



UCC

Coláiste na hOllscoile Corcaigh, Éire  
University College Cork, Ireland

# PROCUREMENT STRATEGY

2017-2022

# 1. Introduction

## 1.1 Vision for Procurement

University College Cork, National University of Ireland, Cork (UCC) was established in 1845. Its vision is to be a leading University of independent thinkers.

UCC has an international reputation for teaching and research and it continues to pursue excellence in teaching, learning and the student experience by offering a wide range of academic programs at undergraduate and postgraduate level. It is a progressive and dynamic University with a current population of almost 21,000 full-time students and 2,800 staff members representing 100 plus countries worldwide.

The efficient and effective procurement of goods and services to support the University in meeting its objectives is essential. In the financial year 2016/17, the University spent approximately €86.5 million (incl. VAT) on a wide variety of goods, services, and works contracts.

In recognition of the wider impact that procurement strategy, policy and practice has on the outcomes achieved by the University and its local economy, our vision for procurement is:

**To be a value added function that is strategically focused on supporting the achievement of the University's main goals through the delivery of innovative, sustainable and quality procurement services which ultimately deliver value for money.**

In addition, this strategy sets out the following principles that underpin excellence in public procurement:

- **Value for Money**  
UCC will, in so far as is practicable, utilise the most economically advantageous tendering approach including whole-life costing (where appropriate) as part of its procurement process to achieve best value results for the organisation.
- **Competition**  
UCC will procure works, goods and services in the most competitive way in order to attract high quality suppliers through a process which is compliant with public procurement legislation and rules.
- **Collaboration**  
UCC will engage internally to lever our own expertise and externally with other public bodies and agencies such as the Office of Government Procurement (OGP) and the

University Procurement and Contracts Officers Group (UPCOG) to maximise procurement opportunities.

- **Transparent**  
UCC will conduct its procurement process in a manner that is fair and transparent to all suppliers.
- **Non-discrimination**  
UCC will continue to ensure that its procurement processes and procedures are designed and applied to ensure equal treatment for all suppliers.
- **Sustainability**  
In conjunction with the Green Campus Committee, UCC will strive to minimise the local, regional and global impact the delivery of education has on our environment. UCC will embed the use of Green Procurement practices in its processes and procedures to sustainable use of resources is considered in procurement decision making.

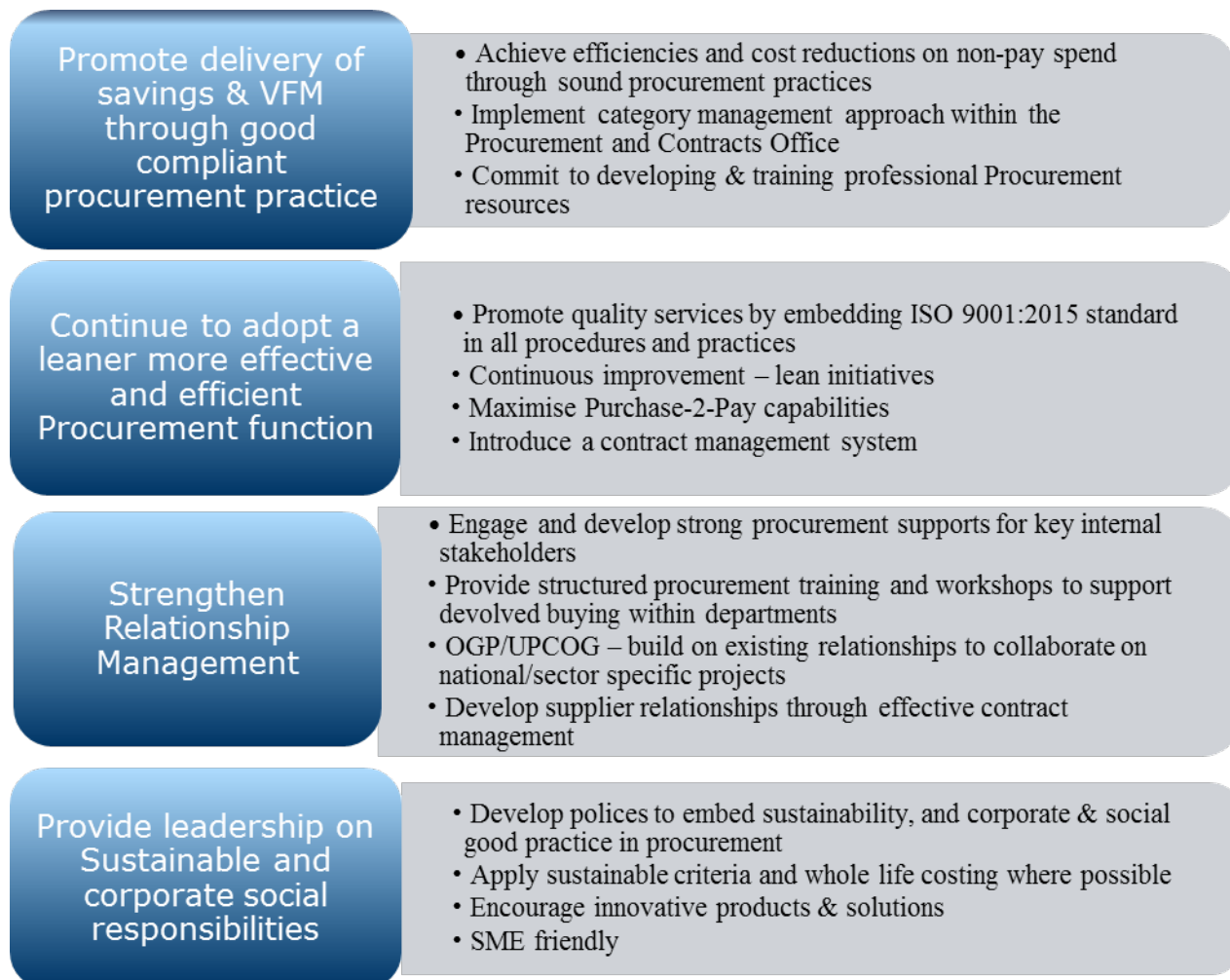
This document sets out the University's Corporate Procurement Strategy for the years 2017 to 2022 and is aligned to the University's Strategic Plan. The purpose of the document is to set out the short, medium and long term objectives for the delivery of procurement improvements across the University.

## 2. Procurement Mission Statement

*The Procurement and Contracts Office's mission is to provide best-in-practice procurement services to the University that supports the delivery of quality teaching, learning and research services in the most efficient, cost effective and compliant manner.*

### 3. Strategic Objectives

3.1 University College Cork's Procurement strategic Objectives for the next five years are:



### 4. University's Procurement Structure

#### 4.1 Devolved role

UCC operates a devolved procurement structure, with the Procurement and Contract's Office responsible for leading on the University's procurement strategy, policy and procedures with operational procurement being undertaken within Colleges and Departments. The Procurement and Contract's Office is equally responsible for putting contracts in place for goods and services of common interest to the University.

The Procurement and Contract's Office supports the devolved procurement staff by providing strategic procurement direction, offering professional advice and guidance on all procurement matters, assisting in making the procurement process more efficient and effective and ensuring that staff have the necessary skills and competencies to undertake their procurement duties through facilitating appropriate training.

## 5. Spend Data

The University's *non-pay* spend for the last five years is detailed below in Table 4.1. With declining income support from the exchequer since 2008, there is increased pressures on the University to have all non-pay expenditure deliver on value for money.

Non-pay expenditure has increased marginally by approximately 3% year on year for the five years. This is expected to continue to grow with more funding planned to be sought from the European Investment Bank to build on our existing capital programme and continued research grant funding coming through from funding bodies such as Science Foundation Ireland.

Financial year	Total non-pay spend (inc. research)
2016-2017	€86,500,000 (note 1)
2015-2016	€83,804,000
2014-2015	€81,740,000
2013-2014	€78,025,000
2012-2013	€76,488,000

**Note 1** – Non-pay spend for 2016-2017 is based on available figures only which are subject to change as these accounts are currently being finalised.

## 6. Office of Government Procurement

The Office of Government Procurement was set up in 2013 as part of the government's Public Service Reform Programme. It commenced sourcing operations in 2014 and together with four key sectors (Health, Local Government, Education and Defence) has the responsibility for sourcing all goods and services on behalf of the public service.

As of May 2017, 120 frameworks have been implemented across the categories of spend. Where possible, the University will defer to using these frameworks. However, all OGP frameworks will be reviewed in detail to ascertain if it's in the interest of UCC to participate in same, prior to progressing mini-competitions under the frameworks.

Having UCC's procurement resources aligned to the OGP's categories of spend will help to develop and maintain strong relationship within each of the OGP's categories. Developing solid procurement expertise in dedicated areas will increase the ability of the University to influence future frameworks and policy that UCC will be required to use and abide by.

## 7. Use of Technology

The Procurement and Contracts Office continues to expand its use of certain keys IT systems to undertake sourcing and purchasing activities.

### a. Agresso

Purchase to Pay (P2P) activities are undertaken within the University's finance package, Agresso, which permits the raising of electronic requisitions, orders and approval workflow. Increasing the number of suppliers who can do P2P business with UCC is a priority of the office. The system's workflows provide essential procurement controls to ensure money is being spent correctly.

### b. E-tenders

In terms of sourcing, the University uses the government portal [www.etenders.gov.ie](http://www.etenders.gov.ie) to advertise its requirements. This system also helps to run a full electronic tender process. Over the term of this plan, the Office will be implementing the use of this system for mini-competitions also helping to streamline and thereby improving procurement process efficiency.

### c. Contract management software

On recommendation from a previous C&AG audit, the office aims to implement a contract management system before 2020, which will assist with contract lifecycle management and contract document control. This will further enhance our responsiveness to audit requests.

### d. Quality Management Software system

The Procurement and Contract Office is certified to ISO 9001:2008 standard. The Office is in the process of sourcing and implementing a Quality Management software system which will assist with the management of future requirements of ISO 9001:2015.

## 8. Quality Management

The Procurement and Contracts Office was first certified to ISO 9001:2008 standard over three years ago. It is the first and so far the only Procurement Office in the country to gain this certification. The quality standard is embedded in all of the office's processes and procedures. It provides assurance and confidence to our customers that we are committed to improving the consistent of quality procurement services to the University and enhanced customer satisfaction. The Office is currently striving for ISO 9001:2015 certification in 2018.

## 9. Annual Corporate Procurement Plan

The Procurement Officer develops an annual Procurement Plan of tendering activities for the University for each calendar year. The objective of the annual plan is to set out a clear programme of procurement activity to meet customer requirements throughout the year. It will focus on a value for money approach with a targeted cost reduction programme and will build on the strategic approach to procurement articulated in this document.