



etb

Bord Oideachais agus
Oiliúna Thiobraid Árann
*Tipperary Education and
Training Board*

Corporate Procurement Plan (CPP)

Version 1: 30th of August 2019



etbi

Education and Training
Boards Ireland
*Bord Oideachais agus
Oiliúna Éireann*



**EDUCATION PROCUREMENT
SERVICE (EPS)** LEVERAGING RELATIONSHIPS
TO OPTIMISE VALUE NETWORKS

Policy Area	Procurement
Document Reference number	TETB/CG/CP/00
Version	1
Document Drafted by	TETB Executive using template provided by ETBI
Date Previously Adopted by TETB	n/a
Reviewed/Amendment	<i>22.10.19</i>
Date Review/Amendment Adopted	22nd October 2019

Document Control

Document Location

This document will be uploaded and available to download from the ETBI website www.etbi.ie

Approvals

1. Corporate Procurement Plan requires the following approvals:

Name	Approval noted	Date
Senior Management Team		
Audit Committee		
ETB Board		

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 September 2020	
		1 st September 2021	

Foreword

On behalf of Education and Training Boards Ireland, I am most pleased to welcome the launch of the ETB Corporate Procurement Plan template. The recently issued *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 Public Sector Reform Unit in ETBI has engaged in leading this work to support and promote best practice in this area, whilst supporting ETB members in this requirement.

The template will assist ETBs in setting their practical strategic aims and objectives for improved procurement outcomes and appropriate measures to achieve these aims. The plan is underpinned by analysis of expenditure on procurement and the procurement and purchasing structures in the organisation and facilitates ETB planning for future procurement requirements through the 3-year Multi-Annual Procurement Plan (MAPP).

The resource pack also includes guidelines and supporting documentation to support further meaningful implementation. The production of this Plan is an excellent example of collaborative working between the ETBI Focus group and EPS.

Nessa White, 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 Skills 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 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

Introduction by TETB Chief Executive

On behalf of Tipperary Education and Training Board I welcome the development of our Corporate Procurement Plan.

Our plan recognises the importance of governance and accountability in the public sector and of using efficient procurement procedures. As a public sector organisation we have a responsibility to ensure that taxpayers funds are expended in accordance with best practice procurement and purchasing procedures. The plan is also in line with our requirements under the Code of Practice for the Governance for the governance of ETBs Circular 0002/2019.

The plan outlines Tipperary ETB's commitment to operate procurement in accordance with the agreed national procurement model. It outlines clear aims for procurement and requires members and staff to operate in line with our value of transparency with a strong emphasis on oversight. Procurement processes and systems will continue to be reviewed and will be updated based on findings to support those involved in procurement. Our plan reflects the aims of the Tipperary Strategy Statement 2018-2022 in continuing to be a progressive organisation with quality education and training services as our core provision.

My appreciation is extended to ETBI for assisting members with this requirement and to the Tipperary procurement team and the Director of OSD for the development of the plan.

Bernadette Cullen

Table of Contents

1.	Definitions and Introduction.....	1
1.1	Definitions	1
1.2	TETB Procurement Mission Statement, Values and Goals.....	2
2.	Objectives	3
2.1	Corporate Procurement Plan Objectives	3
3.	Structure of Procurement within the ETB	5
3.1.1	Structure of Procurement within TETB	5
3.1.2	Role of Central Procurement Function	6
3.1.3	Role and responsibility of Budget holders	6
3.1.4	Role and responsibility of Manager	7
3.1.5	Roles and Responsibilities of Other Bodies & Procurement Webpage.....	8
3.1.6	Systems and Training	9
3.1.7	Key areas of concern / Common Issues / Lessons Learned	9
3.1.7.1	Procurement Support Request (PSR)/Supplementary Request for Tender (SRFT).....	9
3.1.7.2	Contract Management.....	10
3.1.7.3	Supplier Relationship Development	10
3.1.7.4	ETB Representation in the National Procurement Model	11
3.1.7.5	Financial Management Systems.....	11
3.1.7.6	Staffing	11
4.	Procurement Guidelines	12
5.	Corporate Procurement Plan timing, retention & distribution	14
5.1	Corporate Procurement Plan Format	14
5.2	Timing	14
5.3	Retention	14
5.4	Distribution	14
6.	The Multi-Annual Procurement Plan	15
6.1	Historical Spending Analysis	15
6.2	Analysis of High Volume / Low Value Purchases (<i>optional exercise not used</i>)	16
6.3	Review of Future Procurement Requirements.....	16
6.4	Ongoing evaluation of procurement requirements	16
7.	Setting ETB Targets and Key Performance Measures.....	17

Appendices.....	23
Appendix 1 Multi Annual Procurement Plan Template	24
Appendix 2 Structure of Procurement within ETBs.....	25
Appendix 3 Updated Annual ETB Key Performance Indicators.....	26

1. Definitions and Introduction

1.1 Definitions

‘Procurement’ is the overarching function that describes the activities and processes to acquire goods and services from an external source. As distinct from “**purchasing**” procurement involves all the activities involved in establishing requirements, market research, approach, supplier/tender evaluation, negotiation and award of contracts and contract management. ⁽¹⁾

‘Public Procurement’ refers to the process by which public bodies purchase works, goods or services from suppliers which they have selected for this purpose. It ranges from the purchase of routine goods or services to large scale contracts for infrastructural projects and involves a wide and diverse range of contracting authorities. ⁽²⁾

A **‘Public Contract’** is a contract for the provision of works, supplies or services to a contracting authority. It includes all procurements, not just those which are undertaken on the basis of a full tendering process and formal signing of a contract. ⁽³⁾

For the purposes of clarity, in this policy **‘Tender’** and **‘Tendering’** is used to describe the procedures for above National Threshold procurements (€25k supplies and services; €50k works) and **‘quotations’** refers to the procedures used for below National Threshold procurements.

Goods/Supplies: the purchase, lease or rental of a good or product (e.g.. vehicles, IT, stationery)

Service: provision of services such as canteen, cleaning services, legal, professional etc.

Works: building/civil engineering works including design and execution

Framework Agreement: an agreement between one or more contracting authorities and one or more suppliers which establishes some or all of the terms on which contracts for supplies, works or services can be entered into during the period of the agreement without further advertisement.

Budget Holder: Budget holders include Director of Organisation Support & Development (OSD), Director of Schools Services (SS) and Director of Further Education and Training (FET), as well as School Principals, Directors of Further Education Colleges, Training Centre Managers, Adult Education Coordinator’s/Managers of Programmes, and other Managers.

(1) Guidance for Schools on Good Procurement Practices, (SPU; Jan 2017)

(2) Office of Government Procurement Public Procurement Guidelines for Goods and Services

(3) S.I. No. 284 of 2016 European Union (Award of Public Authority Contracts) Regulations 2016

1.2 TETB Procurement Mission Statement, Values and Goals

Our Vision

Tipperary ETB will continue to be committed to Public Procurement working closely with all stakeholders.

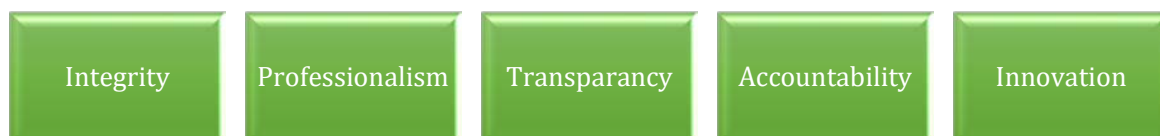
Mission Statement

TETB is committed to conduct procurements 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 incorporates the use of central and sectoral procurement frameworks and contracts.

Where the national procurement model does not have a suitable mechanism in place for a particular purchase (framework/drawdown), TETB aims 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 will to engage with 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
5. To ensure equal treatment and non-discrimination.
6. Measures used will be necessary and appropriate in relation to the objective i.e. the award of contract. No excessive or disproportionate conditions, criteria, or rules are to be applied

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 TETB CPP and how they will be achieved are set out in the table below:

Objective	These objectives will be achieved in several ways including
7. achieve efficiencies and cost reduction through the procurement process; 8. achieve the ETB strategy by aligning objectives and procurement requirements 9. increase the proportion of spend with contracted suppliers drawn from national frameworks; 10. ensure compliance with all relevant policies and procedures;	11. by taking a strategic approach to procurement; 12. by ensuring compliance with all relevant policies and procedures; 13. by ETB procurement personnel engaging with the OGP for their procurement solutions; and 14. by informing budget holders of the framework agreements and contracts that are available.
15. enhance leadership, governance, awareness and skills within the procurement function; 16. support an efficient procurement function across the organisation;	17. by providing appropriate and periodic training to budget holders on procurement policies, procedures and best practice; and 18. by engaging budget holders with the development and implementation of the Corporate Procurement Planning process.
19. deliver a common, corporate process of strategic sourcing, supplier relationship development and contract management that supports the national procurement model;	20. by establishing and assigning clear roles and responsibilities; 21. by completing the Multi-Annual Procurement Plan (MAPP) (Appendix 1) and sharing it with ETBI;

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

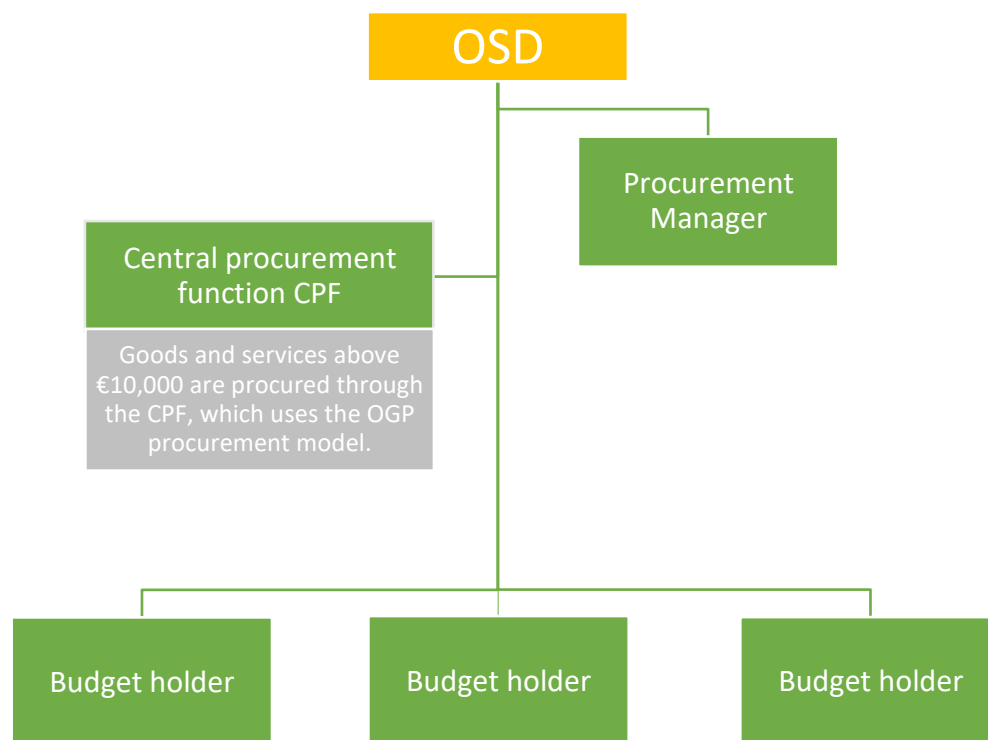
	<p>22. by complying with the processes set out in the national procurement model;</p> <p>23. by developing supplier relationships and monitoring the quality and delivery of goods and services; and</p> <p>24. by reference to guidance in sections 3 and 4.</p>
<p>25. Implement a category management approach to procurement across the ETB;</p>	<p>26. by aligning (where possible) the general ledger and the category management approach to procurement; and</p> <p>27. by adopting a consistent approach to procurement and the raising of purchase requisitions and purchase orders on the finance system;</p>
<p>28. 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.</p>	<p>29. by utilising the procurement solutions and guidance put in place;</p> <p>30. by implementing a multi-annual procurement plan (refer Appendix 1);</p> <p>31. by implementing e-invoicing; and</p> <p>32. by sharing feedback with the OGP on areas of potential improvement.</p>

3. Structure of Procurement within the ETB

3.1.1 Structure of Procurement within TETB

Procurement in TETB functions in a hybrid manner. Procurement up to a value of €10,000 is managed by the relevant budget holders and with procurement over €10,000 being managed centrally.

Budget Holders have a responsibility to maintain awareness of good practice in their areas of operation. Responsibility for Value for Money is for all members and staff of TETB. Value for Money is not restricted to those with resource or financial responsibilities.



3.1.2 Role of Central Procurement Function

The central procurement function including capital projects within TETB currently comprises three staff. The role of the procurement office is to support the procurement cycle by working with budget holders in order to promote compliance and value for money in line with regulations, policies and procedures.

These policies and procedures ensure that the best available product or service is sourced within a reasonable timeframe on the most economically advantageous terms, while maintaining the highest standards of compliance, probity, integrity, transparency and accountability.

3.1.3 Role and responsibility of Budget holders

Budget Holders have authority to incur expenditure on behalf of the ETB 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 Centrally Contracted Suppliers where available.
- Purchases greater than €10,000 are brought to the attention of the manager responsible for procurement in a timely manner. This ensures the procurement process can be completed and the good/service delivered in a timely manner.
- Budget Holders must confirm that a budget is available in order for a tender process to be activated by the Manager responsible for procurement.
- For tenders with a value of €25,000, it is required 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 Buildings Department/Designated Building Officer.
- Procurement competitions within authorised budgets are carried out in accordance with TETB policy.

The development of the key specification and identification of the qualitative criteria by the budget holder is of key importance regarding tenders.

It is the responsibility of the 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 with the support of the procurement staff;
- to retain all supporting procurement documentation (e.g. quotes, tenders);

3.1.4 Role and responsibility of Manager

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 €10K 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 the ETB.
- Ensuring that all contracts entered into by ETB maintain and protect the best interests of the Education and Training Board.
- Provision of up to date guidance on legislation applicable to ETB 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 ETB.
- Liaison and active involvement with Government and public sector buying agencies.

Training Centre Purchasing

Training Centre purchasing and payments are operated through SAP and these technical system processes will continue to operate in the immediate future. The purchasing team in Training Centre will continue to report to Training Centre Manager, who in turn reports to the Procurement Manager in relation to procurement. The Training Centre Manager must comply with the ETB Procurement Policy.

The Manager responsible for Procurement within the ETB has overall responsibility for the oversight and review of implementation of ETB Procurement policies and procedures in all areas within the ETB.

3.1.5 Roles and Responsibilities of Other Bodies & Procurement Webpage

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 OGP.

Tipperary ETB

TETB management and ultimately the ETB Board, ensure 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 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. The Board is responsible for ensuring that the Chief Executive has instituted an adequate and appropriate system of internal control, including risk management and corporate governance, in TETB. The work of the Audit Committee will assist the Board in this function.

Chief Executive

The Chief Executive is the Accounting Officer for the ETB. The Director of Organisation Support and Development reports to the Chief Executive and 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 ICT Functions.

The TETB Procurement Webpage is available at;

<http://tipperary.etb.ie/wp-content/uploads/sites/23/2016/08/TETB-Procurement-Policy-and-Procedures-June-2017-2.pdf>

<https://www.education.ie/en/Schools-Colleges/Information/Procurement/>

3.1.6 Systems and Training

Training and staff development in good practice procurement methodologies will continue for both Central Procurement Function staff and those personnel [budget holders] with procurement functions within departments in order to strengthen the level of competencies and skills of procurement practitioners. This may 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 Key areas of concern / Common Issues / Lessons Learned

The sections below are areas of importance that have caused concern and we would like to draw these to your attention.

3.1.7.1 Procurement Support Request (PSR)/Supplementary Request for Tender (SRFT)

- TETB should complete the PSR/SRFT² 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 TETB to procure;

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

3.1.7.2 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 TETB, 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 TETB. 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.

3.1.7.3 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 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.

3.1.7.4 ETB Representation in the National Procurement Model

When requested by the OGP/EPS/ETBI, TETB has a responsibility to provide representation when resources allow:

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

3.1.7.5 Financial Management Systems

TETB operates 2 financial systems — ESI and SAP. A new financial management system is being procured by ETBI/PMO (DES) but lead in time for deployment is likely to extend to at least 2021

TETB actively supports the shared services approach to the delivery of a financial management information system to deal with the significant limitations in reporting and tracking of procurement related spend on the legacy systems in place. The deficiencies in the ESI system are being offset by production of Excel based creditor analysis reports to guide procurement decisions.

3.1.7.6 Staffing

Staffing levels to support execution of actions to achieve full compliance in procurement are currently inadequate. TETB prioritises procurements to achieve the maximum level of compliance. TETB continues to highlight to the Department of Education and Skills the need for additional staffing in the procurement function.

4. Procurement Guidelines

Set out below is a list of reference documents to assist with 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.
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> <p>1) Legislation (Directives, Regulations)</p>

Guidance Source	Detail
	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
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. The Procurement Manager and procurement section staff will provide ongoing support and advice to budget holders.

5. Corporate Procurement Plan timing, retention & 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 will be completed and submitted to ETBI no later than **1st September 2019**. 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 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 will 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.

6. The Multi-Annual Procurement Plan

To inform the Multi-Annual Procurement Plan (MAPP) (Appendix 1) of TETB, a review of the 2018 spending profile was undertaken, high volume/low value procurement transactions were identified, future procurement requirements were reviewed. Procurement in relation to the longer-term strategic plan of TETB was considered.

Non pay expenditure in 2018 amounted to in excess of €13.178 million. The number of suppliers paid across all general expenditure codes in 2018 was 1650.

All suppliers paid more than €10,000 including VAT were examined. Product group and product code descriptions were identified and inputted to the Multi-Annual Procurement Plan Template. All spend items requiring a tender process with a projected cumulative spend of €25,000 over the 3-year period have been included in the MAPP.

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

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 perspective.

6.1 Historical Spending Analysis

The purpose of the spend analysis was 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, 1 year's historical spend records³ was examined to identify:

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

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 analysis identified the purchases that have been made in 2018 by product group, product code description and name of product and this information was populated into the template in Appendix 1.

The information populated in Appendix 1, identifies:

- How the goods/services are procured (e.g. OGP Framework, OGP Drawdown, Mini-competition, Sectoral procurement, ETB own arrangement);
- Purchases of key importance either by difficulty to acquire, risk or criticality;
- Incumbent suppliers providing the goods/services;
- Contract renewal dates where applicable;
- Responsibility for each procurement / contract renewal

6.2 Analysis of High Volume / Low Value Purchases *(optional exercise not used)*

6.3 Review of Future Procurement Requirements

Having completed the historical analysis, the ETB SMT will 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

TETB monthly reports of spend by supplier will be checked periodically, to identify any instance where a threshold has been breached or identify any supplier nearing a threshold that would require either 3 quotes or a tender (national or OJEU) process to put in place .

TETB does not currently have a trigger on the finance system to alert us where a supplier is nearing a threshold. However, with the advent of a new shared services financial system in 2021 we aim to have the facilities to do this, enabling the finance department to effectively manage procurement within the TETB.

It is hoped that this trigger mechanism will be similar to the alert system TETB has in place to alert finance to suppliers reaching the spend value that requires a Tax Clearance Certificate.

7. Setting ETB Targets and Key Performance Measures

TETB procurement targets and KPIs are as follows:

Number:	Goal:	Background:	Action:
1.	To ensure that the TETB procurement section is adequately resourced.	The TETB procurement section including capital procurement comprises three staff, one full time and two part-time.	To secure additional staffing for the procurement section including capital procurement. Ideally these should be approved, permanent staff members.
2.	To ensure that the procurement office is briefed and aware of the procurement regulations, policies, frameworks and best practice to support the function in TETB.	The procurement office fulfils a critical role to ensure that TETB meets procurement obligations and applies best practice where possible. TETB should facilitate regular updates, briefing and training.	At least one staff member in the procurement office will attend each ETBI Procurement Network meetings scheduled in 2019 and 2020.

Number:	Goal:	Background:	Action:
3.	To ensure that budget holders and staff employ the best procurement practice.	Procurement is a key organisational function. Staff involved in the procurement process should have a thorough understanding of public sector accountability and best practices in the methods and processes involved including the use of Framework Agreements. The use of detailed procurement procedures and guidelines is required to ensure a consistent and clear approach which can be applied to all procurement activities. These documented procurement procedures support the development of staff procurement skills and knowledge.	Commence a programme of budget holder briefing sessions and training days to supplement procurement updates on delivered via email. Procurement section will provide ongoing support and advice to budget holders.
4.	TETB will procure supplies and services through drawdown from OGP's centralised Framework Agreements and Sectoral Framework Agreements where available.	All budget holders should be informed regarding OGP Frameworks and Sectoral Frameworks available for use and information on how to access the se frameworks	A schedule of OGP and other Sectoral Framework Agreements to be notified to budget holders be annually including instructions on how to use the frameworks.

Number:	Goal:	Background:	Action:
5.	To support an efficient procurement function across the organisation	A consistent and clear approach to procurement can be achieved and that all staff are aware of their responsibilities regarding procurement.	Circulate the TETB Procurement Policy to all Budget Holders. Briefings will be delivered at Senior Management Team meetings including Schools and FET.
6.	Ensure all relevant documentation is in place for all key suppliers.	Tender documentation including contract approvals, letters of award and regret and National / OJEU notices are available on procurement files.	Review 2018 procurement files to ensure that documentation is complete.
7.	Ensure contracts due for renewal are reviewed.	Contract renewal dates should be flagged to allow the procurement office engage in a timely manner with stakeholders to inform future decisions regarding the contract	Purchase the Contract Management System procured through the Education Procurement Service after the system is trialled.

8.	Review expenditure in excess of €10,000 to ensure evidence of central procurement	It is important to identify non-compliant purchases maverick spend at an early stage. This is spend incurred by budget holders outside of OGP frameworks or other sectoral frameworks in place which are not being used.	Examine the Creditors Analysis report within two weeks of receipt to identify spend with suppliers not included in framework agreements.
----	---	--	--

Number:	Goal:	Background:	Action:
9.	Ensure procurement practices in the Training Centre are aligned with TETB requirements.	Archerstown Training Centre became operational 2018.	Include the budget holders in the Training Centre in circulation lists of OGP and other Sectoral Frameworks. Include budget holders in the training centre in procurement briefings and procurement training sessions. Training Services Manager reports to Procurement Manager on all Procurement matters.
10.	To engage with internal stakeholders regarding procurement decisions as necessary.	Staff in TETB schools and centres are the end users of the goods and services TETB procures on a daily basis. They have knowledge about goods or services, they know what is working well and what is not working so well. This knowledge is important to write requirements and specifications for tenders and in the evaluation process.	The procurement office engages with and supports stakeholders through the stages of the procurement cycle.

Number:	Goal:	Background:	Action:
11.	To prioritise procurements in the following 12 months.	TETB identified areas of non-compliance in procurement that were included in the 2018 Statement of Internal Control. These are the priority procurements to be addressed in 2019 and 2020	To competitively procure the product groups below by end 2020 1 Bus Hire 1 Classroom Materials 2 Exam Papers 3 IT Support 4 Catering 5 Managed Print Services
12.	To submit the Multi-Annual Procurement Plan (MAPP) to ETBI by 1 st September of each year.	The (MAPP) template is a live document. It should be updated on an ongoing basis and submitted annually to ETBI.	The completed MAPP will be submitted to ETBI by 1 September each year
13.	Increase the proportion of spend with contracted suppliers drawn from national frameworks	National Procurement Policy and TETB Procurement Policy requires that OGP and other Sectoral Frameworks are used where available.	TETB will check if an OGP Framework or other Sectoral Framework is in place prior to commencing a tender competition. OGP Frameworks will be used where they are suitable for TETB requirements

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

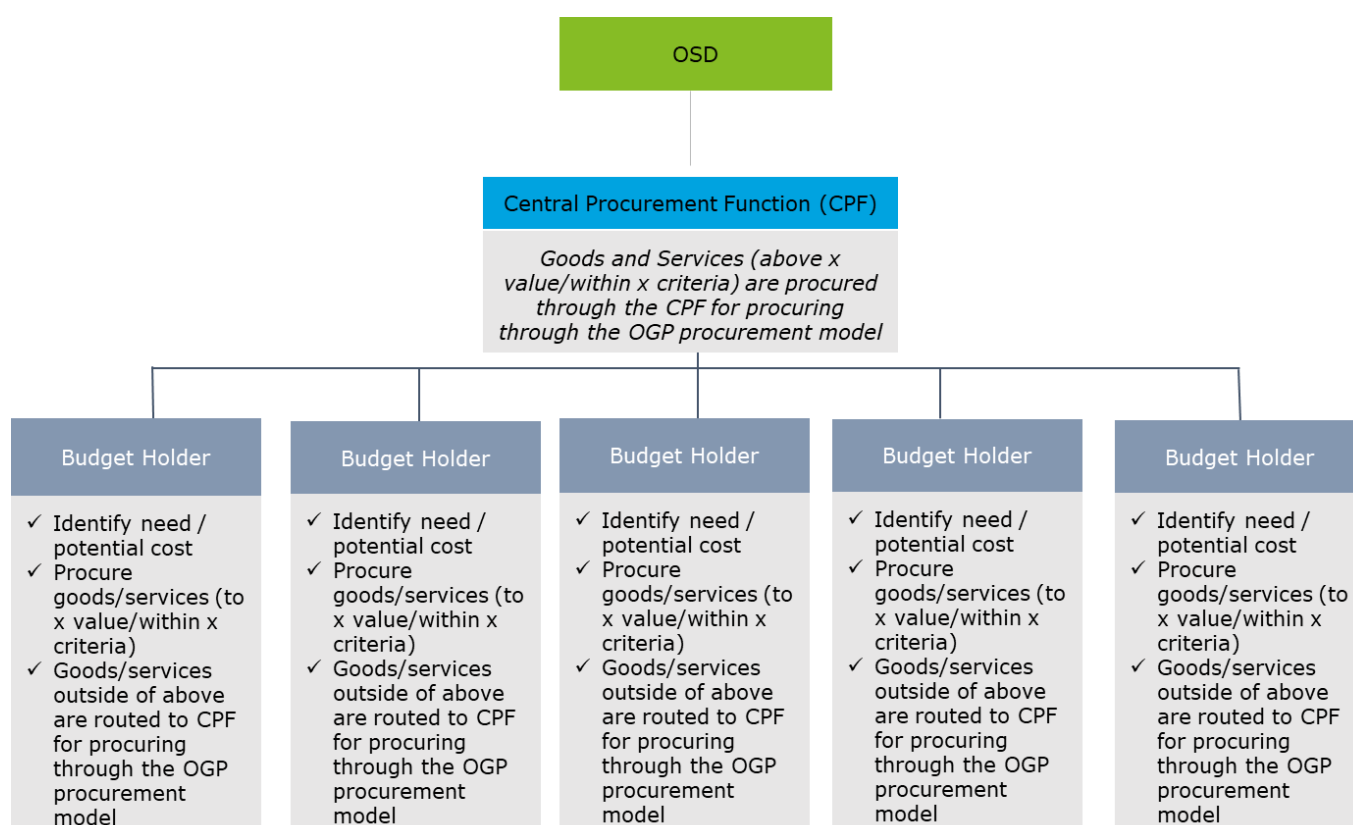
ETB Name	Product Group <i>(Select from the dropdown menu available)</i>	Product Code Description <i>(Select from the dropdown menu available)</i>	Name of Product / Service <i>(If not listed in column B)</i>	Description of Requirement <i>(If not listed in Column C)</i>	Current contract - Is it: <i>(Select 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

Hybrid Procurement Structure



Appendix 3 Updated Annual ETB Key Performance Indicators

See Section 7