQUIPMENT SOFTWARE LICENCES
 LAB - 3D PRINTER MATERIALS
 LAB - APPARATUS
 LAB - BLOOD PRODUCTS
 LAB - BONDED ALCOHOL
 LAB - CONTAINERS
 LAB - ENZYMES
 LAB - FILTRATION
 LAB - GENERAL SUPPLIES
 LAB - HAND/POWER TOOLS
 LAB - INSTRUMENTS
 LAB - LIQUID HANDLING
 LAB - MEDIA
 LAB - MICROBIOLOGY
 LAB - MOLECULAR BIOLOGY
 LAB - SAFETY
 LAB - STORAGE
 LAB - SYRINGES AND ACCESSORIES
 LAB - TEST EQUIPMENT
 LAB - TISSUE CULTURE
 LAB EXPERIMENTAL KITS/APPARATUS
 LABORATORY ANIMALS
 LABORATORY CHEMICALS AND REAGENTS
 LABORATORY GASES
 PLASTIC CONSUMABLES
 REFRIGERANTS
 RESEARCH EQUIPMENT MAINTENANCE
 VETERINARY SUPPLIES

UTILITIES

NATURAL GAS
 ELECTRICITY
 OIL
 FUEL OTHER

Product coding alignment will facilitate completion of MAPP



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MAPP template worksheet

Product Group & Code	These have been set via lists and ranges which are populating drop down menus. Lists are comprehensive and facilitate compiling sectoral data by the EPS/OGP and cannot be edited
Product Service description	For use if the set product group/codes are not sufficient or where more information is necessary
Current contract	Three options in the pre-set selection menu (1) National framework agreement/contract (2) Own contract and (3) not applicable (e.g. statutory - C&AG). To future proof suggest they add EPS and Other



MAPP template worksheet cont./

Own contract

If you select own contract the next column gives you two options (1) Pre-national framework and (2) PSR returned by OGP. Suggest Other is added (e.g. Collaborative Library purchasing)

Contract expiry date

This is populated with contract end date before any extensions unless already using the extension in which case its end of extension date

Contract extension options

Free text, this will be as per contracts e.g. a maximum of two one year extensions



MAPP template worksheet cont./

**Date goods/
services
required by**

Links into contract expiry, suggest this is populated only where new/one off requirements or where you do not plan to use extensions (suggest explain in comment column)

**Low value
High volume**

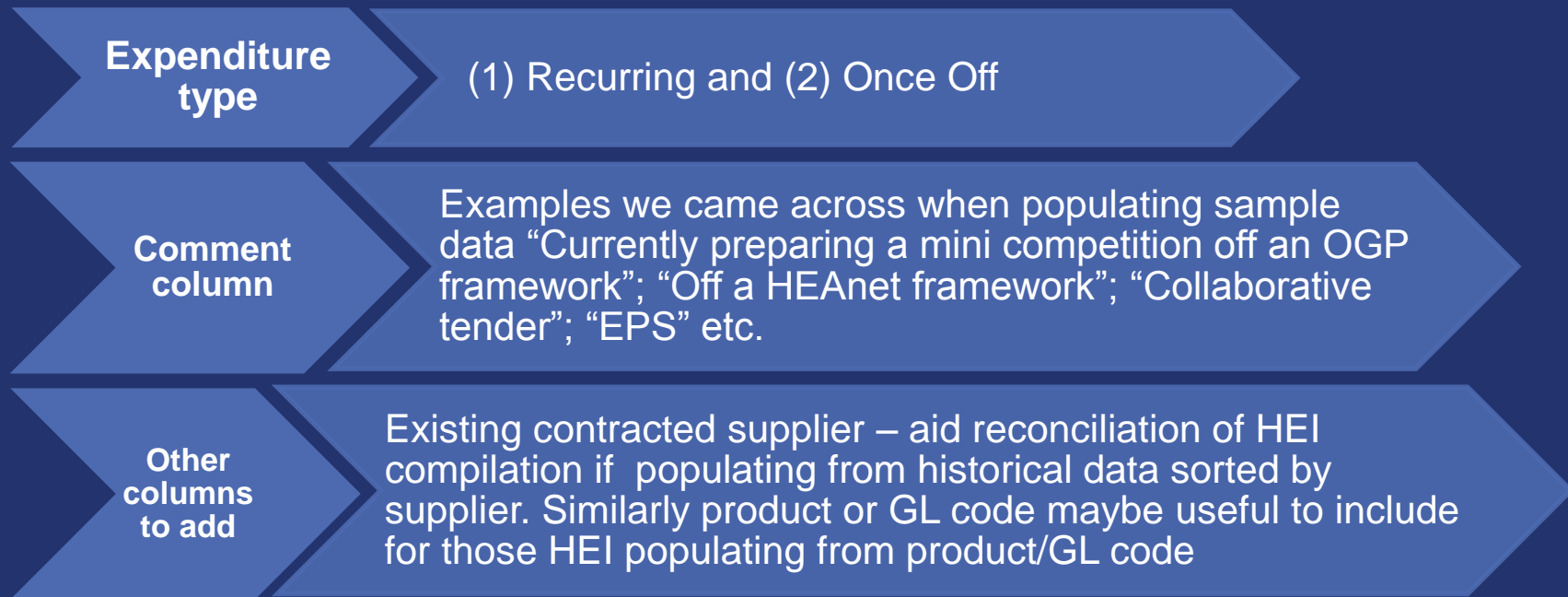
Per text of the draft corporate procurement plan this is to facilitate availing of more efficient procurement of these goods and services

**Estimated
annual
contract
value ex
vat**

Will be informed by historical spend data analysis and current contract pricing terms adjusted for any increase/decrease in volume. This section would benefit from the inclusion of the most recent historical data to act as a base line and not feed into cumulative value



MAPP template worksheet cont./





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Input from business relationship manager/budget holder

- Based on historical data and current contract terms – use pivot tables to produce data by department/division – circulate early
- Input required from the business relationship/budget holder on: -
 - Future requirements
 - Any items no longer required or ‘once off’
 - Identify key importance by difficulty to acquire, risk or criticality
 - Anticipated cost per annum – 3 year horizon – may already be contracted price/rate
 - For new products and once off items – date of requirement
 - Input on KPI’s and Service level requirements
- Align with annual budget for coming year
- Procurement meet with the larger spend areas
- Collate on behalf of the HEI



Sample data – summary by product group

Product Group	Actual 2017	Estimated Annual Contract Value (ex VAT) 2018	Estimated Annual Contract	Spend 2019 v 2018
			Value (ex VAT) 2019	
+ BUILDINGS, ESTATES AND FACILITIES MANAGEMENT				
+ COMPUTING, IT, TELECOMS				
+ LIBRARY BOOKS, JOURNAL, ELECTRONIC RESOURCES AND PUBLICATIONS				
+ MARKETING AND COMMUNICATIONS				
+ MISCELLANEOUS				
+ PRINTING, STATIONERY, OFFICE SUPPLIES AND RELATED DESIGN SERVICES				
+ PROFESSIONAL SERVICES				
+ TRAVEL AND RELATED SERVICES				
+ UTILITIES				
+ EQUIPMENT AND RELATED COSTS, EXCL IT				
Grand Total				



Product Group and code	Actual 2017	Estimated Annual Contract Value (ex VAT) 2018	Estimated Annual Contract Value (ex VAT) 2019	Spend 2019 v 2018
BUILDINGS, ESTATES AND FACILITIES MANAGEMENT				
CLEANING SERVICES CONTRACT				
ELECTRICAL MAINTENANCE SERVICES CONTRACT				
GENERAL MAINTENANCE AND CARPENTRY SERVICES CONTRACT				
GROUND MAINTENANCE/CIVIL WORKS CONTRACT				
SECURITY CONTRACT				
PLUMBING CONTRACT				
CLEANING SUPPLIES				
FIRE ALARM MAINTENANCE				
COMPUTING, IT, TELECOMS				
APPLE PC/LAPTOP PURCHASED				
INFRASTRUCTURE MANAGEMENT SERVICES				
MOBILE PHONE CHARGES				
PC/DESKTOP COMPUTER				
SOFTWARE LICENCE/RENEWAL				
COURIERS				
LIBRARY BOOKS, JOURNAL, ELECTRONIC RESOURCES AND PUBLICATIONS				
BOOKS PURCHASED BY LIBRARY				
BOOKS PURCHASED BY LIBRARY - LOCAL				
MARKETING AND COMMUNICATIONS				
CREATIVE AND DIGITAL CAMPAIGN SERVICES				
MISCELLANEOUS				
ON CAMPUS CATERING				
PRINTING, STATIONERY, OFFICE SUPPLIES AND RELATED DESIGN SERVICES				
PHOTOCOPIER MULTI-FUNCTIONAL PRINTERS				
PROFESSIONAL SERVICES				
INSURANCE BROKERAGE				
STUDENT RECRUITMENT COSTS				
STUDENT MEDICAL CENTRE				
AUDIT SERVICES				
TAXATION SERVICES				
TRAVEL AND RELATED SERVICES				
TRAVEL AGENCY MANAGEMENT FEE				
UTILITIES				
ELECTRICITY				
NATURAL GAS				
EQUIPMENT AND RELATED COSTS, EXCL IT				
RESEARCH EQUIPMENT				
Grand Total				



Benefits

- MAPP provides total spend by product group/types for the HEI and at a sectoral level by the EPS
- This in turn will facilitate development of national frameworks and value for money
- MAPP process involves business relationship manager/budget holders in planning expenditure by product group/types and increases their awareness of how procurement is and needs to be managed
- Aligns with HEI budget and strategic plans
- Facilitates compliance



Challenges/Opportunities

Volume of products/suppliers exceeding/approaching the €25k threshold. In UL €25k+ spend per annum with approx. 250 suppliers some of whom are contracted for a number of differing goods/services. (Above €50k+ threshold 137 suppliers)

Assumption **framework specifications are a match** for HEI requirements

Predicting ‘once-off’ requirement for research equipment – contingent on success in funding calls – awards have a timeframe for completion of purchase

Timeframe - Collating data from multiple departments – against a financial year end of August/September and a submission requirement of 1 November annually

Resource challenges

Thank you

