

The University of East Anglia's Procurement Strategy 2014 to 2017

Introduction

This document sets out the University of East Anglia's Procurement Strategy. The Strategy will allow higher levels of efficient and effective procurement activities to be achieved in accordance with the University's aims. It is the purpose of the Procurement Strategy to implement productive collaborative improvements in procurement practice in the years 2014 to 2017.

There has been significant change in recent years to the way universities receive funding from government. Consequently universities need to develop ways of doing more with less and at UEA Procurement will be at the forefront of making efficiency and effectiveness improvements.

UEA's Mission Statement

Our mission is to understand, empower and act, to enhance the lives of the individuals and the prospects of the communities in a rapidly changing world.

Procurement Mission Statement

It is the Procurement department's mission to deliver high quality procurement to all aspects of purchasing, goods, works and services in order to assist the University of East Anglia in its corporate aims.

Objectives

The University of East Anglia is committed to ensuring the Procurement Strategy is carried out in a prompt and professional manner. The following Procurement Objectives will enable the Procurement Strategy to return its full potential of efficiency and effectiveness savings by:

1. Being efficient, effective and providing value for money
2. Helping staff to perform
3. Building and developing partnerships
4. Enhancing supplier relations
5. Instilling sustainability into the procurement process
6. Utilising technology where appropriate

- 1. Being efficient, effective and providing value for money**

The university with the assistance of the procurement Strategy will seek a culture of efficiency and effectiveness. The university will produce value for money by:

- Procuring high quality value for money goods and services
- Manage the risks involved in procuring in a professional and planned way
- Constantly self-analysing and checking if current methods are the best to meet the requirements of procurement and the purchasing office
- Prioritising efficiency and effectiveness projects for the benefit of the university based on the project's value for money and its improvement of current processes
- The use and development of the purchase card procedure
- Encouraging competition in the market to return the best value for money to the university
- Measuring its success against set objectives and the time and cost of meeting them
- Benchmarking against other Higher Education Institutions to identify efficient or inefficient practices
- Undertaking a spend analysis to better understand what the university spends its money on

2. Helping staff to perform

The procurement and purchasing office team will seek to assist the staff of UEA in all their purchasing office needs. The university will:

- Seek to simplify processes and minimise tender financial and handling costs
- Regularly update the website as to have accurate data and instructions on how staff can procure
- Make the procuring of goods, service and works as easy as possible; always following the correct and legal procedure
- Provide support by procurement professionals who have adequate knowledge and experience of public sector processes as well as up to date knowledge of regulatory issues. (It should be noted that significant changes to EU regulations will come into effect during 2014)
- Provide high quality advice to departments and faculties when reviewing their procurement operation's efficiency and effectiveness
- Be flexible in order to assist the widely differing demands of the differing faculties and departments throughout the university
- Work with Budget holders to support the delivery of their objectives in an efficient and effective way
- Develop a strategic procurement team who will work with budget holders, decision makers, stakeholders and suppliers to establish and deliver a more planned approach to our procurement activities
- Ensure early stage involvement from the procurement department in all major projects as to save money from the earliest opportunity
- Provide awareness training relating to legislative, regulatory, policy developments and commercial advantage

3. Building and developing partnerships

The University of East Anglia will use partnerships with internal and external stakeholders to inform their Procurement Strategy. The university will:

- Support the university's corporate aims and objectives

- Purchase through the Southern Universities Purchasing Consortium (SUPC) and other consortia when appropriate to maximise value for money
- Work with departments to create a procurement network whereby the procurement agenda can be easily diffused to the appropriate departments and faculties
- Keep up to date with Government initiatives and changes to procurement practices
- Utilise research such as the 2011 Diamond report on efficiency and effectiveness with the procurement function
- Increase the percentage of non-pay spend covered by contracts whilst being efficient with the amount of contracts awarded
- Follow EU purchasing legislation, University financial regulations and ethical guidelines
- Use the SUPC assessed maturity study to inform procurement on their current activities and successes
- Collect and analyse management information and work with service departments, supporting them throughout the whole procurement cycle, option appraisals, market soundings, competition exercises, analysis and evaluations, award, ongoing contract management and performance measurement

4. Enhancing supplier relations

The procurement strategy seeks to develop a strong relationship with suppliers that advocates reliability and contractual obligations. The university will:

- Enhance supplier relationships and especially strengthen relations with the local community
- Work with key suppliers at forging better relationships and creating an efficient environment aimed at eliminating unnecessary costs
- Ensure tender processes are followed to the proscribed procedures depending on their value
- Allow fair competition to ensue between potential suppliers whenever a tender occurs
- Encourage a culture of supplier relations that ensure contractual performance standards are met

5. Instilling sustainability into the procurement process

Throughout all actions of the procurement function and purchasing office sustainable procurement will be a priority. The university will:

- Consider the long term sustainable cost to procurement decisions
- Be vigilant of the financial, environmental, social and ethical impacts in our assessment of efficiency and effectiveness
- Integrate sustainable procurement into the purchasing cycle
- Ensure that equality and diversity is considered at all stages of the procurement process
- Utilise Re-cycling when efficient and effective in order to reduce the demand for new goods and purchases
- Seek companies that provide goods and services that are value for money and environmentally friendly
- Promote the use of Fairtrade goods and services

6. Utilising technology where appropriate

By utilising technology in appropriate situations Procurement will become more efficient, assessable and proactive. To enhance the effectiveness of procurement the university will:

- Create and maintain a Procurement website
- Utilise the Procurement website to direct staff to make the right decisions regarding procurement and the purchasing office
- Use the website to share procurement news of both an internal and external nature
- Improve the communication of procurement activities and processes using the intranet system to provide easy and direct access to procurement policies guidance and documents
- Sign post employees to use collaborative contracts and provide an easy user link to corporate contracts
- Establish a corporate register of contracts detailing contract owners, values, start and end dates, enabling a pro-active approach to renewals and replacements
- Have a defined method for the calculation, recording and reporting of savings and cost avoidance

Robert Dumolo
Procurement Manager
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