

Risk Management and Purchasing

This past year was very hectic and challenging with the increase funding the University has received in research, the increase in student enrolment, additional faculty, along with an increase in demand for insurance and risk management services.

One of the benefits of being in procurement our department is involved in all aspects of the day to day activities. Purchasing services affects student services both directly and indirectly. Throughout the year the department is busy in supplying goods and services at the best value by using several procurement methods to assure good competition for each dollar disbursed. During the school year we are busy in providing services to all departments and research centres, the spring brings more research funding, field trips and research in many international countries. In addition, this is the beginning of the construction period, repairs, maintenance, alterations and ordering of new equipment.

Research activity at Laurentian is in constant growth. The University's faculty is involved in over 250 funded projects in the fields of Natural Sciences and Engineering, Social Sciences and Humanities, Professional Schools and Life Sciences. Laurentian University is the # 1 Canadian University in research income growth for 2006. According to RESEARCH Infosource, which ranks Canada's Top 50 Research Universities each year, research funding at Laurentian grew by 133 per cent from 2005 to 2006. In dollar terms, Laurentian received \$38.6 million in sponsored research funding in 2006; in 2005, it had received \$16.6 million.

In 2007 we issued **99** major RFQs and RFPs for goods and services. This process assures that the University's requirements are purchased at the best possible value through a competitive and fair process. Vendors get the opportunity to bid on our business and they appreciate that fact.

For the past several years we have been electronically faxing and e-mailing our purchase orders to our vendor using our main financial system, Datatel. We have used several methods to confirm the purchase order had successfully been transferred but recently we have been able to get all of our confirmations either successful or not by e-mail. The firm that assisted us with this program was Cardinal Software.

We implemented the electronic fax through our Nortel voice over IP system. We now have the e-mail, voice mail and fax mail all in our e-mail system.

With the Canadian dollar being close to par for the past several months we are asking our Canadian vendors to reflect the lower exchange cost in their pricing when goods are exported from the U.S.

In order to assist new and current Faculty with their research procurement requirements we were asked to make a presentation at a research day on how we can help them.

Projects

- **Content Management System** – Our new Microsoft content management system has now completed Phase 1. Please visit our new Risk management and Purchasing web site at www.laurentian.ca/purchasing .
- **SpaceFile** – We will be installing our first system in our Human Resource department. This system will replace 24 lateral file cabinets (10 3-drawers and 14 4-drawers) in a total space requirement of 11' X 7' with SpaceFile.
- **Waste/Recycling System** – further to our review the university will be purchasing a vehicle that will hold both streams of waste and recycling. The vehicle has different lift capabilities to reduce handling. We will transport our own recycling and waste to the different sites.
- **Lamps/Ballasts** – we are negotiating a 2 year extension to our existing contract.
- **Laptop/desktop computers** – we have awarded a 5 year contract to Lenovo.
- **Diversions of computers/monitors/printers from landfill sites** – The Ministry of the Environment would like to implement phase 1 of this program in 2008. We are aware a 2 firms that will recycle these components at a cost. We are continuing our review of this program.
- **Video cameras outside/inside** – we are streamlining all of our cameras to operate on one system through Honeywell.
- **Certificate of Insurance** – we are working on a policy and procedure that will require all contractors/consultants provide the university a certificate of insurance which will cover the university for any loses that may occur. We are going to base our requirement on the level of coverage by analyzing the risk on a low, medium and high level basis.

Future Major RFPs 2007

- Public Address System
- Long Distance Telephone
- Economic and Social Impact Study
- IT Baseline Review
- Affinity Credit Card program
- Pulling of Data Cable

Sudbury Regional Buying Group

As a member of the Sudbury Regional Buying Group we are actively participating in cooperative purchasing (recent list of commodities; copy paper, salt and sand, lamps and ballasts, unleaded and diesel fuel) and sharing of information such as Ontario Buys, Freedom of information and Protection of Privacy Act, and PMAC Sudbury District I am currently the Chair this group.

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