Ask SET Anything:
Procurement

October 4, 2021

U of A for
TOMORROW

UNIVERSITY
OF ALBERTA

University-wide procurement spend review

- Procurement reviewing spend since August 2020
- KPMG independent review completed:
  - Assessed current state, evaluated spend, identified savings opportunities
  - Created a spend cube that identifies top spend categories
  - Identified the Procurement Maturity Assessment for the U of A as high
  - Identified savings of approximately $12M
- Procurement identified additional savings opportunities
- 27 opportunities presented to leadership. Approval was granted to proceed with project reviews in two waves

Wave 1 (FY 2021)

1. Travel and expense approval model - going live Oct. 16

2. Credit card reconciliation model - going live Oct. 16

3. Centralized event management software solution - report stage

4. Foundational procurement review - discovery phase

5. Faculty-managed stores review - discovery phase

6. Travel budget reduction (operating) - discovery phase

7. Car rental agreement - completed

Wave 2 (FY 2022)

1. Stores reviews cont.
2. IT hardware and software review
3. Corporate cell phone and landline review
4. Lab supply vendor review
5. University wide fleet management review
6. University wide storage management review
7. Office imaging review
8. Personal internet and membership payments

Project framework

1. Project identification (cost savings opportunities)
2. Discovery phase (task force, interviews, polls and surveys, site visit)
3. Data collection, recommendation and report
4. Governance and approval (SET steering committee, VP, AVP, PEC-S)
5. UAPPOL updates
6. Deployment (communication & change management strategy, website updates, training material, training sessions, Quad, Digest etc.)
7. Internal controls (reporting, enforcement, KPIs, elimination of workarounds, scorecard)
8. Ongoing training and process improvement