

EXCELLENCE THROUGH  
EDUCATION AND TRAINING

# Corporate Procurement Plan

Version 1

Approved by the Chief Executive on

13 October 2025



## Document Control

Appendix 1 – Multi-Annual Procurement Plan (MAPP)

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

Contact Name	Department	Completion Due date	Date submitted to ETBI
Jo O'Connor	Finance	1 October 2025	1 October 2025
		1 October 2026	
		1 October 2027	
		1 October 2028	

## Table of Contents

1.	Introduction.....	5
1.1.	Laois and Offaly Education and Training Board Procurement Mission Statement, Values and Goals.....	5
2.	Objectives.....	6
2.1.	Corporate Procurement Plan Objectives.....	6
2.2.	Sustainable Public Procurement.....	7
2.2.1	Sustainable Public Procurement and the Office of Government Procurement.....	7
2.2.2.	Circular 20/2019.....	7
2.2.3.	Strategic Procurement Advisory Group.....	8
2.2.4.	Sustainable Public Procurement.....	8
2.3.	Green Public Procurement (GPP).....	8
2.3.1.	Green Procurement in Policy.....	9
2.3.2.	Green Procurement Guidance.....	10
2.3.3.	Green Procurement and the EU.....	11
2.3.4.	The Circular and Fair ICT Pact.....	11
2.3.5.	GPP4 Growth.....	12
2.3.6.	United Nations Sustainable Development Goal 12.....	12
3.	Structure of Procurement within the ETB.....	12
3.1.	Structure of Procurement within Laois and Offaly Education and Training Board.....	12
3.2.	Role of Central Procurement Function.....	12
3.3.	Role and responsibility of Budget holders.....	13
3.4.	Role and responsibility of Other.....	13
3.5.	Procurement webpage.....	14
3.6.	Systems and Training.....	15
3.7.	Key areas of concern / common issues / lessons learned.....	16
3.7.1.	Procurement Support Request (PSR)/Supplementary Request for Tender(SRFT).....	16
3.7.2.	Contract Management.....	16
3.7.3.	Supplier Relationship Development.....	16
3.7.4.	ETB Representation in the National Procurement Model.....	17
4.	Procurement Guidelines.....	18
5.	Corporate Procurement Plan timing, retention and distribution.....	19
5.1.	Corporate Procurement Plan Format.....	19

5.2. Timing .....	19
5.3. Retention .....	20
5.4. Distribution .....	20
6. The Multi-Annual Procurement Plan .....	20
6.1. Historical Spending Analysis .....	20
6.2. Analysis of High Volume / Low Value Purchases ( <i>optional exercise</i> ) .....	22
6.3. Review of Future Procurement Requirements .....	22
6.4. Ongoing Evaluation of Procurement Requirements .....	22
7. Setting ETB Targets and Key Performance Measures .....	22
Appendices .....	24
Appendix 1 Multi Annual Procurement Plan Template .....	25
Appendix 2 Structure of Procurement within ETBs .....	26
Appendix 3 Updated Annual ETB Key Performance Indicators .....	28
Appendix 4 Actions on Green Public Procurement .....	29
Public Procurement Guidelines, Central Purchasing Arrangements, Corporate Procurement Plans .....	29
Circular Economy Strategy, Public Sector Climate Action, Local Authority Sector, Commercial Semi-State Sector .....	30
Government Circular 20/2019, National GPP Guidance Criteria, GPP Criteria Search .....	31
The GPP Mandate from the publication date of the GPP Strategy and Action Plan .....	31
The GPP Mandate from 2025 .....	31
Sectoral Focus – The Built Environment .....	31
Food Procurement and Waste Prevention .....	32
Social Enterprise and Community Based Organisations .....	32
GPP Training and Awareness .....	33
GPP Monitoring and Reporting .....	33
EU and International Partnership .....	34
Research and Innovation .....	35
GPP Strategy and Action Plan Implementation – Monitoring, Evaluation and Review .....	36
Appendix 5 Sectoral/Product Targets .....	37
Appendix 6 Minimum Environmental Criteria for Public Procurement of Goods and Services .....	39

## 1. Introduction

### 1.1. Laois and Offaly ETB's Procurement Mission Statement, Values and Goals

#### Our Vision:

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

#### Mission Statement:

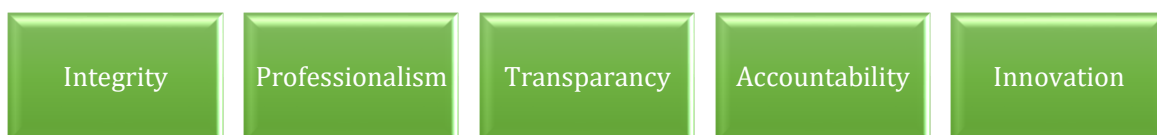
Laois and Offaly ETB (LOETB) is committed to operate its procurement under the national procurement model agreed by government, and the principles of corporate governance outlined in the *Code of Practice for the Governance of ETBs (CL 0083/2024)*. This includes use of central and sectoral procurement 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](#)

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

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#### 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 Corporate Procurement Plan<sup>1</sup> (CPP) 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"><li>• achieve efficiencies and cost reduction through the procurement process;</li><li>• achieve the ETB strategy by aligning objectives and procurement requirements</li><li>• increase the proportion of spend with contracted suppliers drawn from national frameworks;</li><li>• ensure compliance with all relevant policies and procedures;</li></ul>	<ul style="list-style-type: none"><li>• by taking a strategic approach to procurement;</li><li>• by ensuring compliance with all relevant policies and procedures;</li><li>• by ETB procurement personnel engaging with the OGP for their procurement solutions; and</li><li>• by informing budget holders of the framework agreements and contracts that are available.</li></ul>
<ul style="list-style-type: none"><li>• enhance leadership, governance, awareness and skills within the procurement function;</li><li>• support an efficient procurement function across the organisation;</li></ul>	<ul style="list-style-type: none"><li>• by providing appropriate and periodic training to budget holders on procurement policies, procedures and best practice; and</li><li>• by engaging budget holders with the development and implementation of the Corporate Procurement Planning process.</li></ul>
<ul style="list-style-type: none"><li>• deliver a common, corporate process of strategic sourcing, supplier relationship development and contract management that supports the national procurement model;</li></ul>	<ul style="list-style-type: none"><li>• by establishing and assigning clear roles and responsibilities;</li><li>• by completing the Multi-Annual Procurement Plan (MAPP) (Appendix 1) and sharing it with ETBI;</li></ul>

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<sup>1</sup> The requirement to develop and implement a Corporate Procurement Plan is set out in the [Code of Practice for the Governance of ETBs \(CL 0083/2024\)](#).

	<ul style="list-style-type: none"> <li>• by complying with the processes set out in the national procurement model;</li> <li>• by developing supplier relationships and monitoring the quality and delivery of goods and services; and</li> <li>• by reference to guidance in sections 3 and 4.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Implement a category management approach to procurement across the ETB;</b></li> </ul>	<ul style="list-style-type: none"> <li>• by aligning (where possible) the general ledger and the category management approach to procurement; and</li> <li>• by adopting a consistent approach to procurement and the raising of purchase requisitions and purchase orders on the finance system;</li> </ul>
<ul style="list-style-type: none"> <li>• <b>support the Department of Public Expenditure and Reform (DPER) by implementing their strategies such as the national Procurement model to increase procurement efficiencies and e-invoicing to further enhance efficiencies and value for money.</b></li> </ul>	<ul style="list-style-type: none"> <li>• by utilising the procurement solutions and guidance put in place;</li> <li>• by implementing a multi-annual procurement plan (refer Appendix 1);</li> <li>• by implementing e-invoicing; and</li> <li>• by sharing feedback with the OGP on areas of potential improvement.</li> </ul>

## **2.2 Sustainable Public Procurement**

From [Office of Government Procurement](#)

Published on 23 December 2021

Last updated on 8 April 2024

### **2.2.1 Sustainable Public Procurement and the Office of Government Procurement**

#### **Opportunities and approaches for Sustainable Public Procurement – A reference for public procurement practitioners and policy makers**

The Office of Government Procurement (OGP) has published '[Opportunities and approaches for Sustainable Public Procurement – A reference for public procurement practitioners and policy makers](#)'. This reference, for the first time, brings together in one place the wide range of international, European Union, and national policies and guidance across both green and socially responsible public procurement.

### **2.2.2 Circular 20/2019**

In 2019, the Department of Public Expenditure and Reform published [Circular 20/2019: Promoting the use of Environmental and Social Considerations in Public Procurement](#). This Circular instructs government departments to consider using green

criteria in procurement, where defined and measurable criteria exist; to report on green public procurement; and to include future opportunities for the inclusion of green criteria in their annual Corporate Procurement Plans. It also highlights the possibilities for departments to deliver wider social and environmental aims through public procurement.

### **2.2.3 Strategic Procurement Advisory Group**

The Strategic Procurement Advisory Group is an advisory forum at which representatives of the OGP (both Policy and Sourcing) and its partner Central Purchasing Bodies and public procurement practitioners from across government meet with policy-makers from a range of government departments. The group shares information, knowledge and understanding and collaborates on promoting the incorporation of social, innovative, and sustainable considerations in public procurement. The group is chaired by the Head of OGP Policy.

### **2.2.4 Sustainable Public Procurement**

Sustainable public procurement (SPP) achieves value for money on a whole life-cycle basis in terms of generating benefits not only to the organisation, but also to society and the economy, whilst significantly reducing negative impacts on the environment. SPP can be incorporated into a broader sustainability strategy to aid a public body in addressing the [United Nations Sustainable Development Goals](#). This is because when using sustainable public procurement, the public body seeks to achieve an appropriate balance of the three pillars of sustainable development – economic, social, and environmental – at all stages of the procurement process.

Sustainable Public Procurement encompasses both [green public procurement](#) and [socially responsible public procurement](#) and for some sustainable public procurement case studies and examples, please see [Sustainable Public Procurement Case Studies](#).

For the latest news and events for procurers on sustainable public procurement, see [Sustainable Public Procurement News](#).

## **2.3 Green Public Procurement (GPP)**

From [Department of the Environment, Climate and Communications](#)

Published on 25 February 2021

Last updated on 19 April 2024

1. [Green Procurement in Policy](#)
2. [Green Procurement Guidance](#)
3. [Green Procurement and the EU](#)

Green Tenders – An Action Plan on Public Procurement, published in 2012, was the first action plan on GPP in Ireland. This set out 64 actions with a focus on eight sectors (construction, energy, transport, food and catering services, cleaning products and services, paper, uniforms and other textiles, and ICT), and a set of overarching key actions to embed GPP in public procurement policies and practices across all sectors.

In December 2021, a government decision was taken to review and update Green Tenders, to provide an updated and fit for purpose plan for greener public sector purchasing. Whilst several actions have progressed (for example the introduction of energy efficiency related

regulations), others have been superseded by more recent policy actions, especially in relation to climate action.

In 2022, the DECC carried out a targeted preconsultation seeking views from Government departments and bodies under their aegis and other key stakeholders, to help inform the preparation of this GPP Strategy and Action Plan. Key aspects highlighted from the feedback included:

- Several organisations who responded have incorporated available EPA National GPP guidance into their procurement approach.
- There is a demand for GPP criteria to be produced for sectors where National GPP guidance does not currently exist.
- Barriers to GPP implementation include a lack of education and awareness, perceived costs of 'green' products and availability of green goods and services.
- Tools considered as effective in implementing GPP include training, online toolkits, frameworks, and availability of case studies demonstrating GPP practice.
- Support for considering socially responsible procurement as well as GPP.
- Suggestions to develop sectoral networks to advance GPP objectives.
- Specific GPP reporting and inclusion of GPP in Annual Reports in terms of monitoring GPP implementation. A draft GPP Strategy and Action Plan was made available for public consultation in September 2023.

### **2.3.1 Green Procurement in Policy**

Circular 20/2019, Promoting the use of Environmental and Social Considerations in Public Procurement, was issued to Government departments in October 2019, and instructed Government departments to consider including green criteria in public procurement processes<sup>21</sup>. It introduced reporting on GPP for Government departments only. It also highlighted the potential of procurement to address wider social aims, for example employment and training opportunities for disadvantaged groups, disability access, promoting social inclusion and social enterprises.

The Climate Action Plan 2019 assigned lead responsibility to the EPA for measuring and reporting GPP implementation by Government Departments on an annual basis, starting with reference year 2020. The EPA produced a GPP reporting template that was issued to all Government departments. Reports on GPP monitoring and reporting by Government departments were published by the EPA for the reference years 2020 and 2021<sup>22</sup>. The EPA has reported a low level of green criteria used in public procurement by Government departments to date (refer to Section 10.1).

As GPP policy is evolving, Circular 20/2019 will be updated by a new government circular reflecting key actions listed in this GPP Strategy and Action Plan for the public sector, including GPP reporting requirements.

### **2.3.2**

#### **Green Procurement Guidance**

In 2014, the EPA published GPP Guidance for the Public Sector accompanied by National GPP criteria for eight sectors, based on the EU GPP criteria. This guidance was substantially revised, with a second edition and national GPP criteria for ten sectors published in September 2021<sup>23</sup>. The guidance, reflecting legislation and policy in place as of March 2021, is aimed at procurers in central and local government, state agencies and other public bodies such as universities, hospitals, and schools. The guidance is also relevant for public bodies covered by the Utilities Directive and directly relevant to potential tenderers as it explains how GPP criteria will be applied in practice and what should be included in tender submissions, in response.

The main guidance looks at, for example:

- the legal and organisational context for implementing GPP in Irish public bodies.
- each stage in the procurement process to identify how GPP can be implemented from early market engagement through to contract management.
- explanation of the process and thinking behind the GPP criteria proposed for each sector, including an analysis of the main environmental impacts associated with each product and service group, and an overview of how these have been addressed in the criteria developed at EU level and for Ireland.

The main EPA GPP guidance is currently accompanied by detailed guidance criteria for the following ten priority product/sectors:

- Road Transport Vehicles and Services
- ICT Product and Services
- Food and Catering Services
- Cleaning Products and Services
- Office Building Design, Construction and Management
- Lighting • Heating Equipment • Energy related products
- Paper Products and Printing Services
- Textiles

The sectors were chosen on the basis of public sector spend and associated environmental impact, availability and suitability of criteria at EU level, and their potential contribution to Ireland's emission reduction, energy-efficiency and waste targets. The main environmental impacts associated with each of these product and service groups, and the way in which the GPP criteria address them, are outlined in Section 5 of the main EPA GPP Guidance. The EPA is carrying out a review of the 2021 GPP guidance and criteria sets, and new National GPP criteria for furniture are also currently under development. The criteria are designed to be inserted directly into tenders and contracts and are accompanied by notes on the relevant

legislation, standards and labels in each sector, and information on how the criteria can be evaluated and verified. This sectoral guidance is based on comparable guidance published by the European Commission with adjustments to reflect the Irish market and relevant national policies. The European Commission, in partnership with the Member States, industry, environmental and social NGOs and other stakeholders, developed GPP criteria for some twenty product and service categories. The Commission distinguishes between core criteria and comprehensive criteria as follows:

- Core Criteria are suitable for use by any public body and address the key environmental impacts of each product or service, including basic legal compliance. They are designed to be used with minimal additional verification effort or cost increases.
- Comprehensive Criteria are for public bodies who aim to purchase products with enhanced levels of environmental performance. These may require additional verification effort or a slight increase in the purchase price compared to other products with the same functionality.

The GPP criteria developed by the EPA are the National GPP criteria to be used by public sector procurement and specifiers in Ireland. Any sector specific GPP related criteria being developed nationally by other public bodies should be incorporated into the National GPP criteria where appropriate. Public sector bodies and other key stakeholders including suppliers should provide feedback into the development and update of National GPP criteria via relevant consultation processes

### **2.3.3 Green Procurement and the EU**

The EU GPP Advisory Group 71 is an expert group composed of representatives of the EU Member States and several key stakeholders. The role of the Group is to provide advice to the European Commission on the development and implementation of GPP policies. The DECC participates at GPP Advisory Group meetings

### **2.3.4 The Circular and Fair ICT Pact**

The Circular and Fair ICT Pact (CFIT) is an international procurement-led partnership with a remit to accelerate circularity, fairness, and sustainability in the ICT sector 72. CFIT aims to stimulate the use of common, easy-to-use procurement criteria, provide guidance, and facilitate 11.3 Actions knowledge sharing. It is intended to leverage collective procurement power, in close dialogue with the ICT supply side, to affect the change and innovation we need. CFIT is an action under the UN One Planet Network Sustainable Public Procurement programme. The CFIT Pact is open to join for every organisation procuring ICT. It supports both frontrunners in the field who want to make more impact together and other procurers who simply want to know how to make their own procurement more circular and fairer. Governments with circular and fair ambitions around ICT (or other public organisations) can also join the pact as a coordinating organisation supporting a buyer group. Following a government decision, Ireland will be applying to join the Pact.

More information about the EU's work in this area can be found on the [EU website](#).

### 2.3.5 GPP4Growth

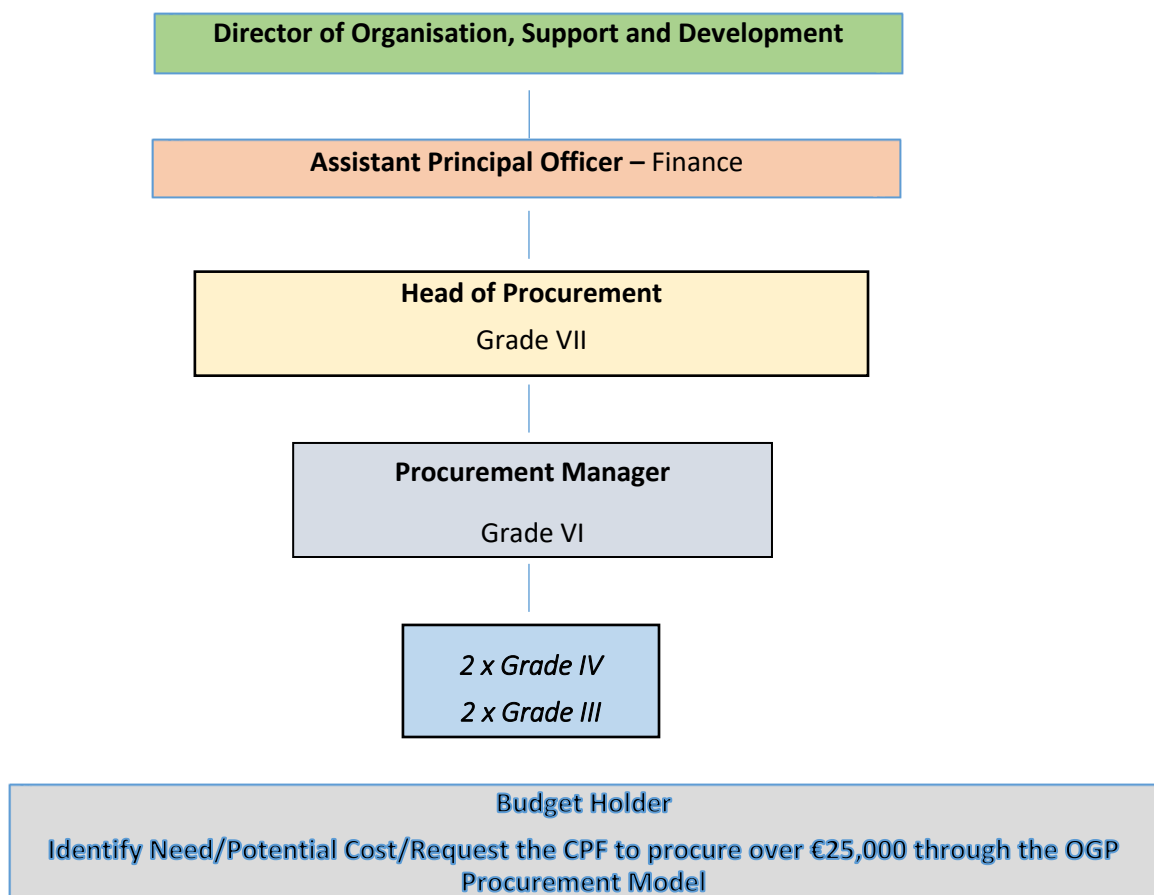
Green Public Procurement for Growth is an EU Interreg project which Ireland has participated in. This project brings together partners from nine countries, to exchange experiences and practices, and improve their capacities on implementing resource efficiency policies that promote eco-innovation and green growth through GPP.

### 2.3.6 United Nations Sustainable Development Goal12

Ireland's Sustainable Development Goals National Implementation Plan 2018-2020 designates the Office of Government Procurement (OGP) as leading on target 12.7 – promote public procurement processes that are sustainable, in accordance with national policies and priorities – with Green Tenders indicated as the relevant national policy.

## 3. Structure, roles and responsibility of Procurement within LOETB

### 3.1 Structure of Procurement within LOETB



### 3.2 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 €25,000 ex VAT, while

ensuring the rules and regulation of LOETB's Procurement Policy is adhered to. Any goods and services in excess of €25,000 must be procured centrally by the dedicated CPF.

### **3.3 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 €25,000 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 in excess of €25,000, it is compulsory 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 Youth, Capital Section SOLAS and LOETB's Buildings Sections.
- That procurement competition within authorised budgets is carried out in accordance with this policy.

### **3.4 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, Buildings and IT Functions.

### ***Role of the Head of Finance with Responsibility for Procurement***

The Head of Finance who is responsible for the administration of the Procurement function, reports to the Director of OSD. They are responsible for the Procurement Policy/Procedure, 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
- Management of all quotations over €25,000 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.

### **3.5 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](#).
  - [DEY Circular 0083/2024](#) Code of Practice for the Governance of Education and Training Boards
  - [DPER Circular 10/14](#): Initiatives to assist SMEs 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/](http://etbi365.sharepoint.com/sites/ProcurementSP/)

### **3.6 Systems and Training**

LOETB has put a system in place to monitor all expenditure in excess of €5,000 on a quarterly basis.

#### **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.

### **3.7 Key areas of concern / common issues / lessons learned**

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

- LOETB will complete the PSR/SRFT<sup>2</sup> 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.

#### **3.7.2 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 the ETB.
- 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.

#### **3.7.3. 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

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<sup>2</sup> These can be located on the OGP website or through the OGP Customer Service Helpdesk

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.

#### **3.7.4. 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
<a href="#">Circulars</a>	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.
<a href="#">Laois and Offaly ETB</a>	LOETB Procurement Policy
<a href="#">ETenders</a>	This website is a central facility for all public sector contracting authorities to advertise procurement opportunities and award notices.
<a href="#">Office of Government Procurement</a>	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.
<a href="#">Public procurement guidelines</a>	<p>This guideline should be followed where the OGP does not have a procurement mechanism in place for the purchase being made. The latest version of this document can be found in both the OGP website and the ETenders websites. This document has several valuable resources included. The table of contents for the Guidelines are set out below:</p> <ul style="list-style-type: none"> <li>• Key Principles</li> <li>• Encouraging SME Participation</li> <li>• Environmental, Social and Labour Provisions</li> <li>• Main Phases of Public Procurement <ul style="list-style-type: none"> <li>○ Pre-tendering phase</li> <li>○ Below Threshold – National Guidelines</li> <li>○ Above Threshold – EU Rules</li> <li>○ Framework Agreements</li> <li>○ Electronic Procurement</li> </ul> </li> <li>• Monitoring and Reporting</li> <li>• Freedom of Information</li> <li>• Contacts</li> <li>• Glossary</li> <li>• Frequently Asked Questions</li> <li>• Key Documents / Websites</li> <li>• EU Thresholds</li> <li>• Model Letters for below Threshold</li> <li>• Light-Touch Regime</li> <li>• OJEU Time Limits in the 2016 Regulations</li> <li>• Model Letters for Above EU Threshold</li> <li>• Checklist for Procurement and Contract File</li> <li>• Disclosure of records – Information Commissioner</li> </ul>
<a href="#">National Public Procurement Policy Framework</a>	<p>The National Public Procurement Policy Framework (2018) consists of 5 strands:</p> <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
<a href="#">Code of Practice for the Governance of ETBs</a>	Section 8 sets out standards for governance of procurement
<a href="#">Capital Works Management Framework</a>	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 Youth are the main funding body for building works to ETB schools, the DEY 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 **1<sup>st</sup> October annually**. 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, DEY, SOLAS, IAU 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 records<sup>3</sup> 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:*

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

The output of the above analysis will identify the purchases that have been made over the last 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

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<sup>3</sup> 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

## **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**

Laos 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 1 October 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 Mount Lucas
- 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.
  - School Journals/Diaries/Workbooks etc

These will all be procured through the CPF.

- LOETB will commence reviewing expenditure in excess of €5,000 from 1<sup>st</sup> 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.

## 7.1 Ongoing evaluation of procurement requirements

LOETB are using P2P as the purchasing system. P2P has built in controls to ensure that orders have the correct number of quotes before issuing.

Procurement monitors, before budget holder approval, any orders over €500 that are outside of the approved frameworks to ensure compliance before orders are placed.

Quarterly reports are reviewed by procurement to identify any suppliers that may be reaching the tender threshold.

## **Appendices**

*Appendix 1 Multi- Annual Procurement Plan*

*Appendix 2 Structure of Procurement within ETBs*

*Appendix 3 Updated KPIs*

*Appendix 4 Actions on Green Public Procurement*

## 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 October 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](mailto: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](mailto:eps.mail@ul.ie) ; [procurement@etbi.ie](mailto:procurement@etbi.ie)

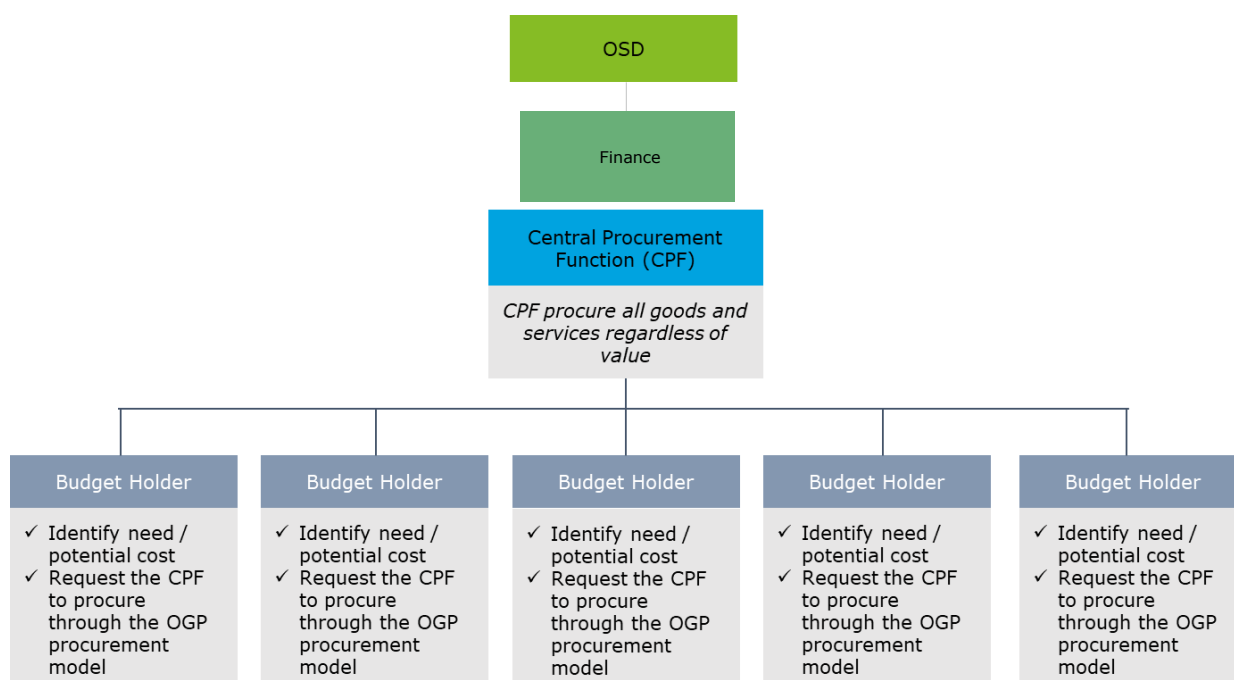
\* When populating the amount, please ensure that the estimated figures **do not** include VAT.

## Appendix 2 Structure of Procurement within ETBs

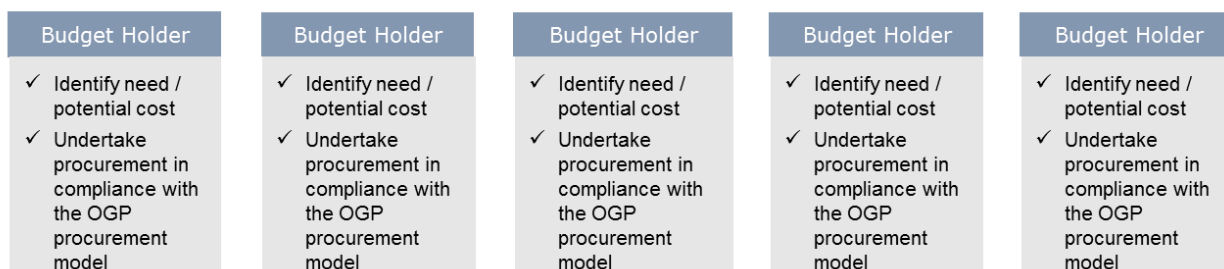
Set out below are examples of Procurement structures within Public Sector Bodies:

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

### 1. Centralised Procurement Structure

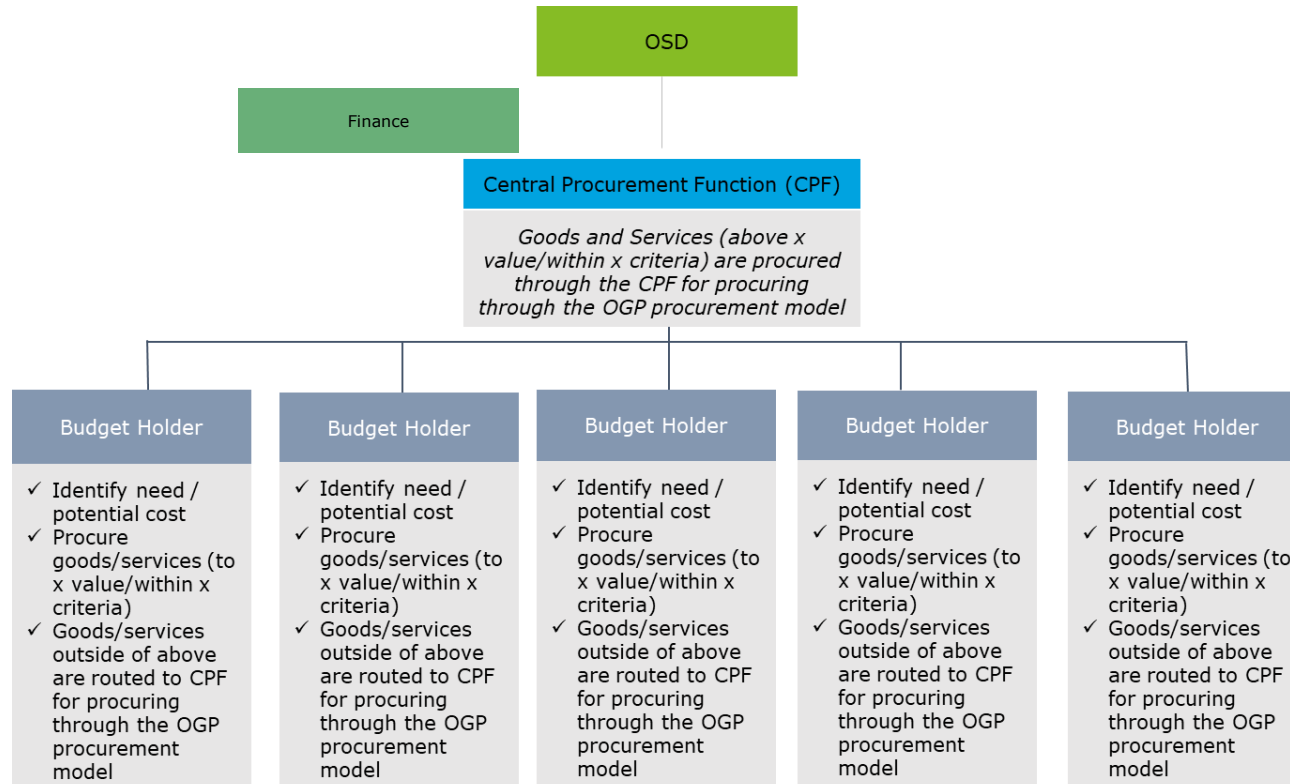


### 2. Devolved Procurement Structure



- ✓ 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

Appendix 4

Actions on Green Public Procurement

No.	Action	Lead Delivery Body	Other Stakeholders/ Supporting Organisations	Timeline
	<a href="#">Public Procurement Guidelines, Central Purchasing Arrangements, Corporate Procurement Plans</a>			
<b>A1</b>	The next iteration of the OGP’s Public Procurement Guidelines for Goods and Services to take account of this GPP Strategy and Action Plan and the latest National GPP Guidance and Criteria for the Public Sector.	OGP	DECC, EPA	2024
<b>A2</b>	With immediate effect, all future Central Purchasing Arrangements published shall include contract specific GPP criteria, where possible, including minimum environmental/ sustainability criteria (refer to Appendix III, for example). Where arrangements allow for a mini-competition to take place, the arrangements shall accommodate the possibility for inclusion of GPP criteria at the mini-competition stage.	OGP, Central Purchasing Bodies		2024, 2025, 2026, 2027
<b>A3</b>	OGP and partner central purchasing bodies to provide up to date online information on central purchasing arrangements that have included GPP criteria.	OGP, Central Purchasing Bodies	EPA	2024, 2025, 2026, 2027
<b>A4</b>	OGP to amend Goods and Services template RFTs and template contracts to increase awareness, where relevant, of the option to include GPP selection and award criteria and technical specifications, and associated contract performance clauses.	OGP		2025
<b>A5</b>	All public bodies in updating their corporate policies and strategies, and Corporate Procurement Plans are to set out how they will adhere to GPP Strategy and Action Plan obligations related to their organisation.	Public Bodies		From 2024
<b>A6</b>	By end of 2025 all public bodies with an annual public procurement spend (on average over the previous three years) above €200m to assess their procurement processes in order to deliver sustainable procurement in line with ISO 20400:2017.	Public Bodies		2025

	Circular Economy Strategy, Public Sector Climate Action, Local Authority Sector, Commercial Semi-State Sector			
A7	EPA to update GPP guidance on the application of GPP criteria relating to the circular economy, taking into account the 2 <sup>nd</sup> Whole of Government Circular Economy Strategy.	EPA	DECC, OGP	2025
A8	Biobased options to be considered for inclusion in relevant National GPP criteria, where appropriate.	EPA	DECC, DAFM	2025
A9	The GPP Strategy and Action Plan and associated targets to be reflected in the annual review of the Public Sector Climate Action Mandate, where appropriate.	DECC		2024, 2025, 2026, 2027
A10	Examine options for coordinating action to help progress GPP implementation in the local authority sector.	DECC		2024
A11	Monitor and report progress of GPP implementation by the Commercial Semi-State sector within the reporting arrangements in place for the Climate Action Framework for that sector.	NewERA		2024, 2025, 2026, 2027
	Government Circular 20/2019, National GPP Guidance Criteria, GPP Criteria Search			
A12	The OGP to replace Circular 20/2019 to include updated instructions to Government departments and the public sector regarding new GPP obligations included in the GPP Strategy and Action Plan 2024-2027.	OGP	DECC, SPAG, EPA, various other stakeholders	2024
A13	The National GPP guidance and criteria to be examined annually to determine the need to update, having regard to new policy, legislation and EU GPP guidance, and the practical experience of public bodies applying the current guidance. Further guidance to be developed within the National GPP guidance document on the principles of proportionality and equal treatment in the application of GPP criteria. Public sector bodies, the OGP, central purchasing bodies and other key stakeholders to provide input into the updating process via relevant consultation processes.	EPA	Public Bodies, OGP, Central Purchasing Bodies	2024, 2025, 2026, 2027
A14	New National GPP criteria to be developed by the EPA, taking into consideration existing EU GPP criteria which are not yet published as national criteria, with a priority focus on criteria linked to national climate, energy and circular economy policy. National GPP criteria to be developed in the short to medium term to include: <ul style="list-style-type: none"> <li>• Buildings (updated criteria)</li> <li>• Furniture</li> <li>• Paints, varnishes and road markings</li> </ul>	EPA		2024, 2025, 2026, 2027

	GPP criteria development for other key product groups will also be considered.			
<b>A15</b>	Sector specific GPP related criteria that is developed by public bodies (e.g., for energy related products, construction related) are to be incorporated into the National GPP criteria that is prepared by the EPA, where considered appropriate. Such new criteria shall be notified to the GPP Action Plan Task Force.	Public Bodies, where applicable	EPA, GPP Action Plan Task Force	2024, 2025, 2026, 2027
<b>A16</b>	OGP to update, maintain and develop GPP Criteria Search when new or updated National GPP criteria become available. This includes continuing to respond to Feedback sent through the website.	OGP	EPA	2024, 2025, 2026, 2027
<b>A17</b>	All public bodies to actively promote the use of GPP Criteria Search within their organisations and include this commitment in their Corporate Procurement Plans.	Public Bodies	OGP	2024, 2025, 2026, 2027
	<p><b>The GPP Mandate from the publication date of the GPP Strategy and Action Plan</b></p> <ul style="list-style-type: none"> <li>Public sector bodies where the individual procurement spend using public funds is above EU procurement thresholds</li> <li>Government departments where the individual procurement spend is above applicable national procurement thresholds</li> </ul>			
<b>A18</b>	From the publication date of the GPP Strategy and Action Plan, all public bodies to include GPP criteria in all tender documents, where possible, in accordance with the GPP Implementation Mandate set out in the GPP Strategy and Action Plan (Figure 1).	Public Bodies		From 2024
	<p><b>The GPP Mandate from 2025</b></p> <ul style="list-style-type: none"> <li>Public sector bodies where the individual; procurement spend using public finds is above applicable national procurement thresholds</li> </ul>			
<b>A19</b>	From 2025, all public bodies to include GPP criteria in all tender documents, where possible, in accordance with the GPP Implementation Mandate set out in the GPP Strategy and Action Plan (Figure 1).	Public Bodies		From 2025
	<b>Sectoral Focus – The Built Environment</b>			
<b>A20</b>	By the end of 2025, Capital Works Management Framework to include reference to available guidance that is in accordance with the EPBD, using CPR data where available and EN 15978, as appropriate, for public bodies on inclusion of low carbon construction related components and sustainable building processes, and reference to GPP criteria	OGP	EPA	2025

	related to construction, including National GPP Guidance and Criteria, where appropriate. Examine how implementation of GPP can be reported as part of other key reporting (e.g., project spend) at the project close stage (e.g., Stage 4 of the Capital Works Management Framework).			
<b>A21</b>	<p>In line with the Public Sector Climate Action Mandate all public bodies shall specify low carbon construction methods and low carbon cement material as far as practicable for directly procured or supported construction projects from 2023.</p> <p>Public bodies must include specifications for low carbon construction related components and sustainable building processes in accordance with EPBD, using CPR data where available and EN 15978, and reference to GPP criteria related to construction, including National GPP guidance, where appropriate in the Preliminary Project Brief. In addition, whole life cycle analysis in accordance with EN 15978, where appropriate, shall be used to inform the design of building projects over 1,000 m2 to ensure life cycle GWP is optimised at the building level and to facilitate declarations of embodied carbon for inclusion in the BER/EPC of buildings completed after 31 December 2027.</p>	Public Bodies		<p>From 2023</p> <p>From 2026</p>
<b>A22</b>	Life Cycle Costing to be used by all public bodies for all works contracts as defined by the Capital Works Management Framework.	Public Bodies	OGP	From 2025
<b>A23</b>	For the procurement of low carbon cement material, public bodies and beneficiaries of grant (Exchequer) to implement construction related technical guidance, once established by the relevant body.	Public Bodies	Cement and Construction Sector Decarbonisation Working Group	From 2024
	<b>Food Procurement and Waste Prevention</b>			
<b>A24</b>	Update Central Purchasing Arrangements to include specific GPP criteria related to organic food procurement and food waste prevention.	OGP, Central Purchasing Bodies		From 2024
	<b>Social Enterprise and Community Based Organisations</b>			
<b>A25</b>	Support capacity building in social enterprises and community-based initiatives that promote GPP and circular procurement. Support awareness of social enterprises and community-based GPP initiatives such as via GPP training provided by public sector training bodies.	DECC	Public Sector Training Bodies	From 2024

<b>A26</b>	Government Departments to capture data in their annual reports regarding tenders awarded to social enterprises, voluntary and community organisations where GPP criteria have been applied.	Government Departments	EPA	From 2025
<b>A27</b>	Examine mechanisms to support reuse and repair activity in Ireland using GPP.	EPA	DECC, various stakeholders	From 2024
	<b>GPP Training and Awareness</b>			
<b>A28</b>	Engage with civil service and public sector training providers regarding the inclusion of GPP in their general procurement training and education courses.	DECC	Civil service public sector training providers	From 2024
<b>A29</b>	All public bodies to set out (e.g., within public sector Climate Action roadmaps) and fulfil annual staff training commitments in relation to GPP with a priority focus on key goods/services/works applicable to those organisations.	Public Bodies	DECC	From 2024
<b>A30</b>	OGP to continue to respond to general queries from public bodies related to GPP (e.g., respond to feedback received via GPP Criteria Search).	OGP	EPA	2024, 2025, 2026, 2027
<b>A31</b>	OGP to regularly update its Sustainable Public Procurement reference <sup>74</sup> that includes links to international, European Union, and national guidance and other resources related to GPP.	OGP	EPA, DECC, various other stakeholders	From 2024
<b>A32</b>	Examine options for coordinating GPP training for the local authority sector.	DECC	Local Authority Sector	2024
	<b>GPP Monitoring and Reporting</b>			
<b>A33</b>	DECC to consider available options for setting out in legislation mandatory requirements for reporting of GPP by public bodies (in relation to the comply or explain principle).	DECC	EPA	2024
<b>A34</b>	OGP to investigate potential of using data on GPP captured by procurement notices (eForms) published on eTenders and Tenders Electronic Daily to monitor GPP in different categories, across the public sector, with a view to reporting on such data from 2026.	OGP	EPA	2024, 2025
<b>A35</b>	Develop guidance for completing new eForms, including new GPP fields, for public bodies.	OGP	EPA	2024
<b>A36</b>	From 2024, all public bodies to report on use of GPP (via contract award information and notices) in relation to individual contracts valued over the applicable EU procurement thresholds in accordance with guidance and Circular 05/23.	Public Bodies		From 2024 (for above applicable EU)

	From 2025, all public bodies to report on use of GPP (via contract award information and notices) in relation to individual contracts valued over the applicable national procurement thresholds (pending implementation of new below European Union threshold eForms), in accordance with guidance and Circular 05/23.			procurement thresholds)  From 2025 (for above applicable national procurement thresholds)
<b>A37</b>	From 2025, all public bodies to report explanation for not including GPP criteria in published tender documentation for contracts valued over the applicable national/EU procurement thresholds where National GPP criteria are available.	Public Bodies		From 2025 (for above applicable national/EU procurement thresholds)
<b>A38</b>	All Government departments to report in the Annual Report on GPP implementation in relation to contracts valued over the applicable national procurement thresholds, including explanation for not including GPP criteria in published tender documentation where National GPP criteria are available.	Government Departments	EPA	
<b>A39</b>	SEAI Monitoring and Reporting system to include Comply or Explain reporting on GPP in relation to procurement using National GPP criteria (for reference year 2024 and annually thereafter).	SEAI	DECC, Public Bodies	2025, 2026, 2027
<b>A40</b>	EPA to publish an annual report on GPP implementation by Government departments.	EPA	Government Departments	
<b>A41</b>	Annually from 2026 the OGP to publish a report on GPP implementation by public bodies using eForms data.	OGP	EPA, DECC	2025, 2026, 2027
	<a href="#">EU and International Partnership</a>			
<b>A42</b>	Ireland to progress signing of the Circular and Fair ICT Pact.	DECC, OGP		2024
<b>A43</b>	DECC to continue its participation on the EU GPP Advisory Group.	DECC	EGP, OGP	2024, 2025, 2026, 2027
<b>A44</b>	DECC, OGP and EPA to engage on EU and International activities, networks and partnerships that help progress circular and GPP initiatives.	DECC	EGP, OGP	2024, 2025, 2026, 2027

<b>A45</b>	Consider mechanisms that recognise best practice in GPP implementation (e.g., annual awards).	DECC	EPA	2025
<b>A46</b>	EPA to host GPP best practice show case events biennially.	EPA	DECC, OGP	2025, 2027
	EPA to publish GPP case studies as a resource to support GPP implementation.	EPA	DECC, OGP, Public Bodies	2024, 2025, 2026, 2027
<b>A47</b>	OGP to continue to engage with the SME Advisory Group and through other appropriate channels regarding the views of SMEs on the use of GPP.	OGP	SME Advisory Group	2024, 2025, 2026, 2027
<b>A48</b>	DECC to include GPP awareness activities (including promotion of GPP Criteria Search) as part of wider Circular Economy Awareness communications campaigns.	DECC	EPA, Local Authority Sector	2024, 2025,
<b>A49</b>	Explore options for engagement with public and private sector procurers and suppliers, initially focused on key priority sectors, to progress efforts to support markets for green goods and services. A key focus will be developing pathways to support smaller enterprises to reach standards that meet sustainability and circularity needs of public procurers.	DECC	OGP	2025, 2026, 2027
<b>A50</b>	EPA, in consultation with key stakeholders, to carry out market research to identify new categories of supplies and services where GPP criteria can be developed.	EPA	DECC, various other stakeholders	2025
<b>A51</b>	EPA to deliver, in collaboration with other key stakeholders, a market impact study on the value (economic and environmental) of green procurement for an identified priority sector/product or service (as per the national criteria).	EPA	DECC, various other stakeholders	2025
	<b>Research and Innovation</b>			
<b>A52</b>	Identify opportunities to support national and EU research topics relating to GPP and the circular economy, and pilot projects and activities to strengthen Ireland's capacity to implement GPP effectively.	EPA	DECC	2025, 2026, 2027
<b>A53</b>	In consultation with key stakeholders, the EPA to develop a mechanism for collection of data on GPP impacts and establishment of ongoing analysis and reporting on impacts of GPP implementation in Ireland (e.g., emissions savings, energy savings, waste prevented, reduced material consumption, material reuse, reduced water consumption, air quality impacts). Initial focus on large scale activities (e.g., construction) or specified priority sectors.	EPA	DECC	2026

	GPP Strategy and Action Plan Implementation – Monitoring, Evaluation and Review			
<b>A54</b>	Establish a Task Force to monitor the implementation of the GPP Strategy and Action Plan and to report on progress.	DECC	OGP, EPA, various other stake holders	2024

Appendix 5

Sectoral/Product Targets

<b>T1</b>	From 2025, a minimum proportion of construction materials procured by public bodies under new contract arrangements comprise recycled materials <sup>76</sup> .
<b>T2</b>	From the date of publication of the GPP Strategy and Action Plan a minimum of 10% by value (€) of food sought by public sector bodies under new contract arrangements (including via contractors such as canteen service providers), is to be certified organic in each of the following categories of Cereals, fresh Beef, Lamb, Pork, Poultry, Fish, Vegetables and Dairy products, where possible.
<b>T3</b>	From 2025, 100% of new contract arrangements related to canteen or food services to include measures that are targeted at addressing food waste, with a specific focus on food waste prevention, taking into account Ireland’s commitment to reduce food waste by 50% by 2030, and food waste segregation.
<b>T4</b>	From 2024, 100% of new contract arrangements related to canteen or food services (including food services for public sector organised conferences) to cease using disposable/single use cups, plates and cutlery from any public sector canteen, closed facility, and public sector organised conferences, excluding clinical (i.e., non-canteen healthcare) environments.
<b>T5</b>	By 2025, a minimum of 80% of ICT end user products (desktop computers, portable computers and mobile phones) procured by public sector bodies under new contract arrangements are certified to EPEAT Gold Standard (or equivalent), TCO Certified (or equivalent) or will have been remanufactured.
<b>T6</b>	By 2027, polyester fibre products procured by public sector bodies under new contract arrangements must be manufactured using a minimum recycled content of 20%, where possible and proportionate.
<b>T7</b>	From May 2024, where office paper for printing and photocopying must be procured, 100% of the paper must be recycled paper.
<b>T8</b>	From January 2025, 100% of all tenders for the public procurement of energy related products, heating equipment, or indoor and outdoor lighting to include a requirement for tenderers to specify recommendations and options for the product, when the product or components of the product comes to the end of life, that consider environmental sustainability, including options for reuse, repair, and recycling.
<b>T9</b>	100% of all tenders for the public procurement of heating systems to not install heating systems that use fossil fuels, in (1) new buildings, and (2) “major renovation” retrofit projects (as defined in the Energy Performance of Buildings Directive (EPBD)) subject to exceptions as specified in the Public Sector Climate Action Plan Mandate 2023.

<b>T10</b>	From January 2025, 100% of all tenders for the public procurement of indoor cleaning services to include a requirement for tenderers to specify the training that will be put in place to ensure that all staff involved in delivery of the contract have the knowledge and skills to apply cleaning methods, which will reduce the environmental impact of the services.
<b>T11</b>	100% of all tenders for the public procurement of vehicles to procure zero emissions vehicles only, subject to exceptions as specified in the Public Sector Climate Action Plan Mandate 2023.
<b>T12</b>	By end of 2027, where possible and available, a minimum proportion of annual procurement by public sector bodies shall include used or repaired goods or materials <sup>77</sup> .

In relation to all goods and services contracts valued over the relevant procurement thresholds, and with effect from the GPP Strategy and Action Plan publication date, where no suitable national, EU, or other GPP criteria are available for goods or services being procured, public bodies must include minimum GPP criteria as distinct criteria in the published tender documentation. Depending on the goods or service being procured, this may be a technical specification, a selection criterion, and/or an award criterion. Where the environmental aspect is included as an award criterion, maximum marks awarded should be proportionate, and take into consideration the potential environmental impact of the goods or services being procured. Marks within the range of 5% to 10% are recommended. Public bodies should consider the following menu of options<sup>78</sup> in setting green criteria which need to be proportionate in terms of the nature of the tender:

- Provide evidence of two recent and comparable contracts that were delivered with supporting environmental measures (e.g., staff sustainability and awareness training, environmental management system implementation)
- A detailed description of the environmental impacts of the goods or services being procured over their life cycle, including GHG emission reductions, compared to alternative goods and services, where appropriate
- A quantification of the estimated carbon footprint of the goods being procured and proposed mitigation steps to provide goods with the lowest carbon footprint
- The practical steps that the tenderer will take to deliver the contract in an environmentally sustainable manner, including sustainability awareness training for personnel involved in contract fulfilment
- Set out proposals for the monitoring, measurement and reporting during contract delivery of environmental and circular economy impacts of the goods or services supplied, including GHG emission reductions, energy efficiency and/or sustainable resource use

Some or all of these criteria should be included as appropriate, provided they are relevant to the contract. Public Bodies must specify a means of verifying any environmental claims

**T1: Ensure a minimum proportion of construction materials comprise of recycled materials.**

From 2025, a minimum proportion of construction materials, procured by ETBs under new contract arrangements, shall comprise of recycled materials. This target will be updated following further data analysis, and publication of the 2nd Whole of Government Circular Economy Strategy which will include sectoral targets in relation to the construction sector.

In the meantime, it is important that environmental specifications and GPP criteria are set out by the ETB in their Preliminary Project Brief, to ensure their incorporation in the definitive design and final output. The brief allows the ETBs to specify compliance with environmental regulations and Government policy e.g., type of materials to be considered for use. Consultant will be expected to meet the specifications set out in the Brief, whilst still having flexibility to develop the design in line with good design principles and to maximise the environmental aspects. This will allow consultants and contractors to meet policy targets and objectives and allow ETBs to demonstrate leadership in “greening” public works.

Construction Products Regulation (CPR) (EU) No 305/2011: Under a revised EU Regulation manufacturers will be required to draw up a Declaration of Performance and a Declaration of Conformity for their construction products. Manufacturers will have to deliver environmental information about the life-cycle of their products; obligations will include giving preference to recyclable materials and materials gained from recycling.

**Certification and Verification:** To ensure that a minimum proportion of recycled materials is incorporated into construction materials procured by ETBs, it is recommended that consultants and contractors are asked to implement mechanisms for certifying and verifying the use of recycled materials in construction projects. Contractors should be asked to provide in the Safety File

- a) a summary sheet outlining the percentage of recycled materials in each construction component
- b) documentation or proof of the origin and composition of the recycled materials used.

e.g., Recycled Steel is one of the most recycled materials globally. Recycled steel is produced by melting down scrap steel, which can come from construction debris, and other sources. Uses: It's widely used in structural frameworks, roofing, and reinforcement bars. Environmental Benefits:

- Reduces the need for mining new iron ore and decreases greenhouse gas emissions.
- Lowers energy consumption compared to producing steel from raw materials.

Recycled Concrete Aggregate (RCA) is made by crushing old concrete from demolished buildings and structures and using it as a base material for new construction projects. Uses: Commonly used in road base, foundations, and as aggregate in new concrete mixes. Environmental Benefits:

- Reduces landfill waste by reusing demolished concrete.
- Conserves natural aggregates like gravel and sand.
- Minimizes the carbon footprint associated with quarrying and transporting new materials.