



**Maynooth
University**
National University
of Ireland Maynooth

**Maynooth University
Procurement and
Contracts Office**

Corporate Procurement Plan 2019 - 2022

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Procurement Mission Statement

Maynooth University is committed to conducting procurement processes which support our institutional goals, adhere to best practice, provide value for money and meet our obligations under EU law, Irish law and national procurement guidelines.

1. Introduction

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.

Maynooth University Purpose

Maynooth University is a public research university dedicated to people, ideas and culture, a scholarly community working together to inquire and discover, to teach and learn, to create, conserve, disseminate and apply knowledge, and engage with the challenges that face modern society; through all these things in combination, we are central to innovation, economic growth, social development and cultural vibrancy, and are essential to a free, open, equal, democratic and sustainable society.

Procurement Values

The Procurement and Contracts Office is responsible for ensuring that the university meets its obligations under public procurement guidelines and that procurement aligns with the strategic objectives of the university. We share the university's values, in particular:

- Integrity and ethical behaviour
- Operational excellence
- Organisational flexibility
- Responsiveness

2. National Procurement Model

Maynooth University is committed to aligning its procurement with the national procurement model which is focused around the operations of the Office of Government Procurement (OGP). The OGP and its partners in Health, Defence, Local Government and Education put in place framework agreements and contracts which the university will utilise to as great an extent as possible. Where such arrangements are not available, it will strive to ensure that its own tender processes comply with public procurement guidelines.

3. Objectives

This Corporate Procurement Plan sets out the university objectives to improve its procurement performance over the next three years. The plan will assist the university in supporting the national procurement model. Our specific objectives are set out below.

Objective	Actions
Achieve efficiencies and reduce costs through procurement processes	Adopt a strategic approach to procurement through greater use of business intelligence throughout the procurement life-cycle.
Align the university's objectives with procurement	Improve awareness and use of compliant contracts through training and communication.
Increase the proportion of spend with contracted suppliers	Strengthen the Procurement and Contracts Office relationship with the Office of Government Procurement and Education Procurement Service (EPS) to ensure that effective framework agreement and contracts are available.
Ensure compliance with all relevant procurement policies and procedures	
Enhance leadership, governance, awareness and skills within the procurement function	Provide appropriate training to budget holders and all staff involved in the procurement process.
Support compliant, efficient procurement activities within departments and offices	Engage budget holders with the development and implementation of the Corporate Procurement Planning process.
Deliver a common, corporate process of strategic sourcing, supplier relationship development and contract management	<p>Establish, assign and communicate clear roles and responsibilities.</p> <p>Provide guidance and support to budget holders involved in contract and supplier relationship management.</p> <p>Comply with the processes set out in national procurement model and Education Sector-specific requirements such as the Multi-Annual Procurement Plan.</p>
Develop a category management approach to procurement across the university	<p>Leverage the OGP approach to Category Management.</p> <p>Adopt a consistent approach to procurement and the raising of purchase orders particularly following the planned implementation of eProcurement.</p>
Embedding the university's commitment to sustainable procurement into all procurement activity.	Develop enhanced sustainable procurement supports and tools that ensure that priority is given to social responsibility and sustainability and whole life costs when selecting suppliers and awarding contracts.

<p>Support the Department of Public Expenditure and Reform by implementing its strategies such as the national procurement model, and e-invoicing to enhance efficiencies and value for money.</p>	<p>Utilise existing procurement solutions and guidance.</p> <p>Implement the Multi-Annual Procurement Plan.</p> <p>Implement e-invoicing.</p> <p>Share feedback with the OGP on areas for potential improvement.</p>
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4. Procurement within Maynooth University

The university operates a hybrid procurement structure which is led by the Procurement and Contracts Officer. Procurement processes for goods and services with estimated values above the national procurement threshold are managed by the Procurement and Contracts Office. This ensures that the university meets its obligations under the national procurement model. Purchasing below the national threshold rests with individual budget holders. However, training and support is provided by the Procurement and Contracts Office.

Responsibility for the procurement of major capital projects and related services lies with the Vice-President of Estates and Capital Development.

Role of the Procurement and Contracts Office

We manage procurement for goods and services above the national procurement threshold (currently €25,000 excl. VAT). This involves close liaison with the OGP and the EPS as the Education Centre of Excellence for procurement.

We will work with the OGP and EPS to ensure that roles, responsibilities and procedures for collaborative procurements are consistent, unambiguous and documented either through Service Level Agreements or other suitable methods.

We will develop additional policies, procedures and templates that support best-practice procurement and the national procurement model.

Over the next three years, the Procurement and Contracts Office will take on a greater role in the routine aspects of procurement through management of a planned eProcurement system. We will deploy electronic catalogues with approved suppliers and goods at agreed prices. We will also manage the approval and setup of all university suppliers to ensure that the university's supplier base is more closely aligned to our strategic objectives.

Role and Responsibilities of Budget Holders

Budget holders have authority to utilise their budget allocation subject to compliance with the policies, procedures, rules and controls laid-down in the university's procurement policies and procedures manual. We will work with them to ensure that flexible and robust contracts and supplier arrangements are in place to meet their requirements.

Systems and Training

The Procurement and Contracts Office is working closely with Finance and IT Services on the development of an eProcurement system that will facilitate the digitisation of the purchase to pay process. The system will also facilitate improved budgeting, financial planning and governance. In addition, it will support the national procurement model through common category coding and improved business intelligence.

We will complete the implementation of a web-based Contracts and Pipeline Register using existing IT assets which will support more effective centralised contract management and procurement planning.

We will offer an increased range of guidance material and templates to support procurement and purchasing within departments and offices.

The successful procurement workshop series will continue to be offered to staff at all levels throughout the university. The Procurement and Contracts Officer will assess the demand for additional training to more targeted groups.

Contract Management & Supplier Relationship Development

The Procurement and Contracts Office will continue to work with budget holders to ensure that formal contracts are utilised where possible.

We will further support budget holders through the development of a formal contract management and supplier relationship management toolkit and through participation in supplier meetings and performance reviews.

Participation within the National Procurement Model

We will support the national procurement model through our continued adherence to the Procurement Support Request process and through the adoption of all suitable central framework agreements and drawdown arrangements.

We will provide representation on OGP Category Councils and sourcing evaluation teams as required by our partners in OGP and EPS.

Networks and Shared Services

We will continue to leverage our relationships within the Higher Education Sector in order to develop opportunities to collaborate on procurement projects and share approaches to common issues.

We will seek to identify improvements in our existing partnerships and shared services such as our relationship with HEAnet which provides brokerage services for ICT procurement projects.

Targets and Key Performance Measures

In the first year of this Corporate Procurement Plan, we will develop a small set of key performance indicators (KPIs) to measure our performance and compliance with best practice and the national procurement model. These KPIs will then be used to analyse and assess our performance on an annual basis.

Governance and Review

This Corporate Procurement Plan will be submitted to the University Executive and to Governing Authority for approval prior to publication and implementation. The Plan will be subject to review by the University Executive on an annual basis. Information and feedback arising from these reviews will be incorporated into the next version of the Plan.