

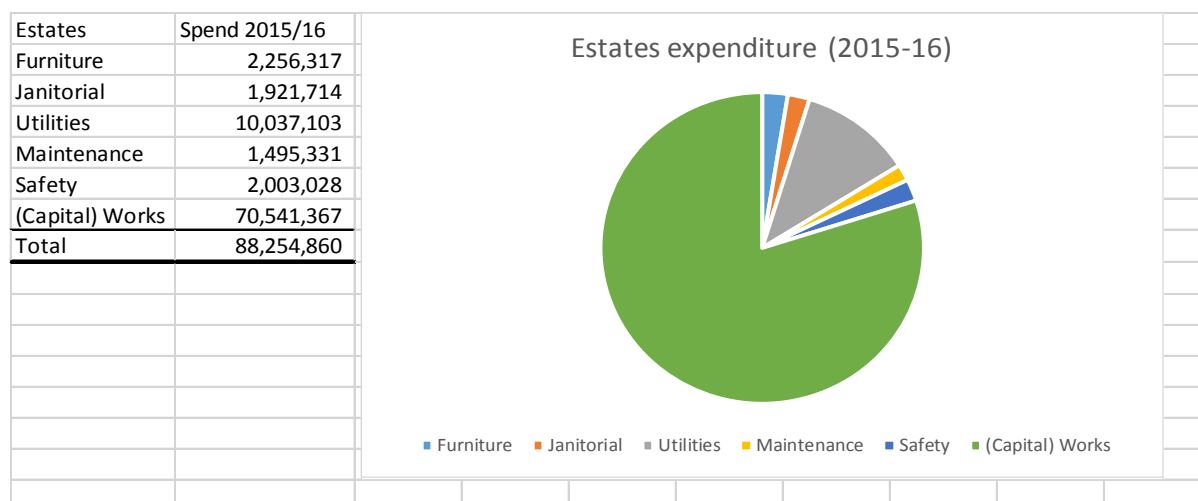
University of Edinburgh Procurement Strategy 2016

Category strategy – Procurement for Estates

We aim 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 overall Estates Strategy 2010-2020 reflects the ambitious vision the University has for the development of its estate infrastructure over the period 2010-2020. It is set against a backdrop of continued growth in the University's activities and accompanying ongoing investment in its estate whilst taking into account the context of significant uncertainty around future levels of income from all major sources.



In financial year 2015/16 Procurement for estates and associated sub-categories (furniture, janitorial, utilities, workshop maintenance, and safety) was £88.3million with 1314 contracted suppliers. It is expected to grow with the capital budget to around £300million per annum.

Procurement strategies are agreed for each capital project and on a sub-category and contract basis. We use framework agreements, collaboratively procured, wherever possible via APUC, with an influence on the annual collaborative procurement prioritisation

To work with budget-holders and suppliers to obtain innovative and sustainable solutions which achieve value for money as quickly as possible without compromising standards.

Estates procurement activities will facilitate the implementation of best practice throughout our estates community, with a strong ethos of fairness, social responsibility and sustainability. Our teams will be flexible, as the demand on estates portfolio is constantly changing.

Capital works projects follow a protocol and estates procurement tender panel review model.

We aim to work together on a plan of action on expenditure needing advice from procurement specialists e.g. drainage, glazing and roofing, ensuring that our trade teams have access to framework/contracts which match/meet their requirements and enable them to purchase consumables in a timely manner.

To promote good procurement practices and the optimal use of collaboration

The University will continue to work in partnership with the Scottish Association of University Directors of Estates (SAUDE), The Estates and Energy Network, Scottish Government, Scottish Enterprise, other sectoral Centres of Expertise (CoEs), NHS National Procurement, Scotland Excel (local authorities) and our own HE/FE CoE APUC. Via these partnerships we have established substantial benefits for the University, both in savings and efficiency terms.

To support staff development, supplier capability and eCommerce efficiency[Supporting our people](#)

Enable staff to apply the key principles of commercial policies, and access buying information easily. Develop procurement professional services and key competencies, including leadership, healthy living, equalities and social aspects of SRS policy.

We will ensure staff are adequately prepared for implementing the new Estates Protocol, the Procurement Journey and ensuring adequate evidence of value for money. We will apply lessons from service excellence and other projects; plan for 'digital first', manage electronic systems, implementation & support, all tailored to match/meet the day to day operational requirements of our estates staff. Thus maximising the ease at which they can access tender, framework/contract information, and compile management information reports and benefits realisation plans.

To assist sound management information to aid with planning and processes

Estates Procurement Protocol has jointly been developed by the Estates Department, Procurement Office and Legal Services. Its use is mandatory for all purchasing and procurement activities undertaken from budgets managed by the Estates Department, and the procedures must be followed. Contract Management processes ensure that we agree a comprehensive plan of action to ensure that regular meetings take place, information is recorded, and that we measure services provided against key performance indicators.

[Leadership in learning](#) and [Leadership in research](#)

Ensuring our procurement strategies for physical spaces, facilities and equipment, and learning services and related consumables, support our strategic plan objectives.

[Contributing locally](#)

Applying community benefits to major contracts, engagement in local collaborations in the city and with Scottish peer groups, including shared services and collaborative framework agreements. Equal access for local and global suppliers, small and medium enterprises, recognising the importance of the university as a buyer of goods and services in the local area.

[Investing in the city and our physical presence](#)

Estates procurement impact, and other appropriate consultation and engagement including collaboration with city bodies on procuring, working with a diverse supply base and waste/energy saving.

To embed ethical, social, environmental policies within procurement practices

Develop a clear record of economic, environmental and social benefits available, tracking and recording key deliverables, including community benefits by July 2018.

To reduce supply and legal or reputational risks for the University overall

Review procurement strategies for sub-categories and ensure contracts are used, and review sourcing strategies and market issues to reduce supply risks for users.

Strategy Context**Industrial Partnerships** - <http://bit.ly/2ifmoXZ>

Commercial procurement to global standards. Innovation partnerships, used appropriately, to encourage suppliers and buyers to get involved with student placements e.g. co-funding PhDs

Estates strategy <http://www.docs.csg.ed.ac.uk/EstatesBuildings/Strategies/EstateStrategy.pdf>

Procurement (<http://bit.ly/2hzCGJW>)

Finance

Estates procurement primarily funded from capital budgets, with efficiencies reported quarterly. The Finance Transformation Programme (service excellence) will impact on Estates Procurement.

Monitoring, Reviewing and Reporting on Strategies

Acting Director of Procurement monitors with Depute Director of Estates, fortnightly. This strategy was reviewed December 2016. It will be updated at least annually.

Policies, Tools & Procedures

Estates Procurement Protocol 2016; Procurement Journey; PCS-T and AWARD; and eProcurement tools e.g. SciQuest or specialist catering tool, sustainability tools prioritisation with SRS and procurement team.

Procurement Contracts Register - <http://www.apuc-scot.ac.uk/#!/institution?inst=20>

Search for Estates, Furniture, Janitorial, Utilities, Workshop Maintenance, Safety

Strategy Ownership and Contact Details

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