

Appendix 2 – Table of Procurement Best Practice Indicators

Objective	Best Practice Indicator	Frequency
1	Procedures, Regulations and strategy to be reviewed	Every three years
2	% and number of total transactions that are e-transactions	Annually
2	Average process cost of a transaction, both electronic and paper transactions	Annually
2	Cash saving arising from using e-transactions as opposed to using paper transactions	Annually
3	Risk analysis on College procurement activity to be performed at least once a year	Annually
4	% procurement spend that is channelled through a collaborative (APUC) contract.	Annually
4	% of total transactions that are e-transactions	Annually
4	Number of contracts subject to Europeans award legislation/number of such contracts that fully meet European Union legislation.	Annually
4	% spend with SMEs.	Annually
5	Total Savings achieved year on year	Annually
5	% procurement spend that is channelled through a collaborative contract	Annually
5	% Spend with contracted suppliers	Annually
5	% of contractual KPIs that show improvement since previous report	Annually
6	Number of staff undertaking CIPS procurement training	Annually
6	Number of days other procurement related staff development	Annually
7	% of average inventory held in stores written off as obsolete	Annually
7	Number of days between requisition and delivery	Annually