

EXCELLENCE THROUGH
EDUCATION AND TRAINING

Corporate Procurement Plan

Policy adopted by LOETB Board
on 8 December 2020



etbi
Education and Training
Boards Ireland
Boird na Bordála agus na
Tréinúirí



www.loetb.ie

Document Control

Approvals/ For noting

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

Name	Approval / For noting	Date approved/ noted
Chief Executive	For Approval	
Finance & Audit Committee	For noting	
ETB Board	For noting	

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

Completed MAPP to ETBI by 1st September annually – contact procurement@etbi.ie for details

Contact Name	Department	Completion Due date	Date submitted to ETBI
		1 st September 2019	
		1 st October 2020	
		1 st September 2021	

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1. Introduction

1.1. LOETB's Visions and Mission:

Vision:

Our vision is to actively lead the provision of high quality education and training in Laois and Offaly

Mission:

Excellence through Education and Training

LOETB's Strategy Statement (2018 to 2022) sets a number of goals for the organisation. Strategic priorities have been developed to achieve these goals and include the following priorities related to procurement:

- 2.1 To provide positive learning experiences and environments with suitable resources and premises
- 3.2 Promote ethical governance to ensure accountability and value for money

1.2. Our Procurement Mission Statement, Values and Goals

LOETB has aligned its Procurement Mission Statement with its Strategic Statement 2018-2022.

Our Vision

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

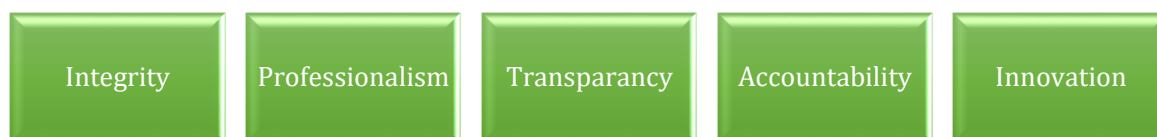
Mission Statement

LOETB 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 LOETB to comply with the relevant Public procurement guidelines available from the [OGP website](#) and sectorally agreed policies and procedures available from the [ETBI website](#) and LOETB's own Procurement Policy.

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 CPP¹ 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 *LOETB* CPP and how they will be achieved are set out in the table below:

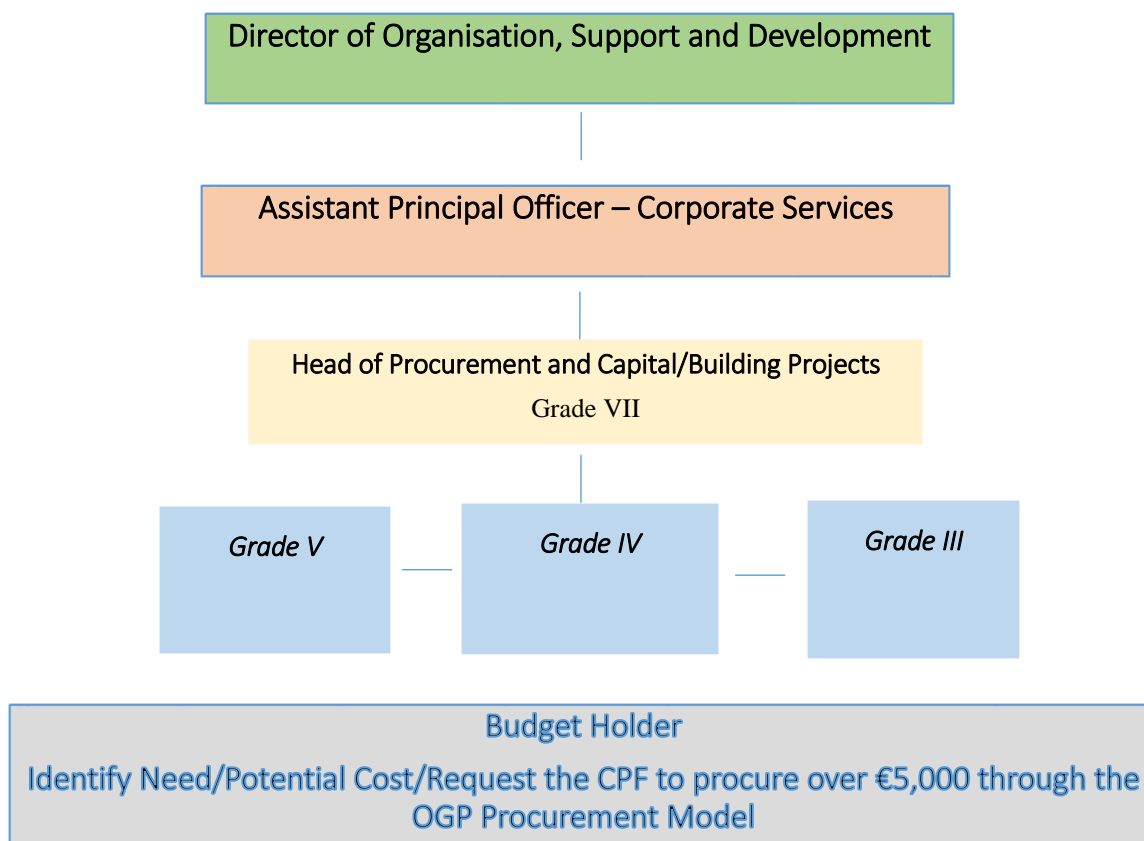
Objective	These objectives will be achieved in several ways including
<ul style="list-style-type: none">• achieve efficiencies and cost reduction through the procurement process;• achieve the ETB strategy by aligning objectives and procurement requirements• increase the proportion of spend with contracted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

¹ 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"> • support an efficient procurement function across the organisation; 	<ul style="list-style-type: none"> • by engaging budget holders with the development and implementation of the Corporate Procurement Planning process.
<ul style="list-style-type: none"> • deliver a common, corporate process of strategic sourcing, supplier relationship development and contract management that supports the national procurement model; 	<ul style="list-style-type: none"> • by establishing and assigning clear roles and responsibilities; • by completing the Multi-Annual Procurement Plan (MAPP) (Appendix 1) and sharing it with ETBI; • by complying with the processes set out in the national procurement model; • by developing supplier relationships and monitoring the quality and delivery of goods and services; and • by reference to guidance in sections 3 and 4.
<ul style="list-style-type: none"> • Implement a category management approach to procurement across the ETB; 	<ul style="list-style-type: none"> • by aligning (where possible) the general ledger and the category management approach to procurement; and • by adopting a consistent approach to procurement and the raising of purchase requisitions and purchase orders on the finance system;
<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • by utilising the procurement solutions and guidance put in place; • by implementing a multi-annual procurement plan (refer Appendix 1); • by implementing e-invoicing; and • by sharing feedback with the OGP on areas of potential improvement.

3. Structure, roles and responsibility of Procurement within LOETB

3.1.1. Structure of Procurement within LOETB



3.1.2. Role of the Central Procurement Function

LOETB operate on a ‘Hybrid Structure’ of Procurement. The Central Procurement Function (CPF) will work in conjunction with all Schools and Further Education and Training Centres (FET) so as to ensure all procurement is in compliance. All Schools and Centres will have responsibility for procuring goods and services up to a value of €5,000 ex VAT, while ensuring the rules and regulation of LOETB’s Procurement Policy is adhered to. Any goods and services in excess of €5,000 must be procured centrally by the dedicated CPF.

3.1.3. Role and responsibility of Budget holders i.e. Principal, Centre Managers

Role of Budget Holder(s)

Budget Holders have authority to incur expenditure on behalf of LOETB 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 Frameworks/and other Central Contracted Suppliers where available.
- That any potential purchase greater than €5,000 should be brought to the attention of the Manager responsible for Procurement in a timely manner. 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 are not undertaken without first liaising with the Planning and Building Unit of the Department of Education and Skills and LOETB's Procurement and Buildings Section.
- That procurement competition within authorised budgets is carried out in accordance with this policy.

3.1.4. Role and responsibility of LOETB Board and The Office of Government Procurement (OGP)

LOETB Board

LOETB management and ultimately the Board, will ensure that there is an appropriate focus on good practice in purchasing and that procedures are in place to ensure compliance with procurement policy and guidelines. It is the responsibility of the Board to satisfy itself that Executive Management is fully conversant with the current value thresholds for the application of EU and National Procurement Rules and that the requirements for public procurement are adhered to. Where local procurement is necessary, competitive tendering should be standard procedure in the procurement of ETBs. The Board is ultimately responsible for ensuring that the Chief Executive has instituted an adequate and appropriate system of internal control, including risk management and corporate governance, in LOETB. The work of the Audit and Risk Committee will assist the Board in this function.

Executive Management

The Chief Executive is the Accounting Officer for LOETB. Reporting to the Chief Executive, the Director of Organisation Support and Development is responsible for the Governance and Management of the ETB's administration and oversees the management of the ETB's resources across the Human Resources, Corporate Services, Finance, Procurement and Buildings, and ICT Functions.

Role of Manager with Responsibility for Procurement;

The manager who is responsible for the administration of Procurement reports to the Director of OSD. The Manager is responsible for Procurement Policy, its review and management in conjunction with the Chief Executive, the Director of OSD and for the following;

- Development and implementation of a Corporate Procurement Plan (when financial systems are secured to capture the necessary purchasing data/trends required to develop same).
- Management of all quotations over €5,000 for goods/supplies, services and works, subject to resources.
- Ensuring the availability and dissemination of appropriate national centrally negotiated OGP
- Frameworks and contracts for use in the purchase of supplies and services by

all departments, where aggregations of budget spend yields demonstrable VFM benefit and/or such a contract reduces legal or contractual risk to LOETB.

- Ensuring that all contracts entered into maintain and protect the best interests of LOETB.
- Provision of up to date guidance on legislation applicable to LOETB Procurements.
- Management of the Procurement team and thereby delivery of a professional procurement Support Service.
- Co-ordination of training for staff involved in Procurement activities throughout the LOETB.
- Liaison and active involvement with Government and public sector buying Agencies / consortia.

The Office of Government Procurement (OGP)

The OGP has lead responsibility for sourcing goods, services and works on behalf of the public service. It is Government policy that public bodies, where possible, should make use of central procurement frameworks and contracts that are put in place by the Office of Government Procurement (OGP). These central procurement frameworks and contracts are designed to optimise benefits to the public service through the strategic aggregation of its power.

3.1.5. Procurement webpage

LOETB Procurement policies and procedures are governed by:

1. S.I. No. 284 of 2016: European Union (Award of Public Authority Contracts) Regulations 2016 [Click here for link](#). The EU Public Contracts Directive (Article 84) requires all contracting authorities to prepare a written report after every tender competition, other than mini-competitions conducted under framework agreements. The details of what is required in this audit report can be found at [Appendix 5](#). All other EU related legislation and directives can be found at [this link](#).
2. National Public Procurement Policy / Guidance information can be found at [this link](#).
3. OGP Public Procurement Guidelines for Goods and Services (2017) can be found at [this link](#)
4. Departmental Circulars in relation to Procurement:
 - [DPER Circular 02/16](#) Arrangements for Digital and ICT related Expenditure in the Civil and Public Service
 - [DoES Circular 0056/2015](#) Use of Central Procurement Arrangements put in place by the Office of Government Procurement. This circular should be read in conjunction with [DPER Circular 16/2013](#) & [DoES Circular 60/2013](#).
 - [DoES Circular 0002/2019](#) Code of Practice for the Governance of Education and Training Boards
 - [DPER Circular 10/14](#): Initiatives to assist SME's in Public Procurement
 - [DPER Circular 05/2013](#): Procurement of legal services and Managing Legal Costs
 - [DoES Circular 39/2011](#): Good Practice Guidelines in relation to Contracts for the Provision of Goods and / or Services
 - Capital Works Management Framework [Click here for link](#)
5. Case Law: Public Procurement is governed by EU Directives and legislation. EU Directives

require that all purchase requirements (Tenders) above "Threshold Values" currently in force, are open to European Competition. Tenders with a value above the applicable Threshold Value must be published in the supplement to the Official Journal of the European Union (OJEU) and a set process with prescribed timescales for tendering etc. need to be followed. Below EU Threshold Values, there needs to be competition to satisfy the Irish Government Procurement Rules and the general principles of Non-Discrimination, Equal Treatment, Transparency, Mutual Recognition and Proportionality must be adhered to, as per the EU Treaties.

6. Sharepoint ETBI - etbi365.sharepoint.com/sites/ProcurementSP/

3.1.6. Systems and Training:

LOETB will put a system in place to monitor all expenditure in excess of €5,000 on a quarterly basis commencing 1st September, 2019.

Training Plan:

- LOETB will ensure that training and staff development in good practice procurement methodologies will continue for both Central Procurement Function staff and those budget holders with procurement functions within Schools and Centres in order to strengthen the level of competencies and skills of procurement practitioners.

This will include the following:

- How to operate under the national procurement model;
 - How to develop your 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 Central Procurement Function (CPF) 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 departments.

3.1.7. Procurement Support Request (PSR)/Supplementary Request for Tender (SRFT)

- LOETB will complete the PSR/SRFT² process and communicate with the OGP Customer Service Helpdesk in a timely basis and 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 LOETB to procure;

3.1.8. 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.

² These can be located on the OGP website or through the OGP Customer Service Helpdesk

- 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 is 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. LOETB are in constant contact with all Schools/Centres to ensure that contractual obligations are being met by the Suppliers.

3.1.9 Supplier Relationship Development

- LOETB have strong relationship management with suppliers, which is vital to ensure the smooth and efficient management of contracts. Management of supplier relationship forms an 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.
- LOETB meet with the supplier in order to enable 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.
- LOETB hold periodic meetings with the supplier to provide both parties with an opportunity to raise issues to enhance the quality of service being provided. These are documented and shared with the supplier and include any agreed actions to be taken. This also assists LOETB in building a strong working relationship with the supplier.
- A formal review of performance management will be undertaken by LOETB, on an annual basis, 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 will 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 with LOETB providing feedback to the OGP in regard to the contract delivery.

3.1.10 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 that assist LOETB with its procurement.

Guidance Source	Detail
Circulars	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.
Laois and Offaly ETB	LOETB Procurement Policy
ETenders	This website is a central facility for all public sector contracting authorities to advertise procurement opportunities and award notices.
Office of Government Procurement	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.
Public procurement guidelines	<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"> • Key Principles • Encouraging SME Participation • Environmental, Social and Labour Provisions • Main Phases of Public Procurement <ul style="list-style-type: none"> ○ Pre-tendering phase ○ Below Threshold – National Guidelines ○ Above Threshold – EU Rules ○ Framework Agreements ○ Electronic Procurement • Monitoring and Reporting • Freedom of Information • Contacts • Glossary • Frequently Asked Questions • Key Documents / Websites • EU Thresholds • Model Letters for below Threshold • Light-Touch Regime • OJEU Time Limits in the 2016 Regulations • Model Letters for Above EU Threshold • Checklist for Procurement and Contract File • Disclosure of records – Information Commissioner
National Public Procurement Policy Framework	<p>The National Public Procurement Policy Framework (2018) consists of 5 strands:</p> <ol style="list-style-type: none"> 1) Legislation (Directives, Regulations) 2) Government Policy (Circulars etc.) 3) Capital Works Management Framework for Public Works 4) General Procurement Guidelines for Goods and Services 5) More detailed technical guidelines, template documentation and information notes as issued periodically by the Policy Unit of the OGP

Guidance Source	Detail
ETB Procurement Policy & best practice guides	Sectorally agreed policy and templates are available via the ETBI website
Code of Practice for the Governance of ETBs	Section 8 sets out standards for governance of procurement
Capital Works Management Framework and Dept of Education & Skills Guidance	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 and Skills are the main funding body for building works to ETB schools, the DoES have taken the CWMF documents and tailored them to suit school building (Works) projects

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 **1st October 2020**. The Multi-Annual Procurement Plan should be submitted to ETBI by no later than 1st September 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 will be available to staff on Sharepoint and LOETB's Website.

5.4. Distribution

To achieve maximum value and benefit from the Corporate Procurement Plan, once it is completed, the appendices to the Plan 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, it will be made available to the EPS for sectoral planning and operational purposes including onward submission to the OGP.

On request (during a review/audit etc.), the Corporate Procurement Plan and appendices will be made available to ETBI, DES 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 the ETB, 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 in year 1 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 a minimum of 1 year's historical spend records³ 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 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:

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

³ Recommended best practice is to include historical analysis of 3 years. However, the CPP focus group note the varying capacity of current ETB FMS in the Sector to yield detailed spend analysis

The output of the above analysis will identify the purchases that have been made over the last year 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;
- Identify where appropriate who is responsible for each procurement / contract renewal

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 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

Laois and Offaly ETB prepare quarterly reports of spend over €5,000 to identify any instance where a threshold has been breached or any supplier nearing a threshold that would require

either 3 quotes, a tender (national or OJEU) process to put in place. LOETB have an alert system to alert LOETB of suppliers reaching the spend value that requires a Tax Clearance Certificate.

7. Setting ETB Targets and Key Performance Measures

- Timely submission of MAPP to ETBI by 1st September of each year for sectoral collation
- LOETB have continued to improve compliance where expenditure exceeds €25K e.g.
 - Motor Diesel Fuel Cards
 - Metalwork Class Materials
 - Woodwork Class Materials
 - Printed Matter
 - Plant and Machinery Mounlucas
 - IT Support and Maintenance
 - Loose Furniture Framework
 - School Books
 - Stationery
 - Supply of Bus Hire Services
 -
- LOETB will continue to improve compliance where expenditure exceeds €25K e.g.
 - Locker Maintenance
 - Books other than School Book
 - Art Supplies – Class Materials
 - School Journals/Diaries/Workbooks etc

These will all be procured through the CPF.

- LOETB will commence reviewing expenditure in excess of €5,000 from 1st September 2019, on a quarterly basis, to ensure compliance with our Corporate Procurement Plan.
- Engaging stakeholders with procurement:
 - Annual briefing sessions/training on procurement to non-procurement personnel
 - Ongoing training for all CPF personnel
 - Procurement as an agenda item on all SMT meetings in both in head office and in schools and centres
- LOETB will commence identifying purchases that are of low value but high volume across LOETB, which may highlight potential areas where procurement could be more efficient.
- LOETB will ensure that a formal review of performance management is undertaken on an annual basis, 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 will support the decision to continue the contract (where appropriate) or to initiate a new tender process where appropriate.

- LOETB procurement personnel will hold periodic meetings with the supplier to provide both parties with an opportunity to raise issues to enhance the quality of service being provided. These reviews will be documented and shared with the supplier and include any agreed actions to be taken. This will also assist LOETB in building a strong working relationship with the supplier.

Appendices

Appendix 1 Multi- Annual Procurement Plan

Appendix 2 Structure of Procurement within ETBs

Appendix 3 Updated KPIs

Appendix 1 Multi Annual Procurement Plan Template

This Multi-Annual Procurement Plan (MAPP) template should be completed and updated on an annual basis. The Plan should be 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 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. The Plan once completed should be submitted to ETBI for sectoral collation **no later than 1 September each year**. Also note that there may be instances where the volume of procurement transactions is high, but the value is less than €25k and placing such procurement under a Framework may provide efficiencies throughout the Public Sector. In addition to the above, please note that 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. When completing this schedule if guidance is required, please refer to your ETB Corporate Procurement Plan in the first instance. For guidance on the category of spend, please contact the OGP Customer Services Support Helpdesk. Please note that ETBs may add additional columns to this spreadsheet for internal monitoring purposes, however, only these columns (below and in the accompanying template) are required to be sent to ETBI for collating. The MS Excel template for this schedule will be available on the procurement section of the ETBI website or by contacting procurement@etbi.ie

ETB Name	Product Group <i>(Select from the dropdown menu available)</i>	Product Code Description <i>(Select from the dropdown menu available)</i>	Name of Product / Service <i>(If not listed in column B)</i>	Description of Requirement <i>(If not listed in Column C)</i>	Current contract - Is it: <i>(Select from the dropdown menu available)</i>	If own / other contract, please specify reason <i>(Select from the dropdown menu available)</i>	Current contract Expiry date <i>(If applicable)</i>	Contract extension option <i>(Please specify term remaining available)</i>	Date Goods / Services Required by	<i>(Optional)</i> For Low value / High Volume transactions - No of Procurement Transactions	Estimated Annual Contract Value (excluding VAT) 2019 €	Estimated Annual Contract Value (excluding VAT) 2020 €	Estimated Annual Contract Value (excluding VAT) 2021 €	Estimated Annual Contract Value (excluding VAT) Cumulative value €	Expenditure Type <i>(dropdown menu available)</i>	Comment
XETB	UTILITIES	ELECTRICITY			National Framework Agreement /		DD/MM/YYYY	1	DD/MM/YYYY		€ 125,000	€ 125,000	€ 125,000	€ 375,000	Recurring	
	BUILDINGS, ESTATES AND FACILITIES MANAGEMENT	FURNITURE - LOOSE			Own Contract	Pre National Framework Agreement / Contract	DD/MM/YYYY	0	DD/MM/YYYY		€ 30,000				Once-Off	kit out for new school

For queries relating to the completion of the Multi Annual Procurement Plan, please contact: eps.mail@ul.ie ; procurement@etbi.ie

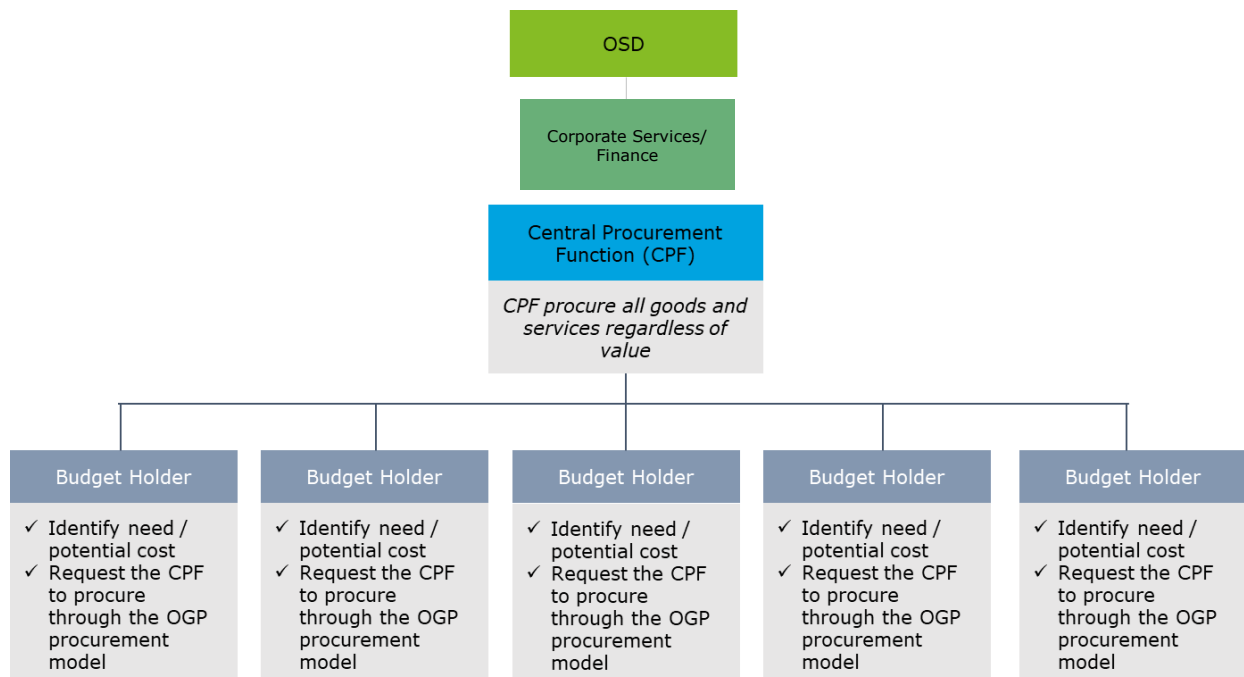
* When populating the amount, please ensure that the estimated figures **do not** include VAT.

Appendix 2 Structure of Procurement within ETBs

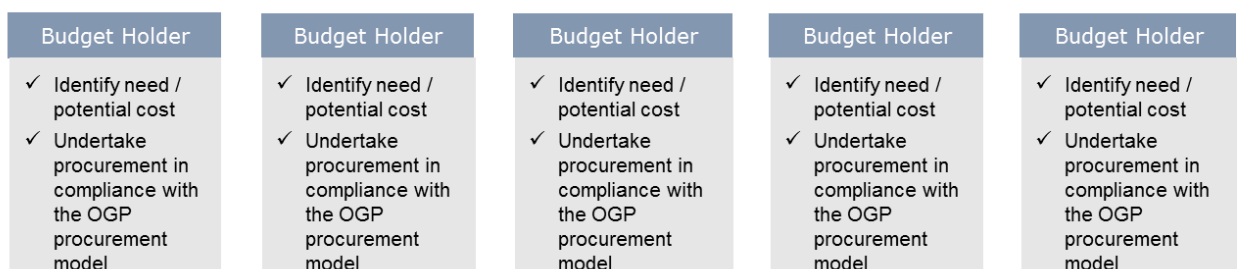
Set out below are examples of Procurement structures within Public Sector Bodies:

1. Centralised Procurement Structure;
2. Devolved Procurement Structure; and
3. Hybrid Procurement Structure.

1. Centralised Procurement Structure

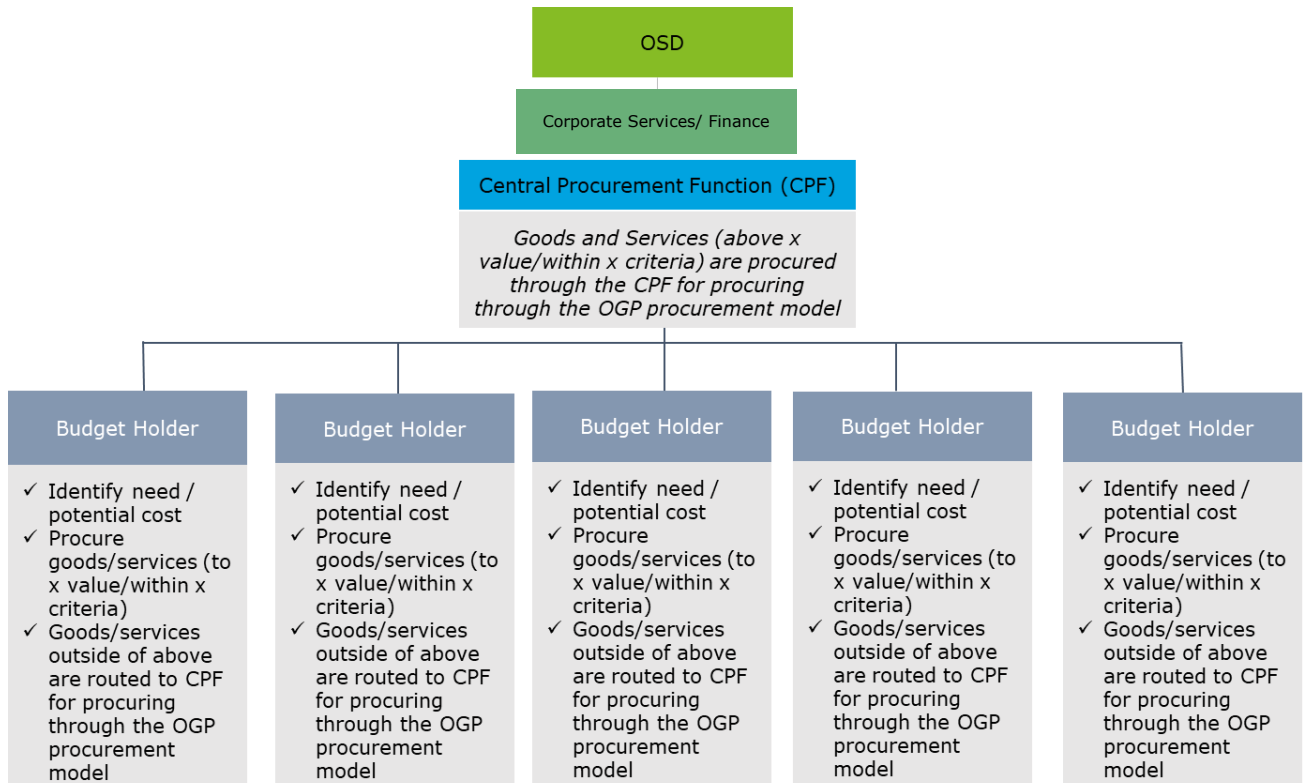


2. Devolved Procurement Structure



- ✓ Each Budget Holder is responsible for:
 - their own procurement and that of their subordinates;
 - keeping up to date on procurement guidelines and best practice through training programmes;
 - compliance with National & EU Procurement Guidelines; and
 - Providing input to the Annual Corporate Procurement Plan.

3. Hybrid Procurement Structure



Appendix 3 Updated Annual ETB Key Performance Indicators

[Each ETB will need to set their own Targets and Key Performance Indicators. Below is sample table to monitor KPIs- ETBs should adapt for their own use]

Key Performance Indicator	Action required	Responsibility	Timeframe	Achieved?	Date