

University of Edinburgh Procurement Strategy 2016

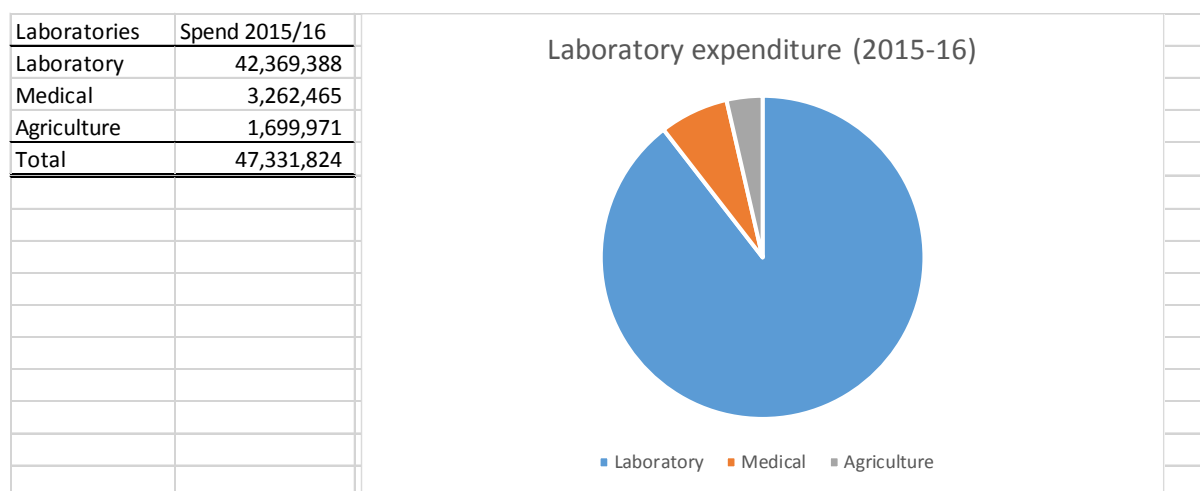
Category strategy – Procurement for Laboratories

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 laboratory procurement strategy supports the sciences, engineering, medical, veterinary, agricultural and other technical academic and research functions in the ambitious vision the University has for the development of its global [Leadership in research](#) and investment in 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 the latest research techniques 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 support new opportunities as they arise and creation of a managed pipeline will help smooth operational demand and by eProcurement, add efficiency for both laboratory buyers and our major supply base.



Procurement for laboratories and associated sub-categories (medical, veterinary, agriculture) is £47.3million (2015/16) with 234 contracted suppliers. It is expected to grow with the research and teaching growth to around £60million per annum

Procurement strategies are agreed for each capital 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 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.

We provide professional advice at different stages of the laboratory lifecycle, with embedded staff in the two main Colleges procuring this category, working in a shared service community, with a strong ethos of fairness, social responsibility and sustainability for:

- grant application support
- University life sciences and equipment Framework Agreements with integrated contract management
- contract & project management, particularly for high value imaging systems
- annual price file management enabling eProcurement solutions
- close partnerships with Estates for capital equipment procurement
- helping establish sector collaborative Framework Agreements including microscopy, mass spectrometry, veterinary supplies & laboratory consumables
- supporting Schools in local procurements and staff development
- resolving warranty disputes and managing equipment asset disposal, which both have returned funds to the University

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

Working in partnership with other institutions, we have secured savings and value add through our leadership. The MRC DPUK MRI PET Framework, the Scottish High Throughput Sequencing and the Scottish SINAPSE fMRI Framework were all led and implemented by the University laboratory procurement team.

Where we can work collaboratively, to achieve best value for all, we will continue to do so with access to framework/contracts which match/meet user requirements and eProcurement which will enable them to purchase consumables in a timely manner.

To promote good procurement practices and the optimal use of collaboration

Our teams will need to be flexible as the demand on laboratory portfolio is constantly changing along with the research and innovation from our academic community, engaging in:

- dialogue with key clients, particularly in the Colleges, Central Bioresearch Services, & Estates
- retrospective spend analysis and review of repeat purchases
- review the use of and seek improvements in consortia Framework agreements
- dialogue with suppliers
- employment of summer interns

A specialist procurement team with relevant expertise is invaluable in shaping our priorities for:

- inclusive lab consumables and services Framework agreements,
- equipment Framework agreements with a substantially reduced supply base,
- capital equipment standardisation to assist planning and accurate project costings,
- shorter lead times to market,
- increasing eProcurement enablement for a wider range of commodities up to £16M per annum
- longer term supplier relationships releasing efficiencies in service agreements, and local economic and environment impacts in encouraging the employment of local engineers,
- securing new research opportunities by innovative tender specification and approach

[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 support staff development, supplier capability and eCommerce efficiency

[Supporting our people](#)

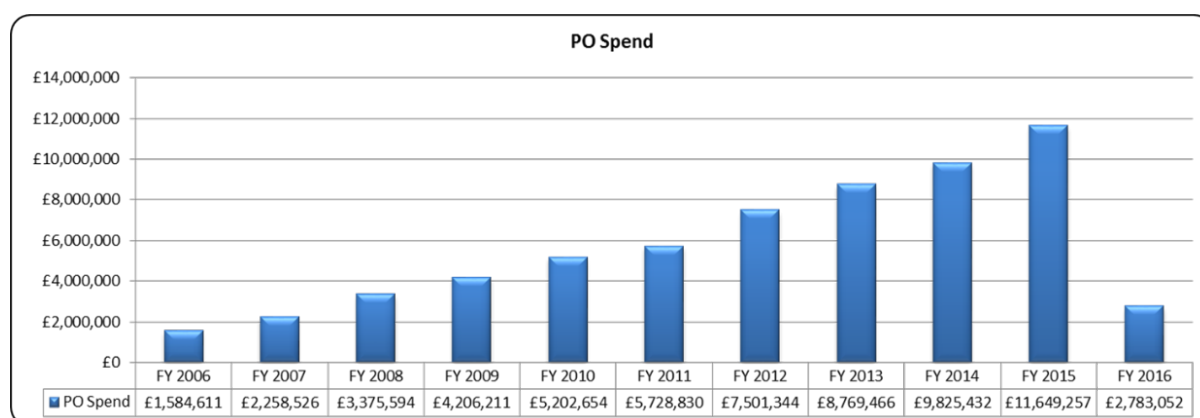
Enable staff to apply the key principles of commercial policies, and access buying information easily. Develop procurement professional services and key competencies, including leadership, healthy living, equalities and social aspects of SRS policy.

All of our team currently hold, or are actively studying towards, Membership of The Chartered Institute of Purchasing and Supply which is recognised as the industry standard for procurement professionals. The team continue to actively support and advise colleagues in achieving their local procurement training goals, through mentoring and helping to secure funds to further their professional & vocational qualification development across the University laboratories.

[Digital transformation and data](#)

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.



Purchase Order spend increasing on eProcurement mainly from laboratories showing growth

To assist sound management information to aid with planning and processes

The laboratory procurement strategy has been developed jointly by the Colleges, Schools, Procurement Office and Legal Services and in Estates Department. The University Procurement Strategy is mandatory for all purchasing and procurement activities undertaken above the regulated procurement threshold, and the procedures must be followed. Our contract management process ensures that we agree a comprehensive plan of action to ensure that regular meetings happen, that information is recorded and that we measure services provided against key performance indicators. Inform future market engagements and priorities for improvements.

To embed ethical, social, environmental policies within procurement practices

- good procurement practice, innovative solutions to promote sustainability and value for money
- identify collaboration and partnership opportunities
- trade-in existing unwanted equipment where possible when undertaking new equipment procurements to help secure discount and achieve low cost and effective recycling
- seek solutions to effectively and compliantly manage the sale or release the value of lower value items of equipment which are no longer required
- include environmental considerations in assessment of suppliers, services and products
- engage with suppliers to improve environmental performance

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

Works for major equipment for laboratory procurement is primarily funded from capital budgets. Research equipment can be procured from capital or revenue, but usually to funding body terms. Consumables are funded from restricted fund budgets. Efficiencies are reported quarterly.

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

Monitoring, Reviewing and Reporting on Strategies

Acting Director of Procurement monitors with Laboratory 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 prioritisation with SRS and procurement team.

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

Search for Laboratory, Medical, Veterinary, Agriculture

Strategy Ownership and Contact Details

Director of Procurement and senior team in Colleges (CMVM, CS&E)

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