

University of Edinburgh Procurement Strategy 2016

Category strategy – Procurement for Information Services & Computing Technology

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

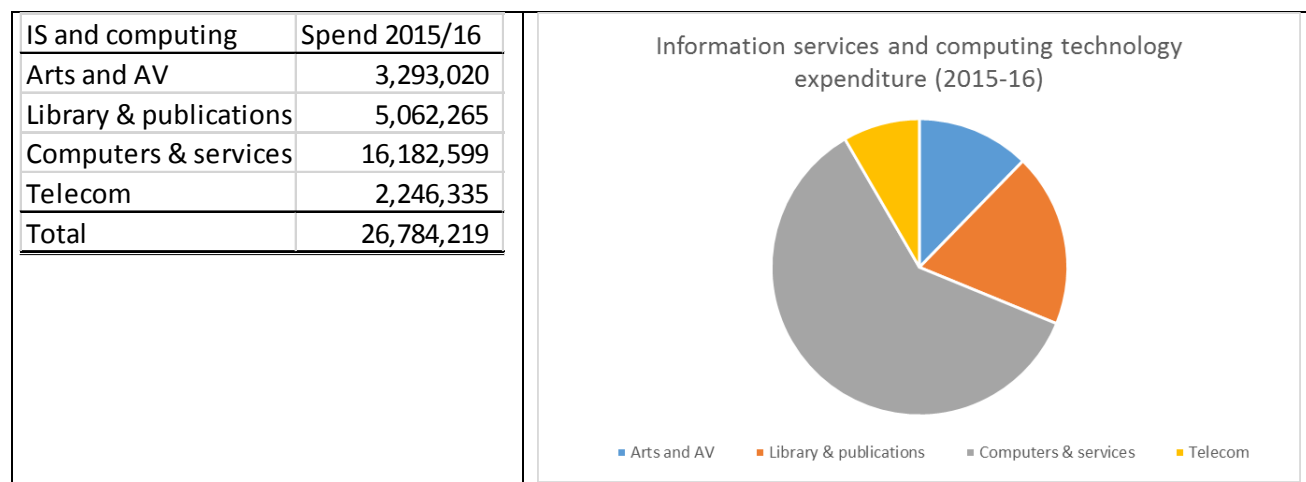
The information services and computing technology procurement strategy expertise supports the University strategic vision (<http://bit.ly/2i64RwZ>) of '**A Knowledge Management and Information Service appropriate for supporting and enabling learners, researchers and teachers in a world-class University.**'

At the core of the Strategic vision is the [Digital transformation and data, and, Service Excellence Programme](#)

Digital transformation programme focuses on enhancing the user experience of students and academics, whilst also addressing and upgrading unsupported or out of date technology. And the University **Service Excellence programme** has committed to review key professional service functions across the university, to ensure users get the best services by building effective and efficient services, systems and processes.

Objectives

- Procurement systems or services which are fit for purpose, deliver efficiencies for staff undertaking procurements, and where appropriate, are useful to bidders or contractors to the university
- Building on our eCommerce and eProcurement supplier enablements to promote innovation and best practice in the use, analysis and transformation of data, with both global and local suppliers.
- Collaborating with research and industry partnerships, sharing procurement analytics, where possible

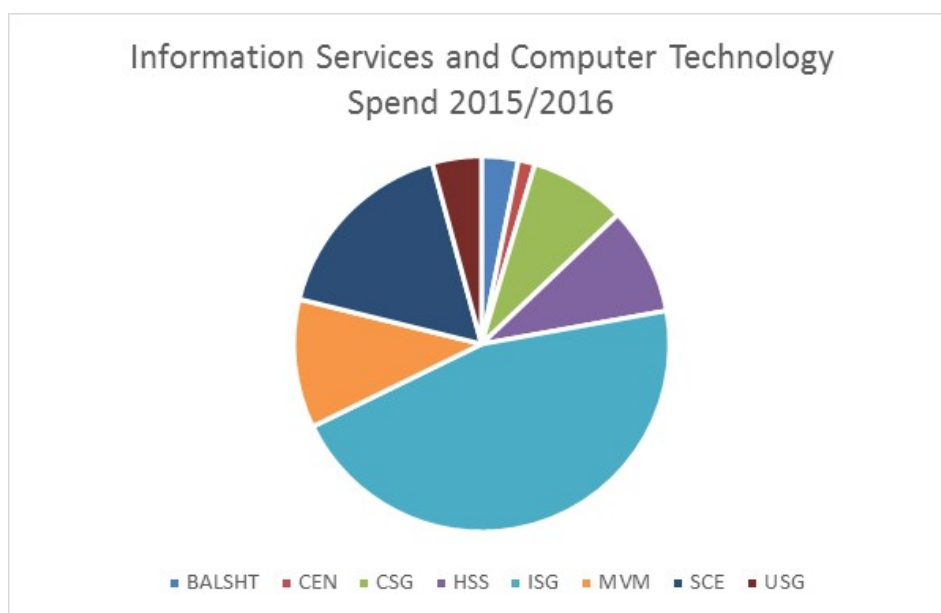


The category expenditure was £26.8 million (in 2015/16) on Arts, Audio-Visual & Multimedia Supplies/Services, Library & Publications, Computer Supplies & Services, and Telecoms.

The Information Services support group spent £12.2 million (45% of the total spend on this category), remainder being managed by key clients across the University e.g. high performance computing, business areas Colleges and Schools, Corporate Services

A review was undertaken of 5 year spend with supplier who then had recurring costs within 2015, which showed 1,120 suppliers, with only 260 above £50k i.e. 'regulated contracts', with the 'tail' of information services & computing technology (77% of suppliers) locally managed.

Client Area	2015/2016 spend
BALSHT	£843,041
CEN	£384,931
CSG	£2,229,155
HSS	£2,478,103
ISG	£12,215,160
MVM	£2,967,845
SCE	£4,531,281
USG	£1,134,702
TOTAL	£26,784,219



The key procurement strategy priorities to compliment these University ambitious programmes are:

- to review the existing supplier base to develop **proactive initiatives**, which will
 - ensure a manageable approved supplier list for this category of expenditure
 - build a clear, defined roadmap of strategic/critical suppliers
 - allow a focus on those which need managed and reviewed in terms of risk
- **a key aim is to establish process and management** which avoid risk situations, impacts digital transformation or service excellence delivery, to ensure acquisitions add value
- **develop and embed Supplier Management**, using a framework which covers the end to end procurement and supplier management process from specification of a service to developing, maintaining or exiting a relationship with a supplier

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.

- Roll out bitesize training and implement a bi-annual procurement service survey within information services

- Engage other areas outwith information services, especially in Colleges and Corporate Services group
- This is proposed as a top down approach, securing an executive sponsor to work with the procurement team to identify key contacts, and key issues/risks/aims to support the agreed plan
- Review of processes and procedures to apply lessons learned, good governance and efficiency
- Procurement strategies are agreed for each capital plan or IS project and on a sub-category and contract basis for consumables and services. We use framework agreements, collaboratively procured, wherever possible via APUC, with an influence on the annual collaborative procurement prioritisation
- Capital works projects follow a protocol and estates procurement tender panel review model. Information Services projects follow a project methodology including acquisitions.

To assist sound management information to aid with planning and processes

Digital transformation are set against a backdrop of continued growth in the University's activities and accompanying ongoing investment in the latest research and learning techniques, and also in estates infrastructure over the period 2010-2020, whilst taking into account the context of significant uncertainty around future levels of income from all major sources.

Funding opportunities arise unexpectedly and we are quick to react to secure these opportunities. Our strategy will continue to support new opportunities as they arise, and creation of a shared agenda will help digital transformation and staff development, and by offering eProcurement, add efficiency for both buyers and major supply base.

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

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

Social Responsibility and Sustainability (SRS), forms a large part of IT equipment & services, prioritised within the University Procurement Strategy through the use of sustainability tools, shared information and engagement with procurement and SRS specialists.

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.

<h4>Strategy Context</h4>

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

The procurement of works, projects for installing major equipment, or software for information/big data services and computing technology, is primarily funded from capital budgets. Research equipment and locally funded initiatives can be procured from capital or revenue, but research will be to funding body terms. Consumables or services will be from restricted or unrestricted fund budgets. Efficiencies reported quarterly.

The Finance Transformation Programme (service excellence) will impact on ISCT Procurement.

Monitoring, Reviewing and Reporting on Strategies

Acting Director of Procurement monitors with ICST team leader, monthly/quarterly.

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, sustainability tools and prioritisation with SRS and procurement team.

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

Search for Arts & Audio Visual, Library & publications, Computing Supplies & Services, Telecommunications

Strategy Ownership and Contact Details

Chief Information Officer and senior teams in Colleges

Procurement Category Team Manager: Alison Johnson

tel 0131 650 2467 email Alison.Johnson@ed.ac.uk