

Wicklow County Council
Corporate Procurement Plan
2019-2021



Document Control

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Mission

To improve the quality of life for the people and communities of County Wicklow through sustainable development, efficiently delivered effective services, democratic civic leadership and co-ordination with other public, community and private organisations to optimise available resources

(Wicklow County Council , 2015)

1 Introduction

In order for Wicklow County Council to attain best value for money and manage risks related to procurement is imperative that suitable procurement planning and management procedures are in place, and strengthened where necessary. The Corporate Procurement Plan is Wicklow County Council's three year strategy to form the basis for strong financial management, risk management, audit and corporate governance systems for procurements by Wicklow County Council. The Corporate Procurement Plan 2019—2021 builds upon the work commenced in the previous plans 2014-2015 and 2016-2018. It outlines our strategic objectives and goals over the next three years.

Public procurement is the acquisition, whether under formal contract or not, of works, supplies and services by public bodies. It ranges from the purchase of routine supplies or services to formal tendering and contracts for large infrastructural projects by a wide and diverse range of contracting authorities. Wicklow County Council's procurements are governed by EU Directives, National legislation, circulars and other legal requirements.

Four high level objectives have been identified for local authority procurement functions

- 1) To ensure that local authorities comply with procurement Directives, Legislation, Circulars and other legal requirements, and that staff engaged in procurement also adhere to the organisation's procurement policies and procedures
- 2) To support service delivery by the local authority and fulfill the strategic objectives in the local authority's Corporate Plan
- 3) To achieve greater value for money by
 - a. Ensuring that purchasing is carried out in a coordinated and strategic manner;
 - b. Reviewing and, where possible, streamlining existing procurement processes;
 - c. Identifying opportunities for savings, for example by utilising national and regional aggregated contracts or other means
- 4) To facilitate economic, social or environmental objectives through procurement, for example by
 - a. Identifying opportunities for social or green procurement;
 - b. Engaging with businesses and suppliers

(Local Government Strategic Procurement Centre, 2018)

The procurement goals and targets identified in Wicklow County Council’s Corporate Procurement Plan 2019-2021 are in keeping with these objectives.

Progress on key deliverables of the Plan will be monitored and will be reviewed regularly at Finance Directorate meetings. Progress reports assessing progress on achieving the identified goals and targets will be submitted to the Senior Management Team bi-annually and to the Audit Committee on an annual basis. The Procurement Unit will prepare and publish the annual monitoring and implementation report.

The Corporate Procurement Plan was considered by the Senior Management Team of the Council and approved by the Chief Executive on ****. Overall responsibility for the implementation of the Plan is assigned to the Head of Finance supported by the Procurement Unit of the Council.

The plan is divided into four sections:

- 1) Section 1 – Introduction
- 2) Section 2 – Review of Corporate Procurement Plan 2016-2018
- 3) Section 3 – Goals and targets 2019-2021
- 4) Section 4 – Performance measurement 2019-2021

2 Review of Corporate Procurement Plan 2016-2018

The Corporate Procurement Plan 2016-2018 identified a number of areas and actions to be addressed over the lifetime of the plan, including an annual report to measure and monitor the implementation of the plan (Appendix 2). The key actions were divided into thirteen areas:

- Policy, governance and compliance
- Local structures
- Collaborative procurement
- Milestone 4 and Procurement
- Training and development
- Social clauses
- Publishing contract awards
- National and Local Government
- Procurement planning
- National product coding
- Processes and systems
- Sustainable (Green) procurement
- SME support

2.1 Policy, governance and compliance

Wicklow County Council’s Procurement Policy & Procedures Manual sets out the policy for procurement of supplies, services and works by Wicklow County Council. This document gives an overview of the governing principles of public procurement and the regulatory framework the Council must operate

within. The document applies to all employees, as well as contractors or consultants working for and/or on behalf of Wicklow County Council.

Chief Executive Orders 199/17 and 201/17 dated 27/04/2017 set out the approval levels and associated staff grade and authorisation threshold to be followed under the Procurement Policy of Wicklow County Council.

Wicklow County Council’s current procurement procedures governing how procurements are advertised are outlined in Figure 1.

Supplies & Services: above €221,000 Works: above €5,548,000	Supplies & Services: €25,000-€221,000 Works: €50,000-€5,548,000	Supplies & Services: below €25,000 Works: below €50,000
<ul style="list-style-type: none"> •Advertised in the Official Journal of the European Union •Advertised on www.etenders.gov.ie •Drawdown from Office of Government Procurement (OGP), Local Government Operational Procurement Centre (LGOPC) or other Frameworks available to the Council 	<ul style="list-style-type: none"> •Advertised on www.etenders.gov.ie •Advertised on the Official Journal of the European Union (optional) •Drawdown from Office of Government Procurement (OGP), Local Government Operational Procurement Centre (LGOPC) or other Frameworks available to the Council 	<ul style="list-style-type: none"> •Quotations sought as per local rules - electronic platforms used where feasible (www.etenders.gov.ie www.supplygov.ie) •Drawdown from Office of Government Procurement (OGP), Local Government Operational Procurement Centre (LGOPC) or other Frameworks available to the Council

Figure 1: Summary of procurement procedures in WCC for various procurement values

In order to achieve compliance with procurement obligations, it is essential that the requirements are clearly communicated to the purchasing staff in Wicklow County Council. A number of channels are in place to do this, including Procurement Policy & Procedures manual and other relevant procurement documentation, which are available to all staff on a dedicated folder in the in-house system (G:\Shared\Procurement). These documents are updated on a regular basis to reflect the ongoing changes in the procurement environment.

A suite of template resources to enable managers to comply with procurement standards for below EU level tenders and quotations were also developed by the Local Government Strategic Procurement Centre (LGSPC). The Office of Government Procurement (OGP) templates and Capital Works Management Framework (CWMF) are used for relevant procurements. These templates or links to the relevant OGP and CWMF templates are also available to all staff on the dedicated procurement folder.

2.2 National & Local Government

The Procurement Officer sits on the Local Government Procurement Advisory Board. The Procurement Officer also participates in the Eastern Regional Procurement Forum and engages with the OGP, the LGSPC, and other national networks to keep abreast of developments and best practice in procurement.

2.3 Local Structures

Wicklow County Council has a Procurement Unit, with a Procurement Officer appointed and one other dedicated staff member. The work of the Procurement Unit is guided by the Corporate Procurement Plan.

The Procurement Unit provides ongoing assistance to staff preparing requests for tenders/quotations, develops and co-ordinates procurement training for staff, monitors the procured spend on MS4, administrates and monitors spend on the Low Value Purchase Card System (LVPC), and co-ordinates the publication of summary information on contracts awarded in line with EU and national requirements. The Procurement Unit, in conjunction with the Internal Audit Unit, also prepares and publishes an Annual Public Spending Code Quality Assurance report.

2.4 Procurement Planning

In order to remove duplication of effort or other inefficiencies in the purchasing process, enhance compliance and achieve better value for money, the need for preparation of annual procurement / pipeline plans by budget holders was identified. This area is recommended for further strengthening in the 2019-2022 Plan and the Procurement Policy & Procedures manual has been amended to reflect same.

The Procurement Unit also commenced recording all contracts over €25,000 on the CTMS function on eTenders in 2018. This facility includes a contract expiry alert appropriate to the complexity of the contract set by the Procurement Unit to allow contract managers to plan for a new tender or extend current arrangements in a timely manner.

2.5 Collaborative Procurement

The Procurement Unit actively promotes and monitors the uptake of collaborative procurement arrangements available from the OGP, the LGOPC and other public sector bodies.

2.6 National Product Coding

Wicklow County Council completed the mapping process for the national product coding in 2016. This process reduced the product codes used to 406, which were aligned to 36 sub-group categories and 16 OGP categories. The product code mapping on the Agresso financial system has improved the quality of the reports generated for expenditure analysis and data returns.

2.7 Milestone 4 and Procurement

MS4 went live in Q2 2017. The procurement functionality available in MS4 has been turned on in Wicklow County Council. The introduction of the procurement module in MS4 allows for greater control of procured spend in order to increase compliance with procurement procedures, reduce risk and achieve better value for money. The Procurement Unit monitors procured spend on MS4, extracts of which are included in the monthly Finance Report for Management Team (Appendix 3).

2.8 Processes and Systems

Improved usage of e-procurement systems was a key target for the duration of the plan. The Procurement Unit commenced the use of the CTMS module on eTenders for contracts over €25,000 in 2018. Active promotion saw increased usage of eTenders and SupplyGov. Electronic tendering was successfully introduced in October 2018 in accordance with EU Directives. Roll-out of the National Contract Management System is delayed until 2019.

2.9 Training and Development

Rapidly evolving developments in procurement law and practice and the complexity of public procurement necessitates the continual training of staff involved in the procurement process. In 2017, a training and development requirements for procurement were identified through a training needs analysis survey conducted by the Procurement Unit, in conjunction with needs identified in PDPs by the Training Officer. A comprehensive training programme to upskill staff responsible for preparing tenders and managing contracts under the Capital Works Management Framework, along with training in electronic tendering, quick quotes and the contract management system was rolled out in 2018. A Public Procurement Induction Booklet was also produced for new staff to the Authority.

2.10 Sustainable (Green) Procurement

Wicklow County Council is engaging with the GPP4Growth project which is led by the Department of Communications, Climate Action and Environment. This project brings together nine partners from nine countries to exchange experiences and practices, to improve capacities to promote growth through green procurement, and to exploit opportunities for green procurement.

Adhering to regulatory requirements is a standard element in all of our contracts, and is essential in helping us achieve environmental goals.

2.11 Social Clauses

The Council is committed to exploring opportunities for the inclusion of social clauses in our procurements. The OGP issued an Information Note – Incorporating Social Considerations into Public Procurement in December 2018, which will be used to inform future opportunities.

2.12 SME Support

The Procurement Unit plays an active role in the Public Procurement Training module which is included as an annual training session available to SMEs through our Local Enterprise Office.

The Council's website has also been updated in order for SMEs to access information such as our Supplier Information Booklet which informs potential suppliers of the Council's procurement process, guidance booklets on registering on eTenders and responding to electronic tenders on eTenders, registering on SupplyGov, and other relevant contact information.

Wicklow County Council endeavours to ensure that there are no barriers to SMEs in our procurements by using Lots where appropriate, having appropriate capacity and turnover requirements, and welcoming tenders from consortiums.

2.13 Publication of Contract Awards

In order to support SME participation in public procurement, Circular 10/14 requires that all public buyers publish Contract Award Notices over €25,000 on the eTenders website. The Procurement Unit coordinates the publication of same in Wicklow County Council. A guidance note and link to contracts / mini competitions awarded over €25,000 is also included on our dedicated procurement page on the website.

3 Goals and Targets 2019-2021

Wicklow County Council's Corporate Procurement Plan 2019—2021 will build upon the work commenced in the authority's previous plans and established structures in the organisation so as to ensure the continued good practice, realisation of efficiencies and improved compliance with the procurement directives and regulations.

In order to achieve the four high level strategic objectives which have been identified for local authority procurement functions, specific goals and targets have been identified:

- Governance
- Compliance
- eProcurement
- Sustainable Procurement
- Procurement Planning
- Value for Money
- Business Engagement

Specific actions under each of these goals and targets have been set as follows:

3.1 Governance

- 3.1.1 Reactivation of the Corporate Procurement Steering Group in order to address strategic and operational procurement issues for the organisation, co-ordinate and monitor and measure progress in achieving the goals of the Corporate Procurement Plan.
- 3.1.2 The dedicated Procurement Officer and Procurement Unit will be retained, and will continue to support purchasing staff in the application of good practices in the Council, including the continued development and co-ordination of procurement training for staff.
- 3.1.3 An annual report on the Measurement and Monitoring of the Implementation of the Corporate Procurement Plan will be prepared and published.
- 3.1.4 Summary details of contracts awarded valued over €25,000 will continue to be published in accordance with Circular 10/14 and the Freedom of Information Publication Scheme.
- 3.1.5 To continue to oversee best practice in procurement activity, all procurements shall be carried out in accordance with Wicklow County Council's Procurement Policy & Procedures, and CE Order No. **** (Appendix 4).

All tender competitions above national and EU thresholds will be advertised on www.etenders.gov.ie A WCC tender reference will be sought by the purchasing department prior to advertising. Receipt of electronically tenders will be mandatory. Mini competitions from Wicklow County Council frameworks will be run via www.etenders.gov.ie where feasible.

Mini competitions or direct draw downs from the OGP will be routed through the Procurement Unit for activation. The purchasing department will liaise with the OGP for the preparation and evaluation of any SRFT under mini-competition. The purchasing department will notify the Procurement Unit of contract award.

All mini competitions from the LGOPC frameworks and dynamic purchasing systems (DPS) advertised via www.supplygov.ie will continue to be administered locally in the purchasing department.

Quotations over €5,000 shall be run via www.etenders.gov.ie or www.supplygov.ie

- 3.1.6 Procurement objectives from the Corporate Procurement Plan will be incorporated into the Performance Management Development System, as actions in Team Development and Personal Development Plans.
- 3.1.7 Risk Management is an effective management tool to support good governance. A risk register for the procurement function will be included in Wicklow County Council's Risk Register.
- 3.1.8 Wicklow County Council will prepare and publish an annual Public Spending Code Quality Assurance Report in line with national circulars. Appropriate project appraisals shall be carried out by line managers throughout the life cycle of the project in keeping with the requirements of the Code. Business cases for proposed new capital expenditure will also be approved by Management Team as part of this process.

3.2 Procurement Planning

- 3.2.1 A procurement pipeline will be prepared by purchasing departments after the annual budget process, to assist with planning and co-ordinating the procurements required to deliver the Council's service delivery plans.
- 3.2.2 Each purchasing department will inform the Procurement Unit of all tenders valued in excess of €25,000 in order for the tender to be recorded on the tender register. This includes tenders by way of mini competition.
- 3.2.3 Each purchasing department will forward the Procurement Unit Chief Executive or Delegate Order (whichever is appropriate) for all contracts valued in excess of €25,000 in order for the contract to be recorded on the contracts database. This includes contracts by way of mini competition.
- 3.2.4 The procurement pipeline, tender register and contracts database will be used to inform a procurement management system. The Procurement Unit will monitor this system and will prepare reports for the Procurement Steering Group on items such as opportunities for efficiencies which may be identified.
- 3.2.5 The Procurement Unit will continue to support service delivery and business continuity by reporting on contracts due to expire or for renewal to the purchasing departments and the Procurement Steering Group.
- 3.2.6 When considering sourcing options, purchasing departments are encouraged to consider collaborative procurement arrangements for the purchase of supplies, services and works. The Procurement Unit and purchasing departments will engage with the OGP, LGOPC, other national bodies and the Mid-East Regional Procurement Forum in order to maximise opportunities and efficiencies from shared procurements.

3.3 Compliance

- 3.3.1 The Procurement Unit will continue to communicate procurement requirements, including regulations, policies, procedures etc in the organization through the Procurement Steering Group, the shared drive, procedures manual and training programmes. The Procurement Unit will also continue to provide procurement advice and assistance on request to staff preparing tender documents.
- 3.3.2 Standard template documentation will be used for seeking tenders.
- 3.3.3 The procurement functionality in the financial management system (Milestone 4) will be utilised to improve reporting on contract spend and compliance with procurement rules.
- 3.3.4 Independent assessment of compliance with procurement rules will be carried out by the internal and external audit functions.

3.4 Value for Money

- 3.4.1 Wicklow County Council will continue to use national and regional arrangements where suitable frameworks are in place.
- 3.4.2 Ongoing expenditure analysis will be conducted to monitor procured spend and identify areas for possible aggregation.
- 3.4.3 Where the Procurement Steering Group identify possible aggregation opportunities on local contract requirements across the organisation, one department will take the role of lead purchaser and co-ordinate the preparation of the procurement, and act as contract manager once the contract is in place. This will generally be a function devolved to staff outside the Procurement Unit.
- 3.4.4 The Council will continue to use Low Value Purchase Cards (LVPCs) for low value expenditure on approved merchant categories. The use of LVPCs will be governed by appropriate control measures and the Council's LVPC Policy & Procedures. The Procurement Unit will monitor and measure the use of LVPCs. Independent assessment of compliance with the Council's LVPC rules may also be carried out by the internal and external audit functions to provide assurance that existing control measures are enforced and are appropriate.

3.5 eProcurement

- 3.5.1 The Council will accept tender submissions electronically on www.etenders.gov.ie

- 3.5.2 The Council will work with the OGP and other national bodies to implement further eProcurement measures as appropriate, including engagement with Ireland's e-invoicing programme 2019/2020
- 3.5.3 The Council will seek quotations electronically using either www.etenders.gov.ie or www.supplygov.ie where feasible.

3.6 Business Engagement

- 3.6.1 Wicklow County Council shall continue to have cognisance of the measures contained in Circular 10/14 (Initiatives to assist SMEs in Public Procurement) to ensure that tendering requirements will be proportional and reasonable, and that there are no unnecessary barriers to suppliers.
- 3.6.2 The Council shall continue to engage with business support organisations such as Enterprise Ireland, Intertrade Ireland and the Chambers of Commerce. The Local Enterprise Office shall continue to promote upskilling programmes for businesses interested in tendering for public sector contracts.

3.7 Sustainable Procurement

- 3.7.1 The Council will continue to engage with the Department of Communications, Climate Action and Environment on the GPP4Growth project.
- 3.7.2 The Council will provide training for staff in the use of green public procurement, and examine the possibility of including appropriate green procurement criteria in tenders.
- 3.7.3 The Council will engage with the OGP regarding incorporating social considerations into public procurement, and will investigate opportunities for the inclusion of appropriate social clauses in tenders.

4 Performance measurement 2019-2021

A detailed implementation plan for the specific procurement objectives is set out in Appendix 1. The key deliverables of this implementation plan will be monitored and reviewed regularly at Finance Directorate meetings. Progress reports assessing progress on achieving the identified goals and targets will be submitted to the Senior Management Team bi-annually and to the Audit Committee on an annual basis. The Procurement Unit will prepare and publish the annual monitoring and implementation report

Appendix 1 Performance measurement 2019-2021 Implementation Plan

Goal No	Goal/Target Cross Ref to CPP	Actions to Achieve goal/target	Measurement of Delivery	Progress
1	Governance	Reactivation of Procurement Steering Group	<ul style="list-style-type: none"> ➤ Number of Meeting held ➤ Summary of issues considered 	
2	Governance/Compliance	Development of procurement training plan for staff	<ul style="list-style-type: none"> ➤ Number of procurement training sessions held for staff & summary of items covered 	
3	Compliance	Purchasing procedures & processes comply with procurement directives, legislation, circulars, policies & procedures	<ul style="list-style-type: none"> ➤ Number of local tenders advertised on eTenders ➤ % of different procedures used ➤ % and breakdown of standard template documents used 	
4	Procurement Planning	Development of Procurement Management System	<ul style="list-style-type: none"> ➤ Number of Procurement Pipelines received ➤ Number of tenders included on the tracker ➤ Number of contracts included on the contract register 	
5	Value for Money	Draw down from national, sectoral or regional arrangements where possible	<ul style="list-style-type: none"> ➤ Number of national, sectoral, regional procurement processes participated in ➤ Number of national, sectoral, regional procurement processes where participation was not possible & reasons why 	
6	Value for Money	Monthly monitoring and report on LVPC spend	<ul style="list-style-type: none"> ➤ % change in the number and value of LVPC transactions 	
7	eProcurement	Implementation of electronic quotations via quick quotes or RFQ process for all quotes between €5k-€25,000	<ul style="list-style-type: none"> ➤ Number of quotations sought via quick quotes www.etenders.gov.ie ➤ Number of quotations sought via RFQ www.supplygov.ie 	
8	Business Engagement	Continue to promote procurement awareness training through the LEO	<ul style="list-style-type: none"> ➤ Number of training courses provided on LEO training programme 	
9	Sustainable Procurement	Use of green & social consideration criteria where possible	<ul style="list-style-type: none"> ➤ Number of tenders where green criteria has been used ➤ Number of tenders where social consideration criteria has been used 	

Appendix 2 Corporate Procurement Plan Performance Measurements 2016-2018

Goal No	Goal / Target - Cross Ref to CPP	Actions to Achieve goal/target	Target Date	Measure of Delivery	Progress Review Year 1 (Q3&4)	Progress Review Year 2 (Nov 2017)	Progress Review Year 3 (Dec 2018)
1	Policy, Governance & Compliance, 5.1 (a)	Enhance procurement policies based upon new EU Procurement Directives 2014/24 ¹	Q2 2016	All policy documents & templates updated	Commenced	100%	100%
		Develop procedures that provide a cost-effective procurement process in terms of legal compliance, reduced risk and value for money which are suitable to the end user needs	Q3 2016	All policy documents & templates updated	Commenced	100%	100%
		Use of OGP and CMWF tender documents	Q2 2016	Template documents available to all staff	100%	100%	100%
2	National & Local Government, 5.1 (b)	Attendance at LG Advisory Board Meetings	Ongoing	Number of meetings attended	4 out of 5	10 out of 11	1 out of 2
		Attendance at LG Procurement Officer meetings	Ongoing	Number of meetings attended	3 out of 4	2 out of 3	1 out of 2
		Attendance at Tender Advisory Board Meetings (Local Government reps not called to any meetings or had any referrals)	Ongoing	Number of meetings attended	0 out of 0	0 out of 0	0 out of 0
3	Local Structures, 5.1 (c)	Review of procurement structure in WCC (delayed re MS4 & LVPC rollout)	Q4 2016	Business Case developed on foot of review	Not commenced	Not commenced	Not commenced
		Procurement savings (direct and indirect) (awaiting national guidance on measuring direct v indirect so taken together at moment)	Ongoing	€ (direct) savings made through procurement Indirect savings made through procurement	2015 (procured) spend return to LGMA 50,368,278	2016 (procured) spend return to LGMA 44,245,492	2017 (procured) spend (draft) 46,524,243
4	Procurement Planning, 5.1 (d)	Annual Procurement Plans for each functional area	Q4 2016	Procurement pipelines produced on an annual basis as part of the budgetary process	0%	0%	0%
		Expiring Contracts to be monitored on the Contracts Database and input onto procurement pipelines where appropriate National system being rolled out 2019 but being monitored inhouse on CTM module eTenders	National 2019	Number of contracts nearing completion in procurement planning stage on pipeline	On hold	In development via LGMA, roll out 2018	National system rollout 2019 CTM module on e-tenders being populated for contracts >25k
5	Collaborative Procurement, 5.1 (e)	Continued engagement in collaborative procurement at National, Sectoral, Regional & Local level	Ongoing	Number of National /Sectoral/ Regional/Local processes entered into	OGP: 7 SGOV : 11 Regional: 1	OGP: 24 SGOV: 13 Regional: 1	OGP: 23 SGOV: 9 Regional: 1
6	National Product Coding, 5.1 (f)	Local Product Codes to be mapped to new national coding & loaded to Agresso	Q3 2016	Product Code Mapping Complete	100%	100%	100%

¹ The New EU Procurement Directives were transposed into law on 5th May 2016 (effective 18th April 2016).

7	Milestone 4, 5.1 (g)	WCC upgrade to MS4. Procurement Officer role agreed in expanded procurement role on MS4	Q2 2017	MS4 rolled out	Commenced	100%	100%
8	Processes & Systems, 5.1 (h)	Contracts database to be developed to allow real time input and review by Budget Holders and Procurement Unit	National 2019	Database developed	National 2019	In development via LGMA, roll out 2019	National system rollout 2019 CTM module on e-tenders being populated for contracts >25k
		Improved usage on e-Tenders	Ongoing	Number of tenders on system	16	31	33
		Improved usage on SupplyGov	Ongoing	Number of tenders on system	109	62 (due to delays to all FWs & DPS)	155
		Improved usage of Electronic tendering Mandatory October 2018	18/10/18	Number of electronic tenders	0	0	4
9	Training & Development, 5.1 (i)	Host information sessions within the Council regarding procurement requirements	Q1 2019	Number of sessions held & staff attended	On hold re MS4 & LVPC roll out	Preparation commenced	Quarter 1 2019
		Include Procurement Policies & Procedures in Induction Training for new staff	2018	Induction Training & documents Updated	On hold re MS4 & LVPC roll out	To be agreed with HR	Induction Booklet produced & sent to HR
		Advanced procurement training to be developed for specific procurement areas	2018	Number of training courses held & staff attended	On hold re MS4 & LVPC roll out	Preparation commenced CWMF Q 1 2018	2 days x electronic tendering (20staff) 2 days x CWMF (46 staff) ½ day x Quick Quotes – 2 staff ½ day x CTMS – 2 staff
10	Sustainable (Green) Procurement, 5.1 (j)	Use of Ultimate Cost to promote life-cycle thinking	Ongoing	Number of tenders (>25k) where MEAT award criteria used UC	100%	100%	100%
		Ensure procurement is in compliance with relevant environmental legislation	Ongoing	Number of tenders where Sustainable Procurement has been included in award criteria	Awaiting national guidance	National working group developing guidance – stakeholder engagement commenced June 2017 (DCCAE)	Ongoing participation in stakeholder engagement continuing with Dept
11	Social Clauses, 5.1 (k)	Use of social clauses where possible which promote employment opportunities, compliance with social & labour rights, social opportunities, equal opportunities	Ongoing	Number of tenders with social clauses	Awaiting national guidance from OGP	Awaiting national guidance from OGP	Guidance issued Dec 2018
12	SME Support, 5.1	Where appropriate and practical and without comprising	Ongoing	Number of tenders divided	1 (SOR)	2 (SOR & SICAP)	1 (SICAP)

(l)	VFM, the Council will consider dividing contracts into Lots (e-tenders)		into Lots	2 Frameworks	7 Frameworks	3 Frameworks
	Facilitate more SMEs in competing for procurement opportunities by ensuring pre-qualification criteria for procurement contracts are proportionate to the contract in question (e-tenders)	Ongoing	Number of different proportionate values	16	31	33
	Allow self-declaration at time of tender	Ongoing	Self-declaration forms part of tender documentation	100%	100%	100%
	Continue to promote procurement awareness training through the LEO (go-to tender lite)	Ongoing	Number of training courses provided on LEO training programme	1 out of 1	1 out of 1	1 out of 1
	Participate in "Meet the Buyer" events	Ongoing	Number of events attended	0 out of 0	0 out of 0	0 out of 0

Appendix 3 Milestone 4 Yearly Analysis

Requisitions via Procurement Reference Process (excluding Proc Ref <€5k)									Requisitions via Quotation (over €5k 22nd march)			
	Number raised		Invalid Proc Refs		Officially tendered		Legacy contracts			Processed	Approved	Rejected
	€	€	€	€	€	€	€	€				
January	126	€ 416,898.38	0	€ -	85	€ 336,901.18	41	€ 79,997.20	January	69	66	3
February	114	€ 895,507.44	0	€ -	71	€ 726,349.80	43	€ 169,157.63	February	149	138	11
March	127	€ 498,132.84	0	€ -	73	€ 236,449.70	54	€ 261,683.14	March	157	138	19
April	126	€ 423,469.17	0	€ -	84	€ 227,059.25	42	€ 196,409.91	April	113	80	33
May	205	€ 867,974.60	0	€ -	100	€ 731,421.74	105	€ 136,552.86	May	99	57	47
June	135	€ 941,094.92	0	€ -	80	€ 811,253.21	55	€ 129,841.71	June	92	61	31
July	133	€ 1,087,561.57	0	€ -	105	€ 1,021,454.42	28	€ 66,107.14	July	100	62	38
August	210	€ 1,670,997.68	0	€ -	141	€ 1,495,079.34	69	€ 175,918.34	August	82	56	26
September	156	€ 830,570.67	8	€ 25,148.20	99	€ 728,135.65	57	€ 102,435.01	September	70	59	11
October	186	€ 608,278.53	0	€ 0	114	€ 461,133.97	72	€ 147,144.55	October	96	61	35
November	169	€ 362,520.41	0	€ -	114	€ 277,461.69	55	€ 85,058.72	November	96	75	21
December	121	€ 1,255,883.45	0	€ 0	71	€ 1,132,426.64	50	€ 123,456.82	December	57	42	15
Totals	1808	€ 9,858,889.65	8	€ 25,148.20	1,137	€ 8,185,126.60	671	€ 1,673,763.05	Totals	1180	895	290
Requisitions via Procurement Reference under <€5k									Low Value Purchase Card Transactions			
	Number raised		Invalid Proc Refs		Suppliers single requisitions		Suppliers multiple requisitions		Bank File	Number of transactions		
	€	€	€	€	€	€	€	€			€	
March (22nd)	57	€ 68,880.09	2	€ 11,622.40	25	€ 17,525.48	23	€ 51,354.61	January	171	€ 20,970.17	
April	762	€ 393,758.24	0	€ -	245	€ 214,355.43	92	€ 179,402.82	February	299	€ 37,256.50	
May	951	€ 654,849.04				€ 218,032.93	141	€ 436,816.11	March	256	€ 25,656.35	
June	499	€ 676,450.54	1	€ 6,642.00	224	€ 322,730.55	74	€ 353,719.99	April	332	€ 30,551.78	
July	335	€ 783,668.83	1	€ 15,000.00	230	€ 265,401.54	105	€ 518,267.29	May	272	€ 29,019.88	
August	533	€ 656,111.52	7	€ 43,793.88	237	€ 320,652.01	79	€ 335,459.51	June	297	€ 32,085.04	
September	534	€ 686,410.66	5	€ 34,681.10	142	€ 269,311.80	105	€ 417,098.86	July	285	€ 34,240.54	
October	719	€ 991,000.04	9	€ 135,676.08	294	€ 445,166.30	127	€ 545,833.73	August	303	€ 33,586.89	
November	670	€ 1,135,216.74	8	€ 296,546.73	250	€ 582,025.02	124	€ 553,191.73	September	337	€ 48,250.55	
December	569	€ 791,225.44	8	€ 93,153.84	217	€ 321,042.64	89	€ 470,182.80	October	406	€ 43,732.34	
Totals	5629	€ 6,837,571.14	41	€ 637,116.03	1,864	€ 2,976,243.69	959	€ 3,861,327.45	November	451	€ 47,263.46	
									December	216	€ 23,443.21	
									Totals	3625	€ 406,056.71	

Appendix 4 CE Order * Wicklow County Council Procurement Policy, Approval Limits and Procedures**

This Chief Executive Order sets out to strengthen Procurement Governance in line with Public Procurement requirements and Wicklow County Council's Corporate Procurement Plan.

PROCUREMENT OBLIGATIONS

It is the responsibility of each Director of Service or Head of Function to ensure that Public Procurement obligations and the procedures and practices set out in Wicklow County Council's Procurement Procedures manual are complied with in their area of responsibility.

All staff undertaking procurement activities are required to ensure that their activities are conducted in a manner that is compliant with public procurement obligations and the procedures and practices set out in Wicklow County Council's Procurement Procedures manual.

COLLABORATIVE PROCUREMENT ARRANGEMENTS

When considering sourcing options, collaborative procurement arrangements are to be used for the purchase of supplies, services and works.

The activation of all collaborative arrangements (framework agreements and centralised contracts) established by the Office of Government Procurement or other public bodies must be activated by Head of Finance Order (or CE Order where the aggregate spend is greater than €1million).

Decisions not to use existing contracts/frameworks should be explained by way of report demonstrating value for money justification, recommended by the appropriate Director of Service/Head of Function and signed off by the Chief Executive.

REQUIREMENTS FOR THE PURCHASE OF SUPPLIES, SERVICES, WORKS

Request for Quotation Process (RFQ)

Quotations under €5,000 – a minimum of one quotation to be sought (confirmed by email or in writing). Quotations over €5,000 are to be sought using the Quick Quote facility on eTenders or the RFQ facility on SupplyGov where the cumulative spend value on similar supplies, services or works across the organisation does not exceed €25,000 (supplies/services) or €50,000 (works).

Request for Tender Process (RFT)

A tender process in respect of contracts or establishing frameworks valued greater than €25,000 (supplies/services) or €50,000 (works) may only be conducted where a collaborative procurement arrangement is not available or proposed.

Approval Limits and Procedures

The financial limits and procedures in respect of contacts to purchase supplies, services or works (including contracts awarded arising from mini-competitions under framework agreements or draw-downs under collaborative contracts are as follows:

Financial Limit Ex VAT	Requirement	Process
Up to €5,000 (All Contracts and purchases)	<ul style="list-style-type: none"> • <u>One</u> verbal quotation (minimum) to be sought. • The engagement of Consultants requires a Chief Executive Order regardless of value. • Proc Ref 18FINQU0002 should be used when raising requisitions on MS4 <p><i>Purchases made using Low Value Purchase Cards and meeting Finance Department's terms and conditions for the use of LVPCs are exempted from above requirements.</i></p>	RFQ
€5,000 - €25,000 (Supplies & Services contracts)	<ul style="list-style-type: none"> • <u>Three</u> written quotations (minimum) to be sought using Quick Quotes on eTenders or SupplyGov (whichever facility is appropriate). • The engagement of Consultants requires a Chief Executive Order regardless of value. • eTenders Quick Quote ID or SupplyGov ID to be recorded in the description field on the purchase order requisition. • Appropriate Procurement Reference should be used in accordance with Guidance Note Agresso MS4 – Procurement Functionality 	RFQ
€5,000 - €50,000 (Works contracts)	<ul style="list-style-type: none"> • <u>Three</u> written quotations (minimum) to be sought using Quick Quotes on eTenders or SupplyGov (whichever facility is appropriate). • The engagement of Consultants requires a Chief Executive Order regardless of value. • eTenders Quick Quote ID or SupplyGov ID to be recorded in the description field on the purchase order requisition. • Appropriate Procurement Reference should be used in accordance with Guidance Note Agresso MS4 – Procurement Functionality 	RFQ/RFT
Above €25,000 - €1million (Supplies & Services contracts)	<ul style="list-style-type: none"> • Tenders to be invited by public advertisement on www.etenders.gov.ie website in accordance with WCC's Procurement Policy and Procurement Procedures, National Regulations / Guidelines and EU Directives. • Acceptance to be approved by the Chief Executive Order (Delegated). <i>The exception to this is the engagement of Consultants which requires a Chief Executive Order regardless of value</i> • CE Order (or delegate order) to be forwarded to the Procurement Unit for creation of Procurement Reference 	RFT
Above €50,000 - €1million (Works Contracts)	<ul style="list-style-type: none"> • Tenders to be invited by public advertisement on www.etenders.gov.ie website in accordance with WCC's Procurement Policy and Procurement Procedures, National Regulations / Guidelines and EU Directives. • Acceptance to be approved by the Chief Executive Order (Delegated). <i>The exception to this is the engagement of Consultants which requires a Chief Executive Order regardless of value</i> • CE Order (or delegate order) to be forwarded to the Procurement Unit for creation of Procurement Reference 	RFT
Above €1million (All contracts)	<ul style="list-style-type: none"> • Tenders to be invited by public advertisement on www.etenders.gov.ie website in accordance with WCC's Procurement Policy and Procurement Procedures, National Regulations / Guidelines and EU Directives. • Acceptance to be approved by the Chief Executive Order • CE Order to be forwarded to the Procurement Unit for creation of Procurement Reference 	RFT

E-procurement

The publication of all procurement opportunities, issue of tender documents, managing queries and submitting quotations/tender responses is to be conducted on the appropriate eProcurement systems (eTenders or SupplyGov)

Evaluation of Responses

Evaluation of quotations or tenders must be documented to ensure compliance with Public Procurement requirements.

Chief Executive Orders

Chief Executive Orders in respect of procurement of supplies, services or works must be in accordance with this order and Wicklow County Council's Procurement Procedures manual.

Publication of Contract Award Notices

Contract Award notices are to be published for all contracts over €25,000 on the www.etenders.gov.ie website, in compliance with Circular 10/14. This includes where subsequent contracts are awarded by way of mini-competition under established frameworks.

Contracts Database

It is the responsibility of each Department to ensure that all contracts entered into, including formal contracts, service level agreements/arrangements, are entered into a contracts database held by the Procurement Unit. This database may be inspected by the Local Government Auditor on request.

Tax Clearance and VAT

All suppliers engaged must be compliant with current Tax Clearance legislation. All monetary values described in this Order are **Exclusive** of VAT.

Low Value Purchase Cards (LVPCs)

Purchases using LVPCs must be in accordance with the Low Value Purchase Card Policy and Procedures Guidelines.

Procurement Pipeline

Each Director of Service/Head of Function is required to produce and maintain a schedule of proposed procurements in excess of €25,000. This schedule is to be submitted to the Procurement Unit after the annual budget process and updated on a monthly basis.

Tender Register

Each Director of Service/Head of Function is required to inform the Procurement Unit of all tenders valued in excess of €25,000 in order to record same in tender register. This includes tenders by way of mini-competition. The information should be forwarded real time.

Contracts Database

Each Director of Service/Head of Function is required to inform the Procurement Unit of all contracts valued in excess of €25,000 (including those awarded by way of mini-competition). Chief Executive Order (or delegate order) to be forwarded when signed in order to record same

on contracts database. Procurement References will not be furnished without receipt of CE/DOS Order.

MS4 – Procurement References

Purchase requisitions are raised in respect of all procured spend. Appropriate Procurement References should be used in accordance with Guidance Note Agresso MS4 – Procurement Functionality

RECOMMENDATION

I recommend the approval of the above requirements for the purchase of supplies, services and works and the use of collaborative procurement arrangements as set out above.

Date:

Brian Gleeson
Head of Finance

ORDER

The revised requirements for the purchase of supplies, services and works and the use of collaborative procurement arrangements as recommended by the Head of Finance is hereby approved with effect from 1st 2019. Chief Executive Order No's *** are hereby rescinded from that date.

Date:

Frank Curran
Chief Executive
Wicklow County Council