Procurement Team.

2022-25

Why are we here?

To create value for the University by reducing waste and inefficiency and by extracting maximum value from the supply chain

What do we want to achieve?

Minimise Waste & Inefficiency

Aim: Minimise the waste and inefficiencies associated with the supply of goods and services

Deliver Value

Aim: Use the supply chain to deliver value for students, staff and the University

Cost Savings

Aim: Deliver cost savings to support the continued financial sustainability of the University

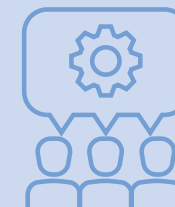### Sustainability & Net Zero

Aim: Reduce the sustainability impacts of the supply chain and contribute to the University's net zero target

Compliance

Aim: Ensure all procurement processes comply with legislation and financial procedures

How do we work?

Our 'Guiding Principles' are:

- **Relationships** – We will build excellent, mutually-beneficial relationships with stakeholders and suppliers

- **Contract Management** – We will manage key contracts professionally in line with procurement best practice

- **Contract Award** – We will award contracts using processes that are efficient, transparent and fair

- **Corporate Strategy** – We will use our work to further the strategic aims of the University

- **Continuous Improvement** – We will always review and improve our structures and processes

- **Decision Making** – We will make informed procurement decisions based on research, analysis and evidence

- **Enabling Others** – We will offer development opportunities to stakeholders to improve their procurement knowledge

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Canterbury
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Procurement Strategy.

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Deliver Value

Objectives:

1. Ensure contracts are awarded using the appropriate procurement process
2. Maximise the use of collaborative framework agreements
3. Utilise the supply chain as 'trusted advisors' to the University
4. Develop excellent relationships with strategic suppliers
5. Ensure all value offered by a supplier in their tender proposal is taken up
6. Record and report the value provided by the supply chain (including financial and non-financial benefits)

Sustainability & Net Zero

Objectives:

1. Complete a Sustainability Impact Assessment for all contracts
2. Develop a Sustainability Action Plan for all high-impact contracts
3. Use sustainability issues as a criterion when selecting suppliers
4. Assess each contract to identify supply chains at risk of modern slavery and forced labour
5. Identify the suppliers who produce the most carbon and work with them to reduce emissions

Minimise Waste & Inefficiency

Objectives:

1. Ensure strategic contracts are managed professionally to maintain high levels of performance
2. Develop strategies for all key categories of spend to avoid duplication, spot buying and process inefficiency
3. Continuously improve transactional purchasing processes to ensure efficiency and effectiveness
4. Regularly benchmark high-spend contracts so the University does not pay above market rate
5. Maintain a pipeline of upcoming contract renewals and new projects so procurement processes can be undertaken in a timely manner
6. Ensure a signed contract is in place for all strategic contracts so suppliers can be held to account

Cost Savings

Objectives:

1. Always use competitive processes to award contracts unless there is a compelling reason not to
2. Maximise the use of pre-negotiated framework agreements
3. Agree long-term contracts with suppliers rather than spot-buying short term requirements
4. Ensure specifications are 'fit for purpose' not 'nice to have'
5. Challenge request for inflationary price increases from suppliers

Compliance

Objectives:

1. Ensure all procurement processes comply with the Public Contracts Regulations (PCR) 2015
2. Brief staff involved in procurement activities on the implications of PCR2015 and the financial procedures
3. Ensure that companies bidding for CCCU contracts are treated fairly
4. Guarantee the transparency, integrity, fairness and accountability of all procurement procedures
5. Regularly review and update procedures to ensure changes in legislation or good practice are adopted

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