

# University of Edinburgh Procurement Strategy 2016

## Category strategy – Procurement for Professional and Campus Services

*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

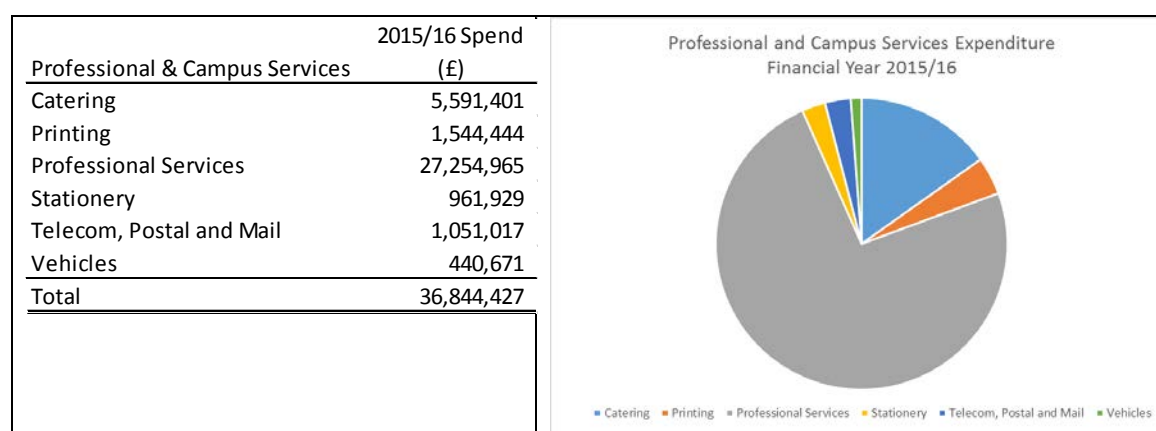
The professional and campus services procurement strategy expertise supports the University strategic vision (<http://bit.ly/2i64RwZ>) and aims to:

- Develop excellent partner relationships
- Contribute to the University Procurement Strategy (<http://bit.ly/2hzCGJW>) targets and delivery
- Address key sub-category areas where spend should be influenced by a procurement specialist
- Prioritise high-risk areas i.e. high spend areas where no legally compliant contract is in place
- Work with buying partners to put strategies in place that ensure all contracts are managed appropriately and efficiently, and to produce value for money and continuous improvement in service delivery for the University
- To work positively and actively as a team, both with each other, and buying partners, to achieve agreed goals

In financial year 2015/16, expenditure in the Professional and Campus Services category was approximately £37 million. This is expected to grow in line with University growth.

Of this total, £14.6 million is spent on Professional Services for colleges support groups and specialist areas such as HR, communications & marketing, development and alumni, and internal creative services such as IS Media and Printing Services. We also procure every day services for the whole University e.g. catering, stationery, printing, travel, coach, taxi and vehicle hire, postal/courier mail services and events.

Service requirements are estimated for 'regulated procurement' recurring over 48 months.



Key elements of the procurement in this category are:

- **Professional Services** – expenditure totals £77million over 4 years, with 190 suppliers. Activities in this area include:
  - Providing on-line guidance and templates. Using framework agreements as useful tools.
  - Ensuring robust terms and conditions, addressing contractual relationships with individuals and companies.
  - Human Resources services training (15 suppliers), recruitment and executive search (32 suppliers) account for £3.3Million of this total. The strategy for this will be agreed with Director of Human Resources and her team.
- **Catering** – bought in or offsite catering is £1.2million over 4 years (57 suppliers). A Catering Strategy is required to promote and support the Good Food Policy (<http://bit.ly/2gRzsxx>). We aim to develop a local purchase procedure and support Accommodation, Catering and Events (ACE) to promote their internal service. ACE procurement is primarily via shared framework agreements via APUC or TUCO. EUSA student services also offer catering onsite.
- **Photography/video services** – expenditure totals £1million over 4 years (36 suppliers). The aim is to put in place simple call-off dynamic purchasing system (DPS) or framework to address this requirement.
- **Postal and Mail-Room** – explore the £3.7million over 4 years (74 suppliers) spend in this area in more detail, with a view to increasing the level of procurement influence
- **Stationery** – £4.3million over 4 years (142 suppliers, main contractor £3.6million and specialist art materials £743k). The main area of activity will be to create a specialist framework for artistic stationery suppliers to support the ECA shop.
- **Travel and transport** – £26.4million over 4 years via a direct supply. An update to the Travel policy/strategy update is needed.
- **Events** – £700k Develop a procedure to clarify and create purchasing route

The University **Service Excellence programme** (<http://bit.ly/2gRDNAO>) has committed to review key professional service functions across the university, including Human Resources and Finance to ensure users get the best services by building effective and efficient services, systems and processes. This will impact on professional services procurement.

#### **To support staff development, supplier capability and eCommerce efficiency**

Procurement capability and efficiency supports the University's strategic plan in key ways.

#### 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.

#### 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.

### **To assist sound management information to aid with planning and processes**

Professional and Campus Services acquisitions 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.

Leading collaborative & innovative partnerships, 'living laboratory' e.g. supply chain research for students or academics.

Contribute to lectures, or learning experiences for students, and encourage suppliers or buyers to get involved in student placements. Offer Procurement training for staff via eLearning commencing in 2017, with similar for suppliers in 2018.

#### Influencing globally

Encouraging best practice placements or exchanges with colleagues or professional peers, and for students e.g. ERASMUS. Also, adhering to the global professional procurement standards and ethical procurement. Upholding the University's modern slavery statement, fair trade and social responsibility (SRS) including use of supported businesses.

#### 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 services consideration, prioritised within the University Procurement Strategy through the use of sustainability tools, shared information and engagement with procurement and SRS specialists.

As these are mostly people-based services, social responsibility considerations are mainly related to staffing conditions and fair working practices for service related procurements. For example, the University's people strategy (<http://bit.ly/2hQA9ss>) influences the procurement of temporary staff recruitment. However, certain services and goods have more impact on environmental considerations e.g. catering, stationery, vehicles and travel (the latter impacts on the University's carbon emissions).

**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**

Services procurement is primarily funded from revenue budgets, although use for research will be to funding body terms. Consumables or services will be from restricted or unrestricted fund budgets. Efficiencies reported quarterly.

**Monitoring, Reviewing and Reporting on Strategies**

Acting Director of Procurement monitors with professional services team leader, on a monthly/quarterly basis. Director of Human Resources and Assistant Director Catering review regularly. Travel is reviewed with Estates (Transport office), and other specialist services with key clients. 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 Professional Services, Catering, Stationery, Printing, Travel, Coach, Taxi and Vehicle Hire, Postal/courier Mail Services, Events

**Strategy Ownership and Contact Details**

Director of Human Resources, senior teams in Colleges or Support Groups

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