

July/August 2015 ASDT Update



Procure-to-pay business case gets green light

The procure-to-pay (P2P) project passed through its first decision gate in June, when the ASDT Steering Committee gave the go-ahead to proceed to the next phase of assessment, conducting a Request for Information (RFI) to gather more information for an updated business case and then, if approved, a Request for Proposal (RFP).

The RFI process is expected to lead to an estimate of costs to implement a P2P eMarketplace solution, further understand P2P options in the marketplace and how they address post-secondary sector requirements, and estimate benefits and return on investment.

At its June 24th meeting, the ASDT Steering Committee also approved a \$75,000 budget to support the RFI process, with a targeted completion date of December 2015. At their request, the Steering Committee will review the P2P Working Group's draft questions before the RFI is finalized and posted.

"The P2P project is a significant opportunity that has the potential for our sector to achieve savings, gain efficiencies and improve service for faculty and staff," says Barry Coulson, ASDT's Sector Executive Lead and one of three sector business sponsors for the P2P initiative.

In addition to containing market research, the P2P business case includes a detailed current assessment of three sample sites – Langara College, UBC and North Island College – along with a basic assessment of the other post-secondary institutions (PSIs).

What is procure-to-pay?

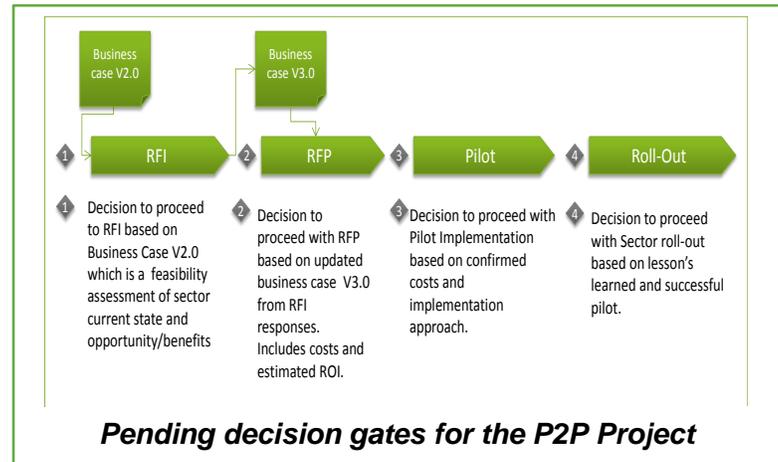
Procure-to-pay (P2P) refers to the workflow and supporting tools to make the initial decision to make a purchase (shopping), source the procurement (buying), and receive and pay for the good or service (paying). For the user, this creates an intuitive online shopping experience and results in overall administrative efficiencies.

Findings from this current state review reveals that very few PSIs have a single source of pre-approved vendors and associated catalogue items available to faculty and staff, resulting in purchasing processes that are often cumbersome and inefficient.

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P2P business case proceeds to next decision gate (cont'd from p. 1)

The current situation often leads to off-contract buying for low-value purchases, delays with manually dispatching POs to suppliers, approval delays as the approvers are not always known, and payment delays as the Accounts Payable department often does not know if the receipt of goods or services has occurred. Many supplier payments are cheques vs. electronic funds transfer, and there are a number of manual checks and approvals throughout the process.



These current state issues support the movement towards a single-source eMarketplace for procurement, providing consistent processes, ease of use and enriched data.

ASDT progress continues even with typical summer slowdown

By Barry Coulson, Sector Executive Lead

Summer in our sector is traditionally a slower period, which allows many of us to take some well-deserved time off to spend with family, travel, or simply relax during a 'staycation.' My family enjoyed visiting relatives in Austria and a cruise of the Eastern Mediterranean; I hope your summer activities allowed you an opportunity to unwind and recharge, whatever (and wherever!) they were.

A bit of a slow-down is not a cessation of effort, however, and ASDT-related progress continued over the past two months, much of which is reflected in this issue of *ASDT Update*. Many of you contributed to this headway, and on behalf of the ASDT Collaborative Initiative I express our appreciation and gratitude for maintaining the momentum and focus on our shared objectives.

Looking ahead to this fall and building on this momentum, the ASDT Initiative is investigating some long-term strategic opportunities where technology is a critical component. With large technological projects comes increased

complexity and risk that needs to be identified and managed, shared costs that need to be agreed to and budgeted, a longer-term combined commitment, and an elongated lead time to realizing benefits.

As with all of our initiatives, these projects built on technology solutions will be subject to the same rigorous ASDT processes, starting with a proposal and business case for consideration. For example, as stated in the lead article above, at the end of June the ASDT Steering Committee reviewed and approved the business case for the Procure-to-Pay (P2P) project, leading to the next phase, development of a Request for Information to obtain additional information with respect to costs and benefits, to be used to refine the business case before any decision as to how to proceed, if at all.

I am confident our sector has the expertise, fortitude and acumen to work through all of the stages of these significant projects – including the decision at certain points whether to proceed or not. I look forward to gearing up this fall and working with you on these and other exciting ASDT opportunities.

Three R's of Summer: Reflect, Recharge and Refocus

By Dennis Silva, Director, Joint Procurement Operations Team (JPOT)

I hope you've had time this summer to reflect, recharge and refocus as we approach the start of the fall term with the rush of students and faculty flooding our respective campuses.

Reflecting on our achievements over the past few months, I look to the future with excitement as we continue to build momentum in creating a collaborative procurement environment for sharing resources, exchanging ideas, and establishing foundational elements for future success.

A key accomplishment this summer was the implementation of trades equipment procurement for welding and electrical equipment to support B.C.'s *Skills for Jobs Blueprint*. Not only has it yielded solid benefits, it demonstrated strong teamwork among the working groups, PSI leads at Camosun College and BCIT, and AVED's Colleges and Skills Development Branch. It also reinforced a message to the marketplace that we stand behind collaborative procurement.

Work has also continued over the summer on what collaborative procurement could look like beyond Wave 2. To support this effort we welcomed two new members to the JPOT:

- Yihang Xu, a co-op student from the Sauder School of Business, who is assisting with data analysis and research on categories.
- Allison Porter, on contract to develop the process of facilitating and collaborating on future project planning as we build a pipeline of project opportunities.

Focusing on this fall, in September we will be reconvening the BC Procurement Exchanges to continue our regional institutional interactions. Having already connected one-on-one with many of the PSIs to better understand local dynamics and priorities, I look forward to

continuing conversations with the rest in the coming months. We are also expanding the dialogue to other sector partners as part of the learning process and idea exchanges that will benefit our sector.

As part of the long-term pipeline planning process beyond Wave 2, the first Common Category Group (Facilities) has been established to provide a strategic framework to identify projects and opportunities. Made up of facilities and procurement leaders, the group will identify and prioritize facilities procurement opportunities using assessment tools and standardized processes.

As the summer winds down and fall arrives, we will be very active on many fronts as momentum continues to build. I hope you are feeling recharged and ready!

Unity is strength...when there is teamwork and collaboration, wonderful things can be achieved.

~ Mattie J.T. Stepanek, poet

Upcoming Meeting Reminders



Joint Procurement Community of Practice

November 25, 2015 12 noon – 3:00 p.m.

Vancouver - Further details will follow.

ASDT Fall Partnership Forum

November 26, 2015 All Day

SFU Harbour Centre - Further details will follow.

New ASDT Steering Committee Sector Co-Chair Announced

The ASDT Steering Committee has a new sector co-chair, UBC Treasurer Peter Smailes, who will share the governance committee leadership duties with Jeanne Sedun, Ministry of Advanced Education co-chair.

Peter replaces outgoing UBC CIO and Research Universities' Council of BC representative, Oliver Grüter-Andrew, who has co-chaired the ASDT Steering Committee since its inception in 2013. Oliver left UBC in July to accept a position as CIO with the Provincial Health Services Authority.

"I would like to thank Oliver for his work on the ASDT Steering Committee," said Jeanne Sedun. "He played a key role in moving the initiative forward. His vision, leadership and sense of humour will be greatly missed."

Within the post-secondary sector, Peter is a well-known member of the BC post-secondary Finance community. Among his duties as UBC's Treasurer for the past nine years, he has been responsible for procurement and payment services. He facilitated the secondment from UBC of Dennis Silva, Director of the Joint Procurement Operations Team. For the past four years Peter has also been a member of the BCNET Board of Directors, currently serving as Chair of the Finance Committee.

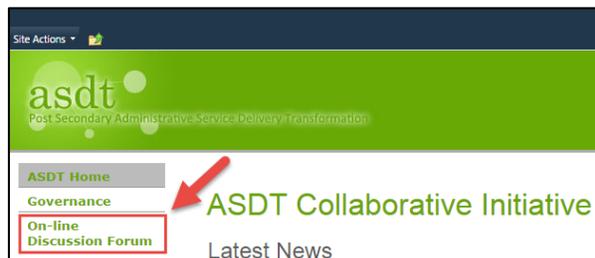
"On behalf of the ASDT Steering Committee, I welcome Peter into his new leadership role with this initiative, and I look forward to serving with him to help build on the momentum that's been established to date," said Jeanne.



Peter Smailes

Back to School Reminder: ASDT Online Discussion Forum

It's free, easy to find, easy to use, and brings results! The **On-line Discussion Forum** is on the ASDT SharePoint home page.



This update is distributed to:

- PSI Presidents
- VPs of Finance and Administration
- Directors of Finance (FinWizards)
- Procurement Professionals
- ASDT Steering Committee
- ASDT Joint Procurement Committee
- BCAIU, RUCBC, and BCC Presidents
- ASDT Leads and Teams
- BCcampus
- Post Secondary Employers' Association
- BCNET
- Ministry of Advanced Education

ASDT Initiative Progress Summary – July/August 2015

INITIATIVE	PROGRESS HIGHLIGHTS
Travel Management	Evaluation Committee finalizing contract negotiations with top-ranked proponent. Contract award targeted for Sept.
Print Strategy	Working Group has resolved data issues and gained clarity on the strategy report. POG Consulting to finalize the document based on resolved data.
In-House Booklet Printing	Master agreement completed and endorsed. Participation agreements completed and orders submitted by 8 PSIs to date.
Vending Services	Master agreement awarded to Ryan Vending Company in June. Participation agreements in progress/signed by UFV (lead PSI), KPU, COTR, CNC, TRU, VCC.
Office Supplies	RFP draft to be finalized and circulated to PSIs for commitment. RFP posting targeted for Sept.
Natural Gas	Plan for 2015/16 completed; execution in progress for Transport and Customer Choice. Signed agreements completed and progressing with onboarding RRU, LANG, SELK, UFV and NIC for ASDT winter buy of natural gas for 2015/16.
Cylinder Gas	Draft Terms of Reference and project schedule with Working Group for review and approval. PSI and vendor data analysis underway to inform RFP strategy.
Managed Print Services	Approval by JPC to proceed to RFP phase to procure hardware. UVic's Xavier Serrano identified as PSI Lead. Working group being established. PSI survey underway for contract dates and volumes. SME reviewing RFP requirements.
Trades Equipment	Tendering and evaluation process for Welding completed in July. Electrical Notice of Intent posted in July and sole supplier confirmed. Participating PSIs now procuring Welding and Electrical NOI equipment under established pricing. Electrical RFQ posted by BCIT as lead institution in July; evaluation underway.
Courier Services	To expedite the RFP process, JPOT to work with TRU to add a piggy-back clause to their existing RFP. Recruitment of working group members and drafting of Terms of Reference and project timelines underway.
Commercial Card	LANG, CAM, UFV, NLC, and CNC on board; SFU in progress. NIC and VCC have expressed interest; KPU on hold due to resource change. No rebate expected for 2015 calendar year due to threshold not being met.
Central Deposit Program	\$79M on deposit; \$161K in incremental interest earned; 16 PSIs have deposited; continuing to promote program to PSIs.
Reduced Merchant Fees on Credit Cards	PSI sector-specific agreement complete and signed by TD and Provincial Treasury. OKAN and RRU expected to start onboarding in Sept. ECUAD and JIBC working with Provincial Treasury to transfer onto PSI sector-specific agreement.
Banking Services	Provincial Treasury to review and analyze banking services proposal from RBC against sector data to determine fit. Awaiting proposal from CIBC.
Procure-to-Pay (P2P)	<i>See feature article in this issue.</i> Project charter, schedule and draft 1 RFI completed. RFI success measures reviewed at August Steering Cttee meeting.
BC Electronic Library Network	Implementation Working Group drafted Arca Best Practices. Communication infrastructure developed and implemented. Announced receipt of Year 2 funding for Discovery Layer, from the Ministry of Advanced Ed.
ASC (Colleague) Consortium	Workshop to review and determine preferred service delivery model for consortium members planned for Sept. 30. Report to ASDT targeted for Nov. 9.