Training and Resources
What is HEPA?

The Higher Education Procurement Association exists to provide support for and of anyone in HE who undertakes or needs to understand procurement in the context of Higher Education Institutions.

www.hepa.ac.uk
HEPA membership

• Higher Education Procurement Association (Previously Academy)
Resources

Website [www.hepa.ac.uk](http://www.hepa.ac.uk)

Industry news – most recently New EU Regs

Guidance – Procurement Strategy, Sustainability, Category Management

Networking - promotion of sector events, from all consortia
Introduction to HE

The Sequence of Learning

- The Importance of Effective Procurement
- Procurement Processes and the Spectrum of Activities in HE
- Management Competition Issues
- Support Mechanisms/Tools
- The Impact of Strategic Procurement
- End of Module Quiz
Legislative Changes – The Bribery act
Supplier Due Diligence & Risk Management
Cost Modelling
Spend analysis
Procurement Journey

START

- Identification of a need or requirement
- Is a purchase essential? Is there a robust business case?
- Is there the budget? Have you got approval from the relevant person?
- Are there any existing contracts or similar supplies/services within your organisation, sector, or at National level? If so, aggregating demand may be a viable option.
- Should you refer to your Procurement Department, or other relevant organisations for further information?
- Ensure that you are aware of internal governance for your organisation

If the above statements are accurate, use the following contract/framework agreements with terms & conditions, and any relevant further competition guidance and tenders provided.

Yes

Determine the appropriate Procurement Journey using the Decision Matrix

No

Use contract/framework agreement to advertise with terms & conditions, and any relevant further competition guidance and tenders provided.

Yes

Order contract/framework agreement to meet your need or requirement / check with Procurement Office

ZONE A
Develop strategy
Develop documents
Supplier selection
Issue ITT
Open & evaluate tender
Contract award
Post tender clarification

ZONE B
Contract & supplier management
Contract implementation

ZONE C

START

Decision Matrix

These notes are intended to provide guidance for determining the appropriate Procurement Journey. If you are in any doubt as to which stage to use please contact your Procurement Department. This decision is based on the balance of costs and risks associated with your procurement exercise (please be aware of internal governance arrangements).

Declaration of True Intent
Discussion Board

- Wealth of Knowledge and Experience in Sector
- Networking
- Historic information
- Range of subjects