



CARLOW COUNTY COUNCIL

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Carlow County Council

Corporate Procurement Plan

2020 - 2022

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1.0 Introduction:

1.1 Corporate Procurement Plan - Purpose & Scope

Carlow County Council's Corporate Procurement Plan (CPP) 2020-2022 is a three-year strategy, setting out the procurement objectives for this period. The Procurement Plan has been developed to ensure that the organisation's procurement function operates in accordance with best practise. This Corporate Procurement Plan will ensure that the procurement function formally supports the Council's key corporate objectives and is focused on delivering value for money outcomes that are consistent with EU and National procurement legislation and policy requirements

1.2 Governing European Principles

The European Treaty of Rome, that results in the establishment of the European Economic Community (EEC), established several principles that apply when awarding contracts, in particular:

- Freedom of Movement
- Freedom of Establishment
- Freedom regarding the Provision of Services

The award of any public contract must be carried out in accordance with the principles set out in Treaty of the Function of the EU¹ as follows: -

1. *Transparency* – This principle underlines the obligation to publish a sufficiently accessible advertisement prior to the award of the contract and to set out its requirements and rules in a clear and precise manner, so that they can be understood by all “well informed” tenderers, in the same way.
2. *Non-discrimination* - This principle prohibits requirements or measures which discriminate, either directly or indirectly, based on the origin of the goods or the nationality of suppliers.
3. *Mutual Recognition* – This principle is closely linked with the *Principle of Non-discrimination*; it specifically requires that Member States must acknowledge and accept certifications, standards and qualifications, awarded by other Member States, where these are equivalent to those awarded in the home Member State.
4. *Equal Treatment* – Fairness and impartiality should be considered at all stages throughout a procurement process. Authorities need to be aware of how their actions will be perceived by tender participants and potential tender participants.
5. *Proportionality* – This principle requires that measures taken, and requirements imposed, by Authorities are necessary and appropriate, in light of the objectives sought to be achieved.

¹ 2012/C 326/01 Consolidated versions of the Treaty on European Union and the Treaty on the Functioning of the European Union

Current EU governing Directives, that have subsequently been transposed into Irish Law including:

- EU Directive 2014/24/EU (Public Sector)²– transposed by S.I. No. 284 of 2016 ³(as amended),
- Directive 2014/23/EU (Concessions)⁴- transposed by S.I. No. 203 of 2017⁵,
- Directive 2014/25/EU (Utilities)⁶– transposed by S.I. No.286 of 2016⁷,
- Remedies Directive 2007/66 ⁸- transposed by S.I. No. 130 of 2010 ⁹(as amended in 2015)

1.3 National Procurement Structure

One of the key priorities of the Local Government Efficiency Review Group (2010) and the Public Sector Reform Plan (2011) was saving through procurement reform. The reforms, predominantly a transition to greater use of centralised contracts and frameworks by the public sector, is coordinated and driven by the Office of Government Procurement (OGP), with the support of four key sectors – Local Government, Health, Defence, and Education.

The Procurement model divided the spend in 16 categories, with ‘One Voice’ to the market, 8 managed by the OGP and the remaining 8 divided across the key sector partners.

Office of Government Procurement (OGP):

The OGP commenced operations in 2014. An essential part of OGP’s remit is to manage and deliver supplier frameworks (FWA), dynamic purchasing systems (DPS) and contracts for 8 categories of commonly procurement goods and services - Professional Services, Facilities Management, Utilities, ICT & Office Equipment, Marketing Print & Stationery, Travel & HR Services, Fleet & Plant, and Managed Services.

The OGP also has responsibility for the National Procurement Policy Framework (NPPF)¹⁰, which consist of 5 strands; Legislation (Directives, Regulations); Policy (Circulars etc.); General Guidelines; the Capital Works Management Framework (CWMF); and detailed technical guidelines, template documents and information notes that issue periodically.

Some specific Public Procurement Circulars of note include:

- Circular 10/14: Initiatives to assist SMEs in Public Procurement
- Circular 16/13: Arrangements concerning the use of Central Contracts
- Circular 10/18: Capital Works Management Framework

² Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on Public Procurement

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

⁴ Directive 2014/23/EU of the European Parliament and of the Council of 26 February 2014 on the award of Concession Contracts

⁵ S.I. No. 203 of 2017 - European Union (Award of Concession Contracts) Regulations 2017

⁶ Directive 2014/25/EU of the European Parliament and of the Council of 26 February 2014 on procurement by entities operating in the water, energy, transport, and postal services sectors

⁷ S.I. No. 286 of 2016 - European Union (Award of Contracts by Utility Undertakings) Regulations 2016

⁸ Directive 2007/66/EC of the European Parliament and of the Council of 11 December 2007 with regard to improving the effectiveness of review procedures concerning the award of public contracts

⁹ S.I. No. 130 of 2010 - European Communities (Public Authorities’ Contracts) (Review Procedures) Regulations 2010, *as amended by* S.I. No. 192 of 2015 The European Communities (Public Authorities’ Contracts) (Review Mechanism) (Amendment) Regulation, (2015)

¹⁰ National Public Procurement Policy Framework, Office of Government Procurement, Nov 2019. (Available at <https://ogp.gov.ie/national-public-procurement-policy-framework/>)

Separately, the OGP is responsible for the provision of the Irish/European platform for publishing public procurement competitions (www.etenders.gov.ie); the public sector construction reform policy platform (www.constructionprocurement.gov.ie). Details on the Office of Government Procurement services may be accessed at www.ogp.gov.ie.

Local Government Strategic Procurement Centre (LGSPC):

The LGSPC is a strategic procurement centre for the local government sector. This centre is based within the Local Government Management Agency (LGMA). The key deliverable is to support the delivery of public services through efficient procurement processes.

Local Government Operational Procurement Centre (LGOPC):

Based in Kerry County Council, the LGOPC manage two categories, on behalf of the public sector, Minor Building Works, and Plant Hire. LGOPC has developed frameworks and dynamic purchasing systems for categories such as plant hire, road making materials and ready-mix concrete. Details on the Local Government Operational Procurement Centre services may be accessed at www.supplygov.ie

Education Procurement Services (EPS):

The EPS manage three categories of procurement spend, on behalf of the public sector, Laboratory/Research Diagnostics, Services & Equipment, Agriculture and Veterinary Goods & Services, Library Goods & Services. Details on the Education Procurement Services may be accessed at www.educationprocurementservice.ie

1.4 Organisational Structure & Role

The Procurement Function in Carlow County Council is under the Directorate for Finance, Information Technology & Culture. Carlow County Council's current procurement structure is mainly a decentralised one. Procurement responsibility is delegated to many staff members at directorate, section, and district levels. In certain cases, a nominated directorate/section will lead on a required procurement need, for the whole of the Authority. An example of this involves the IT department procuring hardware, software, fixed & mobile telephony services and managed print services.



The Procurement Function has a vital coordinating role in ensuring organisational focus on good practice and procedures in procurement (including embedding transparency, accountability and compliance), achieving value for money, ensuring high standards in procurement through communication of all relevant updates and information to all those involved in a procurement role.

1.5 Procurement Plan 2016-2018 Review

This Corporate Procurement Plan builds on the existing Procurement Plan of 2016-2018 and the authorities earlier procurement plans (2011-2013;2009-2011).The 2016-2018 Plan was developed at a time of substantial changes in the national landscape of procurement, with the development of the Office of Government Procurement and key partners leading moves to more central arrangements, as part of government policy. The plan sought to have purchasing carried out in a coordinated and strategic manner; identify opportunities for savings; seek to streamline existing processes; improve compliance; facilitate economic, social and environmental objectives through procurement; support the ongoing development of the procurement function. Many of the guidelines and procedures outlined were adopted and implemented.

2. Procurement Overview:

2.1 Carlow County Council Corporate Plan

The mission of Carlow County Council is ‘to make Carlow the best possible place for all its people and for those that wish to live, visit, work or invest in the County. Carlow County Council is committed to achieving its core values in the delivery of services which include, Democratic & Civic Leadership, Social Inclusion, Quality Services/Customer Care, Accessibility, Partnership, Transparency, Accountability, Integrity, Value for Money, Sustainability and Pride.’

2.2 Procurement Mission Statement & Values

“Carlow County Council is committed to the compliant procurement of goods, services and works, in line with best public procurement practices, to achieve value for money outcomes for its citizens, that are strategically align to the business needs of the organisation.”

In all of Carlow County Council’s procurement and purchasing activities the staff will endeavour to operate in accordance with the following values:

- Compliance with all relevant procurement legislation and guidelines
- Always seek Value for Money, whilst achieving optimum quality to meet the authority’s business needs
- Minimise the Authorities exposure to procurement risk
- Encourage business engagement and maximise contract performance
- Strengthen the Procurement Function
- Promote Environmental and Social Consideration in competitions, when possible

2.3 Internal Procurement Regulations

Carlow County Council operates the Agresso Milestone 4 financial management system (FMS). The Authorities financial regulations, Purchase to Pay Guidelines, specify how goods, services and works should be procured. Requirements for all goods, services and works must be recorded on the FMS. Staff must raise a ‘Requisition’ to a value which accurately reflects the planned cost. A requisition may be approved and a purchase order can be generated once an approver has (i) observed the criteria set out in the Policy for Procurement of Goods/Services/Works; (ii) ensure observation of the Purchase to Pay Guidelines; (iii) confirmed that budget limits and all legal requirements are observed.

Thresholds and Related Procurement Procedures

	Threshold (<i>All figures are ex VAT</i>)	Procedure
Local	Up to €1,499	At least 1 recorded quote. ALL documentation and related electronic files MUST be retained. (<i>This band does not apply to Leader funded projects</i>). Quotes to be recorded on Form AP1 and signed by Authorised Officer. LVPCs should be used.
	Between €1,500 and €4,999	A minimum of three recorded quotations to be sought, addressed to the authorised officer. Quotes to be recorded on Form AP1 and signed by Authorised Officer. ALL documentation and related electronic files MUST be retained.
	Between €5,000 and €24,999 for Goods, Services & Works	The Quick Quotes on www.etenders.gov.ie must be used for all purchase above €5,000 (since 1 st July 2019) where no other framework or contract is in place. <u>Note the ‘aggregation rule’ for this limit.</u> Quotes from 3 or more suppliers/service providers must be sought <ul style="list-style-type: none"> • CE Order Required.
	Between €25,000 and €49,999 for Works/Works Related Services Incl Consultancy	The Quick Quotes on www.etenders.gov.ie must be used for all purchase above €5,000 (since 1 st July 2019) where no other framework or contract is in place. <u>Note the ‘aggregation rule’ for this limit.</u> Quotes from 5 or more suppliers/service providers must be sought CE Order Required. In some instances, eTenders may be considered for this category, particularly if near the upper threshold.
National	Between €25,000 and €213,999 for Goods & Services (LAs & Regional Authorities)	www.etenders.gov.ie must be used where no available framework or contract is in place. All documentation paperwork and related electronic files MUST be retained. CE Order Required.
	Between €50,000 and €213,999 Works Related Services e.g. engagement of Consultants	Open Procedure (as opposed to restricted, negotiated etc.) is mandatory for
	Between €50,000 and €5,350,000 for Works	<ul style="list-style-type: none"> • Goods & Services contracts (€25,000 to €213,999(€134,999) – ex VAT) and • Works or Works related services contracts (€50,000 to €213,999). There is an ‘Aggregation of Value’ Rule applied for Works related Consultancy.
EU	Over €214,000 for Goods & Services Over €214,000 for Works Related Services e.g. engagement of Consultants Over €5,350,000 for Works ¹¹	Formal advertising inviting tenders on OJEU Official Journal of the European Union via www.etenders.gov.ie . All paperwork and related electronic files MUST be retained. CE Order required.
ICT	Notice re ICT Contracts Over €10,000	Formal advertising on eTenders is required for all ICT related procurement exceeding €10,000 where no framework exists All paperwork and related electronic files MUST be retained.

¹¹ The EU thresholds for Goods, Services & Works are subject to revision every two years (latest revision January 2020). This table will be updated to reflect the altered limits.

2.4 Procurement Supply & Risk Analysis (incl. Brexit)

Carlow County Council has recognised the risks associated with its procurement spend and has listed these in their Risk Register. The areas identified for risk assessment and mitigation solutions include legal, professional, regulatory, financial, contractual, economic, and technological. The authority has assessed the probability of supplier failure and its impact on the organisation, particularly developing strategies to mitigate risk around critical contracts.

		Impact →				
		Negligible	Minor	Moderate	Significant	Severe
Likelihood ↑	Very Likely	Low Med	Medium	Med Hi	High	High
	Likely	Low	Low Med	Medium	Med Hi	High
	Possible	Low	Low Med	Medium	Med Hi	Med Hi
	Unlikely	Low	Low Med	Low Med	Medium	Med Hi
	Very Unlikely	Low	Low	Low Med	Medium	Medium

Supply & Risk Analysis – Brexit:

Currently, the Withdrawal Agreement between the EU and UK provides legal certainty on public procurement procedures, pending the end of the transition period. The OGP’s Information Note on Brexit ¹² points out that should there be a ‘no deal’ scenario, the EU treaty will cease to apply to the UK. Therefore, all guarantees associated with EU procurement law will cease to apply. The primary risks will be the application of WTO tariffs and regulatory divergence. These could affect supply chains and imports from the UK resulting in increased costs, administrative burden, delays and availability of some goods and services. Key risks arising include the integrated nature of the UK & Irish markets, future regulatory divergence, possible exchange rate volatility, transport (UK landbridge) and security of supply chain. Carlow County Council will assess their exposure to the UK market from its current arrangements and assess their potential impacts.

3. Procurement Plan Objectives

3.1 Obtain Value for Money

Value for money is a core principle of public procurement. Price is not the sole factor when assessing value for money. The process requires an analysis of all relevant cost and benefits for proposal. One of the fundamental objectives of Carlow County Council’s procurement plan is to strive to achieve value for money at every opportunity, delivering savings and benefits through reducing costs. The Authority will maximise efficiency and collaboration, including the use of national & regional arrangements when possible, to ensure sustainable improvements. Buyers will consider standardising and aggregating demand to obtain volume savings.

¹²Brexit and Public Procurement – Information Note, Office of Government Procurement - OGP (Oct 2019)

3.2 Ensure Compliance

The purpose of this objective is to ensure that all procurement carried out by the Authority is in accordance with appropriate Local, National & EU Procurement Directives, Guidelines, Policies and Procedures. Carlow County Council will create a document library of policies, procedures and guidance notes to ensure that staff have access to all current and relevant procurement documentation. Standard templates documents and correspondence to be used in the procurement process will be available in the procurement library. All procurement related circulars, information notes and details on national arrangements will be updated regularly. Independent assessment of compliance with procurement rules shall be carried out by the internal and or external audit function. Procurement staff will observe the requirement of the General Data Protection Regulation ¹³in all their procurement processes.

3.3 Strengthen the Procurement Function & Reinforce Governance

Another essential objective is to build the organisational capacity to strategically manage procurement and reinforce governance. The Council will re-establish the Procurement Steering Committee to improve strategic support and direction for the procurement function. Due to the dynamic nature of procurement law and practices it is vital that up-to-date information is available to staff. Carlow County Council's procurement function will continue to communicate procurement requirements through use of the Council's intranet, this will include regularly updated details of arrangements available to the Council from Central Procurement Bodies (as listed in Section 1.3 of this document). Standardised procurement documents for use in the tendering process will be further developed and be available to all staff associated with the function. Procurement processes and procedures will be updated and strengthened. Despite the decentralised nature of the procurement in the authority, continual training will be required for staff to ensure they stay up to date with procurement developments. This training will be delivered via a mix of local and externally provided training.

3.4 Encourage Business Engagement

This procurement objective will strive to encourage business engagement and, in particular, assist with developing access for Small & Medium Enterprises (SMEs) to Carlow County Councils' public procurement competitions. Small & Medium Enterprises (SMEs) are an important part of the national economy and access to public procurement competitions can be an important source of business to SMEs. The National Circular 10/2014 ¹⁴ outlines various initiatives to assist with great participation of SMEs in public procurement. The measures include:

- Encourage buyers to complete market analysis and examine capabilities of SMEs
- Use of Prior Information Notices (PIN), Request for Information (RFI), Expressions of Interest (Eoi), when possible
- Consideration be given to of subdivision of contracts into Lots, without compromising efficiency and value for money

¹³ Regulation 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (2016)

¹⁴ Circular 10/14: Initiatives to assist SMEs in Public Procurement (2014)

- Encouraging consortium bids for competitions
- Consideration to greater use of open tendering
- Requesting turnover and insurance requirements which are proportionate and reasonable, in the context of competitions
- Support capacity building and encourage innovation in competitions

Carlow County Council will promote observant of Circular 10/14 in all competitive processes by setting out requirement, when possible, in terms of deliverables that encourage SMEs. The Authority will publish summary details of all above threshold competition (with links to etenders) on the Council's website.

3.5 Promoting the use of Environmental, Social Consideration & Sustainability

Carlow County Council will encourage the use of criteria, where possible, that promotes sustainable procurement through the inclusion of environmental and social criteria in the procurement of goods, services and works.

Green Public Procurement is a process where public authorities seek to source goods, services or works with a reduced environmental impact throughout their life cycle compared to goods, services and works with the same primary function which would otherwise be procured.

Social inclusion is a process where public authorities seek to include social consideration into their procurement process. Examples of social considerations include, but are not limited to, employment and training opportunities for disadvantaged groups, disability access, promoting social inclusion and social enterprises, and the protection of the environment and combating climate change. These also include national or EU social and labour rules, collective agreements, and/or international law.

Sustainability is a process by which public authorities seek to achieve the appropriate balance between the three pillars of sustainable development - economic, social and environmental – when procuring goods, services or works at all stages of the project.

The Authority is cognisant of National Guidelines¹⁵ on prompting the use of Environmental and Social Consideration; the Information Note on Incorporating Social Inclusion into Public Procurement¹⁶; the Green Procurement Guidance for the Public Sector¹⁷ from the Environmental Protection Agency (EPA) and the Department of Communications, Climate Action and Environment's (DCCA) Climate Action Plan 2019¹⁸ and will ensure that they are readily available to all staff involved in Carlow County Council's procurement processes.

3.6 Maximise Contract Performance

The purpose of this goal is to ensure that contract performance is regularly checked. Areas to be monitored are value for money; compliance with original competition ask, including requesting annual updates on tax or insurance certification requirements of the competition; consider ongoing issues and seek to resolve these with the service provider, and gathering information that will inform any future contracts. Carlow County Council will develop a central register of all contracts for goods, services and works. This will inform the Authority of what

¹⁵ Circular 20/2019: Promoting the use of Environmental and Social Considerations in Public Procurement (2019)

¹⁶ Incorporating Social Considerations into Public Procurement – information note, Office of Government Procurement (2018)

¹⁷ Green Procurement – Guidance for the Public Sector, Environmental Protection Agency (2004)

¹⁸ Climate Action Plan 2019 to Tackle Climate Breakdown, Department of Communication, Climate Action & Environment (2019)

contract are in place, what contract are due to expire and where further arrangements may be required. This register will assist with developing a multi-annual procurement plan (MAPP), ensuring the timely review of existing arrangements and development of necessary replacement competitions. Consideration will be given to developing or aligning policies, related to specific contracts, that improve or change norms and lead to improved contract delivery/performance.

3.7 Internal & External Communications

Carlow County Council's procurement function will strive to improve both internal and external communications. Internally, this will see the development of a dedicated space on the authority's intranet. A library of all appropriate and necessary guides, templates and instruction will be made available to staff. As part of the internal communication all changes/revisions will be advised via circulars email, to all staff. Any major revisions will be presented to all staff operating in a procurement function, as part of their daily role. The procurement function will encourage staff to think 'cross-functionality' when planning any new procurement competition.

Externally, all above threshold competition will be communicated via the Council's website, with links to www.eTender.gov.ie site. Summary of contracts awarded by the Council will also be published on our website.

4. Goals & Actions 2020-2022

4.1 Corporate Procurement Plan Goals & Actions sheets

Corporate Procurement Plan 2020-2022				
	Goal	Action	Timescale	Assigned to:
1	Compliance & Governance			
	Review and redevelop Carlow County Council’s procurement policy and procedures	Carry out a review of current procurement policy and procedures. Redevelop the rules and guidance that reflect the dynamic nature of procurement law and practices	Q2 2020	Procurement Officer
	Re- establish the Procurement Steering Committee	Re-establish the Procurement Steering Committee to improve strategic support and direction for the procurement function	Q3 2020	Procurement Officer & Head of Finance
	Assist with the review of the Financial Management Regulations, Purchases to Pay	The procurement process is intrinsically linked to the financial management regulation of the authority and the procurement function will be part of the review of these rules	2020	Procurement Officer
	Ensure Conflict of Interest, Confidentiality and Data Protection are observed by all sourcing and evaluation teams, to strengthen procurement compliance	The Authority will develop a Conflict of Interest, Confidentiality and Data Protection Undertaking Form that shall be used by all Sourcing and Evaluation Teams	Q3 2020	Procurement Officer
	Non-compliant procurement – Legal Services	The audit report highlighted that the authority was non-compliant in legal services spend. A cross function group will be assembled by the procurement function to develop compliant procurement for this area	Q4 2020	Budget Holders & Procurement Officer
	Non-compliant procurement – Cleaning Services	The audit report highlighted that the authority was non-compliant on its cleaning services spend. A cross function group will be assembled by the procurement function to develop compliant procurement for this area	Q 4 2020	Budget Holders & Procurement Officer

	Non-compliant procurement – Security Services	The audit report highlighted that the authority was non-compliant in its security services spend. A cross function group will be assembled by the procurement function to develop compliant procurement for this area	Q4 2020	Budget Holders & Procurement Officer
	Non-compliant procurement – Emergency Accommodation	The audit report highlighted emergency accommodation as an area where no tender process had been undertaken but acknowledged that the spend is of an emergency nature. The procurement function will liaise with the Housing Department to explore compliant procurement options	Q4 2020	Housing Department & Procurement Officer
2	Risk Management			
	Be aware of the risk associated with the Carlow County Council’s procurement	Identify risks in all procurement spend and develop mitigation solutions. All risks will be updated in the authority’s risk register	Term of Plan	Budget Holders & Procurement Officer
	Be aware of the risks associated with Brexit	Should there be a ‘no deal’ Brexit the primary risk will be application of WTO tariffs and regulatory divergence. The Authority will assess their exposure to UK markets in its current arrangements.	Q4 2020	Budget Holders & Procurement Officer
	Review procurement structures and activities	Ongoing review of the Council’s procurement activities and structures to determine if these should be revised or how they can be strengthened to mitigate risk	2021 and 2022	Procurement Officer
3	Compliant Sourcing			
	Provide procurement information, advice, and support to the staff of Carlow County Council	Ensure that all staff operating in a procurement function are completely aware of the council’s policy for procurement; the resources library for procurement and training modules available to them.	Term of Plan	Procurement Officer

	Ensure all staff are aware and have access to the authority's Thresholds and associated Procurement Procedures	Upload the up-to-date threshold table and the associated procurement procedures to the Procurement Library on the Intranet	Q3 2020 & Term of the Plan	Procurement Officer
	Develop a library of procurement related documents	Ensure that all pertinent and up-to-date procurement document are assembled and are made available to staff involved in any procurement role, via a procurement library	Term of Plan	Procurement Officer
	Promote electronic procurement and record keeping for all procurement activities	Electronic submission of tender documents, and requests to participate in competitions, has been mandatory since October 2018, for all above threshold competitions. During the term of this Plan the authority will mandate the use of electronic submission in all procurement activities (such as use of eTender Quick Quotes system) and encourage electronic record keeping in all procurement competitions	2021 & 2022	Procurement Officer
4	Procurement Communications			
	Encourage business engagement in all public procurement competition undertaken by Carlow County Council	In accordance with the Principle of Transparency, the authority will publish sufficiently accessible advertisement prior to award of the contract, in line with Carlow County Council's threshold and procurement procedures. This will include publishing links on authority's website for all above threshold competitions	Term of Plan	Budget Holders & Procurement Officer
	Develop access for Small & Medium Enterprises (SMEs) to Carlow County Council's procurement competitions	In line with National Circular 10/2014, ' <i>Initiatives to assist SME's in Public Procurement</i> ', Carlow County Council will promote, where possible, the setting out requirements in terms of deliverables that	Term of Plan	Budget Holders

		encourage SMEs to partake in procurement competitions		
	Supporting procurement knowledge capacity building	Partake, with authority stakeholders and external bodies, in capacity building of businesses. Such support will encourage greater participation in public procurement competitions	2021	Local Authority Stakeholders & External Training Bodies & Procurement Officer
	Liaise with the Procurement Steering Committee	Regular meeting will be organised with the Procurement Steering Group to assist with discussion on strategic procurement projects	Term of Plan	Procurement Officer
	Liaise with Internal and External Audit functions	Liaise with the internal and external auditors to reflect their observations for procurement procedural changes	Term of Plan	Procurement Officer
	Publish this Corporate Procurement Plan, ensuring it is accessible to the citizens of Carlow and to all staff members of Carlow County Council	This Corporate Procurement Plan will be published on the authority's website to make it publicly accessible. The plan will also be published for staff access on the intranet procurement library	Q3 2020	IT Unit and Procurement Officer
5	Procurement Training			
	Develop staff training modules for procurement	Develop and deliver internal training modules on various topics for all staff associated with a procurement function	Term of Plan	Procurement Officer
	Ensure that essential guidance & competition templates for procurement are available	Upload that the necessary public procurement guidelines; local policies; up-to-date goods and services RFT and contracts to the authorities Intranet	Q3 2020	Procurement Officer
	Encourage the use of environmental, social inclusion and sustainability in the procurement of goods, services and works	Encourage the use of criteria, where possible, that promotes environmental, social inclusion and sustainability in procurement	Term of Plan	Budget Holder

	Create an enhanced awareness of environmental, social consideration and sustainability with all staff engaged in the procurement function	Increase awareness by providing all the appropriate public policy, national guidelines and information notes on this area, via the procurement intranet library	2020 & Term of Plan	Procurement Officer
	Create and make available standard template documents for various stages of procurement activities	Develop standard templates for compliance checking, evaluation note taking, final evaluation reports, outcome letters, checklists and other templates that will assist with the procurement function	2020 & Term of Plan	Procurement Officer
6	Spend Analysis			
	Monitor and measure all purchasing activity in Carlow County Council	Ongoing examination of spending data of the authority to inform future procurement plans and to address non-compliant spend	Term of Plan	Procurement Officer
	Evaluate spend on Low Value Purchase Cards (LVPC)	Perform regular analysis of the spend from Low Value Purchase Cards to ensure procurement category compliance, paying particular attention to aggregated values	Term of Plan	Procurement Officer
7	Value for Money			
	Make best use of National & Regional arrangements that have standardised and aggregated demand to maximise efficiency	Ensure that details of all central procurement bodies arrangements are readily available to all staff involved in developing procurement sourcing arrangements.	Term of Plan	Budget Holders & Procurement Officer
	Develop a culture within the organisation that acknowledges and respects the requirement to spend money wisely	Encourage staff to strive to achieve value for money at every opportunity. This consist of all spend, including unspent budget allocation.	Term of Plan	Budget Holders & Procurement Officer
	Develop a strategic approach to procurement by working with directorates and sections	Identify strategic procurement opportunities, through working with all stakeholders, to identify areas that could generate efficiencies and achieve value for money outcomes for the Authority.	Term of Plan	Budget Holders & Procurement Officer

8	Procurement Operations			
	Redevelop the procurement intranet page	Liaise with IT to refresh and redevelop the Procurement area. Create a zone that staff will automatically reference, when involved in planning procurement competition	Q3 2020	Procurement Officer
	Develop a central register of all contracts and arrangements	Carlow County Council will develop a central register for all contracts for goods services and works.	Term of Plan	Procurement Officer
	Develop a Multi-Annual Procurement Plan (MAPP)	From the central contract register the authority will create a Multi-Annual Procurement Plan (MAPP). This will ensure the timely reviews of existing arrangement and the planning of future procurement activity	2021 & Term of Plan	Procurement Officer
	Considerations of collaboration for procurement	The authority will seek to engage with Regional and National collaboration procurement projects	Term of Plan	Budget Holders & Procurement Officer
9	Contract Management			
	Develop and encourage measurement of contract performance	Ensure that all contract owners develop a system of contract management. This will allow for measurement of value for money performance and checking that the terms of the competition are adhered to.	Term of Plan	Budget Holders
	Record contract performance	Develop, with the relevant sections and contract owners, systems for recording contract performance. The information gathered can then be used to inform future competitions	Term of Plan	Budget Holders & Procurement Officer

4.2 Measurement of Results

The Procurement Function has identified indicators of success that can be used to inform future procurement. An annual analysis of all spending will be extracted. Alongside these other annual indicators will be assemble, include measuring the number of centralised arrangements being used (OGP, LGOPC, etc.) by the Authority; recording the number of contracts advertised on eTenders annually; and the number of SMEs participating in all competitions. These statistics will be collected and collated annually.

4.3 Continuous Improvement

The Procurement Function has identified mechanisms to capture continuous improvements including; feedback from the Procurement Steering Committee and Audit Committee; developing a schedule to review existing procurement document, considering improvements, updates or additions; regular analysis of LVPD usage, to confirm if the Authority has a procurement arrangement deficit.

4.4 Governance & Approval

This Corporate Procurement Plan was approved by the Chief Executive and the Senior Management Team on Friday 19th June 2020.

4.5 Implementation and Review

The Procurement Function will ensure the plan is implemented. The plan will be circulated throughout the organisation, ensuring all staff involved in any procurement function are aware of the details of this new Corporate Procurement Plan. Once adopted this Plan will be published on the Authorities website.

5.0 Glossary of Terms

CPB	Central Procurement Body
CPP	Corporate Procurement Plan
CWMF	Capital Works Management Framework
DCCAE	Department of Communications Climate Action & Environment
DPS	Dynamic Purchasing System
EEC	European Economic Community
Eoi	Expression of Interest
EPA	Environmental Protection Agency
EPS	Education Procurement Services
EU	European Union
FMS	Financial Management System
GDPR	General Data Protection Regulation
LGMA	Local Government Management Agency
LGOPC	Local Government Operational Procurement Centre
LGSPC	Local Government Strategic Procurement Centre
LVPC	Low Value Purchasing Card
MAPP	Multi-Annual Procurement Plan
NPPF	National Procurement Policy Framework
OGP	Office of Government Procurement
PIN	Prior Information Notice
RFI	Request for Information
SME	Small and Medium Enterprises
UK	United Kingdom
WTO	World Trade Organisation

6.0 References

2012/C326/01 Consolidated Versions of the Treaty on European Union and the Treaty on the Functioning of the European Union.

Brexit and Public Procurement – Information Note, Office of Government Procurement – OGP (2019).
Climate Action Plan 2019 to Tackle Climate Breakdown, Department of Communication, Climate Action & Environment (2019).

Directive 2007/66/EC of the European Parliament and of the Council of 11 December 2007 with regard to improving the effectiveness of review procedures concerning the award of public contracts.

Directive 2014/23/EU of the European Parliament and of the Council of 26 February 2014 on the award of Concession Contracts.

Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on Public Procurement.

Directive 2014/25/EU of the European Parliament and of the Council of 26 February 2014 on procurement by entities operating in the water, energy, transport, and postal services sectors.

Green Procurement – Guidance for the Public Sector, Environmental Protection Agency - EPA (2004).
Incorporating Social Considerations into Public Procurement - Information Note, Office of Government Procurement – OGP (2018).

National Public Procurement Policy Framework, Office of Government Procurement - OGP (2019).
(available at <https://ogp.gov.ie/national-public-procurement-policy-framework>).

S.I. No. 130 of 2010 - European Communities (Public Authorities' Contracts) (Review Procedures) Regulations 2010, *as amended by* S.I. No. 192 of 2015 The European Communities (Public Authorities' Contracts) (Review Mechanism) (Amendment) Regulation, (2015).

S.I. No. 203 of 2017 - European Union (Award of Concession Contracts) Regulations (2017).

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

S.I. No. 286 of 2016 - European Union (Award of Contracts by Utility Undertakings) Regulations (2016).

7.0 Appendices

Expenditure Data Analysis

Expenditure Data captured in the Agresso Financial Management System can be analysed by supplier, category spend, product spend, departmental/divisional spend and amount of spend. The data can be used to analyse trends over time, give an indication of the annual budgetary requirement and can be used to analyse procurement compliance. Agresso Milestone 4 further aids this analysis with the consolidation of coding throughout the Country and enhanced the central procurement of goods in the public sector.

Appendix 1 Carlow County Council 2019 Procurement Spend Analysis:

Goods & Services Purchased in 2019	Total
Minor Contracts- Trade Services & other works	3,883,466.04
Non-Capital Equip Purchase	445,407.27
Hire (Ext) - Plant/Transport/Machinery & Equipment	2,410,763.47
Repairs & Maint	1,601,892.50
Capital Contracts Expenditure	22,828,099.83
Agency Services - Non Local authorities	425,224.17
Other Vehicle Expenses	20,811.80
Materials	990,609.87
Arts Activities	221,824.13
Library Book Purchases	67,649.90
Meals	20,003.34
Computer Software and Maintenance Fees	534,803.54
Communication Expenses	288,912.43
Postage	103,919.32
Security - Property	258,618.91
Training	216,259.70
Legal Fees and Expenses	659,752.55
Consultancy/Professional Fees and Expenses	1,260,445.00
Advertising	132,284.82
Printing, Office Consumables & Scanning	199,223.72
Cleaning	114,025.11
Energy / Utilities	939,171.87
Overdraft interest & charges	222,273.65
Miscellaneous Expenses	774,058.81
	38,619,501.75

This analysis excludes spend on payroll, travel expenses, member costs, rents paid, grants paid out, payments to other local authorities or state agencies.

These figures will vary from year to year depending on budgets and grant availability. Figures includes are for illustrative purposes only.