



## To: The Managerial Authorities of Recognised Primary, Secondary, Community and Comprehensive Schools

### Public Procurement

Circular 0060/2013

#### 1. Purpose of circular

The purpose of this circular is to inform school management authorities of changes taking place in relation to public procurement practices, to highlight the publication of a new circular, which has been issued by the Department of Public Expenditure and Reform, on the use of central procurement frameworks and contracts and to provide information on procurement frameworks and contracts relevant to schools.

#### 2. Appointment of Chief Procurement Officer and establishment of the new Office for Government Procurement

In December 2012, Paul Quinn was appointed as Chief Procurement Officer for the Public Service.

Paul Quinn is now leading on procurement reform across the public service and is establishing a new office, the Office of Government Procurement (OGP). The OGP will undertake all public sector procurement in the future with public sector bodies drawing from frameworks and contracts which it puts in place. It is planned that the National Procurement Service (NPS) will be subsumed into the OGP from 1<sup>st</sup> January, 2014.

A more detailed update on the work of Paul Quinn and the OGP is available on the Department's website at <http://www.education.ie/en/Schools-Colleges/Information/Procurement/Procurement.html>.

#### 3. Circular 16/13 from the Department of Public Expenditure and Reform

The Department of Public Expenditure and Reform have recently issued Circular 16/13 which sets out the position with regard to the use of central frameworks and contracts by public bodies. All bodies, including schools, who receive more than 50% of their income from public funding come under the remit of this circular. A copy of the circular is attached to this document. D/PER Circular 16/13 replaces an earlier circular (D/PER circular 06/12). The circular emphasises the need to achieve the best value for money taking into account the cost of the goods and services as well as the cost of procurement activity.

#### 4. Centralised frameworks and contracts

- A framework for **bulk fuels** has recently been announced which includes Marked Gas Oil, Kerosene and Liquid Petroleum Gas. This framework will realise savings for schools that participate in it. School Management bodies are publicising information about this framework. A quick 5 step guide

was developed to simplify the process of contracting bulk fuels. This 5 step guide and further information is also available on <http://www.procurement.ie/suppliers/contracts/2749> .

- A number of frameworks and contracts are available for use by schools, the full list is available at <http://www.procurement.ie/suppliers/live-contracts> . The Supply of ICT Consumables contract and Paper contract may be most relevant.
- The Department and School Management bodies, acting on behalf of schools, have been working with the NPS on preparations for an electricity competition for schools. The level of savings achieved will vary from school to school but could be as high as 30% depending on the school's existing contract. Schools have been requested by school management bodies to register their interest in participating in this competition.
- Further information is available from [www.procurement.ie](http://www.procurement.ie), particularly it's FAQ section and from the websites administered by School Management Bodies.

Ref: DPE033/005/12

28 September 2013

**To: Heads of Departments / Offices**

**Circular 16/13: Revision of arrangements concerning the use of Central Contracts put in place by the National Procurement Service**

(This Circular replaces Circular 06/12 concerning Public Procurement (Framework Agreements))

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**Purpose**

1. The purpose of this Circular is to inform all public bodies the importance of maximising the value for money achievable when procuring any commonly acquired goods or services. In this regard the central procurement frameworks and contracts established by the Office of Government Procurement (OGP) / National Procurement Service (NPS) are designed to optimise benefits to the public service through the strategic aggregation of its buying power.

2. Public bodies are reminded that such central procurement frameworks are targeted at securing best value for money and facilitating contracting authorities to deliver services within their budgetary constraints. In this regard, public bodies should encourage and promote the use of central frameworks by the public bodies under their remit. The benefits arising from these central procurement frameworks include: cash savings; administrative savings from reduced duplication of tendering; greater purchasing expertise; improved consistency; enhanced service levels and legal certainty. Officials are also reminded that it is Government policy that public bodies, where possible, should make use of all such central arrangements.

**Role of Accounting Officers and Accountable Persons**

3. Accounting Officers and Accountable Persons are reminded that systems of internal control within public service bodies should support compliance with the requirements of this Circular. Procurement practices are subject to audit and scrutiny under the Comptroller and Auditor General (Amendment) Act 1993 and Accounting Officers are publicly accountable for expenditure incurred. Management in Government Departments and Offices should ensure that there is an appropriate focus on good practice in purchasing and that procedures are in place to ensure compliance with all relevant guidelines.

4. Where public bodies do not utilise central procurement frameworks they should be in a position to provide a value for money justification. Value for money justifications should take into account the full costs of running a public procurement competition. Public bodies must comply with their obligations under national law and guidelines.

5. The functions of the NPS and the National Public Procurement Policy Unit are to transition to the OGP on 1 January 2014. The OGP will embark on a series of reforms aimed at assisting the wider Public Sector to deliver much needed public services in an efficient and cost effective manner. In this regard, the OGP will be issuing further Circulars on aggregated arrangements such as central procurement frameworks, as these measures are put in place.

### **Dissemination**

6. You are requested to bring this Circular to the attention of –

- all staff in your Department/Office who might be involved in procurement of goods and services, and,
- all contracting authorities under the aegis of your Department/Office and to ensure that arrangements are put in place to implement its terms in the areas under the aegis of your Department/Office.

### **Queries**

7. Any queries in relation to the operation of this circular should be addressed to the OGP helpdesk which can be contacted at [nps@opw.ie](mailto:nps@opw.ie). Queries in relation to specific central procurement frameworks should be channelled through [www.procurement.ie](http://www.procurement.ie). Any issues in relation to the policy underpinning this Circular should be addressed to the Department of Public Expenditure and Reform at [procure@per.gov.ie](mailto:procure@per.gov.ie).

Mise le meas,

Paul Quinn  
Chief Procurement Officer