

# Wicklow County Council Corporate Procurement Plan 2022-2024



## Document Control

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### Revision Control

All new documents should have the name of the file followed by the version control number. Version control to be placed at the END of the file name.

E.g.     D01     First Draft  
           D02     Second Draft  
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This document is located in the following folder:  
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## Mission Statement

“To improve the quality of life for the people of County Wicklow, drive economic and community development, adhering to the principles of sustainable development, social inclusion, human rights and equality and accessibility for all. We will maximize the use of resources to deliver efficient, effective and value for money services, be open and receptive to change, working in partnership with all our stakeholders”

- Wicklow County Council , Corporate Plan, 2019 - 2024

## 1 Introduction

In order for Wicklow County Council to achieve effective Public Procurement i.e. attain best value for money, manage risks related to procurement and meet compliance requirements, it is imperative that suitable procurement planning and management procedures are in place, and are 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 made by Wicklow County Council. The Corporate Procurement Plan 2022—2024 builds upon the work commenced in the previous plans. It outlines our strategic objectives and goals over the next three years.

The plan is divided into six sections:

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- 1) Section 1—Introduction
  - 2) Section 2 - European and National Legislative Requirements.
  - 3) Section 3 – National Procurement Reform
  - 4) Section 4 – Review of Corporate Procurement Plan 2019-2021
  - 5) Section 5 – Goals and targets 2022-2024
  - 6) Section 6 – Performance measurement 2022-2024

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. These are:

- 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 organisations’ 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 2022-2024 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 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 Deputy Chief Executive on 08/08/2022. Overall responsibility for the implementation of the Plan is assigned to the Head of Finance supported by the Procurement Unit of the Council.

## 2 European and National Legislative Requirements

All procurement decisions made by Wicklow County Council must adhere to the below directives/legislation/guidelines/policies/procedures/guidelines/circulars.

The Common Market was formed following the signing of the European Treaty of Rome in 1957, which then led to the establishment of the European Economic Community (EEC) which is now renamed as the European Union (EU) with 27 member nations. The four fundamental 'Freedoms' of the European Union are *the free movement of people, goods, services and capital* over borders. The aim of these principles is to remove trade barriers and standardise Public Procurement Rules at an EU level, supporting a single market.

The five 'Principles' derived from these Freedoms should form the basis of all public procurements and contract awards, irrespective of value:

- Transparency: Requirement for openness and transparency about the procurement process, publishing clear precise notices and awards.

- Equal Treatment: Applying the same rules to all, giving equal rights of access and making objectively fair decisions.
- Non-Discrimination: Recognising all Nationalities.
- Proportionality: All requirements should be appropriate and necessary to the Contract.
- Mutual Recognition: Recognising professional qualifications, nationality and 'equivalent' standards and specification from all Member States.

EU Directives that have subsequently been transposed into Irish Law include:

- Directive 2014/24/EU (Public Sector) transposed by S.I. No. 284 of 2016 (as amended).
- Directive 2014/23/EU (Concessions) transposed by S.I. No. 203 of 2017.
- Directive 2014/25/EU (Utilities) transposed by S.I. No.286 of 2016.
- Remedies Directive 2007/66 transposed by S.I. No. 130 of 2010 (as amended).

The Office of Government Procurement (OGP) has responsibility for The National Public Procurement Policy Framework (NPPF) setting out the overarching policy framework for public procurement in Ireland and comprises of five strands:

- Legislation (Directives, Regulations).
- Government Policy (Circulars etc.).
- ~~Capital Works Management Framework for Public Works.~~
- General Procurement Guidelines for Goods and Services.
- More detailed technical guidelines, template documentation and information notes as issued periodically by the Policy Unit of the Office of Government Procurement.



The NPPF sets out the procurement procedures to be followed by Government Departments and State Bodies under National and EU rules. The Framework supports and enables public bodies to adopt procedures to meet their public procurement requirements and facilitates compliance with procurement policies.

National Guidelines and Circulars include:

- OGP Public Procurement Guidelines for Goods & Services –Version 2 January 2019.
- Circular 20/19 Promoting the use of Environmental and Social Considerations in Public Procurements.
- Circular 24/19 Update Public Spending Code – Guidelines for use of PPPs Capital Expenditure.
- Circular 10/18: Construction Procurement Reform.
- Circular 02/16 ICT Procurement.
- Circular 10/14 Initiatives to assist SME's in Public Procurement.
- Circular 16/13 Use of centrally established Frameworks.

- Circular 13/13 The Public Spend Code: Expenditure Planning, Appraisal & Evaluation in the Irish Public Service – Standard Rules & Procedures.

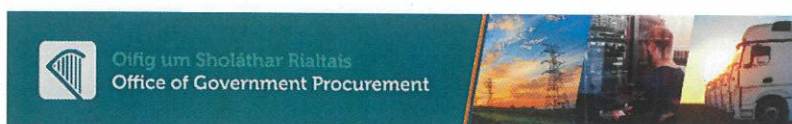
The following are the EU & National Expenditure Thresholds as at 1<sup>st</sup> January 2022 which must be adhered to. The EU Thresholds are reviewed and then updated every 2 years.

System	Limit	Expenditure/ Category
 EU Journal OJEU (January 2022) <a href="http://www.ted.europa.eu">www.ted.europa.eu</a>	Works > €5,382,000 Services/Supplies > €215,000 Title III > €750,000	All categories
 National tenders (below threshold) <a href="http://www.etenders.gov.ie">www.etenders.gov.ie</a>	Works > €50,000 Services/Supplies > €25,000	All categories

Title III Services - Under the 2016 Regulations procurement of certain services relating to health, social, educational and cultural are classified as Title III Services, also known as a 'Light Touch Regime'. For more details of the precise services falling within this regime, contracting authorities should refer to Annex XIV of the EU Directive 2014/24/EU where the relevant CPV codes for these services are set out. The rules and procedures in the regime are intended to maximise flexibility in the conduct of procurement in these areas while always adhering to the key procurement principles of transparency, equality of treatment etc.

### 3 National Procurement Reform

The main stakeholders of procurement policy nationally, work to enable consistency and standardisation of approach, delivering value for money with advice and centralised arrangements. Mainly coordinated and driven by the Office of Government Procurement (OGP), with the support of four key sectors – Local Government, Health, Defence, and Education. The Procurement model divided the spend into 16 categories, 8 managed by the OGP and the remaining 8 divided across Local Government, Health, Defense, and Education, e.g. the LGOPC (SupplyGov) under the auspices of Kerry County Council is tasked with leading two categories of procurement on behalf of the public sector, i.e. Plant Hire and Minor Building & Civil Works.



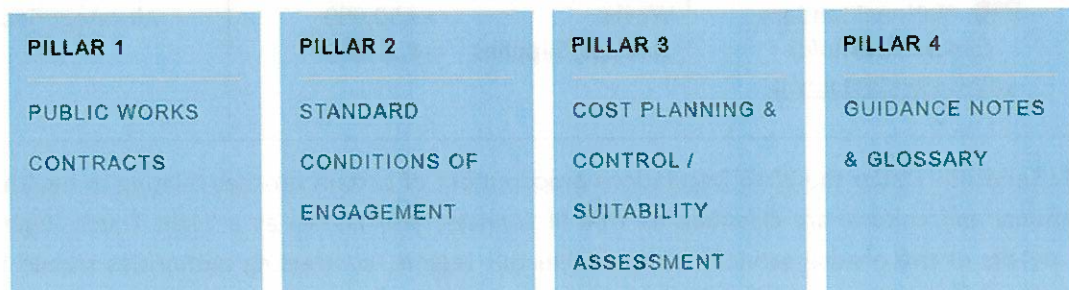
As part of the Public Service Reform Plan, the Government in 2014 established the Office of Government Procurement (OGP) to drive a new consolidated and integrated approach to public procurement. The



OGP manage and deliver supplier framework agreements (FWA), dynamic purchasing systems (DPS) and contracts for 8 categories of commonly procured goods and services - Professional Services, Facilities Management, Utilities, ICT & Office Equipment, Marketing Print & Stationery, Travel & HR Services, Fleet & Plant, and Managed Services. Details on the OGP Procurement services may be accessed at [www.ogp.gov.ie](http://www.ogp.gov.ie).



Separately, the OGP is responsible for the Capital Works Management Framework (CWMF) which is a structure that has been developed to deliver the Government's objectives in relation to public sector construction procurement reform. It consists of a suite of best practice guidance, standard contracts and generic template documents that form the four pillars that support the Framework. These are:



Details on the OGP Construction Procurement services may be accessed at:  
[www.constructionprocurement.gov.ie](http://www.constructionprocurement.gov.ie).



## Local Government Strategic Procurement Centre

### (LGSPC)

The LGSPC is a strategic procurement centre for the Local Government Sector. It was initially set up as part of the Project Management Office for Local Government Efficiency Review, and later was subsumed into the Local Government Management Agency (LGMA). The function of the LGSPC is to lead, co-ordinate and support the local government sector with procurement reform.



### Local Government Operational Procurement Centre

The LGOPC under the auspices of Kerry County Council is tasked with leading two categories of procurement on behalf of the public sector, i.e. Plant Hire and Minor Building & Civil Works. LGOPC have developed frameworks and dynamic purchasing systems for categories such as plant hire, road making



materials and minor building works to residential/commercial buildings. Details on the Local Government Operational Procurement Centre services may be accessed at [www.SupplyGov.ie](http://www.SupplyGov.ie)

## **4 Review of Corporate Procurement Plan 2019-2021**

The Corporate Procurement Plan 2019-2021 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 seven areas:

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

### **4.1 Governance**

- 4.1.1 The proposed Procurement Steering Group was not activated due to Covid-19 restrictions.
- 4.1.2 The dedicated Procurement Officer and Procurement Unit was retained and grew from 2 to 3 staff members and continued 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.
- 4.1.3 An annual report on the Measurement and Monitoring of the Implementation of the Corporate Procurement Plan was prepared and published.
- 4.1.4 Summary details of contracts awarded valued over €25,000 were published in accordance with Circular 10/14 and the Freedom of Information Publication Scheme.
- 4.1.5 To continue to oversee best practice in procurement activity, all procurements were advised to be carried out in accordance with Wicklow County Council's Procurement Policy & Procedures, and CE Order No. 486/2022 (Appendix 4).

Tender competitions above national and EU thresholds were advertised on [www.etenders.gov.ie](http://www.etenders.gov.ie). A WCC tender reference for these was given to the Purchasing Department prior to advertising by the Procurement Unit when requested. Mini competitions from Wicklow County Council frameworks were run via [www.etenders.gov.ie](http://www.etenders.gov.ie) where feasible.

Mini competitions or direct draw downs from the OGP were be routed through the Procurement Unit for activation. Purchasing Departments liaised with the OGP for the

preparation and evaluation of SRFT under mini-competition. Purchasing Departments notified the Procurement Unit of contract award.

All mini competitions from the LGOPC frameworks and dynamic purchasing systems (DPS) advertised via [www.supplygov.ie](http://www.supplygov.ie) continued to be administered locally by the Purchasing Department.

Quotations over €5,000 were on the whole either requested in writing in accordance with relevant thresholds or were sought by using [www.supplygov.ie](http://www.supplygov.ie), not by [www.etenders.gov.ie](http://www.etenders.gov.ie) or

- 4.1.6 Procurement objectives from the Corporate Procurement Plan were not incorporated into the Performance Management Development System (PMDS), as actions in Team Development and Personal Development Plans. These plans were not created due to changes of staff and Covid-19 restrictions.
  - 4.1.7 Risk Management is an effective management tool to support good governance. The Procurement Function was included in Wicklow County Council's Risk Register.
  - 4.1.8 Wicklow County Council prepared and published annual Public Spending Code Quality Assurance Reports in line with national circulars. Appropriate project appraisals were 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 were approved by Management Team as part of this process.
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## **4.2 Procurement Planning**

- 4.2.1 A procurement pipeline was not prepared by Purchasing Departments and furnished to the Procurement Unit after the annual budget process, to assist with the planning and co-ordination of the procurements required to deliver the Council's service delivery plans.
- 4.2.2 Each Purchasing Department was required to 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 included tenders by way of mini competition. Purchasing Departments did not always do so.
- 4.2.3 Each Purchasing Department was required to forward the Procurement Unit a 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 included contracts by way of mini competition. This was done for some but not all.
- 4.2.4 The tender register and contracts database (module on eTenders) were used to inform a procurement management system. The Procurement Unit used this information to identify possible efficiencies. The proposed procurement pipeline was not made available by Purchasing Departments to aid same.

- 4.2.5 The Procurement Unit continued to support service delivery and business continuity by reporting on contracts to the Purchasing Departments that had been informed of that were due to expire or due for renewal.
- 4.2.6 When considering sourcing options, purchasing departments were encouraged to consider collaborative procurement arrangements for the purchase of supplies, services and works. The Procurement Unit and purchasing departments engaged with the OGP, LGOPC, other national bodies and the Mid-East Regional Procurement Forum in order to maximise opportunities and efficiencies from shared procurements.

### **4.3 Compliance**

- 4.3.1 The Procurement Unit communicated procurement requirements, including regulations, policies, procedures etc in the organization via emails, the shared drive, the procedures manual and the promotion of training programmes but not through the proposed Procurement Steering Group due to Covid-19 restrictions. The Procurement Unit continued to provide procurement advice and assistance on request to staff preparing tender documents.
- 4.3.2 Standard template documentation were used for seeking tenders. These were updated when and as necessary and are available on the dedicated procurement folder with guidance documents for same.
- 4.3.3 The procurement functionality in the financial management system (Milestone 4) was utilised to improve reporting on contract spend and compliance with procurement rules.
- 4.3.4 Independent assessment of compliance with procurement rules was carried out by the internal and external audit functions.

### **4.4 Value for Money**

- 4.4.1 Wicklow County Council continued to use national and regional arrangements where suitable frameworks were in place.
- 4.4.2 Ongoing expenditure analysis was conducted to monitor procured spend and identify areas for possible aggregation.
- 4.4.3 The proposed Procurement Steering Group was not used, due to Covid-19 restrictions, to identify possible aggregation opportunities on local contract requirements across the organization.

- 4.4.4 The Council continued to use Low Value Purchase Cards (LVPCs) for low value expenditure on approved merchant categories. The use of LVPCs was governed by appropriate control measures and the Council's LVPC Policy & Procedures. The Procurement Unit monitored and measured the use of LVPCs. Independent assessment of compliance with the Council's LVPC rules was carried out by the internal and external audit functions to provide assurance that existing control measures were enforced and appropriate. The LVPC policy was updated by the Procurement Unit and a draft is currently being considered by the A/Heading of Finance prior to consideration by the Senior Management Team in order to be given to the Chief Executive for consideration and approval. The function of LVPC Administration was moved, in November 2021, from the Procurement Unit to the Bank Reconciliation Unit as it was felt this role was more appropriate to each Unit's function going forward.

## **4.5 eProcurement**

- 4.5.1 The Council accepted tender submissions electronically on [www.etenders.gov.ie](http://www.etenders.gov.ie) and the usage of e-procurement systems improved in both quality and quantity during the lifetime of the plan.
- 4.5.2 The Council worked with the OGP and other national bodies to implement further eProcurement measures as appropriate, including engagement with Ireland's e-invoicing programme.
- 4.5.3 The Council sought quotations electronically using either [www.supplygov.ie](http://www.supplygov.ie) or by written quotes where feasible, but not eTenders.
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## **4.6 Business Engagement**

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

## **4.7 Sustainable Procurement**

- 4.7.1 The Council continued to engage with the Department of Communications, Climate Action and Environment on the GPP4Growth project. 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.

- 4.7.2 The Council promoted the training of staff in the use of green public procurement, and examined the possibility of including appropriate green procurement criteria in tenders. The EPA's Green Public Procurement guidance document 'Guidance for the Public Sector' was distributed to all staff and uploaded to the dedicated procurement folder. This guidance supports the inclusion of sustainable and green practices in public sector procurement procedures. The guidance document includes Irish GPP criteria for the ten priority sectors which have been developed based on common EU criteria, adapted to reflect the Irish market and procurement practices. These criteria are designed to be directly inserted into tender documents and include information on how compliance can be confirmed.
- 4.7.3 The Council engaged with the OGP regarding incorporating social considerations into public procurement, and investigated opportunities for the inclusion of appropriate social clauses in tenders. Circular 20/2019 'Promoting the use of Environmental and Social Considerations in Public Procurement' was distributed to all staff and uploaded to the dedicated procurement folder. This circular promotes the wider use of environmental and social considerations in public procurement with specific regard to the Climate Action Plan 2019.

## 5 Goals and Targets 2022-2024

Wicklow County Council's Corporate Procurement Plan 2022—2024 will build upon the work commenced in the authority's previous plans and established structures within the organisation in order 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, eight specific goals and targets have been identified having taken into account the rapidly changing developments in procurement law and practice, the complexity of Public Procurement and the evolving requirements around Green Public Procurement. See Appendix 1.

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

- Governance
- Procurement Planning
- Compliance
- Collaborative Procurement
- eProcurement
- Business Engagement
- Sustainable Procurement
- Training and Development

## 5.1 Governance

- 5.1.1 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. This document will be updated in 2022 to reflect any updates or changes to the governing principles of Public Procurement and the regulatory framework the Council must operate within.
- 5.1.2 To continue to oversee best practice in procurement activity, all procurements should be carried out in accordance with Wicklow County Council's Procurement Policy & Procedures, and CE Order No. 486/2022 (Appendix 4).
- 5.1.3 In its Programme for Government, the Government agreed that they would require the publication of all purchase orders greater than €20,000, with the intention of enhancing the transparency of Public Sector Procurement. This commitment was reiterated in the Public Sector Reform Plan. The Reform Plan commitments are interpreted as referring only to payments for goods, services or works procured and Purchase Orders precluded under the Freedom of Information legislation are excluded. The Procurement Unit will continue to publish this information on <https://www.wicklow.ie/Living/Your-Council/Finance/Procurement/Purchase-Orders-Over-20-000>
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- 5.1.4 Summary details of procured contracts awarded valued over €25,000, (Contract Award Notices) will continue to be published on the eTenders Website by the Procurement Unit, when informed of same by the Purchasing Department, in accordance with Circular 10/14 and the Freedom of Information Publication Scheme.
- 5.1.5 Risk Management is an effective management tool to support good governance. A risk register for the procurement function is now included in Wicklow County Council's Risk Register and will be monitored and updated as and when necessary.

## 5.2 Procurement Planning

- 5.2.1 Each Purchasing Department should plan their procurements in order to adhere to Public Procurement Rules and the Council's Procurement Policy.
- 5.2.2 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.
- 5.2.3 Each Purchasing Department will forward the Procurement Unit a Chief Executive/Delegate Order/Memo, (whichever is appropriate according to contract value), for all contracts awarded



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.

- 5.2.4 The procurement tender tracker and contracts register will continue to be used inform a Procurement Management System. The Procurement Unit will monitor this system to identify items such as opportunities for efficiencies.
- 5.2.5 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, including by Contract Expiration Reports on eTenders.

### **5.3 Compliance**

- 5.3.1 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 will continue to be updated on a regular basis to reflect the ongoing changes in the procurement environment. Regular email communications regarding same will continue to be issued.
- 5.3.2 A suite of template resources, including template tender documentation, which are on the dedicated procurement folder, to enable managers comply with procurement standards for both below and above EU level tenders and quotations, will continue to be updated as required in accordance with changes to Public Procurement Rules, government circulars and National and EU Legislation. Regular email communications regarding same will continue to be issued.
- 5.3.3 The Office of Government Procurement regularly publishes Information Notes as part of Strand 5 of the National Public Procurement Framework. These documents are subject to periodic amendment and review. These, and links to the most up to date versions, will continue to be both distributed and made available to all staff on the dedicated procurement folder.
- 5.3.4 The dedicated Procurement Officer and Procurement Unit will be retained, and will continue to support purchasing staff in the application of good procurement practices throughout the Council by communicating procurement requirements, including regulation, policy and procedure requirements and by providing procurement advice and assistance on request to staff preparing to procure.
- 5.3.5 An annual report on the Measurement and Monitoring of the Implementation of the Corporate Procurement Plan will be prepared and given to the Head of Finance at each year end.

- 5.3.6 All tender competitions above national and EU thresholds will be advertised on [www.etenders.gov.ie](http://www.etenders.gov.ie) / SupplyGov / other national platform (whichever is relevant). A WCC Tender Reference will be sought by the Purchasing Department prior to advertising. Receipt of electronic tenders will be mandatory in accordance with EU Directives. Mini competitions from Wicklow County Council frameworks should be run via [www.etenders.gov.ie](http://www.etenders.gov.ie) where feasible.
- 5.3.7 Mini competitions or direct drawdowns from the OGP will be routed through the Procurement Unit for activation. The Purchasing Department should liaise with the OGP for the preparation and evaluation of any SRFT under mini-competition. The Purchasing Department is to then notify the Procurement Unit of contract award.
- 5.3.8 All mini competitions from the LGOPC frameworks and dynamic purchasing systems (DPS) advertised via [www.SupplyGov.ie](http://www.SupplyGov.ie) will continue to be administered locally in the Purchasing Department.
- 5.3.9 The procurement functionality in the financial management system (Milestone 4) will continue to be utilized to improve reporting on contract spend and compliance with procurement rules.
- 5.3.10 Independent assessments of compliance with procurement rules will be carried out by the internal and external audit functions.
- 5.3.11 Wicklow County Council will prepare, submit to NOAC and publish an annual Public Spending Code Quality Assurance Report on:  
<https://www.wicklow.ie/Living/Your-Council/Finance/Procurement/Public-Spending-Code>  
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.

## 5.4 Collaborative Procurement

- 5.4.1 In order to remove duplication of effort or other inefficiencies in the purchasing process, to achieve compliance and better value for money, when considering sourcing options Purchasing Departments will consider collaborative procurement arrangements for the purchase of supplies, services and works.
- 5.4.2 Where possible, aggregation opportunities will be identified on local contract requirements across the organization and Directorates as Purchasing Departments will take on the role of lead purchaser, coordinating the preparation of the procurement, procuring and acting as contract manager once the contract is in place.
- 5.4.3 Purchasing Departments will continue to engage with the OGP, the LGOPC and other Local Authorities in order to maximise opportunities and efficiencies from shared procurements.

- 5.4.5 The Procurement Unit will actively promote and monitor the uptake of collaborative procurement arrangements available from the OGP, the LGOPC and other public sector bodies.
- 5.4.6 Purchasing Departments will inform the Procurement Unit when they are engaging in Collaborative Procurement.

## **5.5 eProcurement**

- 5.5.1 Electronic tendering was successfully introduced in October 2018 and will continue to be used in accordance with EU Directives.
- 5.5.2 All tender competitions above national and EU thresholds will be advertised on [www.etenders.gov.ie](http://www.etenders.gov.ie) / [www.supplygov.ie](http://www.supplygov.ie) /other national platform (whichever is appropriate) in accordance with threshold value and items being procured.
- 5.5.3 Relevant competitions will be ran on [www.SupplyGov.ie](http://www.SupplyGov.ie) or in accordance with OGP Frameworks such as mini-competitions.
- 5.5.4 The Council will work with the OGP and other national bodies to implement further eProcurement measures as advised.
- 5.5.5 The Procurement Unit will continue to use the Contract Management System module on eTenders for procured contracts over €25,000.

## **5.6 Business Engagement**

- 5.6.1 Wicklow County Council shall continue to be cognisant 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.
- 5.6.2 The Council shall continue to engage with business support organisations such as Enterprise Ireland, Intertrade Ireland and the Chambers of Commerce.
- 5.6.3 The Local Enterprise Office shall continue to promote upskilling programmes for businesses interested in tendering for public sector contracts.
- 5.6.4 The Council's website enables 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 information. The guidance documents in the remit of the Procurement Unit will be updated/refreshed in 2022.

- 5.6.5 Wicklow County Council will continue to endeavour 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.

## **5.7 Sustainable Procurement**

- 5.7.1 Adhering to regulatory requirements is a standard element in all of our contracts, and is essential in helping us achieve our environmental goals. The Council is therefore committed to using its procurement as one of its methods to help meet the Climate Action Targets as set out in its Climate Adaption Strategy and Climate Charter, which WCC signed in 2019, and in the national Climate Action Plan 2021.
- 5.7.2 Each Purchasing Department will, wherever possible, include Green Criteria in its procurement competitions, in accordance with applicable EU and National requirements, the Climate Charter signed by WCC in 2019, the national Climate Action Plan 2021, Circular 20/2019, the EPA's guidance document 'Green Public Procurement : Guidance for the Public Sector' and the Programme for Government 'Our Shared Future'.
- 5.7.3 The Council is committed to exploring opportunities for the inclusion of social clauses in our procurements and will do so in accordance with Circular 20/2019 and the OGP's Information Note 'Incorporating Social Considerations into Public Procurement'.
- 
- 5.7.4 The Council will continue to engage with the Department of Environment, Climate and Communications on the GPP4Growth project.
- 5.7.5 The Council will promote and facilitate Green Public Procurement training for staff.
- 5.7.6 The Council will engage with the OGP, the LGMA and other relevant national bodies regarding incorporating green and social considerations into public procurement and will investigate opportunities for the inclusion of appropriate clauses and criteria in tenders.
- 5.7.7 As part of WCC's Green Public Procurement Strategy the Procurement Unit will create and make available to all staff a Green Public Procurement Internal Guidance Note for all staff.
- 5.7.8 As part of WCC's Green Public Procurement Strategy and in accordance with the Programme for Government 'Our Shared Future', each Purchasing Department will retain a record of how Green Public Procurement is included in all competitions it runs.

## **5.8 Training and Development**

- 5.8.1 The Council will promote and facilitate Public Procurement Training for staff.

- 5.8.2 The Procurement Unit will promote Public Procurement Training provided by the IPA, the OGP Commercial Skills Academy and other national bodies. Such training will include but not be limited to basic and advanced Public Procurement Training, Green Public Procurement Training, training on the use of eTenders, SupplyGov and the Capital Works Management Framework.
- 5.8.3 The Procurement Unit staff will continue to increase their knowledge of, and further their development and professionalism in, various aspects of Public Procurement by training to the level of Certification in Public Procurement from the IPA and will attend relevant training provided by the appropriate national bodies as and when appropriate.
- 5.8.4 Procurement objectives from the Corporate Procurement Plan will be incorporated into the Performance Management Development System, as actions in the Team Development and Personal Development Plans of the Procurement Unit Staff.
- 5.8.5 The Procurement Officer will continue to participate in the Eastern and Midlands Regional Procurement Forum and will continue to engage with the OGP, the LGSPC and other national networks to keep abreast of developments and best practice in Public Procurement.

## **6 Performance measurement 2022-2024**

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 and the Audit Committee on an annual basis. The Procurement Unit will prepare and publish the annual monitoring and implementation report

1. The first part of the document is a letter from the President of the United States to the Congress, dated January 3, 1862. It is a very important document, as it contains the President's annual message to Congress. The letter is written in a formal, dignified style, and it is one of the most important documents in the history of the United States.

2. The second part of the document is a letter from the Secretary of the Treasury to the Congress, dated January 3, 1862. It is a very important document, as it contains the Secretary's report on the state of the Treasury. The letter is written in a formal, dignified style, and it is one of the most important documents in the history of the United States.

3. The third part of the document is a letter from the Secretary of the Interior to the Congress, dated January 3, 1862. It is a very important document, as it contains the Secretary's report on the state of the Interior. The letter is written in a formal, dignified style, and it is one of the most important documents in the history of the United States.

4. The fourth part of the document is a letter from the Secretary of the War to the Congress, dated January 3, 1862. It is a very important document, as it contains the Secretary's report on the state of the War. The letter is written in a formal, dignified style, and it is one of the most important documents in the history of the United States.

5. The fifth part of the document is a letter from the Secretary of the Navy to the Congress, dated January 3, 1862. It is a very important document, as it contains the Secretary's report on the state of the Navy. The letter is written in a formal, dignified style, and it is one of the most important documents in the history of the United States.

6. The sixth part of the document is a letter from the Secretary of the State to the Congress, dated January 3, 1862. It is a very important document, as it contains the Secretary's report on the state of the State. The letter is written in a formal, dignified style, and it is one of the most important documents in the history of the United States.

7. The seventh part of the document is a letter from the Secretary of the War to the Congress, dated January 3, 1862. It is a very important document, as it contains the Secretary's report on the state of the War. The letter is written in a formal, dignified style, and it is one of the most important documents in the history of the United States.

8. The eighth part of the document is a letter from the Secretary of the Navy to the Congress, dated January 3, 1862. It is a very important document, as it contains the Secretary's report on the state of the Navy. The letter is written in a formal, dignified style, and it is one of the most important documents in the history of the United States.

9. The ninth part of the document is a letter from the Secretary of the State to the Congress, dated January 3, 1862. It is a very important document, as it contains the Secretary's report on the state of the State. The letter is written in a formal, dignified style, and it is one of the most important documents in the history of the United States.

10. The tenth part of the document is a letter from the Secretary of the War to the Congress, dated January 3, 1862. It is a very important document, as it contains the Secretary's report on the state of the War. The letter is written in a formal, dignified style, and it is one of the most important documents in the history of the United States.



## Appendix 1 Performance measurement 2022-2024 Implementation Plan

Goal No	Goal/Target Cross Ref to CPP	Actions to Achieve goal/target	Measurement of Delivery	Progress
1	Governance	Wicklow County Council's Procurement Policy & Procedures Manual to be updated.	➤ Wicklow County Council's Procurement Policy & Procedures Manual updated by end of 2023.	
		Within 6 weeks of quarter end, all purchase orders greater than €20,000 to be published quarterly on <a href="https://www.wicklow.ie/Living/Your-Council/Finance/Procurement/Purchase-Orders-Over-20-000">https://www.wicklow.ie/Living/Your-Council/Finance/Procurement/Purchase-Orders-Over-20-000</a>	➤ The Procurement Unit will furnish this information for publication to the Head of Finance/their delegate within 4 weeks of quarter end.	
		Contract Award Notices on eTenders for contracts awarded valued over €25,000 will be used by the Procurement Unit to inform the Contract Register.	➤ Contract Award Notices, for contracts awarded valued over €25,000, will be published on the eTenders website within 8 weeks of these awarded contracts being notified to the Procurement Unit.	
2	Procurement Planning	The Procurement Function in Wicklow County Council's Risk Register to be updated as and when necessary.	➤ Procurement function in Wicklow County Council's Risk Register is updated as and when necessary.	
		Updating the Procurement Management System.	➤ The Procurement Unit to record tenders on the Tender Tracker when informed of same. ➤ The Procurement Unit to record and monitor contracts on the Contract Register when informed of same.	
3	Compliance	Template resources, including template tender documentation, on the dedicated procurement folder to be updated as advised in accordance with changes to Public Procurement Rules, government circulars and National and EU Legislation.	➤ Updates to template resources on the dedicated procurement folder to be made as and when necessary.	
		OGP published Information Notes to be distributed and made available to all staff on the dedicated procurement folder.	➤ OGP Information Notes stored on the dedicated procurement folder and email communications regarding same will be recorded.	

		An annual report on the Measurement and Monitoring of the Implementation of the Corporate Procurement Plan to be prepared and given to the Head of Finance at each year end.	➤ An annual report on the Measurement and Monitoring of the Implementation of the Corporate Procurement Plan will be prepared and given to the Head of Finance at each year end.	
		Wicklow County Council will prepare, submit to NOAC and publish an annual Public Spending Code Quality Assurance Report on: <a href="https://www.wicklow.ie/Living/Your-Council/Finance/Procurement/Public-Spending-Code">https://www.wicklow.ie/Living/Your-Council/Finance/Procurement/Public-Spending-Code</a>	➤ Each year Wicklow County Council will prepare, submit to NOAC and publish an annual Public Spending Code Quality Assurance Report on: <a href="https://www.wicklow.ie/Living/Your-Council/Finance/Procurement/Public-Spending-Code">https://www.wicklow.ie/Living/Your-Council/Finance/Procurement/Public-Spending-Code</a>	
4	Collaborative Procurement	Purchasing Departments to engage with the OGP, the LGOPC, other Local Authorities for collaborative procurement and inform the Procurement Unit of same.	➤ The Procurement Unit to monitor and capture the numbers of collaborative competitions carried out by the Council with other Local Authorities and via SupplyGov, the OGP Frameworks, when informed of same by the Purchasing Department.	
5	eProcurement	Purchasing procedures and processes comply with procurement directives, legislation, circulars, policies & Procedures regarding the use of eProcurement.	➤ The Procurement Unit to monitor and capture the number of competitions ran on eTenders.	
6	Business Engagement	WCC's Supplier Information Booklet, Guidance Booklets on registering on eTenders and responding to electronic tenders on eTenders, registering on SupplyGov, and other relevant information to be updated/refreshed.	➤ WCC's Supplier Information Booklet, Guidance Booklets on registering on eTenders and responding to electronic tenders on eTenders, registering on SupplyGov, and other relevant information to be updated/refreshed in 2023 by the Procurement Unit and each year if and as required.	
7	Sustainable Procurement	Each Purchasing Department will retain a record of how Green Public Procurement is included in all competitions it runs.	➤ The Procurement Unit to update Tender Tracker Request and Procurement Reference Request formats to record use of green and/or social considerations by Purchasing Departments from start of 2022. ➤ Information provided to be recorded from start of 2022. ➤ The Procurement Unit to create and disperse to all staff a Green Public Procurement Internal Guidance Note for	

			Wicklow County Council staff by end of 2022.	
8	Training and Development	The Procurement Unit staff to attend Procurement Related training as and when appropriate.	<p>➤ The Procurement Unit staff to attend Procurement Related training as and when appropriate and a record of same is kept and monitored to ensure a range of Procurement areas is covered.</p>	
		Procurement objectives from the Corporate Procurement Plan will be incorporated into the PMDS, as actions in the Team Development and PDPs of the Procurement Unit Staff.	<p>➤ Procurement objectives from the Corporate Procurement Plan will be incorporated into the PMDS, as actions in the Team Development and PDPs of the Procurement Unit Staff by end of 2022 and each subsequent year.</p>	
		The Procurement Officer to participate in the Eastern and Midlands Regional Procurement Forum and the LGMA/OGP Procurement Forums.	<p>➤ The numbers of meetings/forums attended by the Procurement Officer for the Eastern and Midlands Regional Procurement Group and the LGMA/OGP Procurement Forums.</p>	

## Appendix 2 Corporate Procurement Plan Performance Measurements 2019-2021

Goal No	Goal / Target - Cross Ref to CPP	Actions to Achieve goal/target	Target Date	Measure of Delivery	Progress Review Year 1	Progress Review Year 2	Progress Review Year 3
1	Governance	Activate the proposed Procurement Steering Group	End 2021	<ul style="list-style-type: none"> <li>➤ Number of meetings held.</li> <li>➤ Summary of issues considered.</li> </ul>	Did not take place – change of staff then Pandemic.	Did not take place – change of staff then Pandemic.	Did not take place – change of staff then Pandemic.
2	Governance/ Compliance	Development of procurement training plan for staff	End 2021	<ul style="list-style-type: none"> <li>➤ Number of procurement training sessions held for staff &amp; summary of items covered.</li> </ul>	Due to change of Procurement Staff, the role of the Training Officer all PP training is administered by the Training Officer, applied for by the Purchasing Dept directly to the Training Officer and promoted by the Procurement Officer.	Due to change of Procurement Staff, the role of the Training Officer all PP training is administered by the Training Officer, applied for by the Purchasing Dept directly to the Training Officer and promoted by the Procurement Officer.	Due to change of Procurement Staff, the role of the Training Officer all PP training is administered by the Training Officer, applied for by the Purchasing Dept directly to the Training Officer and promoted by the Procurement Officer.
					An Introduction to Public Procurement 2 of 2 Procurement Unit staff completed.	An Introduction to Public Procurement 2 of 2 Procurement Unit staff completed.	An Introduction to Public Procurement 2 of 3 Procurement Unit staff completed.
					Introduction to eTenders 2 of 2 Procurement Unit staff have completed.	Introduction to eTenders 2 of 2 Procurement Unit staff have completed.	Introduction to eTenders 3 of 3 Procurement Unit staff have completed.
					Advanced eTenders 2 of 2 - Procurement Unit staff have completed.	Advanced eTenders 2 of 2 Procurement Unit staff have completed.	Advanced eTenders 2 of 3 Procurement Unit staff have completed.

3	Compliance	Purchasing procedures & processes comply with procurement directives, legislation, circulars, policies & procedures	End of each year	<p>Number of local tenders advertised on eTenders</p> <p>% of different procedures used</p> <p>% and breakdown of standard template documents used</p>	<p>31</p> <p>100% Open Procedure</p> <p>75%</p>	<p>14</p> <p>100% Open Procedure</p> <p>60%</p>	<p>23</p> <p>88% Open, 4% each – Restricted, Negotiated &amp; Panel.</p> <p>80%</p>	<p>DPS training for Supplygov 2 of 3 Procurement Unit staff have completed.</p> <p>Framework Utilisation – 1 Procurement Unit staff completed. 2 to do when training course is rolled out again.</p> <p>Green Public Procurement Implementation – completed by 1 Procurement Unit staff member.</p> <p>Climate Action Training – 3 Procurement Unit staff have completed.</p> <p>Cert in Public Procurement – 2 of 3 Procurement Unit staff have completed.</p>	<p>DPS training for Supplygov 2 of 2 Procurement Unit staff have completed.</p> <p>Cert in Public Procurement – 2 of 2 Procurement Unit staff have completed</p>	<p>Cert in Public Procurement – 1 of 2 Procurement Unit staff have completed.</p>
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4	Procurement Planning	Development of Procurement Management System	End of each year	<ul style="list-style-type: none"> <li>➤ Number of Procurement Pipelines received</li> <li>➤ Number of tenders included on the tracker</li> <li>➤ Number of contracts included on the contract register</li> </ul>	<ul style="list-style-type: none"> <li>➤ None</li> <li>➤ 37</li> <li>➤ 11</li> </ul>	<ul style="list-style-type: none"> <li>➤ None</li> <li>➤ 21</li> <li>➤ 27</li> </ul>	<ul style="list-style-type: none"> <li>➤ None</li> <li>➤ 39</li> <li>➤ 54</li> </ul>
5	Value for Money	Draw down from national, sectoral or regional arrangements where possible	End of each year	<ul style="list-style-type: none"> <li>➤ Number of national, sectoral, regional procurement processes participated in</li> <li>➤ Number of national, sectoral, regional procurement processes where participation was not possible &amp; reasons why</li> </ul>	<ul style="list-style-type: none"> <li>➤ 70</li> </ul> <p>Procurement Unit not informed of such</p>	<ul style="list-style-type: none"> <li>➤ 92</li> </ul> <p>Procurement Unit not informed of such</p>	<ul style="list-style-type: none"> <li>➤ 68</li> </ul> <p>1 – Minor Building Works (Residential) FW on SupplyGov. Operational reasons given.</p>
6	Value for Money	Monthly monitoring and report on LVPC spend	End of each year	<ul style="list-style-type: none"> <li>➤ Number and value of LVPC transactions</li> </ul>	<p>4367 transactions. €522,641 spent.</p>	<p>5048 transactions. €684,838 spent.</p>	<p>4786 transactions. €694,907 spent.</p>
7	eProcurement	Implementation of electronic quotations via quick quotes or RFQ process for all quotes between €5k-€25,000	End of each year	<ul style="list-style-type: none"> <li>➤ Number of quotations sought via quick quotes <a href="http://www.etenders.gov.ie">www.etenders.gov.ie</a></li> <li>➤ Number of quotations sought via RFQ <a href="http://www.supplygov.ie">www.supplygov.ie</a></li> </ul>	<ul style="list-style-type: none"> <li>➤ None – not used in WCC</li> <li>➤ 16</li> </ul>	<ul style="list-style-type: none"> <li>➤ None – not used in WCC</li> <li>➤ 23</li> </ul>	<ul style="list-style-type: none"> <li>➤ None – not used in WCC</li> <li>➤ 20</li> </ul>
8	Business Engagement	Continue to promote procurement awareness training through the LEO	End of each year	<ul style="list-style-type: none"> <li>➤ Number of training courses provided on LEO training programme.</li> </ul>	<p>Not achieved due to change of staff then Covid-19 restrictions.</p>	<p>Not achieved due to Covid-19 restrictions.</p>	<p>Not achieved due to Covid-19 restrictions.</p>
9	Sustainable Procurement	Use of green & social consideration criteria where possible		<ul style="list-style-type: none"> <li>➤ Number of tenders where green criteria has been used</li> <li>➤ Number of tenders where special consideration criteria has been used</li> </ul>	<ul style="list-style-type: none"> <li>➤ None identified as such.</li> <li>➤ None identified as such.</li> </ul>	<ul style="list-style-type: none"> <li>➤ None identified as such.</li> <li>➤ None identified as such.</li> </ul>	<ul style="list-style-type: none"> <li>➤ 5 (OGP FWS) None identified as such</li> </ul>



## Appendix 3

## 2021 Procurement Reference Use Analysis:

Requisitions via Procurement Reference Process (excluding Proc Ref <€5k)

Period	Number raised	€	Invalid Use of Proc Refs	€	Officially tendered	€	Legacy contracts	€	Non Proc Reference	€
Jan-21	809	€6,062,508	1	€2,389	129	€1,272,242	59	€1,394,594	50	€2,776,038
Feb-21	811	€5,650,236	3	€6,511	134	€2,188,307	29	€332,813	88	€2,491,338
Mar-21	916	€3,926,658	3	€6,615	158	€2,190,874	39	€1,75,940	70	€720,391
Apr-21	832	€3,035,250	1	€1,047	152	€1,657,352	36	€181,084	60	€541,275
May-21	848	€12,813,185	7	€3,264	171	€8,076,266	33	€67,079	73	€3,943,775
Jun-21	831	€4,862,542	2	€50,033	163	€3,693,604	38	€77,853	55	€317,436
Jul-21	807	€9,347,172	11	€15,361	188	€5,704,138	27	€81,395	41	€2,729,215
Aug-21	826	€9,147,249	11	€150,222	208	€7,896,297	43	€103,448	38	€446,614
Sep-21	1039	€8,432,073	3	€3,000	249	€3,410,460	24	€94,032	45	€4,006,175
Oct-21	892	€5,921,010	3	€3,000	214	€4,506,362	18	€74,085	27	€474,204
Nov-21	1088	€10,254,312	4	€13,246	259	€4,103,948	38	€212,714	36	€4,881,034
Dec-21	801	€3,432,197	7	€43,864	164	€1,786,320	11	€21,019	28	€868,505
<b>Totals</b>	<b>10,500</b>	<b>€82,884,391</b>	<b>56</b>	<b>€298,551</b>	<b>2,189</b>	<b>€46,486,168</b>	<b>395</b>	<b>€2,815,986</b>	<b>611</b>	<b>€24,196,000</b>

Requisitions via Procurement Reference under <€5k

Period	Number raised	€	Invalid Use of Proc Refs	€	Single Line Req Per Supplier	€	Multi Line Reqs Per Supplier	€
Jan-21	571	€619,695	13	€82,112	133	€159,616	438	€460,079
Feb-21	560	€637,778	17	€67,704	147	€168,963	413	€468,814
Mar-21	649	€839,454	5	€55,822	169	€224,170	480	€615,284
Apr-21	584	€655,539	5	€22,900	406	€460,328	178	€195,211
May-21	571	€726,065	3	€10,654	173	€215,972	398	€510,093
Jun-21	575	€773,648	6	€21,963	199	€249,866	376	€523,782
Jul-21	551	€832,424	25	€70,705	174	€233,617	377	€598,807
Aug-21	537	€700,891	9	€34,774	381	€502,973	156	€197,919
Sep-21	721	€921,406	15	€31,478	208	€258,464	513	€662,942
Oct-21	633	€866,359	3	€8,681	479	€681,382	154	€184,977
Nov-21	755	€1,056,617	18	€58,709	609	€852,372	146	€204,245
Dec-21	598	€756,353	20	€102,025	466	€560,480	132	€195,873
<b>Totals</b>	<b>7305</b>	<b>€9,386,227</b>	<b>139</b>	<b>€567,527</b>	<b>3,544</b>	<b>€4,568,203</b>	<b>3761</b>	<b>€4,818,024</b>

Low Value Purchase Card Transactions

Bank File	Number of transactions	€
07/01/2021	297	€43,485
07/02/2021	303	€48,498
07/03/2021	359	€59,320
07/04/2021	493	€51,954
07/05/2021	422	€57,179
07/06/2021	407	€58,290
07/07/2021	401	€53,377
07/08/2021	374	€50,861
07/09/2021	364	€54,702
07/10/2021	476	€75,128
07/11/2021	408	€82,810
07/12/2021	482	€79,302
<b>Totals</b>	<b>4786</b>	<b>€694,907</b>

Total Spend (including non-procured spend via LVPs)

Period	€
Jan-21	€6,105,993
Feb-21	€5,698,734
Mar-21	€3,985,978
Apr-21	€3,087,204
May-21	€12,870,364
Jun-21	€4,920,831
Jul-21	€9,400,549
Aug-21	€9,198,110
Sep-21	€8,486,775
Oct-21	€5,998,138
Nov-21	€10,317,122
Dec-21	€3,511,499
<b>Totals</b>	<b>€83,579,298</b>



## **Appendix 4 CE Order 486/2022 Wicklow County Council Corporate Procurement Plan 2022-2024**

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.

### **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 (best practice would be to have this confirmed by email or in writing). Quotations over €5,000 are to be sought in writing/by email 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 and then must be carried out in accordance with the Council's Procurement Procedures and Policy.

#### **Approval Limits and Procedures**

The financial limits and procedures in respect of contracts 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"> <li>At least <u>one</u> quotation to be sought (best practice would be to have this confirmed by email or in writing).</li> <li>The engagement of Consultants requires a Chief Executive Order regardless of value.</li> <li>Appropriate Procurement Reference should be used, taking into account aggregated spend for the goods/services/works over the year. The Procurement Unit should be contacted for a suitable Procurement Reference if in any doubt.</li> </ul> <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"> <li>At least <u>three</u> written quotations to be sought in writing/by email or by using a national platform (whichever is appropriate).</li> <li>The engagement of Consultants requires a Chief Executive Order regardless of value.</li> <li>When a national platform is used the competition's reference number is to be recorded in the description field on the purchase order requisition.</li> <li>Appropriate Procurement Reference should be used, taking into account aggregated spend for the goods/services/works over the year. The Procurement Unit should be contacted for a suitable Procurement Reference if in any doubt.</li> </ul>	RFQ
€5,000 - €50,000 (Works contracts)	<ul style="list-style-type: none"> <li>At least <u>three</u> written quotations to be sought in writing/by email or by using a national platforms (whichever is appropriate).</li> <li>The engagement of Consultants requires a Chief Executive Order regardless of value.</li> <li>When a national platform is used the competition's reference number is to be recorded in the description field on the purchase order requisition.</li> <li>Appropriate Procurement Reference should be used, taking into account aggregated spend for the goods/services/works over the year. The Procurement Unit should be contacted for a suitable Procurement Reference if in any doubt.</li> </ul>	RFQ/RFT
Above €25,000 - €1million (Supplies & Services contracts)	<ul style="list-style-type: none"> <li>Tenders to be invited by public advertisement on <a href="http://www.etenders.gov.ie">www.etenders.gov.ie</a> or on <a href="http://www.supplygov.ie">www.supplygov.ie</a> in accordance with WCC's Procurement Policy and Procurement Procedures, National Regulations / Guidelines and EU Directives.</li> <li>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></li> <li>CE Order (or delegate order) to be forwarded to the Procurement Unit for creation of Procurement Reference</li> </ul>	RFT
Above €50,000 - €1million (Works Contracts)	<ul style="list-style-type: none"> <li>Tenders to be invited by public advertisement on <a href="http://www.etenders.gov.ie">www.etenders.gov.ie</a> or on <a href="http://www.supplygov.ie">www.supplygov.ie</a> in accordance with WCC's Procurement Policy and Procurement Procedures, National Regulations / Guidelines and EU Directives.</li> <li>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></li> <li>CE Order (or delegate order) to be forwarded to the Procurement Unit for creation of Procurement Reference</li> </ul>	RFT
Above €1million (All contracts)	<ul style="list-style-type: none"> <li>Tenders to be invited by public advertisement on <a href="http://www.etenders.gov.ie">www.etenders.gov.ie</a> website in accordance with WCC's Procurement Policy and Procurement Procedures, National Regulations / Guidelines and EU Directives.</li> <li>Acceptance to be approved by the Chief Executive Order</li> <li>CE Order to be forwarded to the Procurement Unit for creation of Procurement Reference</li> </ul>	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.

### **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 should be published for all contracts over €25,000 on the [www.etenders.gov.ie](http://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. It is the responsibility of each Purchasing Department to inform the Procurement Unit of all such contracts awarded.

### **Contracts Database**

It is the responsibility of each Department to inform the Procurement Unit of all contracts entered into, including formal contracts, service level agreements/arrangements. The Procurement Unit will enter this information into its Contract Management System. This database may be inspected by the Local Government Auditor on request.

Each Directorate 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.

### **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.

### **Tender Register**

Each Directorate 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.

### **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.




**Breda McCarthy**  
**A/Head of Finance**

Date: 8/8/22

### ORDER

The revised requirements for the purchase of supplies, services and works and the use of collaborative procurement arrangements as recommended by the A/Head of Finance is hereby approved with effect from 8th August 2022. Previous related Chief Executive Orders are hereby rescinded from that date.



**Michael Nicholson**  
**Deputy Chief Executive**  
**Wicklow County Council**

Date: 8/8/2022