



- Mission Statement

- To facilitate the development, exchange and practice of effective and ethical procurement principles and techniques within higher education and associated communities, through continuing education, networking, public information and advocacy.

- Vision Statement

- NAEP will be recognized as *the association* dedicated to the advancement of excellence in the purchasing profession serving higher education and associated communities.

- Serve “procurement” on campus
- 88 years young
- 1500 educational institutions nationally
- Serving 6000-7000 people
- 60% small to mid sized institutions

### – Presidents

- The chief executive officer and overall leader, setting the direction for the college/university.

### – Deans

- The highest ranking administrator of a division, college, or school; sets the direction for his/her area of responsibility.

### – State and Federal Higher Education Agencies

- Taking an increasingly active role in higher education funding and construction, their degree of involvement runs the gamut from mandatory project approval, to providing funds and technical assistance, to maintaining 'approved' materials and services lists.

## Procurement Level

- **Business Officer**
  - The chief financial administrator involved in setting budgets and making purchasing decisions for colleges and universities.
- **Purchasing Director, Chief Procurement Officer, Buyers & Agents, Departmental Business Managers**
  - Experienced in analyzing products and carrying out life-cycle studies to determine the true cost of individual items, the purchasing director has the overall responsibility for placing the order.
  - Focused on aligning spend with overarching goals and initiatives of the university including:
    - Diversity / HUB spending
    - Sustainability
    - Strategic Sourcing
  - Manages vendors, vendor databases, and contracts
  - **ONLY function that interacts with ALL OTHER constituencies on campus, including IT.**



- Our recent study of 2006 member spending reveals:
  - - Our Members spent a median \$60.4 million dollars in 2006.
    - Over 35% of Members spent over \$100 million dollars.
    - 21% of Members spent greater than \$250 Million in 2006
    - 3 out of every 4 Members manage the buying process
    - **Over half (58%) have final approval**
    - **63% Recommend Vendors, Brands and Models**
    - **63 % Evaluate and Approve Contracts**
    - On Average, Members Buy for 3 or More Campuses
    - Greater than Half Select Vendors, Brands and Models
    - **38% Initiate Purchases**
  -

The wide variety of products and services our members purchase reflects their expansive reach and influence on campus:

• Electronics & Peripherals	57 %
• Computer Software	54 %
• Multimedia	49 %
• Lighting	49 %
• Security/Life Safety/Emergency Response	47 %
• Network Infrastructure & Cabling	47 %
• Building Products	47 %
• Door/Entry Systems	46 %
• Athletic Equipment	46 %
• Grounds Maintenance	45 %
• Food Service Equipment	44 %
• Automotive Products & Services	44 %
• Transportation & Freight Service Contracts	41 %
• Medical Equipment	41 %
• Energy Management Products	37 %
• Financial Services	35 %
• Travel Contracts	33 %
• Construction Equipment	33 %
• Park & Recreational Products	31 %



# “Get Smart”

## The Higher Education Procurement Process

John Carpenter  
Chief Technology Officer  
McDonough School of Business

Presentation to GovMark Council Higher Ed Panel

# About the MSB Technology Center

- MSB Technology Center
  - Soup to Nuts IT for 3200 users
    - Network file servers
    - E-mail / collaboration
    - AV
    - Hardware and software support
  - Students / Faculty / Staff
  - Combination of
    - Internal MSB technology
    - External contracted support
    - Central IT (University Info Systems) support

# MSB User Community

- What is Important
  - Users ... MSB Users
    - Each community has separate IT priorities
    - Widely diverse experience levels
    - Significant support expectations
  - Training – Ease of Use
    - Myth of young users computer expertise
    - Computing is plumbing
  - “Progressive Corporate Environment”
    - MSB IT environment should reflect what users will see in the “real world”.

# MSB Procurement Goals

- **Challenges**
  - Keeping ahead of technology
    - Classroom AV
    - Collaboration
    - Non-traditional computing
  - Keeping ahead of users
    - Students arrive with the latest technology
  - Keeping MSBTC relevant
    - Have to support what the users want
- **Funding**
  - Always an issue, but not the most important

# MSB Procurement Goals

- **Efficiency**
  - Internal GU relationships
  - External vendor relationships
  - Off-the-shelf systems
  - Vendor EDU experience
- **Standardization**
  - Hardware
  - Software
  - Operating Systems
  - Applications

# “Get Smart: The Higher Education IT Procurement Process.”

May 21, 2008



# “Get Smart: The Higher Education IT Procurement Process.”

- Introduction
- General Information

# “Get Smart: The Higher Education IT Procurement Process.”

## George Mason University

- Fairfax
- Arlington
- Prince William
- Loudoun
- UAE

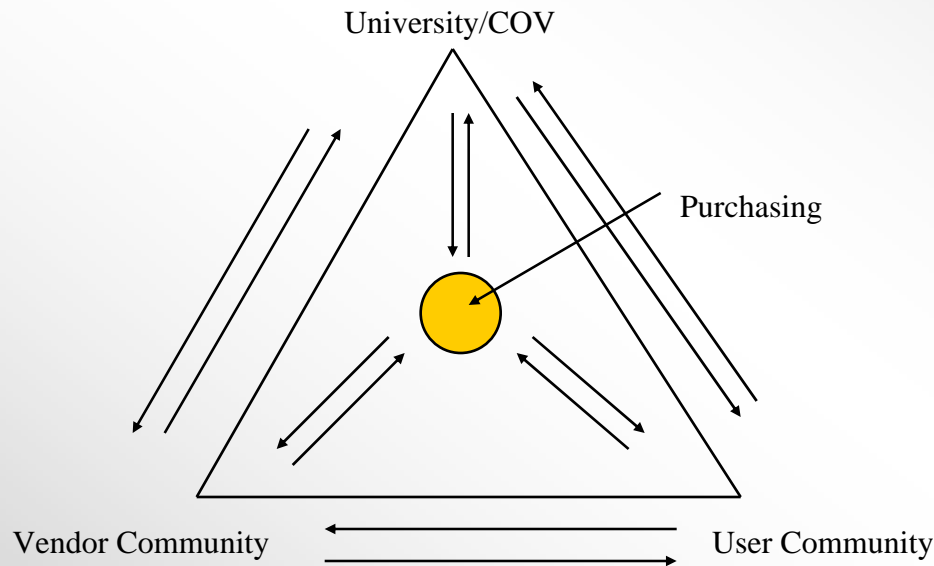
# “Get Smart: The Higher Education IT Procurement Process.”

## Top Spend Areas (Discretionary Spend - last 4 quarters)

Top Ten Annual Spend Groups	Annual Spend Per Group
Construction-Bldgs	\$57,758,789
Contracted Management	\$13,708,071
Non GMU Skilled Services	\$8,993,838
PC Syst & Components GT \$2000	\$3,924,982
Electronic Equipment	\$3,817,169
Custodial Maintenance	\$3,391,485
Laboratory Equipment	\$3,072,961
Building Repair & Maintenance	\$2,959,381
Printing Services	\$2,241,022
Office Supplies	\$1,888,278

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## Purchasing’s Triangle of Difficulty



—————> Influencers = Needs, Wants, and/or Desires

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## Who We Support

- University/Commonwealth of Virginia
- Vendor Community
- User Community

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## University/COV

- Operate within a given set of
  - Laws (VPPA)
  - Policies and procedures

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## Vendor Community

- Expertise/Knowledge
  - New /Improved
  - Technologies
  - Processes/Methods
- Communication
  - Process/Requirements
  - Solicitations

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## User Community

- Needs/Wants/Desires
  - Includes: New/Improved Goods and Services

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## Working Together

- Relationship
- Planning
- Competitive Processes
- Outcomes/Contracts

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## Relationship

- IT and Procurement

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## Planning

- Communication
- Timing

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## Competitive Process

- IFB
- RFP

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## Outcomes/Contracts

- Long-Term Relationships

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Thank You

Questions/Comments

