

Research on Informatization Construction of Small and Sporadic Procurement Platform in Colleges and Universities

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Abstract: Small and sporadic purchasing is an important part of college purchasing business. It has the characteristics of significant variability, complexity and high frequency. In recent years, the management department has continuously raised the procurement limit standards to give purchasers a certain degree of autonomy in small-scale and sporadic procurement, allowing purchasers to purchase according to internal control systems. However, the result of practice is that the purchaser can not implement small-scale sporadic procurement scientifically and standardized, resulting in incomplete and inaccurate project information. The contents, methods and procedures of procurement are not clear. In view of the current situation of small and sporadic procurement management in colleges and universities, this paper proposes to construct an efficient, scientific and standardized procurement comparison internal control management system. The system uses information technology to comprehensively optimize supplier management from the source of procurement application, strengthen in-process supervision, and realize the whole process management of small and sporadic procurement, aiming to improve the supervision, efficiency and transparency of college procurement management.

Keywords: Universities; Small and Sporadic Purchases; Informatization; Platform Construction

1. Introduction

In particular, strict laws and regulations are applied to procurement projects that exceed quota standards, so that the principles of open bidding and fair competition are effectively implemented, ensuring the transparency and fairness of the procurement process. However, for the procurement items below the quota

standard, due to its small scale, large number, and often not within the scope of strict legal supervision, it has become a weak link in the procurement management of colleges and universities.

Although the individual amount of this part of the procurement project may not be large, it occupies a considerable proportion of the university's funds and resources. If there is no effective internal control management system and supervision mechanism, it is easy to have non-standard operations, waste of funds, and even breed corruption and other problems. Therefore, colleges and universities must attach great importance to the management of procurement projects below the quota standard, build an efficient, scientific and standardized procurement comparison internal control management system, to ensure the legal compliance of procurement behaviors, and improve the supervision, efficiency and transparency of college procurement management. [1]

2. The Characteristics and Management Status of Small and Sporadic Procurement

Small and sporadic procurement refers to goods and services whose single or annual bulk procurement amount is lower than the bidding limit in the university except for housing rental fees, labor fees, public welfare news media publicity fees, and the procurement catalog of the Shanghai Government Procurement network electronic market; If the cumulative amount of continuous procurement of the same goods and services in the same year exceeds the bidding quota standard stipulated by the school, the model of campus bidding shall be referred to.

Small and sporadic procurement is mainly the responsibility of the school, and its implementation is based on the internal control standards of the applicant department. Because the procurement project budget amount is small, the types of goods or services purchased are relatively simple, and do not require a complex

review process, the procurement cycle is short and the flexibility is high. In principle, under the premise of ensuring quality and service, the supplier with the lowest price is selected as the transaction service unit.

3. The System and Process of Small and Sporadic Procurement

In the preparation stage of procurement activities, the main department initiating the procurement needs to conduct in-depth market research to accurately define the specific specifications and requirements of the items to be purchased. This includes many details such as the name, quantity, specifications, and quality requirements of the items, laying a solid foundation for the smooth progress of subsequent procurement activities and the clarification of acceptance standards.

Procurement personnel need to initiate procurement requests based on actual business needs and obtain strict approval from department heads to ensure that the rationality and necessity of procurement requirements are fully verified. Once approved, the bidding office will publish a campus comparison announcement in the bidding notice section of the campus network, clearly informing the start and end time of the comparison registration (not less than three working days). During this period, procurement personnel shall promptly provide detailed answers and clarifications to any questions or doubts raised by potential applicants.

Potential applicants are required to strictly comply with the announcement requirements and submit valid documents, including a copy of the business license stamped with the official seal and a quotation, within the designated time. They assume full legal responsibility for the authenticity and validity of the information provided.

The bidding office conducts a preliminary examination of the applicant's qualifications and relevance, including the validity of the business license, the reasonableness of the quotation, and whether there is a relevant relationship. The results of the preliminary examination will be provided to the project leader in writing in a timely manner to ensure accurate and timely information delivery. If the preliminary examination is passed and there are no less than three substantive response units, the procurement department may start to organize the review work. In the evaluation process,

comprehensive consideration of quotation, quality, service, reputation and other factors to choose the best supplier.

If the number of substantive response units is less than three after pre-examination by the bidding office, this price comparison activity will be deemed invalid and will no longer enter the evaluation stage. At this point, the bidding office needs to issue a notice of termination of the price comparison and provide a detailed explanation of the reasons, then restart the price comparison process. If the same project still fails to attract a sufficient number of substantive response units in the second comparison, the procurement department may organize a departmental review based on the second registration situation. Meanwhile, it is necessary to properly preserve the complete information of the two price comparisons for future reference.

According to the internal control management system of the department, a review meeting should be organized to review and approve the review results, form meeting minutes, and fill out the result confirmation form. The evaluation results still need to be reviewed by the responsible school leaders to ensure compliance and transparency in the decision-making process. After the review is approved, the bidding office needs to publish a campus comparison and transaction announcement on the bidding bulletin board of the campus network, with a public notice period of one working day, and accept supervision from all teachers and students of the school. The specific process is shown in Figure 1.

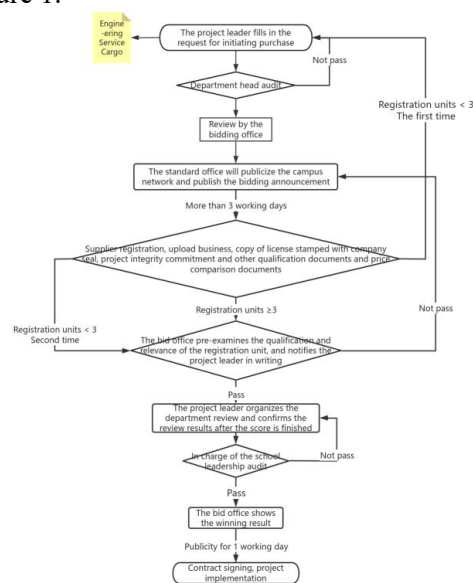


Figure 1 Schematic Diagram of Small and Sporadic Procurement Process

For single goods or services that do not meet the conditions for price comparison, a 7-day public notice must be made on the campus website. After the public notice period expires and there are no objections, a screenshot of the campus network public notice page can be taken as proof material, and a written explanation of "no objections during the public notice period" can be issued by the bidding office. At this time, there is no need to fill out the result confirmation form. [2-4]

4. Build a Full Process Small-Scale Sporadic Procurement Management Platform

To enhance the supervision of school procurement management and ensure the scientific, standardized, and efficient nature of procurement comparison, it is necessary to establish a comprehensive internal control management system for procurement comparison. The system will start from the source of procurement application, standardize the execution process of procurement comparison and selection business through information technology, strengthen supplier correlation review, rely on electronic evaluation function to enhance in-process supervision, make supplier determination more based, further standardize school procurement behavior, improve fund utilization efficiency, ensure project quality, safeguard the legitimate rights and interests of schools, and promote clean governance construction. [5-9]

4.1 Manage Users Effectively and Clarify Role Permissions

The system assigns usage permissions for different functional modules based on user roles to ensure data security and operational compliance. User roles are divided into supplier users and school users. School users include the bidding office, procurement applicants, on-campus scoring experts, and centralized review departments; Supplier users refer to legal entities, other organizations, or natural persons who provide goods or services to the purchaser in response to procurement or competition.

After the supplier sees the procurement information on the platform, they fill in the complete enterprise name and social credit code through the registration page, submit them for approval by the school, and allow them to participate in project registration and bidding. When registering for bidding, they need to

upload the bidding documents online, and the school's centralized management department will verify the information.

The bidding office needs to review the qualifications of the registered suppliers and publish project information on campus networks and procurement platforms, including project names, numbers, requirements, and bidding parameters, to ensure transparency and openness of information; After the supplier registration deadline, review the relationships between bidding suppliers to avoid conflicts of interest; Import the bidding documents of suppliers on the comparison platform into the campus procurement platform for easy archiving and reference.

The procurement applicant shall fill in the procurement application in accordance with the format and steps required by the comparative procurement platform. In the application, the procurement requirements shall be described in detail, and the scoring criteria shall be uploaded or filled in. At the same time, the internal scoring expert of this project shall be selected.

On-campus scoring experts are selected by the procurement applicant based on the specific needs and actual situation of the department where the project is located, either within the department or across departments. Generally, three or more singular experts are selected to ensure the comprehensiveness and accuracy of the scoring.

4.2 Strengthen Supervision to Ensure Fair Selection

After the deadline for comparison and registration, the system will automatically integrate and display the core information of all registered suppliers, including but not limited to the complete name of the enterprise, the exact name of the legal representative, the current registration status, the specific date of establishment, the unified social credit code, the clear amount of registered capital, the industrial and commercial registration number, the valid contact phone number, the official name of the registration authority, the detailed address of the registration, and key details such as the main management personnel. More importantly, the system will also launch an automatic comparison mechanism aimed at thoroughly and comprehensively investigating any form of correlation that may exist between suppliers, thereby further strengthening the supervision

and management of the selection process, ensuring the fairness and transparency of the entire selection activity.

After the evaluation results are reviewed and approved by the department head, the centralized management department, and the school leaders in charge, the bidding office will publish the final results on the campus network and the comparison and procurement platform. Suppliers can easily query the final results through the online platform.

4.3 Expand Information Disclosure Channels and Optimize Procurement Processes

By leasing an Alibaba Cloud server as technical support, it will be used for the information release and operation of the selection and procurement platform, to complete functions such as publishing school selection notices to social suppliers, supplier registration, application, uploading bidding plans, and supplier association review.

In the comparative procurement process, a scientific and reasonable scoring system and score allocation should be developed based on the unique attributes of goods and service projects. The total score is set at 100 points, among which for goods related projects, the score for the commercial quotation part shall not be less than 50 points; For service projects, the score for the business quotation part must not be less than 30 points. In the technical evaluation process, it is recommended that subjective evaluation and objective evaluation each account for 50% of the weight to ensure the comprehensiveness and fairness of the evaluation. Based on this, the bidding office should design and provide two sets of scoring templates, one for goods and one for services, as the benchmark framework for evaluation. The project leader needs to make timely and reasonable adjustments to the score allocation in the template based on the actual needs and characteristics of the specific project, to ensure the pertinence and practicality of the scoring system.

In the expert evaluation stage, all evaluation experts can directly browse the list of projects to be evaluated by logging into the system. For projects assigned to themselves for review, experts only need to score online based on established standards. The system will then automatically summarize the ratings of each expert and generate the final evaluation results

to ensure fairness in the ratings.

5. Summary

It is an important measure to improve the level of procurement management in colleges and universities to build the information platform of small and sporadic procurement in the whole process. By building a unified procurement management platform, strengthening the application of information technology, strengthening in-process supervision and data analysis, and optimizing user experience and services, information management of the whole process of small and sporadic procurement can be realized, improving procurement efficiency, reducing procurement costs, strengthening supervision and improving management decision-making level. In the future, with the continuous progress of technology and the constant change of demand, colleges and universities should continue to improve and optimize the functions of the procurement platform to adapt to the new requirements and development trends of small and sporadic procurement management.

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