



Bord Oideachais agus Oiliúna Dublin and Dún Laoghaire  
Átha Cliath agus Dhún Laoghaire Education and Training Board

# Dublin & Dún Laoghaire Education and Training Board

## Corporate Procurement Plan 2022-2024

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## Document Control

### Document Location

This document will be uploaded and available to download from the DDLETB website [www.ddletb.ie](http://www.ddletb.ie)

### Approvals

1. Corporate Procurement Plan requires the following approvals/ noting:

Name	Approval/ For noting	Date
Chief Executive	For approval	14 <sup>th</sup> October 2022
Audit & Risk Committee and Finance Committee	For noting	Fin: 16 <sup>th</sup> Nov 2022 ARC: 30 <sup>th</sup> Nov 2022
ETB Board	For noting	17 <sup>th</sup> October 2022

2. Appendix 1 – Multi-Annual Procurement Plan (MAPP)

**Completed MAPP to ETBI by 1st November annually – contact [procurement@etbi.ie](mailto:procurement@etbi.ie) for details**

Contact Name	Department	Completion Due date	Date submitted to ETBI
Jennie Clinton and Claire Keane	Finance – Procurement	1 <sup>st</sup> November 2022	14 <sup>th</sup> October 2022

## Foreword

On behalf of Education and Training Boards Ireland, I am delighted that ETBI has been involved with DDLETB in updating the ETB Corporate Procurement Plan template launched in April 2019. The *Code of Practice for the Governance of ETBs (CL 0002/2019)* requires ETBs to confirm that a Corporate Procurement Plan (CPP) has been developed and is being implemented in ETBs.



The plan sets aims and objectives for improving on an incremental basis the procurement outcomes for the ETB. It also shows the measures to support the aims of the plan. ETB planning through this Multi-Annual Procurement Plan (MAPP) gives an insight for the board into the capacity of the ETB to remain compliant. I am glad that the guidance produced through the focus group and involving many of stakeholders in ETBs and in the Department has improved DDLETB's response in this plan.

**Paddy Lavelle, General Secretary, ETBI**

## Foreword

Procurement is a key element of the Government's Public Service Reform Programme. Education spends approximately €1 billion on goods and services annually and it is essential that this money is spent in a way that achieves maximum value for money, adheres to government policy, national guidelines and EU directives for procurement, while providing a sustainable delivery of services for the taxpayer.



The Education Procurement Service (EPS), designated by the Department of Education as Education Sector procurement hub, has developed an excellent relationship with the ETB Sector through the ETBI PSR Unit and through the procurement projects it has delivered in collaboration with ETBs.

In addition to being a requirement under the *Code of Practice for the Governance of ETBs (CL 0002/2019)*, the Corporate Procurement Plan is an essential link in the provision of sustainable, fit for purpose, contracts and frameworks. The CPP template developed by the Education Procurement Service (EPS) and Education and Training Boards Ireland (ETBI) for ETBs, sets out the Board's strategic approach to procurement. The guidelines and supporting

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documentation in the Corporate Procurement Pack, provide guidance for buyers on the engagement process.

An essential element of the CPP is the planning of the Board's future procurement requirements. This will be facilitated by annually producing a three-year rolling Multi-Annual Procurement Plan or "MAPP". The education sector aggregated MAPP will provide the Office of Government Procurement (OGP) with a detailed list of education's defined future requirements over a three-year period.

The linking of education's requirements to the development of OGP sourcing strategies will provide buyers with contracts and framework agreements tailored to meet education's specific needs.

By following the guidance set out in this document you are facilitating your ETB's compliance with the procurement aspect of the Code of Governance and achieving best value for money for the tax payer.

**Philip Gurnett, EPS Director & Head of Sourcing Education**

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## Introduction by Chief Executive

On behalf of Dublin and Dún Laoghaire ETB, I am delighted to launch the DDLETB Corporate Procurement Plan (CPP). We have worked hard as an ETB to navigate our way through the transformed landscape of procurement over the last number of years. The purpose of this plan is to provide the reader with an understanding of how the procurement function is structured in DDLETB and to describe the procedures and processes that we follow to ensure DDLETB is achieving maximum value for money on behalf of the taxpayer while adhering to government policy, national guidelines and EU directives for procurement. It is complex for this ETB to manage the procurement of goods and services over so many sites. We have made significant improvement as our systems have developed; this will continue in line with this planning document.

The Multi-Annual Procurement Plan (MAPP) which forms an appendix to the CPP is a detailed planning tool which we use to analyse our expenditure and forecast our requirements for a 3 year period. In addition, it will form part of the education sector aggregated MAPP, providing the OGP with useful data to ensure the buying needs of the ETB sector and the overall education sector will be met into the future.

I would like to acknowledge the significant support and guidance of the ETBI Focus group and the EPS in developing the CPP and MAPP templates for the ETB sector. I also extend my thanks to the management and staff in DDLETB.

**Caitríona Murphy, Chief Executive, Dublin and Dún Laoghaire ETB**

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# 1. Introduction

## 1.1. Dublin & Dún Laoghaire ETB Procurement Mission Statement, Values and Goals

### Our Vision

We aim to become leaders in public procurement through collaborative partnerships with all stakeholders.

### Mission Statement

Dublin & Dún Laoghaire ETB is committed to operate its procurement under the national procurement model agreed by government, and the principles of corporate governance outlined in the *Code of Practice for the Governance of ETBs (CL 0002/2019)*. This includes use of central and sectoral procurement frameworks and contracts which offer value for money and efficiencies.

In instances where the national procurement model does not have an appropriate mechanism in place for a particular purchase (framework/drawdown), it is the intention of Dublin & Dún Laoghaire ETB to comply with the relevant Public procurement guidelines available from the [OGP website](#) and sectorally agreed policies and procedures available from the [ETBI website](#)

We aim to engage with all stakeholders with a view to adding value to the ETB through procurement

### Our Values



### Goals

1. To ensure probity and compliance for the procurement of all goods and services
2. To guide stakeholders on the use of procurement processes
3. To achieve VFM for our ETB and stakeholders
4. To achieve excellence in Contract Management

## 2. Objectives

### 2.1. Corporate Procurement Plan Objectives

The CPP<sup>1</sup> is a key tool in facilitating the national procurement model in identifying procurement priorities.

Through the OGP and the four key sector procurement functions (Health, Defence, Education and Local Government), the Public Service speaks with "one voice" to the market for each category of expenditure, eliminating duplication and taking advantage of the scale of public procurement to best effect. This move is in line with best practice in the public and private sector and is part of the continuing reform programme being driven by the Department of Public Expenditure and Reform.

The objectives of Dublin & Dún Laoghaire ETB's CPP and how they will be achieved are set out in the table below:

<b>Objectives</b>	<b>These objectives will be achieved in several ways including</b>
<ul style="list-style-type: none"><li>• <b>achieve efficiencies and cost reduction through the procurement process;</b></li><li>• <b>achieve the ETB strategy by aligning objectives and procurement requirements</b></li><li>• <b>increase the proportion of spend with contracted suppliers drawn from national frameworks;</b></li><li>• <b>ensure compliance with all relevant policies and procedures;</b></li></ul>	<ul style="list-style-type: none"><li>• by taking a strategic approach to procurement;</li><li>• by ensuring compliance with all relevant policies and procedures;</li><li>• by ETB procurement personnel engaging with the OGP for their procurement solutions; and</li><li>• by informing budget holders of the framework agreements and contracts that are available.</li></ul>
<ul style="list-style-type: none"><li>• <b>enhance leadership, governance, awareness and skills within the procurement function;</b></li></ul>	<ul style="list-style-type: none"><li>• by providing appropriate and periodic training to budget holders on</li></ul>

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<sup>1</sup> The requirement to develop and implement a Corporate Procurement Plan is set out in the [Code of Practice for the Governance of ETBs \(CL 0002/2019\)](#).

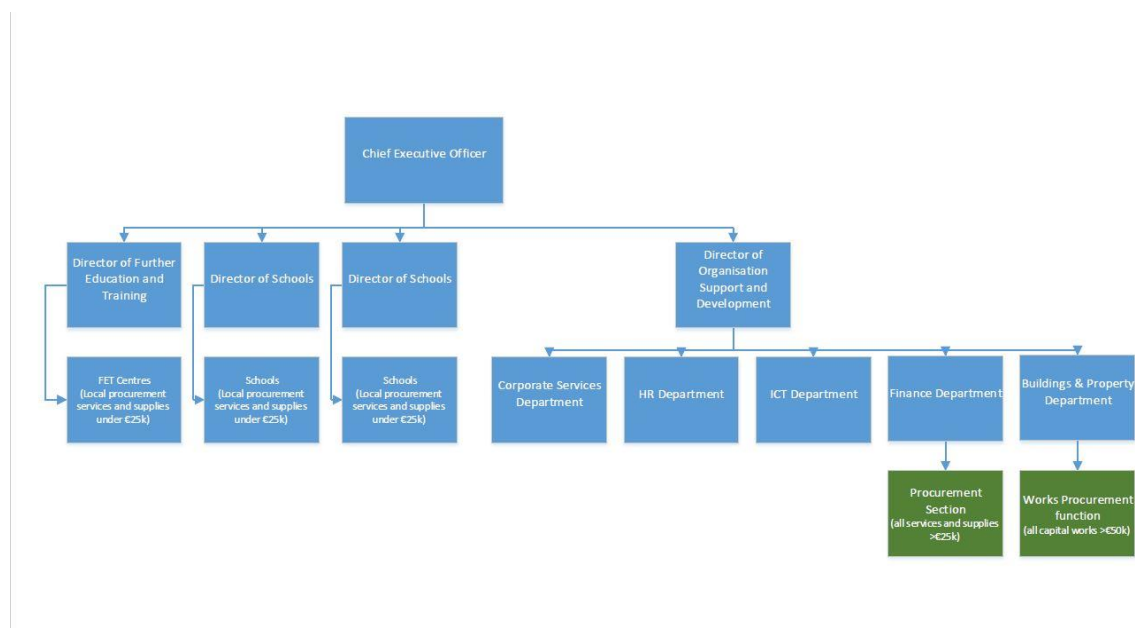


<ul style="list-style-type: none"> <li>• <b>support an efficient procurement function across the organisation;</b></li> </ul>	<p>procurement policies, procedures and best practice; and</p> <ul style="list-style-type: none"> <li>• by engaging budget holders with the development and implementation of the Corporate Procurement Planning process.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>deliver a common, corporate process of strategic sourcing, supplier relationship development and contract management that supports the national procurement model;</b></li> </ul>	<ul style="list-style-type: none"> <li>• by establishing and assigning clear roles and responsibilities;</li> <li>• by completing the Multi-Annual Procurement Plan (MAPP) (Appendix 1) and sharing it with ETBI;</li> <li>• by complying with the processes set out in the national procurement model;</li> <li>• by developing supplier relationships and monitoring the quality and delivery of goods and services; and</li> <li>• by reference to guidance in sections 3 and 4.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>implement a category management approach to procurement across the ETB;</b></li> </ul>	<ul style="list-style-type: none"> <li>• by aligning (where possible) the general ledger and the category management approach to procurement; and</li> <li>• by adopting a consistent approach to procurement.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>support the Department of Public Expenditure and Reform (DPER) by implementing their strategies such as the national Procurement model to increase procurement efficiencies and e-invoicing to further enhance efficiencies and value for money.</b></li> </ul>	<ul style="list-style-type: none"> <li>• by utilising the procurement solutions and guidance put in place;</li> <li>• by implementing a multi-annual procurement plan (refer Appendix 1);</li> <li>• by implementing e-invoicing; and</li> <li>• by sharing feedback with the OGP on areas of potential improvement.</li> </ul>

### 3. Structure of Procurement within the ETB

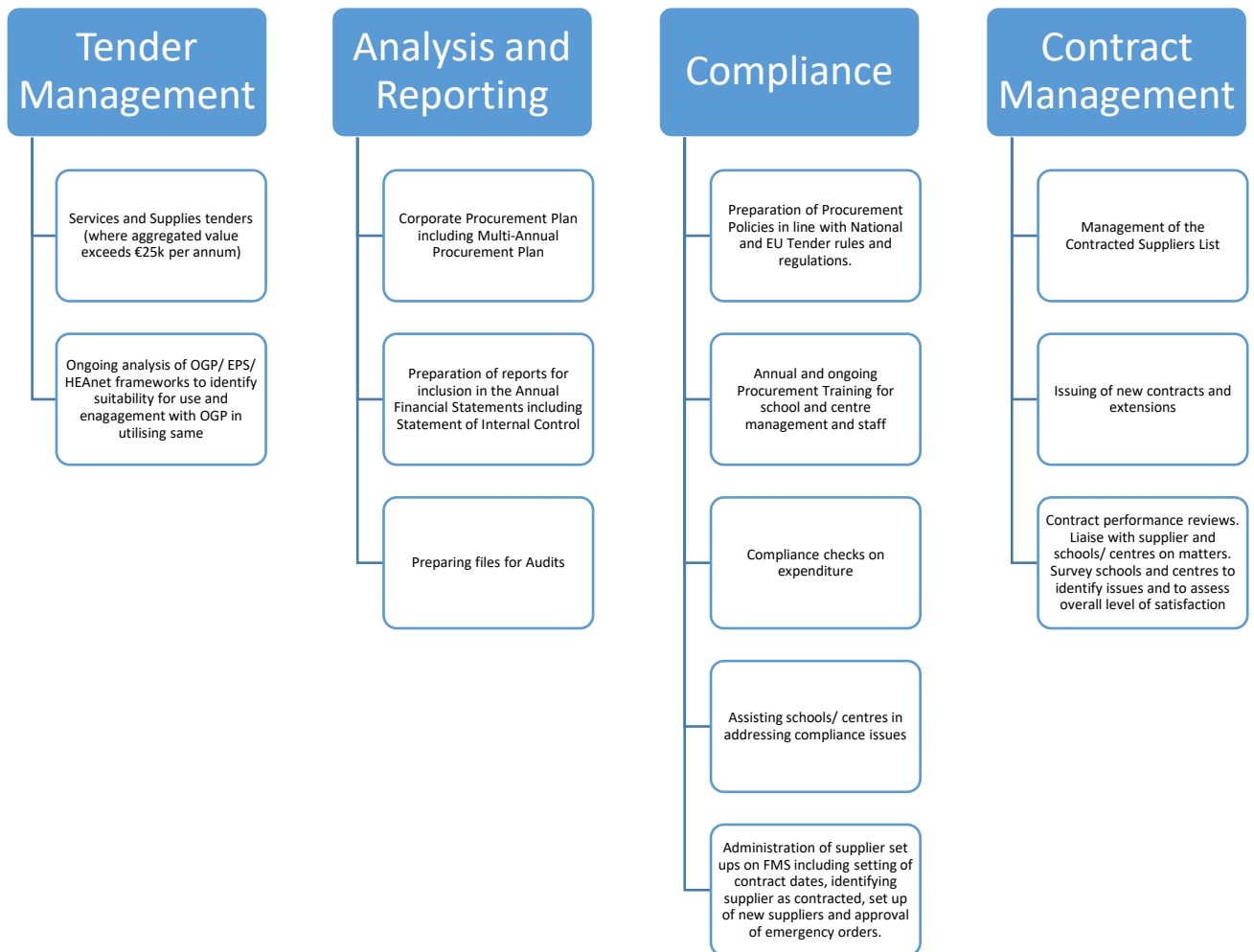
#### 3.1.1. Structure of Procurement within Dublin & Dún Laoghaire ETB

DDLETB operates a hybrid structure for procurement, where procurement for services and supplies up to the value of €25k excl. VAT is managed by the relevant budget holder (where there is no existing DDLETB contract in place) and procurement over €25k excl. VAT for goods and services is managed centrally by the Procurement Section which sits within the Finance Department. Capital works projects are managed by the Buildings and Property Department.



#### 3.1.2. Role of Procurement Section

The central procurement function has responsibility for administering centralised procurement within the Board and the section lies within the Finance Department. The role of procurement staff is to support the procurement cycle by working with Principals, Centre Managers and other DDLETB Budget holders in order to ensure compliance and value for money in line with the Board's policies and procedures. The key areas of work in the function include the following:



### 3.1.3. Role and responsibility of Budget holders

Budget Holders have authority to incur expenditure on behalf of DDLETB within the limits of their notified budgets and the thresholds below. They have day to day responsibility and accountability for ensuring that the Procurement Policies and Procedures are applied to all purchases of goods and services within their defined authority. They must ensure:

- The use of OGP National Framework and other DDLETB Centrally Contracted Suppliers where available.
- That any potential purchase greater than €25,000 should be brought to the attention of the Manager responsible for Procurement, in advance of the order being placed. This will ensure the procurement process can be completed and the good/service delivered also in a timely manner.

- The Budget Holder must confirm that a budget is available in order for the tender process to be activated by the Manager responsible for Procurement
- For tenders with a value of €25,000, it is recommended to complete a tender request form.
- Following Tender Evaluation and recommendation and prior to Contract Award approval must be obtained from the relevant Director for purchases with a value of €25,000 or more.
- Procurement competitions relating to any Building Works must not be undertaken without first liaising with the Buildings and Property Department.
- That procurement competition within authorised budgets is carried out in accordance with the DDLETB Procurement policy.

It is the responsibility of each budget holder and each person involved in procurement to -

- keep up to date on changes to procurement guidelines/thresholds, regulations, circulars and to implement them ensuring compliance with public procurement guidelines;
- to utilise the national procurement model and the frameworks where available for all procurement spend;
- to retain all supporting procurement documentation (e.g. quotes, tenders);
- develop key specifications and identify relevant qualitative criteria.

### 3.2 Procurement webpage

Information in relation to DDLETB centrally procured contracts are available on request from the Procurement Section by emailing [procurement@ddletb.ie](mailto:procurement@ddletb.ie)

In addition, DDLETB employees can opt to be added to the procurement internal mailing list to receive a monthly updates.

The DDLETB Procurement Policy and Corporate Procurement Plan are available to download from the DDLETB website.

### 3.3 Systems and Training

It is acknowledged that the Procurement Section would benefit from additional IT systems to enhance the service being provided and to support the work being carried out by staff in the function.

A contract management system (CMS) is currently being rolled out in the ETB sector in 2022/2023. This will support the requirement for a 'contracts database/listing for all contracts/payments in excess of €25,000<sup>2</sup>' and the DPER Circular 02/2016<sup>3</sup>. It will also enhance the efficiency of the work being carried out and assist with the process of identifying contracts which are due to expire in a more efficient manner.

Training and staff development in good practice procurement methodologies will continue for both Procurement Section staff and budget holders. This may include the following:

- How to operate under the national procurement model;
- How to develop goods/service specification;
- How to manage disclosures of interest and potential conflicts;
- What award and evaluation criteria to select;
- How to evaluate tenders, what techniques could be applied including whole life costing; and
- How to engage in the procurement process in a transparent, fair and equitable manner.

The Procurement Section will continue to raise awareness of the complex regulatory framework associated with public procurement in addition to providing training to personnel with responsibility for procurement within the organisation.

### 3.4 Key areas of concern / Common issues / Lessons Learned

DDLETB strives to be compliant with all national and EU procurement regulations. However, due to the nature of the organisation in terms of structure and resources we are not currently in a position to be 100% compliant in terms of adhering to procurement thresholds. There are many instances where the aggregated spend for local procurement exercises in schools and centres for certain goods and services exceeds the national tendering threshold of €25k. This is mostly due to the fact that we do not operate a centralised purchasing function and there are in excess of 90 sites engaged in local procurement exercises daily. This issue has been further compounded by the growth of the organisation in recent years.

Given the size and nature of the organisation and the extent of expenditure under various categories of goods and services, full compliance will not be achieved in

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<sup>2</sup> Public procurement Guidelines for Goods and Services July 2017

<sup>3</sup> Arrangement for Digital and ICT-related Expenditure in the Civil and Public Service

the short term. However, we are continuously improving our compliance by targeting areas highlighted in our MAPP and Corporate Procurement Plan.

### 3.5 Procurement Support Request (PSR)/Supplementary Request for Tender (SRFT)

- ETBs should complete the PSR/SRFT<sup>4</sup> process and communicate with the OGP Customer Service Helpdesk in a timely basis [refer to the OGP Client proposition], this commences the procurement process
- The responsibility for sourcing goods/services is with the OGP or the sector Hub other than where PSRs are returned for self-procurement where the responsibility will revert to the ETB to procure

### 3.6 Contract Management

- Whilst there is a contract template available (contact OGP Customer Service Helpdesk), responsibility for creating, signing and management of the contract rests with the ETB, this includes the identification of key performance indicators (KPIs) that should go into the contract;
- As a rule, contracts with suppliers should be utilised where possible, to develop efficiencies in procurement. When considering procurement, the long term (3 or 4 years) and aggregation for the supply of the goods/services should be considered rather than addressing the immediate supply need;
- When utilising an OGP Framework Agreement or an OGP drawdown solution, a contract needs to be put in place with the supplier and the responsibility for this rests with the ETB. The OGP Customer Service Helpdesk can advise on the procedure to follow; and
- Ongoing monitoring of the contract by budget holders is important to ensure agreed services and performance levels are delivered and rates are being applied by the supplier.

### 3.7 Supplier Relationship Development

- Strong relationship management with suppliers is vital to ensure the smooth and efficient management of contracts. Management of supplier relationship forms an

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<sup>4</sup> These can be located on the OGP website or through the OGP Customer Service Helpdesk

important part of the contract management process and best practice dictates that it should be operative for all contracts especially where the nature of the goods or services supplied are recurrent.

- Meeting with the supplier will facilitate both parties to set out their requirements and expectations to ensure the required goods and services are provided as and when required. If not already formally documented as part of the tender or service level agreement (SLA) process, they should be documented to facilitate ongoing monitoring of the supplier delivery of the goods/service contract.
- Periodic meetings with the supplier will provide both parties with an opportunity to raise issues to enhance the quality of service being provided. These should be documented and shared with the supplier and should include any agreed actions to be taken. They will also assist in building a relationship with the supplier.
- At least annually, a formal review of performance management should be undertaken against the criteria set out in the tender document and/or SLA to evaluate the quality, service and value for money being obtained. The output of the performance review should support the decision to continue the contract (where appropriate) or to initiate a new tender process where appropriate.
- Where contracts are part of a Framework Agreement or a Drawdown solution put in place through the OGP, it is also important that output from monitoring the contract delivery is made known to the OGP through the Customer Service Helpdesk.

### 3.8 ETB Representation in the National Procurement Model

When requested by the OGP/EPS/ ETBI, ETBs have a responsibility to provide representation:

- to category councils on behalf of education to develop category strategy; and
- to sourcing teams to evaluate potential framework bidders.

## 4 Procurement Guidelines

Set out below is a list of reference documents to assist you with your procurement.

Guidance Source	Detail
<a href="#">Circulars</a>	<p>Department Circulars are issued relating to procurement by the Department of Public Expenditure and Reform and previously the Department of Finance. These circulars are also available through the ETenders website below.</p>
<a href="#">ETenders</a>	<p>This website is a central facility for all public sector contracting authorities to advertise procurement opportunities and award notices.</p>
<a href="#">Office of Government Procurement</a>	<p>This website provides access to the Buyers Zone which lists the framework agreements and the drawdown arrangements that are in place and which should be used where appropriate.</p>
<a href="#">Public procurement guidelines</a>	<p>This guideline should be followed where the OGP does not have a procurement mechanism in place for the purchase being made. The latest version of this document can be found in both the OGP website and the eTenders websites. This document has several valuable resources included. The table of contents for the Guidelines are set out below:</p> <ul style="list-style-type: none"> <li>• Key Principles</li> <li>• Encouraging SME Participation</li> <li>• Environmental, Social and Labour Provisions</li> <li>• Main Phases of Public Procurement <ul style="list-style-type: none"> <li>○ Pre-tendering phase</li> <li>○ Below Threshold – National Guidelines</li> <li>○ Above Threshold – EU Rules</li> <li>○ Framework Agreements</li> <li>○ Electronic Procurement</li> </ul> </li> <li>• Monitoring and Reporting</li> <li>• Freedom of Information</li> <li>• Contacts</li> <li>• Glossary</li> <li>• Frequently Asked Questions</li> <li>• Key Documents / Websites</li> <li>• EU Thresholds</li> </ul>



Guidance Source	Detail
	<ul style="list-style-type: none"> <li>• Model Letters for below Threshold</li> <li>• Light-Touch Regime</li> <li>• OJEU Time Limits in the 2016 Regulations</li> <li>• Model Letters for Above EU Threshold</li> <li>• Checklist for Procurement and Contract File</li> <li>• Disclosure of records – Information Commissioner</li> </ul>
<a href="#">National Public Procurement Policy Framework</a>	<p>The National Public Procurement Policy Framework (2018) consists of 5 strands:</p> <ol style="list-style-type: none"> <li>1) Legislation (Directives, Regulations)</li> <li>2) Government Policy (Circulars etc.)</li> <li>3) Capital Works Management Framework for Public Works</li> <li>4) General Procurement Guidelines for Goods and Services</li> <li>5) More detailed technical guidelines, template documentation and information notes as issued periodically by the Policy Unit of the OGP</li> </ol>
<a href="#">ETBI Procurement</a>	<p>Sectorally agreed policy and templates are available via the ETBI website</p>
<a href="#">Code of Practice for the Governance of ETBs</a>	<p>Code of Practice for the Governance of ETBs sets out standards for governance of procurement</p>
<a href="#">Capital Works Management Framework</a>	<p>The Capital Works Management Framework (CWMF) is a structure that has been developed to deliver the Government's objectives in relation to public sector construction procurement reform. However, as the Department of Education are the main funding body for building works to ETB schools, the DOE have taken the CWMF documents and tailored them to suit school building (Works) projects</p>

It is the responsibility of each person involved in procurement to keep up to date on changes to procurement guidelines/thresholds, regulations, circulars and to implement them ensuring compliance with public procurement guidelines.

## 5 Corporate Procurement Plan timing, retention and distribution

### 5.1 Corporate Procurement Plan Format

The Corporate Procurement Plan (CPP) document will be in two parts as follows:

The CPP                    The CPP will set out the ETBs mission, values and objectives in respect of procurement and its commitment to compliance with the national procurement model agreed by government. The plan will set out how the ETB plans to achieve these and will set out the roles and responsibilities of staff involved in the procurement process.

Appendix                    The Multi-Annual Procurement Plan will have the analysis of anticipated procurement requirements by year/category and spend. The appendix should be sent to ETBI for sectoral collation and onward submission to EPS in order to inform analysis of future education sector procurement requirements.

### 5.2 Timing

The Corporate Procurement Plan and the Multi-Annual Procurement Plan should be completed and submitted to ETBI no later than 1<sup>st</sup> October. The Multi-Annual Procurement Plan should be submitted to ETBI by no later than 1<sup>st</sup> October of each year thereafter. ETBI will aggregate requirements across the ETB Sector and provide EPS with a detailed list of the future requirements over a three-year period. The timing of the Multi-Annual Procurement Plan will facilitate the completion of 'Start of Year' ICT related expenditure requirements, under DPER Circular 02/2016.

### 5.3 Retention

The Corporate Procurement Plan once completed should be retained where staff have online access to it.

### 5.4 Distribution

To achieve maximum value and benefit from the Corporate Procurement Plan, once it is completed, the appendices to the Plan (the MAPP) should be distributed to the following:

- Internally
  - All budget holders; and
  - All staff involved in procurement.

- Externally
  - PSR Manager, ETBI

Once the information is collated by ETBI, the information will be made available to the EPS for planning and operational purposes and in outlining the Education Sector

On request (during a review/audit etc.), the Corporate Procurement Plan and appendices will be made available to ETBI, DOE and the C&AG for a compliance and governance oversight perspective.

## 6 The Multi-Annual Procurement Plan

To inform the Multi-Annual Procurement Plan (MAPP) (Appendix 1) of DDLETB, several tools should be applied such as a review of the historical spending profile, identification of high volume/low value procurement transactions, a review of future procurement requirements aligned to the annual budget and procurement in relation to the longer-term strategic plan of the ETB.

It is acknowledged that the process to develop the MAPP will take an investment of time as collating the data for the foundation year is critical to the value that can be obtained from the plan in future years.

During the year, organisational priorities may change resulting in changes to procurement priorities. These changes should be maintained in the MAPP to ensure it remains relevant and up to date.

All items with a projected cumulative spend of €25,000 over the 3-year period should be included in the MAPP. If spend is approaching the €25,000 or if in doubt of the value of spend, it is suggested that the item be included in the MAPP.

In addition to the above, circular 02/2016 indicates that ICT related spend take into account the whole of life cost and must estimate any potential cost for any associated or follow-on projects.

### 6.1 Historical Spending Analysis

The purpose of the spend analysis is to:

- Inform the drafting of the MAPP
- Support the high-level strategies for the identified categories of spend
- Identify opportunities for improvement in terms of saving costs
- Identify opportunities for working in a more efficient manner
- Identify a number of Key Performance Indicators that can be used to monitor review the impact of implementing the MAPP

To inform the drafting of the MAPP, analyse 3 years historical spend records to identify:

- Categories of spend; and the
- Amount of spend by category.

The identification by category and category spend can be undertaken initially by reference to the General Ledger. Once this is completed, a more detailed review on the categories/product

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group will be required to identify product code descriptions (if not already established) facilitating the identification of various purchases. We set out below an example of a Product Group and Product Code Descriptions.

*Example:*

<b>Product Group:</b>	AUDIOVISUAL/MULTI MEDIA/EVENTS	COMPUTING, IT, TELECOMS
<b>Product Code Description:</b>	AV EQUIPMENT	DESKTOP PRINTERS
<b>Name of product</b>	Projector	-

The output of the above analysis will identify the purchases that have been made over the last 3 years by product group, product code description and name of product and this information should be populated into the template in Appendix 1. When populating the amount, please ensure that the figures do not include VAT.

Taking the information now populated in Appendix 1, the following should be undertaken:

- Establish how the goods/services are procured (e.g. OGP Framework, OGP Drawdown, Mini-competition, Sectoral procurement, ETB own arrangement);
- Identify purchases of key importance either by difficulty to acquire, risk or criticality;
- Identify the incumbent suppliers providing the goods/services;
- Identify the contract renewal date;

## 6.2 Analysis of High Volume / Low Value Purchases (*optional exercise*)

By identifying purchases that are of low value but high volume across the ETB, it may highlight potential areas where procurement could be more efficient. The purpose of this analysis is to identify if there is a more efficient way to procure those goods and services. The steps are as follows:

- Extract a report identifying all purchase orders by product group, product code description and supplier;
- By product group, product code description, identify the number of purchase orders and the total spend by supplier;
- Populate the details into the spreadsheet in Appendix 1 including the number of POs raised.

## 6.3 Review of Future Procurement Requirements

Having completed the historical analysis, the ETB SMT should be provided with the draft MAPP and asked based on the completed budget for their functional areas to identify the

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future procurement requirements for their areas. These procurement requirements should be aligned to the annual budget for the coming year, projected procurement requirements for a further 2 years in addition to being aligned to the ETB Strategic Plan as follows:

- Using the past analysis of spend by product group, amend to reflect projected procurement requirements for the next three years;
- Identify purchases that were 'once off' or that do not require renewal;
- Identify any new Goods / Services to be procured over the next three years either on a recurring basis or purchases of a once off basis
- Identify purchases of key importance either by difficulty to acquire, risk or criticality;
- The anticipated cost per annum of the Goods / Services to be procured; and
- The month and year the Goods / Services will be required if not already a recurring procurement requirement, and document if there is a timeline that must be met.

Once this information is collated from each organisational pillar, it should then be collated on behalf of the ETB.

#### 6.4 Ongoing evaluation of procurement requirements

The Procurement Section carries out regular compliance reviews on school/ centre expenditure. This includes review of live orders on P2P system to identify cases of potential procurement from non-contracted suppliers and also review of historical spend to ensure purchases are compliant with procurement policy. Additionally, compliance checks are also driven by the reports of audits carried out by the IAU/ C&AG. These reviews enable us to deal with non-compliance issues quickly and efficiently. They are also useful at identifying if there are any gaps in our existing contracts, which informs future tender planning.

The MAPP in Appendix 1 is a key tool in identifying where suppliers or categories of spend may reach threshold values requiring a public tender process.

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## 7 Targets and Key Performance Measures

Key Performance Indicator	Action required	Timeframe	Achieved?	Date
<b>Timely submission of MAPP to ETBI by 1<sup>st</sup> October of each year for sectoral collation</b>	Deadline extended to 1 <sup>st</sup> November.	January to Sept 2022	Yes	
<b>Improvement in compliance levels</b>	Key Tenders to be run in 2022/2023:			
	1. Mechanical & Electrical Engineering (including electrical contractors)	Q4 2022		
	2. Intruder Alarm/ Fire Alarm/ CCTV – Service and Maintenance	Q3 2023		
	3. ICT Engineer	Q1 2023		
	4. Print & Design	Q2 2023		
	5. PPE	Q2 2023		
	6. Assessment Testing and Scoring	Q2 2023		
	7. Painting and Decorating	Q3 2023		
	8. Landscaping Services	Q3 2023		
<b>Ongoing monitoring of existing contracts. Put in place contract extensions and plan tenders before contracts expire</b>	Contracted Cleaning Bus Hire Non branded Beauty Consumables Metalwork material Woodwork material Electrical consumables	Q4 2022 to Q3 2023		

<b>Increased Stakeholder Engagement</b>	Provide Training to schools/ centres	Q4 2022	Ongoing	
	Improve communication channels to allow schools to access information in relation to contracts and frameworks. List of Contracts issued each month with Newsletter.	Q4 2022	Ongoing	

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## Appendix 1 Multi Annual Procurement Plan

The DDLDET B Multi-Annual Procurement Plan (MAPP) is completed and updated on an annual basis. The Plan is based on projected procurement for a rolling three-year period. All items with a projected cumulative spend of €25,000 over the 3-year period are included in the MAPP.

The MAPP will have the analysis of anticipated procurement requirements by year/category and spend. It will be sent to ETBI for sectoral collation and onward submission to EPS in order to inform analysis of future education sector procurement requirements.

The MAPP forms part of this CPP but is a separate document and is held by the procurement section. It is not intended for publication on the DDLETB website.

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