ADMINISTRATION & FINANCE DIVISION

Budget Request FY 2021

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PRIORITY #1

- Seeking “Procure to Pay” solution
  - Software industry term-encompasses chain from procurement to payment
  - Better integration of end-users, purchasing, & accounts payable through common, comprehensive software system
- Important Background
  - Increased purchasing authority (from $5k to $1 million) given from state to URI
  - CONTINGENT upon URI using procurement software that provided similar reporting to state e-procurement system (Perfect Commerce)

THE REQUEST
- Reallocation of PREVIOUS FY20 $126k permanent allocation for potential platform (Perfect Commerce)
  - Convert to FY20 OTO fee for implementation & consultant
  - What information will be coming from consultant?
    - Cost efficiencies that have not yet been elucidated?
    - Should consultant complete work before making request?

- Increase permanent allocation starting in FY 21 by $144k for annual licensing fee to total of $270k Current $126k allocated, increased to $270k

- Additional $269k in FY21 OTO for implementation, once new platform is selected
Academic Strategic Plan Alignment

Goal 5 - Streamline Processed to Improve Effectiveness

Specific: Strategy 3, Action 4c - “Develop more efficient processes for....purchasing”

Potential to better align URI with similar student focused research Universities for efficiency in purchasing, rather than non-similar RI state agencies

Outside of Purchasing and Accounts Payable Departments- more productivity of unit-level staff (e.g. Colleges), researchers; less time on procurement
BENCHMARK DATA

Peer-institutions

- UNH
  - Jaggaer/SciQuest (8/2018)
  - 13 FTE's
  - system used in 4 Schools
    - UNH, Plymouth, Keene, & Granite

- UVM
  - manual process
  - 5 FTE's plus administrative staff

- UMaine
  - Jaggaer/SciQuest (early 2019)
  - ? FTE's

Aspirational Institutions

- UCONN
  - Jaggaer/SciQuest (HuskyBuy fully implemented 7/2018; 8-year process)
  - 14 FTE's

- UDE
  - Blue Hen Marketplace (2010)
    - Point & click purchasing for any “contracted suppliers for any UD credit card holders”
- Use state system (Perfect Commerce)
  - Annual fee of $126k previously allocated in FY20

- Seek OTO funds for development/implementation only
  - Annual contract (or some portion of annual contract) paid by cost savings/efficiencies predicted in proposal. Use consultant to get a better handle on areas for savings.
POTENTIAL BENEFITS

- Expedited order, fulfillment and payment
  - less reliance on manually matching order to invoice to packing to slip for payment.
- Better direct integration of MPA’s
  - Increased purchasing power? !?!
  - Decrease in non-contract spending
- Improved BID process (Dependent on platform selected)
- Shopping cart experience-user friendly
- Potential to free-up URI dedicated Purchasing Staff to focus on more strategic projects/activities.
- Not necessarily “strategic”-cost of doing business
  - However, on SBPC Rating of Benefits, could be classified as 3 or 4
- Adds another URI software system
- Extensive Training Needs-in excess of OTO funds requested?
- Workaround?
  - Have we maximized benefits of other systems we have invested in? For example, P-card.
- Shift of purchasing work to departments, faculty, etc. without comparable fiscal support University-wide
  - Previous examples-Travel, P-Card
- Less opportunity for small businesses, minority owned businesses, etc.?
  - University of Delaware-Blue Hen Marketplace, specific initiatives
 Potential benefit for Research & Economic Development
  - 500 fund purchasing
 Student Affairs- if streamlined, process truly benefits end users
 Academic Affairs-if streamlined, process truly benefits end users in Colleges/Departments

CROSS-DIVISIONAL EFFICIENCIES
PRIORITY #2

- **Emergency Mass Notification Platform (Alertus)**
  - System for allowing one point of activation to send emergency notifications via multiple types of communication (i.e. desktop computer, mobile app, cable TV, more)

- **Virtual Emergency Operations Center (VEOCI)**
  - On-line software platform that allows real-time information sharing among all users

- **Outdoor speaker system**
  - New high power speakers on the Kingston campus

**First year cost:** $240,580

**Recurring annual cost:** $28,200

The Request
➢ Safety and security are pre-conditions for achieving the goals in the academic strategic plan

➢ Improves perceptions of safety and security--can contribute to student recruitment efforts

➢ Potential to enhance the movement & flow of people on campus when emergency information (e.g., road closures, power outages) can be shared with multiple departments in real-time
Comparable public institutions where data are available:

- University of Massachusetts (Amherst): Rave and Alertus for notification; Box for virtual operations
- University of Delaware: similar to URI; updating now; outdoor speakers
- University of Southern New Hampshire: Rave, adding Alertus for notification; outdoor speakers-standalone system
- Virginia Tech: Rave and Alertus for notification; Veoci for virtual operations
- University of Maine: Blackboard connect for notification
➢ Use existing notification system (Rave):
  ➢ compliant with the Clery Act
  ➢ Relies on email, SMS text messaging, and automated phone calls

➢ Use existing method for operations/information sharing: email messages shared among incident response stakeholders

➢ Eliminate outdoor speaker system on Kingston campus

➢ Potential to seek funding from other sources?
  ➢ Parking fees of faculty and staff have been explored; not an option
  ➢ No additional funds available within Public Safety
➢ Will allow URI to follow National Best Practices for emergency preparedness & response at higher education institutions

➢ Positively impact the safety, security & preparedness of the campus

➢ Increase the reach of emergency notifications to all individuals on campus (not just subscribers to the Rave system)

➢ All campus alert system (outdoor public address system) has reached end of life (15 years old)
➢ Not necessarily strategic investment
   ➢ Cost of doing business

➢ There will be recurring annual costs ($28,200)
   ➢ How will these costs be covered?

➢ Additional software platform that will require training for users (including many departments across campus)

➢ Speaker system installed on Kingston campus only

➢ Outdoor speakers make up a significant portion of the OTO request ($185k)

Potential Limitations
➢ Can connect partners across the university in real-time communication (i.e. emergency management, facilities, capital projects, admissions, special events, athletics, etc)

Cross-divisional efficiencies
CENTRALIZED WEB-BASED TRAINING

- Division of Administration & Finance
- Student Affairs
- Research & Economic Development
Seeking “Training Content Vendors” & Comprehensive Electronic System to Record & Manage Training Records across Divisions

- Eliminate redundancies, reduce silo effects, more effective reporting & training (e.g., compliance w/ lab safety training; OSHA personnel training, Title IX training)

Costs

- One-time set up & integration costs $67,500
- Content provider ongoing annual contracts $97,800*
- Training Management Platform $60,000
- Less reallocation (from Admin & Finance) ($15k)

TOTAL $209,800
Academic Strategic Plan Alignment

- Goal 5-Streamline Processed to Improve Effectiveness
  - Strategy 2, action 5, relative to improvements in IT
  - Strategy 3, action 4d, relative to implementing new administrative processes that increase service & efficiency
• Many institutions struggling with same issue

• Centralized web-based-training via LMS or small subset of content providers

  University of Pennsylvania
  University of California- San Diego
  University of Connecticut
  University of Michigan
  University of Virginia
- Continue w/ face-to-face training & “by hand” monitoring
- Seek alternative funds for development/ implementation
- Shared contribution among all 2 divisions (A&F contributing 15k)
- Assure compatibility w/ new LMS
Centralized training w/presumably 24/7 online access
- Potentially enhanced completion rates
- Potentially enhanced compliance rates
- Electronic data-base for improved & efficient record keeping
- Interconnected vendors can provide standardized service to faculty, staff, & students across divisions
- Potential personnel savings of .5 FTE estimated
- User friendly if truly integrated

POTENTIAL BENEFITS
- ? Compatibility w/new LMS (otherwise another software program to learn)

- ? Training Needs- not included in requested funds

- Requesting annual funds for content and platform subscriptions (>97.8k/year)

- Potentially frustrating for end-user if not fully integrated

POTENTIAL LIMITATIONS
- Integrated Training, Monitoring & Reporting Across Divisions
- Potentially beneficial for faculty, staff, students across divisions
QUESTIONS AND DISCUSSION

Administration & Finance Division

FY 2021 Request