



msletb

Bord Oideachais agus Oiliúna
Mhaigh Eo, Shligigh agus Liatroma
Mayo, Sligo and Leitrim
Education and Training Board

Mayo, Sligo and Leitrim
Education and Training Board

Corporate Procurement Plan
(CPP)



Document Control

Document Location

This document will be uploaded and available to download from the ETBI website www.etbi.ie

ETBI

Approvals

1. Corporate Procurement Plan requires the following approvals:

Name	Approval noted	Date
Senior Management Team	Approved	28 th August 2019
- Reviewed and Updated (Minor Amendments)	Approved	25 th October 2020
ETB Board	Noted	20 th October, 2020
Audit Committee	Noted	4 th December, 2019

2. Appendix 1 – Multi-Annual Procurement Plan (MAPP)

Completed MAPP to ETBI by 1st September annually – contact procurement@etbi.ie for details
1st October, 2020

Contact Name	Department	Completion Due date	Date submitted to ETBI
Veronica Drury	Finance	1 st September 2019	30 th September, 2019
Veronica Drury	Corporate Services	1 st October 2020	30 th September, 2020
		1 st September 2021	

Foreword

On behalf of Education and Training Boards Ireland, I am most pleased to welcome the launch of the ETB Corporate Procurement Plan template. The recently issued *Code of Practice for the Governance of ETBs (CL 0002/2019)* requires ETBs to confirm that a Corporate Procurement Plan (CPP) has been developed and is being implemented in ETBs.

The Public Sector Reform Unit in ETBI has engaged in leading this work to support and promote best practice in this area, whilst supporting ETB members in this requirement.

The template will assist ETBs in setting their practical strategic aims and objectives for improved procurement outcomes and appropriate measures to achieve these aims. The plan is underpinned by analysis of expenditure on procurement and the procurement and purchasing structures in the organisation and facilitates ETB planning for future procurement requirements through the 3-year Multi-Annual Procurement Plan (MAPP).

The resource pack also includes guidelines and supporting documentation to support further meaningful implementation. The production of this Plan is an excellent example of collaborative working between the ETBI Focus group and EPS.

Nessa White, General Secretary, ETBI



Foreword

Procurement is a key element of the Government's Public Service Reform Programme. Education spends approximately €1 billion on goods and services annually and it is essential that this money is spent in a way that achieves maximum value for money, adheres to government policy, national guidelines and EU directives for procurement, while providing a sustainable delivery of services for the taxpayer.

The Education Procurement Service (EPS), designated by the Department of Education as Skills as Education Sector procurement hub, has developed an excellent relationship with the ETB Sector through the ETBI PSR Unit and through the procurement projects it has delivered in collaboration with ETBs.

In addition to being a requirement under the *Code of Practice for the Governance of ETBs (CL 0002/2019)*, the Corporate Procurement Plan is an essential link in the provision of sustainable, fit for purpose, contracts and frameworks. The CPP template developed by the Education Procurement Service (EPS) and Education and Training Boards Ireland (ETBI) for ETBs, sets out the Board's strategic approach to procurement. The guidelines and supporting documentation in the Corporate Procurement Pack, provide guidance for buyers on the engagement process.



An essential element of the CPP is the planning of the Board's future procurement requirements. This will be facilitated by annually producing a three-year rolling Multi-Annual Procurement Plan or "MAPP". The education sector aggregated MAPP will provide the Office of Government Procurement (OGP) with a detailed list of education's defined future requirements over a three-year period.

The linking of education's requirements to the development of OGP sourcing strategies will provide buyers with contracts and framework agreements tailored to meet education's specific needs.

By following the guidance set out in this document you are facilitating your ETB's compliance with the procurement aspect of the Code of Governance and achieving best value for money for the tax payer.

Philip Gurnett, EPS Director & Head of Sourcing Education

Introduction by MSLETB Chief Executive

At Mayo, Sligo and Leitrim Education and Training Board (MSLETB), we are cognisant of the importance of having suitable mechanisms and systems in place to ensure probity and compliance in our procurement which facilitates the delivery of services to our learners and our community. I welcome the introduction of the Corporate Procurement Plan (CPP) which will assist us in identifying our procurement objectives and how they will be delivered.



The CPP aligns itself with one of MSLETB's strategic goals, Effective Corporate Governance and Compliance, and our responsibilities in terms of compliance with EU and national procurement law and Government policy. Planning is key to our procurement delivery, and with the support of MSLETB staff colleagues and the Board of Mayo Sligo and Leitrim Education and Training Board, we will continue to improve in the planning and management of our procurement to reach our service delivery plan and strategic objectives.

I would like to thank the Education Procurement Service and Education and Training Board Ireland for their collaborate effort in delivering this CPP template together with MSLETB staff assigned responsibility for its implementation and I look forward to working together to achieve its objectives.

Tom Grady, Chief Executive

Table of Contents

1.	Introduction.....	1
1.1.	Mayo, Sligo and Leitrim Education and Training Board Procurement Mission Statement, Values and Goals	1
2.	Objectives	2
2.1.	Corporate Procurement Plan Objectives.....	2
3.	Structure of Procurement within the ETB	4
3.1.1.	Structure of Procurement within MSLETB	4
3.1.2.	Role of Central Procurement Function	4
3.1.3.	Role and responsibility of Budget holders	4
3.1.4.	Procurement webpage.....	5
3.1.5.	Systems and Training	5
3.1.6.	Key areas of concern / Common issues / Lessons Learned	5
3.1.6.1.	Procurement Support Request (PSR)/Supplementary Request for Tender (SRFT)	5
3.1.6.2.	Contract Management.....	5
3.1.6.3.	Supplier Relationship Development	6
3.1.6.4.	ETB Representation in the National Procurement Model	6
4.	Procurement Guidelines.....	7
5.	Corporate Procurement Plan timing, retention and distribution.....	9
5.1.	Corporate Procurement Plan Format	9
5.2.	Timing	9
5.3.	Retention	9
5.4.	Distribution	9
6.	The Multi-Annual Procurement Plan.....	10
6.1.	Historical Spending Analysis	10
6.2.	Analysis of High Volume / Low Value Purchases (<i>optional exercise</i>)	11
6.3.	Review of Future Procurement Requirements.....	11
7.	Setting ETB Targets and Key Performance Measures.....	12
	Appendices.....	13
Appendix 1	Multi Annual Procurement Plan Template	14
Appendix 2	Structure of Procurement within ETBs	15

1. Introduction

1.1. Mayo, Sligo and Leitrim Education and Training Board Procurement Mission Statement, Values and Goals

In all of our procurement and purchasing activities, Mayo, Sligo and Leitrim Education and Training Board will endeavour to conduct compliant procurement activities consistent with EU and national procurement law. We will strive to achieve value for money and follow best procurement practice and objectives in line with government policy while delivering our educational and training services.

Our Vision

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

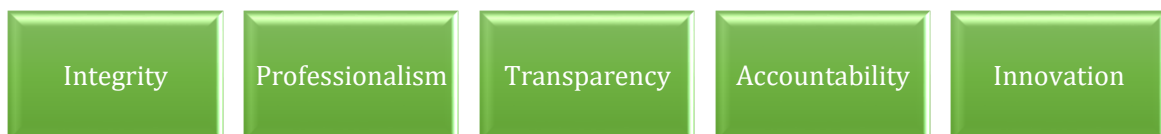
Mission Statement

Mayo, Sligo and Leitrim Education and Training Board is committed to operate its procurement under the national procurement model agreed by government, and the principles of corporate governance outlined in the *Code of Practice for the Governance of ETBs (CL 0002/2019)*. This includes use of central and sectoral procurement frameworks and contracts which offer value for money and efficiencies.

In instances where the national procurement model does not have an appropriate mechanism in place for a particular purchase (framework/drawdown), it is the intention of Mayo, Sligo and Leitrim Education and Training Board to comply with the relevant Public procurement guidelines available from the [OGP website](#) and sectorally agreed policies and procedures available from the [ETBI website](#).

We aim to engage with all stakeholders with a view to adding value to the Education and Training Board (ETB) through procurement

Our Values



Goals

1. To ensure probity and compliance for the procurement of all goods and services
2. To guide stakeholders on the use of procurement processes
3. To achieve Value For Money for our ETB and stakeholders
4. To achieve excellence in Contract Management

2. Objectives

2.1. Corporate Procurement Plan Objectives

The CPP¹ is a key tool in facilitating the national procurement model in identifying procurement priorities.

Through the OGP and the four key sector procurement functions (Health, Defence, Education and Local Government), the Public Service speaks with "one voice" to the market for each category of expenditure, eliminating duplication and taking advantage of the scale of public procurement to best effect. This move is in line with best practice in the public and private sector and is part of the continuing reform programme being driven by the Department of Public Expenditure and Reform.

The objectives of Mayo, Sligo and Leitrim Education and Training Board CPP and how they will be achieved are set out in the table below:

Objective	These objectives will be achieved in several ways, including;
<ul style="list-style-type: none"> • Achieve efficiencies and cost reduction through the procurement process; • Achieve the ETB strategy by aligning objectives and procurement requirements; • Increase the proportion of spend with contracted suppliers drawn from national frameworks; • Ensure compliance with all relevant policies and procedures; 	<ul style="list-style-type: none"> • taking a strategic approach to procurement; • ETB procurement personnel engaging with the OGP for their procurement solutions; and • informing budget holders of the framework agreements and contracts that are available.
<ul style="list-style-type: none"> • Enhance leadership, governance, awareness and skills within the procurement function; • Support an efficient procurement function across the organisation; 	<ul style="list-style-type: none"> • providing appropriate and periodic training to budget holders on procurement policies, procedures and best practice; and • engaging budget holders with the development and implementation of the Corporate Procurement Planning process.
<ul style="list-style-type: none"> • Deliver a common, corporate process of strategic sourcing, supplier relationship development and contract management that supports the national procurement model; 	<ul style="list-style-type: none"> • establishing and assigning clear roles and responsibilities; • completing the Multi-Annual Procurement Plan (MAPP) (Appendix 1) and sharing it with ETBI; • complying with the processes set out in the national procurement model;

¹ The requirement to develop and implement a Corporate Procurement Plan is set out in the [Code of Practice for the Governance of ETBs \(CL 0002/2019\)](#).

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

3. Structure of Procurement within the ETB

The overarching role of Procurement sits in the Corporate Services Section of MSLETB.

The organisation has taken a hybrid approach to procurement, smaller projects are managed by the relevant budget holder and larger projects are managed centrally in Corporate Services.

3.1.1. Structure of Procurement within MSLETB

The Head of Corporate Services is responsible for Procurement and reports to the Director of Organisation, Support and Development (OSD).

3.1.2. Role of Central Procurement Function

The Head of Corporate Services is responsible for Procurement Policy, as well as its review and management in conjunction with the Chief Executive and the Director of OSD. She will consider the following;

- Development and implementation of a Corporate Procurement Plan (when financial systems are secured to capture the necessary purchasing data/trends required to develop same).
- Management of all quotations over €15K for goods/supplies, services and works, subject to resources.
- Ensuring the availability and dissemination of appropriate national centrally negotiated OGP frameworks and contracts for use in the purchase of supplies and services by all departments, where aggregations of budget spend yields demonstrable Value for Money (VFM) benefit and/or such a contract reduces legal or contractual risk to the ETB.
- Ensuring that all contracts entered into by ETB maintain and protect the best interests of the Education and Training Board.
- Provision of up to date guidance on legislation applicable to ETB Procurements.
- Management of the Procurement team and thereby delivery of a professional Procurement Support Service.
- Co-ordination of training for staff involved in Procurement activities throughout the ETB.
- Liaison and active involvement with Government and public sector buying Agencies /consortia.

3.1.3. Role and responsibility of Budget holders

Budget Holders have authority to incur expenditure on behalf of the ETB within the limits of their notified budgets and the thresholds below. They have day to day responsibility and accountability for ensuring that the Procurement Policies and Procedures are applied to all purchases of goods and services within their defined authority. They must ensure:

- The use of OGP National Frameworks/and other Central Contracted Suppliers where available.
- That any potential purchase greater than €15,000 should be brought to the attention of the Manager responsible for Procurement in a timely manner. This will ensure the procurement process can be completed and the good/service delivered also in a timely manner.
- The Budget Holder must confirm that a budget is available in order for the tender process to be activated by the Manager responsible for Procurement
- For tenders with a value of €25,000, it is recommended to complete a tender request form. See Appendix 2 for template.
- Following Tender Evaluation and recommendation and prior to Contract Award approval must be obtained from the relevant Director for purchases with a value of €25,000 or more.
- Procurement competitions relating to any Building Works are not undertaken without first liaising with the Buildings Department / Designated Building Officer.
- That procurement competition within authorised budgets is carried out in accordance with this policy. See **Approval Authority Matrix issued by the Finance Department** for further details.

3.1.4. Procurement webpage

Details of MSLETBs Procurement policy are located on the MSLETB's website under www.msletb.ie.

3.1.5. Systems and Training

The Central Procurement Function (CPF) will continue to raise awareness of the complex regulatory framework associated with public procurement in addition to providing training to personnel with responsibility for procurement within departments.

3.1.6. Key areas of concern / Common issues / Lessons Learned

The sections below are areas of importance that have caused concern and we would like to draw these to your attention.

3.1.6.1. Procurement Support Request (PSR)/Supplementary Request for Tender (SRFT)

- ETBs should complete the PSR/SRFT² process and communicate with the OGP Customer Service Helpdesk in a timely basis [refer to the OGP Client proposition], this commences the procurement process;
- The responsibility for sourcing goods/services is with the OGP or the sector Hub other than where PSRs are returned for self-procurement where the responsibility will revert to the ETB to procure.

3.1.6.2. Contract Management

- Whilst there is a contract template available (contact OGP Customer Service Helpdesk), responsibility for creating, signing and management of the contract rests with the ETB, this includes the identification of key performance indicators (KPIs) that should go into the contract;

² These can be located on the OGP website or through the OGP Customer Service Helpdesk

- As a rule, contracts with suppliers should be utilised where possible, to develop efficiencies in procurement. When considering procurement, the long term (3 or 4 years) and aggregation for the supply of the goods/services should be considered rather than addressing the immediate supply need;
- When utilising an OGP Framework Agreement or an OGP drawdown solution, a contract needs to be put in place with the supplier and the responsibility for this rests with the ETB. The OGP Customer Service Helpdesk can advise on the procedure to follow; and
- Ongoing monitoring of the contract by budget holders is important to ensure agreed services and performance levels are delivered and rates are being applied by the supplier.

3.1.6.3. Supplier Relationship Development

- Strong relationship management with suppliers is vital to ensure the smooth and efficient management of contracts. Management of supplier relationship forms an important part of the contract management process and best practice dictates that it should be operative for all contracts especially where the nature of the goods or services supplied are recurrent.
- Meeting with the supplier will facilitate both parties to set out their requirements and expectations to ensure the required goods and services are provided as and when required. If not already formally documented as part of the tender or Service Level Agreement (SLA) process, they should be documented to facilitate ongoing monitoring of the supplier delivery of the goods/service contract.
- Periodic meetings with the supplier will provide both parties with an opportunity to raise issues to enhance the quality of service being provided. These should be documented and shared with the supplier and should include any agreed actions to be taken. They will also assist in building a relationship with the supplier.
- At least annually, a formal review of performance management should be undertaken against the criteria set out in the tender document and/or SLA to evaluate the quality, service and value for money being obtained. The output of the performance review should support the decision to continue the contract (where appropriate) or to initiate a new tender process where appropriate.
- Where contracts are part of a Framework Agreement or a Drawdown Solution put in place through the OGP, it is also important that output from monitoring the contract delivery is made known to the OGP through the Customer Service Helpdesk.

3.1.6.4. ETB Representation in the National Procurement Model

- When requested by the OGP/EPS/ ETBI, ETBs have a responsibility to provide representation:
 - to category councils on behalf of education to develop category strategy; and
 - to sourcing teams to evaluate potential framework bidders.

4. Procurement Guidelines

Set out below is a list of reference documents to assist you with your procurement.

Guidance Source	Detail
MSLETB Procurement Policy	Mayo, Sligo and Leitrim Education and Training Board Procurement Policy available on our website under 'Policies' www.msletb.ie
Circulars	Department Circulars are issued relating to procurement by the Department of Public Expenditure and Reform and previously the Department of Finance. These circulars are also available through the eTenders website below.
eTenders	This website is a central facility for all public sector contracting authorities to advertise procurement opportunities and award notices.
Office of Government Procurement	This website provides access to the Buyers Zone which lists the framework agreements and the drawdown arrangements that are in place and which should be used where appropriate.
Public procurement guidelines	<p>This guideline should be followed where the OGP does not have a procurement mechanism in place for the purchase being made. The latest version of this document can be found in both the OGP website and the eTenders websites. This document has several valuable resources included. The table of contents for the Guidelines are set out below:</p> <ul style="list-style-type: none"> • Key Principles • Encouraging SME Participation • Environmental, Social and Labour Provisions • Main Phases of Public Procurement <ul style="list-style-type: none"> ○ Pre-tendering phase ○ Below Threshold – National Guidelines ○ Above Threshold – EU Rules ○ Framework Agreements ○ Electronic Procurement • Monitoring and Reporting • Freedom of Information • Contacts • Glossary • Frequently Asked Questions • Key Documents / Websites • EU Thresholds • Model Letters for below Threshold • Light-Touch Regime • OJEU Time Limits in the 2016 Regulations • Model Letters for Above EU Threshold • Checklist for Procurement and Contract File

Guidance Source	Detail
	<ul style="list-style-type: none"> • Disclosure of records – Information Commissioner
National Public Procurement Policy Framework	<p>The National Public Procurement Policy Framework (2018) consists of 5 strands:</p> <ol style="list-style-type: none"> 1) Legislation (Directives, Regulations) 2) Government Policy (Circulars etc.) 3) Capital Works Management Framework for Public Works 4) General Procurement Guidelines for Goods and Services 5) More detailed technical guidelines, template documentation and information notes as issued periodically by the Policy Unit of the OGP
ETB Procurement Policy & best practice guides	<p>Sectorally agreed policy and templates are available via the ETBI website</p>
Code of Practice for the Governance of ETBs	<p>Section 8 sets out standards for governance of procurement</p>
Capital Works Management Framework and Dept of Education & Skills Guidance	<p>The Capital Works Management Framework (CWMF) is a structure that has been developed to deliver the Government’s objectives in relation to public sector construction procurement reform. However, as the Department of Education and Skills are the main funding body for building works to ETB schools, the DES have taken the CWMF documents and tailored them to suit school building (Works) projects</p>

It is the responsibility of each person involved in procurement to keep up to date on changes to procurement guidelines/thresholds, regulations, circulars and to implement them ensuring compliance with public procurement guidelines.

5. Corporate Procurement Plan timing, retention and distribution

5.1. Corporate Procurement Plan Format

The Corporate Procurement Plan (CPP) document will be in two parts as follows:

The CPP	The CPP will set out the ETBs mission, values and objectives in respect of procurement and its commitment to compliance with the national procurement model agreed by government. The plan will set out how the ETB plans to achieve these and will set out the roles and responsibilities of staff involved in the procurement process.
Appendix	The Multi-Annual Procurement Plan will have the analysis of anticipated procurement requirements by year/category and spend. The appendix should be sent to ETBI for sectoral collation and onward submission to EPS in order to inform analysis of future education sector procurement requirements.

5.2. Timing

The Corporate Procurement Plan and the Multi-Annual Procurement Plan should be completed and submitted to ETBI no later than **1st October, 2020**. The Multi-Annual Procurement Plan should be submitted to ETBI by no later than 1st September of each year thereafter. ETBI will aggregate requirements across the ETB Sector and provide EPS with a detailed list of the future requirements over a three-year period. The timing of the Multi-Annual Procurement Plan will facilitate the completion of 'Start of Year' ICT related expenditure requirements, under DPER Circular 02/2016.

5.3. Retention

The Corporate Procurement Plan once completed should be retained where staff have online access to it.

5.4. Distribution

To achieve maximum value and benefit from the Corporate Procurement Plan, once it is completed, the appendices to the Plan should be distributed to the following:

- Internally
 - All budget holders; and
 - All staff involved in procurement.
- Externally
 - PSR Manager, ETBI

Once the information is collated by ETBI, it will be made available to the EPS for sectoral planning and operational purposes including onward submission to the OGP.

On request (during a review/audit etc.), the Corporate Procurement Plan and appendices will be made available to ETBI, DES and the C&AG for a compliance and governance oversight perspective.

6. The Multi-Annual Procurement Plan

To inform the Multi-Annual Procurement Plan (MAPP) (Appendix 1) of the ETB, several tools should be applied such as a review of the historical spending profile, identification of high volume/low value procurement transactions, a review of future procurement requirements aligned to the annual budget and procurement in relation to the longer-term strategic plan of the ETB.

It is acknowledged that the process to develop the MAPP took an investment of time in year 1 as collating the data for the foundation year was critical to the value to be obtained from the plan in future years. Procedural improvement in respect of extracting and analysing the large volume of transactions was an advantage in 2020 however the project still requires a significant time investment.

During the year, organisational priorities may change resulting in changes to procurement priorities. These changes should be maintained in the MAPP to ensure it remains relevant and up to date.

All items with a projected cumulative spend of €25,000 over the 3-year period are included in the MAPP. If spend is approaching the €25,000 or if in doubt of the value of spend, it is suggested that the item be included in the MAPP.

In addition to the above, circular 02/2016 indicates that ICT related spend take into account the whole of life cost and must estimate any potential cost for any associated or follow-on projects.

6.1. Historical Spending Analysis

The purpose of the spend analysis is to:

- Inform the drafting of the MAPP
- Support the high-level strategies for the identified categories of spend
- Identify opportunities for improvement in terms of saving costs
- Identify opportunities for working in a more efficient manner
- Identify a number of Key Performance Indicators that can be used to monitor and review the impact of implementing the MAPP.

To inform the drafting of the MAPP, analyse a minimum of 1 year's historical spend records³ to identify:

- Categories of spend; and the
- Amount of spend by category.

The identification by category and category spend can be undertaken initially by reference to the General Ledger. Once this is completed, a more detailed review on the categories/product group will be required to identify product code descriptions (if not already established) facilitating the identification of various purchases. We set out below an example of a Product Group and Product Code Descriptions.

³ Recommended best practice is to include historical analysis of 3 years. However, the CPP focus group note the varying capacity of current ETB FMS in the Sector to yield detailed spend analysis

Example:

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

The output of the above analysis will identify the purchases that have been made over the last year by product group, product code description and name of product and this information should be populated into the template in Appendix 1. When populating the amount, please ensure that the figures do not include VAT.

Taking the information now populated in Appendix 1, the following should be undertaken:

- Establish how the goods/services are procured (e.g. OGP Framework, OGP Drawdown, Mini-competition, Sectoral procurement, ETB own arrangement);
- Identify purchases of key importance either by difficulty to acquire, risk or criticality;
- Identify the incumbent suppliers providing the goods/services;
- Identify the contract renewal date;
- Identify where appropriate who is responsible for each procurement / contract renewal.

6.2. Analysis of High Volume / Low Value Purchases (optional exercise)

By identifying purchases that are of low value but high volume across the ETB, it may highlight potential areas where procurement could be more efficient. The purpose of this analysis is to identify if there is a more efficient way to procure those goods and services. The steps are as follows:

- Extract a report identifying all purchase orders by product group, product code description and supplier;
- By product group, product code description, identify the number of purchase orders and the total spend by supplier;
- Populate the details into the spreadsheet in Appendix 1 including the number of POs raised.

6.3. Review of Future Procurement Requirements

Having completed the historical analysis, the ETB SMT should be provided with the draft MAPP and asked based on the completed budget for their functional areas to identify the future procurement requirements for their areas. These procurement requirements should be aligned to the annual budget for the coming year, projected procurement requirements for a further 1 year in addition to being aligned to the ETB Strategic Plan as follows:

- Using the past analysis of spend by product group, amend to reflect projected procurement requirements for the next three years;
- Identify purchases that were 'once off' or that do not require renewal;

- Identify any new Goods / Services to be procured over the next three years either on a recurring basis or purchases of a once off basis
- Identify purchases of key importance either by difficulty to acquire, risk or criticality;
- The anticipated cost per annum of the Goods / Services to be procured; and
- The month and year the Goods / Services will be required if not already a recurring procurement requirement, and document if there is a timeline that must be met.

Once this information is collated from each organisational pillar, it should then be collated on behalf of the ETB.

7. Setting ETB Targets and Key Performance Measures

MSLETB will continue to monitor and review Procurement policies and practises to ensure that they align with national legislation and governmental objectives in the following ways:

- Review Procurement Policy annually and update as required.
- Support staff training to continually develop expertise and knowledge within the organisation.
- Work with the Finance Section in an effort to introduce effective and efficient ways of monitoring spend within the organisation.
- Continued improvement in compliance (e.g. number of/ % of >€25K spends identified through MAPP that are now comprehended by procurement process).
- Timely submission of MAPP to ETBI by 1st September of each year for sectoral collation.

Appendices

Appendix 1 Multi- Annual Procurement Plan

Appendix 2 Structure of Procurement within ETBs

Appendix 1 Multi Annual Procurement Plan Template

This Multi-Annual Procurement Plan (MAPP) template should be completed and updated on an annual basis. The Plan should be based on projected procurement for a rolling three-year period. All items with a projected cumulative spend of €25,000 over the 3-year period should be included in the MAPP. If spend is approaching the €25,000 or if in doubt of the value of spend, it is suggested that the item be included in the MAPP. The Plan once completed should be submitted to ETBI for sectoral collation **no later than 1 September each year**, with the exception of 2020 which is 1st October. Also note that there may be instances where the volume of procurement transactions is high, but the value is less than €25k and placing such procurement under a Framework may provide efficiencies throughout the Public Sector. In addition to the above, please note that circular 02/2016 indicates that ICT related spend take into account the whole of life cost and must estimate any potential cost for any associated or follow-on projects. When completing this schedule if guidance is required, please refer to your ETB Corporate Procurement Plan in the first instance. For guidance on the category of spend, please contact the OGP Customer Services Support Helpdesk. Please note that ETBs may add additional columns to this spreadsheet for internal monitoring purposes, however, only these columns (below and in the accompanying template) are required to be sent to ETBI for collating. The MS Excel template for this schedule will be available on the procurement section of the ETBI website or by contacting procurement@etbi.ie

ETB Name	Product Group <i>(Select from the dropdown menu available)</i>	Product Code Description <i>(Select from the dropdown menu available)</i>	Name of Product / Service <i>(If not listed in column B)</i>	Description of Requirement <i>(If not listed in Column C)</i>	Current contract - Is it: <i>(Select from the dropdown menu available)</i>	If own / other contract, please specify reason <i>(Select from the dropdown menu available)</i>	Current contract Expiry date <i>(If applicable)</i>	Contract extension option <i>(Please specify term remaining available)</i>	Date Goods / Services Required by	<i>(Optional)</i> For Low value / High Volume transactions - No of Procurement Transactions	Estimated Annual Contract Value (excluding VAT) 2019 €	Estimated Annual Contract Value (excluding VAT) 2020 €	Estimated Annual Contract Value (excluding VAT) 2021 €	Estimated Annual Contract Value (excluding VAT) Cumulative value €	Expenditure Type <i>(dropdown menu available)</i>	Comment
XETB	UTILITIES	ELECTRICITY			National Framework Agreement /		DD/MM/YYYY	1	DD/MM/YYYY		€ 125,000	€ 125,000	€ 125,000	€ 375,000	Recurring	
	BUILDINGS, ESTATES AND FACILITIES MANAGEMENT	FURNITURE - LOOSE			Own Contract	Pre National Framework Agreement / Contract	DD/MM/YYYY	0	DD/MM/YYYY		€ 30,000				Once-Off	kit out for new school

For queries relating to the completion of the Multi Annual Procurement Plan, please contact: eps.mail@ul.ie ; procurement@etbi.ie

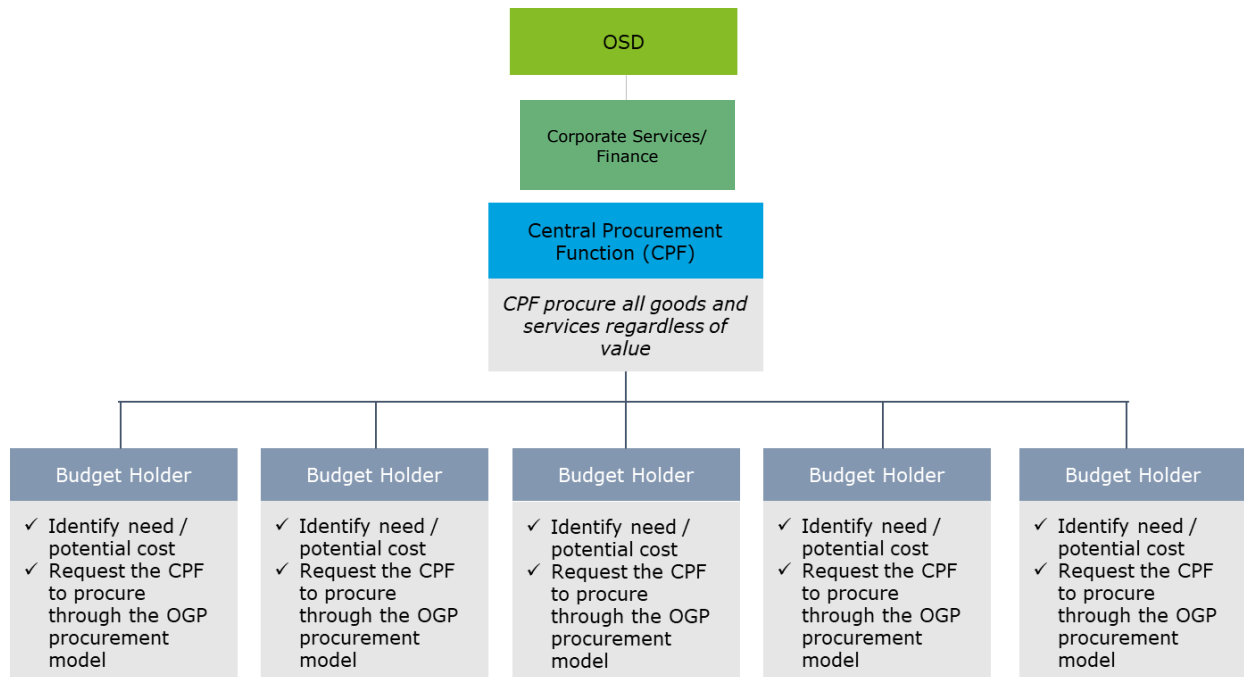
* When populating the amount, please ensure that the estimated figures **do not** include VAT.

Appendix 2 Structure of Procurement within ETBs

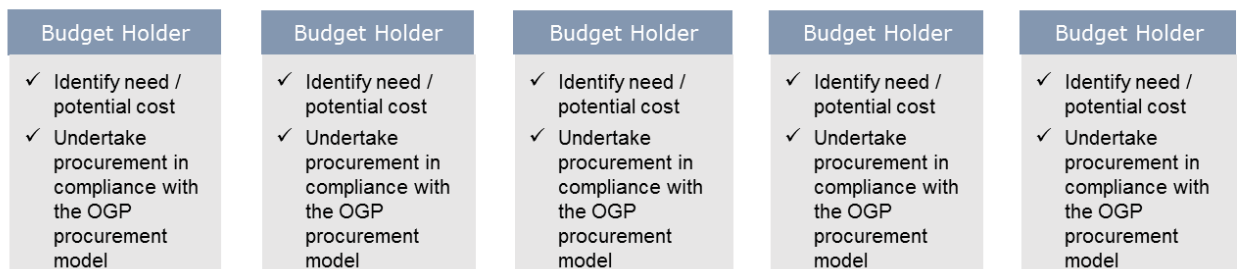
Set out below are examples of Procurement structures within Public Sector Bodies:

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

1. Centralised Procurement Structure



2. Devolved Procurement Structure



- ✓ Each Budget Holder is responsible for:
 - their own procurement and that of their subordinates;
 - keeping up to date on procurement guidelines and best practice through training programmes;
 - compliance with National & EU Procurement Guidelines; and
 - Providing input to the Annual Corporate Procurement Plan.

3. Hybrid Procurement Structure

