

## Aarhus University's procurement policy

### Purpose and principles

At a meeting on 9 December 2015, the senior management team at Aarhus University (AU) adopted the following policy, which applies to all purchases of goods and services carried out at AU, regardless of whether the purchase is financed by the university's operating budget or by external funding.

The senior management team's position is that there is a potential to reduce costs and increase efficiency at AU by establishing new purchasing agreements and by increased use of existing agreements. Procurement will submit annual reports monitoring developments in this area.

AU must increase the proportion of purchases covered by agreements by establishing university-wide agreements for suitable categories of purchases. Other single purchases must be carried out by tender in cooperation with the administration's procurement office (Procurement).

AU must comply with the rules governing public procurement, including rules on public tender. The aim of purchasing agreements is to ensure that the university's large purchasing volume results in discounts and savings, and purchasing agreements must support AU's core activities.

Purchases must be made through the electronic purchasing system when the system is implemented at AU (starting in 2016) and the purchasing agreements are registered in the system.

### **Policy for purchasing agreements**

Procurement is authorised to handle the procurement process and establish university-wide purchasing agreements for AU.

These agreements must be serviceable for purchasers and must support the university's core activities.

Purchasing agreements must be established in cooperation with the specific research and teaching environments to which the agreements apply. The agreements must safeguard the university's diversity and all relevant considerations with regard to the university's teaching and research environments

Purchasing agreements must be established on the basis of a principle of adequacy, which means that agreements must neither be made to purchase products of a higher quality or functionality than necessary nor of a lower quality or functionality than necessary.

The agreements must contribute to standardisation within the individual purchasing categories. The university must minimise the number of suppliers wherever possible. The university's total purchasing volume must form the basis for purchasing agreements so that maximum volume discounts can be obtained. However, consideration for the university's diversity may justify

dividing the university's purchasing volume into smaller agreements with reference to the different needs and wishes of the research and teaching environments.

The aim of reducing costs and improve efficiency must be taken into consideration when establishing university-wide purchasing agreements. All cost must be taken into account, including costs related to switching to a new supplier.

AU must be considered as a single customer, and all purchasers must receive the same favourable prices and conditions from the suppliers.

### **Procurement principles**

Purchasers must keep the goal of cost reduction in mind. Purchases must always be made using AU's agreements, either AU's own agreements or agreements made through SKI or the Central Procurement Programme. If the purchase cannot be made through any of the existing agreements, Procurement must be involved in the process. More information can be found on the Procurement website: [medarbejdere.au.dk/en/administration/finance/procurement/](https://medarbejdere.au.dk/en/administration/finance/procurement/)

If a purchase is not subject to tender, more than one offer must always be obtained in order to ensure that AU receives the best quality at the lowest price.

Fewer suppliers should be used, so that they receive a larger volume of orders, and are thus able to give AU larger discounts. Reducing the number of invoices must also be a priority, for example by purchasing from fewer suppliers and avoiding making many small purchases.

There must also be a focus on the expected lifespan of products and costs over the product's lifespan, for example electricity consumption.

Purchases should be made using the electronic purchasing system whenever possible.

### **Organisation and participants' roles**

The following participants are involved in procurement:

- The procurement steering group, which coordinates and prioritises the performance of the tasks of Procurement at a general level.
- Procurement, an office responsible for issuing individual calls for tenders for contracts to supply goods and services as well as establishing a university-wide framework for AU in appropriate areas.
- Procurement coordinators who provide support with regard to purchasing in the research and teaching environments, including ensuring that users are involved in the establishment of user-wide agreements for AU and compliance with the agreements concluded.
- Purchasers, who must use university-wide agreements where established and comply with applicable rules and regulations for public procurement in all cases. Purchasers may contact their local purchasing coordinators or Purchasing for guidance.