



Corporate Procurement Plan 2021 – 2023

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1 Mission

To make our county a vibrant and inclusive place for the people who live, visit, work, and do business here, now and for the future.

South Dublin County Council Corporate Plan 2020 – 2024

2 Introduction

Public Procurement can be defined as 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 placing contracts for large infrastructural projects. South Dublin County Council procurements are governed by EU and national rules and objectives, including the principles of the Treaty on the Functioning of the European Union, namely transparency, mutual recognition, equal treatment of tenderers, non-discrimination and proportionality.

The Corporate Procurement Plan 2021 - 2023 outlines our procurement objectives and goals over the next three years. As detailed in South Dublin County Council's Corporate Plan 2020 – 2024 councilors and staff of South Dublin County Council will be guided by six core values:

- Customer service
- Sustainability
- Inclusiveness, equality and accessibility
- Innovation, creativity and diversity
- Accountability and transparency
- Value for money

These values are reflected in our Corporate Procurement Plan. The Corporate Procurement Plan forms the basis for strong financial management, risk management, audit and corporate governance systems for procurements by the Council. We have identified our specific procurement goals and targets for 2021 – 2023 in keeping with the ‘Guidance for Corporate Procurement Planning in the Local Government Sector’ (Local Government Strategic Procurement Centre, 2015) and the ‘Corporate Procurement Plan Information Note’ (Office of Government Procurement, 2019).

As noted in the Corporate Plan 2020 – 2024 (page 17) “the economic future is uncertain – particularly due to Brexit and growing uncertainties about international trade. This means we must maintain a focus on building competitiveness and managing our finances sustainably”. These factors are reflected in the Corporate Procurement Plan 2021 – 2023.

The Plan has been prepared in consultation with the Procurement Steering Group and Senior Management and has been approved by the Chief Executive. The Plan is divided into four sections. An overview of the work carried out over the last three years is detailed in **Section 3 Delivery of policy 2018 - 2020** and **Appendix A: Measurement and monitoring of the implementation of South Dublin County Council’s Procurement Plan 2018 – 2020**. Our **Specific goals and targets 2021 – 2023** are detailed in Section 4, and the approach for the implementation is outlined in Section 5. Each year we will assess our progress on achieving our identified goals and targets, and we will prepare and publish an annual monitoring and implementation report.

3 Delivery of policy actions 2018 - 2020

The Corporate Procurement Plan 2018 - 2020 focused on embedding and supporting the application of good procurement practice in South Dublin County Council. Over the lifetime of the plan many initiatives also took place to support businesses and to include sustainable procurement measures in tenders. The actions in the plan were divided into seven key areas:

- Governance;
- Procurement planning;
- Compliance with procurement rules and requirements;
- Value for money on cost and contract performance;
- eProcurement;
- Business engagement measures; and
- Sustainable procurement measures

A review of the current organisational position for each of these areas was carried out for the preparation of this plan, as was an analysis of the activity carried out over the life of the Plan. As part of the Plan a report to measure and monitor the implementation was prepared annually. It is available in Appendix A and on the internet at www.sdcc.ie/en/services/business/procurement. The Public Spending Code Quality Assurance Report is also prepared annually and is available on our website.

3.1 Procurement thresholds and procedures

South Dublin County Council's current procurement procedures governing how procurements are advertised are outlined in Figure 1. With effect from 1st January 2020, all contracts over the value of €214,000 for supplies / services and over €5,350,000 for works are subject to European Procurement Directives and must be advertised in the Supplement to the Official Journal of the European Union (OJEU) and on the Irish government procurement portal www.etenders.gov.ie. These thresholds are revised every two years. Contracts below these thresholds are not subject to

European Procurement Directives. Purchases above the value of €25,000 for supplies / services and over €50,000 for works are advertised on www.etenders.gov.ie. The procurement procedures in South Dublin County Council for various procurement values are summarised in Figure 1.



Figure 1 Summary of procurement procedures in South Dublin County Council for various procurement values

3.2 Key figures

The dedicated procurement team in South Dublin continued to support the Council's service departments manage tender processes in line with the procurement rules and regulations from 2018 to 2020. A summary of the tender and quotations competitions advertised by South Dublin County Council over the three years are available in Figure 2. The Council advertised competitions directly, used central purchasing arrangements, such as those established by the Office of Government Procurement and the Local Government Operational Procurement Centre, as well as quotations to source the supplies, services and works required to deliver Council services in the County.

Corporate Procurement Plan 2021 – 2023

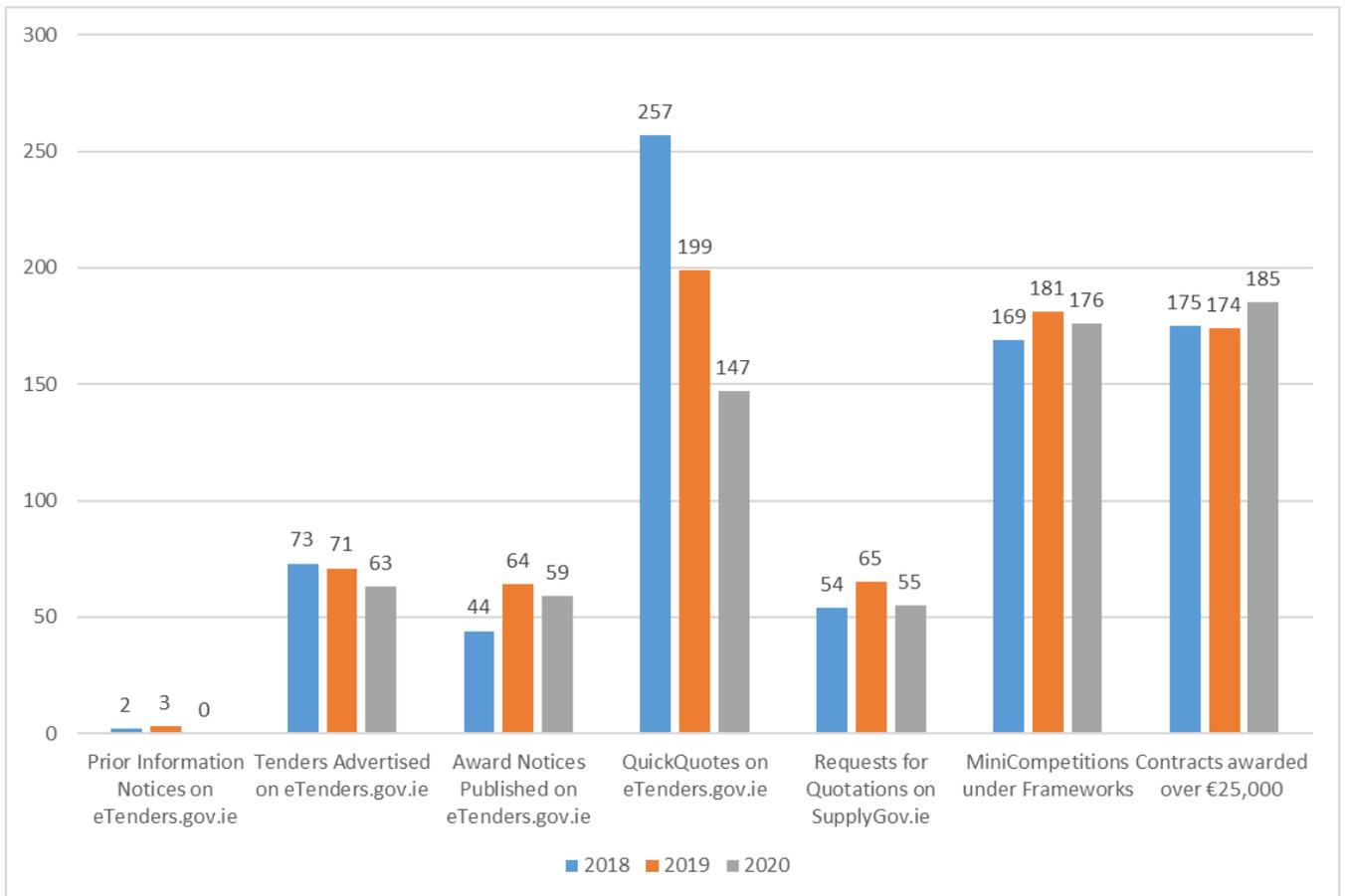


Figure 2 Overview of tendering and quotations activity 2018 - 2020

3.3 Project snapshots

A wide range of supplies, services and works were tendered between 2018 and 2020. A small selection of these are outlined below.

3.3.1 Playgrounds programme

South Dublin County Council engaged in a major five-year Playground Construction Programme 2014 to 2019 which will deliver up to 40 new playspaces across the county. The Council made a conscious decision to move away from the traditional model of playground provision and decided to start providing natural playspaces instead. Between 2018 and 2020 twenty-one tender competitions for playgrounds have been run. The competitions ranged in estimated values from €60,000 to €350,000. Seven different suppliers were successful further to these competitions and have assisted the Council in the delivery of the Playgrounds Programme.



Tymon Park natural playspace

The Council has found that larger natural playspaces can be built for a fraction of the cost of traditional playgrounds. The new playspaces are predominantly constructed using natural materials such as earth, grass, sand, gravel, boulders, trees trunks and equipment made



Natural playspace in Avonbeg

from sustainably sourced timber. The procurement of the playgrounds required a shift away from equipment suppliers designing the playgrounds to more in-house involvement in the design process and more community input. The results are that no two play areas are alike, the play areas are more sustainable and have a very low environmental impact, and they are spaces where children are more in contact with nature, more likely to be active and spend much longer playing. We have also been able to be very inclusive of disabled children and offer many free play and constructive play opportunities which were missing in the more formal plastic playgrounds.

3.3.2 Housing construction programme

The Council has an active social housing construction programme which involved the tendering of seven new housing schemes over the 2018 - 2020 procurement plan period. One project for 63 units in the St. Cuthbert's, Clondalkin, which tendered in 2018, was completed and allocated to families at the end of 2019. A further six projects were tendered during 2019 and these projects will progress to deliver a total of 125 new homes during 2021 - 2022.



St Cuthbert's, Clondalkin

3.3.3 Pitch booking system

South Dublin County Council tendered for the delivery of an online system to allow sports clubs to book timeslots to utilise the pavilions (building change rooms, referee rooms and storage rooms) and playing pitches. It is expected to deliver a total of seven pavilions over the next five years. In order to manage bookings and secure access to the pavilions, South Dublin County Council require an online resource booking system which will integrate with a building access management system and process payments. Key features of the system to include:

- Software as a Service (SaaS) solution (hosted within the EEA)
- Online registration and payment / refund processing
- Online booking and booking management
- Administrative backend with reporting and access controls
- Security access to the pavilions based on the users booking (using fob, proximity cards or mobile app)

A Prior Information Notice (PIN) issued in July 2019 to engage with the market to explore the possibilities and options available. Three submissions were received further to this PIN which aided the preparation of the final tender. The tender was advertised in October 2019 in the Official Journal of the European Union (OJEU) as an open tender competition. An initial contract for a duration of three years, with optional extensions up to a maximum of 10 years has been awarded to the Dublin based SME consortium who were successful in the competition.

3.3.4 Photography services

In 2017 sixteen QuickQuotes competitions were run for photography services. The average value of a competition was about €600. An opportunity to make more efficient use of both staff resources required to run the competitions and supplier resources to respond to competitions was identified. As the level of spend is less than €25,000 quotations processes were run in 2018 and 2020 for photography services required by the Council over a defined timeframe. Thirteen suppliers were invited to quote. There were three lots – lot one had a maximum of three operators, while lots two

and three had a maximum of one operator per lot. Dividing the quotation into lots meant that companies who did not provide specialist services, such as drone photography, would not be excluded from providing general photography services. The quotations process was transparent – the nature of the services required were clearly detailed, the award criteria were a mix of cost and quality criteria, and clear contractual requirements and processes were detailed. Seeking photography services in this way has resulted in transactional efficiencies and provides a consistency of approach for delivery of photography services for different Council events and spaces. The current framework has two suppliers and is a great opportunity for small local enterprises to work for the Council.



Photography of South Dublin County Council managed events and spaces: clockwise from top left
 Operation Transformation Walk, Corkagh Park 2019; Ireland v Italy U21 Qualifier, Tallaght Stadium 2019;
 Unwrapped Festival 2019; Firhouse Pollinator Area, 2020

3.4 Supplier engagement



Bi-lingual information leaflet – Want to do business with South Dublin County Council?

Business information sessions were held annually by the Local Enterprise Office to support suppliers interested in doing business with the Council and other public bodies. It is important that local businesses who wish to do business with South Dublin County Council are aware of the processes in place. With this in mind a bi-lingual information leaflet was published in early 2019 and circulated in the County and online.

In 2019 we held a supplier engagement event in partnership with InterTrade Ireland, the Local Government Management Agency and other local authorities in the greater Dublin region. The event gave suppliers an opportunity to meet directly with the local authority staff who would be purchasing supplies, services and works. There were over 500 business attendees on the day and the event was very well received by both the business community and Council staff alike.



South Dublin County Council staff at the supplier engagement event in CityWest, October 2019

3.5 Adapting to change

Over the life of the Corporate Procurement Plan 2018 – 2020 we have seen change occur in the wider political, economic, and social environments that have affected and will continue to impact on the procurement of the supplies, services and works required by the Council to deliver services in the County.

The General Data Protection Regulation (GDPR) came into force in May 2018. This required updating of legal agreements in place with contractors to meet the upgraded requirements. Data Processing Impact Assessments (DPIA) are now required for any new services or change in process that may impact on personal data.

Britain's exit from the European Union (Brexit) is getting closer and the evolving situation is being closely monitored to reduce in so far as possible the impact this may have on procurements and the delivery of services by the Council. The Office of Government Procurement Guidance Notes have been made available to contract managers and the potential impact is being assessed on a project by project basis.

The coronavirus pandemic (COVID-19) has also affected procurement, for example through supply chain disruptions. In some areas this resulted in local supply chains opening up for products that would ordinarily have been imported. Lockdowns and restrictions have resulted in difficulties and altered work programmes. The coronavirus pandemic has also meant adapting how we carry out procurement processes, for example all tenders are now being received electronically through www.etenders.gov.ie. New processes were put in place to ensure the integrity of the opening and evaluation processes as these were moved to online and conference call approaches. Staff training videos have been prepared to reduce the need for on-site training while continuing upskilling staff in procurement procedures.

An ability to adjust to changes will also be a part of the 2021 – 2023 Corporate Procurement Plan.

4 Specific goals and targets 2021 – 2023

The Corporate Procurement Plan 2021 – 2023 will build upon the established structures and processes to ensure the application of good procurement practice, the realisation of efficiencies, and compliance with the procurement directives and regulations throughout the organisation. The following specific goals and targets have been identified and can be divided into seven key areas:

- Governance;
- Procurement planning and achieving efficiencies;
- Compliance with procurement rules and requirements;
- Value for money on cost and contract performance;
- Business engagement measures;
- Sustainable procurement measures; and
- Innovation and diversity measures.

Specific actions under each of these areas are detailed below.

4.1 Governance

- 4.1.1 The Corporate Procurement Steering Group will continue to meet bi-monthly to oversee the implementation of the Corporate Procurement Plan.
- 4.1.2 A revised Chief Executive Order outlining the procurement rules and procedures for the different expenditure thresholds will be put in place, reaffirming the Council’s commitment to the application of good procurement practice. The Order will also approve the Corporate Procurement Plan 2021 - 2023.
- 4.1.3 The dedicated Procurement Officer and Procurement Unit will be retained and will continue to support purchasing staff in the application of good procurement practices in the Council.

- 4.1.4 An annual report on the Measurement and Monitoring of the Implementation of the Corporate Procurement Plan will continue to be prepared and published by the Procurement Unit.
- 4.1.5 Summary details of contracts awarded valued at over €25,000 will continue to be published by the Procurement Unit on our website as part of our Freedom of Information Publication Scheme.
- 4.1.6 To continue to oversee best practice in procurement activity the following advertising methods will be issued solely from the Procurement Unit:
- All South Dublin County Council run tender competitions above national and EU thresholds advertised on www.etenders.gov.ie
 - All mini-competitions from South Dublin County Council frameworks, other Local Authority frameworks available to the Council, or national frameworks available to the Council (for example, National Transport Authority, Department of Justice). Mini-competitions will be run through www.etenders.gov.ie, where feasible.
 - Quotations sought through QuickQuotes

Mini-competitions from OGP frameworks may be routed either through the Procurement Unit or the purchasing Department may liaise directly with the OGP and notify the Procurement Unit of the planned procurement competition.

All mini-competitions from Local Government Operational Procurement Centre (LGOPC) frameworks and dynamic purchasing systems advertised through www.supplygov.ie will continue to be administered locally in the purchasing Department.

- 4.1.7 For competitions above the EU thresholds outcome letters will move to being issued through www.etenders.gov.ie and copies of Article 84 reports will be filed by the Tender Manager with the Procurement Unit.

- 4.1.8 Procurement objectives from the Corporate Procurement Plan will continue to be incorporated into the Performance Development Management System, as actions in Team Development and Personal Development Plans.
- 4.1.9 The Council will prepare and publish an annual Public Spending Code Quality Assurance Report in line with national circulars. The Council will provide training for relevant staff on the requirement of the Public Spending Code, to support compliance with the Code. Project managers will carry out appropriate project appraisals throughout the lifecycle of the project in keeping with the requirements of the Code.
- 4.2 Procurement planning and achieving efficiencies
- 4.2.1 A procurement pipeline will be prepared by the Procurement Steering Group after the annual budget process and annual service delivery plans, to assist with planning and co-ordinating the procurements required to deliver the Council's annual service delivery plan.
- 4.2.2 All procurement arrangements (such as, contracts / frameworks / dynamic purchasing systems / panels) valued at over €25,000 will be recorded promptly on award on the corporate contracts database by the purchasing Department. All Chief Executive Orders awarding a contract over €25,000 are to note that this contract will on approval be recorded in the corporate contracts database.
- 4.2.3 The Procurement Unit will regularly monitor the procurement pipeline and contracts database and will prepare reports for the Procurement Steering Group to consider on items such as opportunities for efficiencies identified.
- 4.2.4 The Procurement Unit will support service delivery and business continuity by monitoring and reporting on contracts due for renewal that are nearing expiry to the Procurement Steering Group.

- 4.2.5 When carrying out a procurement, purchasers are encouraged to consider procurement approaches that look at requirements on an annual / multi-annual basis, and where applicable to consider additional requirements that may arise over the term of a project. Suitable measures should then be included in the tender documents; for example, including options, establishing framework agreements, use of life cycle costing models and so on.
- 4.2.6 Relevant staff will engage with the Office of Government Procurement (OGP), the Local Government Strategic Procurement Centre (LGSPC), Local Government Operational Procurement Centre (LGOPC), the Dublin Regional Procurement Forum and other national networks to maximise opportunities and efficiencies from shared procurements.
- 4.2.7 Relevant issues and potential risks to service delivery associated with contracts will be considered and suitable mitigating measures put in place as part of the Council's Risk Management Processes.
- 4.2.8 The Council will use Low Value Purchase (LVP) cards for low value expenditure on supplies where appropriate such as those required on a one-off or emergency basis, to minimise the processing costs for these transactions. The use of LVPs will be governed by appropriate control measures, and the expansion of LVPs across the Council will be subject to audit assurance that existing control measures are enforced and are appropriate.
- 4.2.9 The steps in the process in carrying out a procurement will be assessed by the Procurement Unit / Project Managers to identify areas where transactional savings can be realised. This may include combining shared requirements into a single tender / quotations process and considering a low value payments strategy for the Council.

4.3 Compliance with procurement rules and requirements

- 4.3.1 The Procurement Unit will continue to communicate procurement requirements, including regulations, policies, procedures and so on, in the organisation through the Procurement Steering Group, intranet site, procedures manual, and training programmes. A new knowledge sharing group for staff who carry out procurements and / or manage contracts will be established on a pilot basis to provide an opportunity for peer learning.
- 4.3.2 The Procurement Unit will provide procurement advice and assistance on request to staff preparing tender documents.
- 4.3.3 Standard template documents will be used for seeking tenders.
- 4.3.4 A policy and procedure on the Health and Safety aspects of procurement for supplies and services will be prepared. The policy and procedure will be implemented by the Procurement Steering Group. The Health and Safety Officer will advise on the implementation and undertake inspections and audits under this policy and procedure.
- 4.3.5 The Procurement Unit will carry out pre-publication checks on a portion of tenders to give assurance of compliance in the Council with procurement rules.
- 4.3.6 The procurement functionality in the Financial Management System (“Milestone 4”) will be utilised, to improve reporting on contract spend and compliance with procurement rules.
- 4.3.7 Independent assessment of compliance with procurement rules will be carried out by the internal and external audit functions.
- 4.3.8 Where personal data is received as part of a competition or processed in the administration of a contract suitable measures will be put in place by the Contract Manager to safeguard the data in line with the requirements of the General Data Protection Regulation (GDPR).

4.3.9 The Data Retention Policy for Procurement Related Records will be implemented by the Procurement Unit and purchasing Departments. The Council will try not to hold records beyond the necessary timeframes.

4.4 Value for money on cost and contract performance

4.4.1 The Council will continue to prioritise the use of national and regional arrangements over standalone local procurement to ensure that opportunities for efficiencies are maximised.

4.4.2 Ongoing expenditure analyses will be conducted both at organisational and department levels to monitor items such as suppliers approaching procurement thresholds; measure contract / framework expenditure; identify further areas for corporate contracts and monitoring instances of off-contract spend.

4.4.3 For contracts which encompass the activities of a number of sections in the Council one Department will take the role of lead purchaser and co-ordinate the preparation of the procurement, and will act as contract manager once the contract is in place. This will generally be a function devolved to staff outside of the Procurement Unit. However on occasion, the Procurement Unit may take the lead in the preparation of tenders for supplies / services required by multiple Departments, subject to availability of resources in the Unit.

4.4.4 For contracts which encompass the activities of a number of Departments updates on contract performance will be an agenda item for the Procurement Steering Group. If any issues arise they should be brought to the attention of the supplier in the first instance for swift resolution, and where necessary to the attention of the relevant Contract Manager in the Council for information or action as required.

4.4.5 The competitive nature of procurement processes, that is, seeking quotes or tenders, to continue to be prioritised as a method of attaining value for money. Award criteria including

quality criteria will be used where considered most appropriate acknowledging that the cheapest item does not necessarily equate to the best value.

- 4.4.6 Should it appear that value for money would not be achieved by use of a collaborative arrangement, the provisions of [Circular 16/13](#) will apply. Any such value for money justifications will take into account the full costs of running a public procurement competition as well as the cost of the supplies / services / works to be delivered and will be fully documented.
- 4.4.7 Contracts will be monitored by budget holders and Contract Managers to ensure agreed services and performance levels are delivered and the correct rates are being applied by the supplier. A sample of transactions will be independently audited to give assurance that contract rates are being applied.

4.5 Business engagement measures

- 4.5.1 Requirements in tendering will be proportional and reasonable ensuring that there are no unnecessary barriers for suppliers, particularly SMEs. Open procedures for tendering for contracts below the threshold of €134,000 and the division of contracts / frameworks into lots as recommended in government guidelines ([Circular 10/14](#)) will both continue to be used, where practicable.
- 4.5.2 The Procurement Unit will engage with business support organisations, such as the Local Enterprise Office, South Dublin Chamber and InterTrade Ireland, on the Council's tender opportunities and will promote upskilling programmes for businesses interested in tendering for public sector contracts.
- 4.5.3 The Council will seek quotations electronically using either www.etenders.gov.ie or www.supplygov.ie, where feasible.

- 4.5.4 The Procurement Unit will maintain the dedicated procurement page www.sdcc.ie/business/procurement on our website, which includes details on how the Council procures and how to register for tender opportunities. Copies of the Corporate Procurement Plan, the annual Measurement and Monitoring reports and summary details of contracts over €25,000 will also remain available here.
- 4.5.5 An analysis of the Council’s supplier base will be carried out, to assess the level of business carried out by the Council with SMEs and within the South Dublin County Council area.
- 4.5.6 Pre-market engagement measures will be used where appropriate, for example by way of a Prior Information Notice / Request for Information Notice on www.etenders.gov.ie. This will allow us consider innovations available on the market prior to tendering.
- 4.5.7 Procurement processes that allow for discussion during the tender process will be used where appropriate (for example, Competitive Procedure with Negotiation, Competitive Dialogue, Innovation Partnerships). This will facilitate engagement with interested businesses during the procurement process and should assist the Council attain the best solution for very complex requirements.
- 4.6 Sustainable procurement measures
- 4.6.1 In line with the requirements of [Circular 20/2019](#) the Council will consider including green criteria in public procurement processes where:
- clearly defined, quantifiable, verifiable and measurable criteria have been developed by the Department of Communications, Climate Action and Environment and are relevant to the specific procurement process; and
 - the cost can be met within a Department’s existing budget without impacting on service delivery.

4.6.2 The Council will also pilot including green procurement criteria / criteria that reduce the environmental impact where there is a clear link to the output / outcome delivered in a works / works related contract(s). Depending on the nature of the project these may relate to minimum requirements in the specification, award criteria, contract clauses or other suitable approaches.

4.6.3 The Project Manager will oversee the implementation of the social employment clause in the Kilcarbery and Killinarden housing projects and any other projects where they are included and will assess if there are other opportunities for the inclusion of social clauses.

4.7 Innovation and diversity measures

4.7.1 The Council will continue to look for better ways to deliver services and improve life in the County by developing and procuring innovate solutions to common problems. For example, through our involvement in the Smart Dublin project with the three other Dublin Local Authorities, and in the implementation of specific action plans such as the South Dublin County Council Climate Change Action Plan.

4.7.2 In keeping with the Human Rights and Equality Framework our procurements will include products and services that are underpinned by universal design and equality.

5 Measurement and monitoring of implementation

The Procurement Unit will continue to publish a Measurement and Monitoring of Implementation Report annually. At a minimum this report will include:

1. Number of meetings of Procurement Steering Group and summary of issues considered
2. Number and percentage of tenders conducted using the different procurement procedures
3. Average number of submissions per competition type and number of competitions with zero submissions received per competition type
4. Number of national / sectoral / regional procurement processes participated in and where not participated in the reasons for non-participation
5. Number of procurement training sessions held for staff and summary of items covered
6. Number of revenue suppliers in the different expenditure thresholds
7. Percentage change in the number and value of LVP card transactions
8. Number of quotations sought through Quick Quotes (www.etenders.gov.ie) and Requests for Quotations (www.supplygov.ie)
9. Update on business engagement measures
10. Update on sustainable procurement measures

Appendix A: Measurement and monitoring of the implementation of South Dublin County Council’s Procurement Plan 2018 – 2020

		2018	2019	2020																																																																								
1	Number of meetings of Procurement Steering Group and summary of issues considered	<p>The Procurement Steering Group met six times in 2018. The key areas discussed included</p> <ul style="list-style-type: none"> • Corporate Procurement Plan 2018-2020 • Procurement functionality on Milestone4, the Councils Financial Management System • Contracts database • Pipeline of planned procurements and progress updates • Current and planned national frameworks • Review of procurement templates • GDPR implications and actions required for tenders and contracts • Public Spending Code • Procurement training • Low value payment (LVP) cards 	<p>In 2019 there were six meetings of the Procurement Steering Group. The topics addressed included</p> <ul style="list-style-type: none"> • Business engagement measures • Pipeline of planned procurements and progress updates • Procurement training for staff • Current and planned national frameworks • Updates on contracts used by multiple Departments • GDPR and data protection requirements • Green procurement, including updates from the GPP4Growth Project • Public Spending Code • Brexit • Data Retention Policy for procurement related records 	<p>The Procurement Steering Group met six times in 2020. The key areas discussed included</p> <ul style="list-style-type: none"> • Pipeline of planned procurements and progress updates • Current and planned national frameworks • Updates on contracts used by multiple Departments • Review of procurement templates • Covid-19 • Brexit • Public Spending Code • Procurement training <p>One meeting was devoted to the development of the Corporate Procurement Plan 2021-2023. Representatives from the Internal Audit team and the Local Enterprise Office also participated in the workshop.</p>																																																																								
2	Number and percentage of tenders conducted using the different procurement procedures	<table border="1"> <thead> <tr> <th>Procedure</th> <th>Number of Tenders</th> <th>Percentage of Tenders</th> </tr> </thead> <tbody> <tr> <td>Restricted National</td> <td>5</td> <td>7%</td> </tr> <tr> <td>Restricted OJEU</td> <td>5</td> <td>7%</td> </tr> <tr> <td>Competitive Dialogue OJEU</td> <td>1</td> <td>1%</td> </tr> <tr> <td>Open National</td> <td>53</td> <td>73%</td> </tr> <tr> <td>Open OJEU</td> <td>7</td> <td>10%</td> </tr> <tr> <td>Panel</td> <td>2</td> <td>3%</td> </tr> <tr> <td>TOTAL</td> <td>73</td> <td></td> </tr> </tbody> </table>	Procedure	Number of Tenders	Percentage of Tenders	Restricted National	5	7%	Restricted OJEU	5	7%	Competitive Dialogue OJEU	1	1%	Open National	53	73%	Open OJEU	7	10%	Panel	2	3%	TOTAL	73		<table border="1"> <thead> <tr> <th>Procedure</th> <th>Number of Tenders</th> <th>Percentage of Tenders</th> </tr> </thead> <tbody> <tr> <td>Restricted National</td> <td>1</td> <td>1%</td> </tr> <tr> <td>Restricted OJEU</td> <td>10</td> <td>14%</td> </tr> <tr> <td>Competitive Dialogue OJEU</td> <td>0</td> <td>0%</td> </tr> <tr> <td>Open National</td> <td>42</td> <td>59%</td> </tr> <tr> <td>Open OJEU</td> <td>16</td> <td>23%</td> </tr> <tr> <td>Panel</td> <td>2</td> <td>3%</td> </tr> <tr> <td>TOTAL</td> <td>71</td> <td></td> </tr> </tbody> </table>	Procedure	Number of Tenders	Percentage of Tenders	Restricted National	1	1%	Restricted OJEU	10	14%	Competitive Dialogue OJEU	0	0%	Open National	42	59%	Open OJEU	16	23%	Panel	2	3%	TOTAL	71		<table border="1"> <thead> <tr> <th>Procedure</th> <th>Number of Tenders</th> <th>Percentage of Tenders</th> </tr> </thead> <tbody> <tr> <td>Restricted National</td> <td>0</td> <td>0%</td> </tr> <tr> <td>Restricted OJEU</td> <td>0</td> <td>0%</td> </tr> <tr> <td>Competitive Dialogue OJEU</td> <td>1</td> <td>1%</td> </tr> <tr> <td>Open National</td> <td>47</td> <td>75%</td> </tr> <tr> <td>Open OJEU</td> <td>13</td> <td>21%</td> </tr> <tr> <td>Panel</td> <td>2</td> <td>3%</td> </tr> <tr> <td>TOTAL</td> <td>63</td> <td></td> </tr> </tbody> </table>	Procedure	Number of Tenders	Percentage of Tenders	Restricted National	0	0%	Restricted OJEU	0	0%	Competitive Dialogue OJEU	1	1%	Open National	47	75%	Open OJEU	13	21%	Panel	2	3%	TOTAL	63	
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Panel	2	3%																																																																										
TOTAL	73																																																																											
Procedure	Number of Tenders	Percentage of Tenders																																																																										
Restricted National	1	1%																																																																										
Restricted OJEU	10	14%																																																																										
Competitive Dialogue OJEU	0	0%																																																																										
Open National	42	59%																																																																										
Open OJEU	16	23%																																																																										
Panel	2	3%																																																																										
TOTAL	71																																																																											
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Restricted OJEU	0	0%																																																																										
Competitive Dialogue OJEU	1	1%																																																																										
Open National	47	75%																																																																										
Open OJEU	13	21%																																																																										
Panel	2	3%																																																																										
TOTAL	63																																																																											

3	Number of national /sectoral/ regional procurement processes participated in and where not participated in the reasons for non-participation	Review of use of OGP arrangements at December 2018		Review of use of OGP arrangements at December 2019		Review of use of OGP arrangements at December 2020	
		OGP Arrangements		OGP Arrangements		OGP Arrangements	
		Total Number of Live OGP Contracts	135	Total Number of Live OGP Contracts	135	Total Number of Live OGP Contracts	118
		Number Available to South Dublin County Council	132	Number Available to South Dublin County Council	127	Number Available to South Dublin County Council	111
		SDCC Usage*		SDCC Usage*		SDCC Usage*	
		Availed of	41	Availed of	35	Availed of	36
		Sign up in progress	5	Sign up in progress	6	Sign up in progress	2
		To be considered	10	To be considered	3	To be considered	5
		No current requirement identified	54	No current requirement identified	59	No current requirement identified	36
		Alternative Requirement	10	Alternative Requirement	2	Alternative Requirement	1
		Alternative Arrangement in Place	15	Alternative Arrangement in Place	24	Alternative Arrangement in Place	31
		Total	134	Total	129	Total	111
		<i>* Some arrangements have more than one usage status</i>		<i>* Some arrangements have more than one usage status</i>		<i>* Some arrangements have more than one usage status</i>	
		Review of use of LGOPC arrangements at December 2018		Review of use of LGOPC arrangements at December 2019		Review of use of LGOPC arrangements at December 2020	
		LGOPC Arrangements		LGOPC Arrangements		LGOPC Arrangements	
		Total Number of Live LGOPC Arrangements	9	Total Number of Live LGOPC Arrangements	16	Total Number of Live LGOPC Arrangements	17
		Number Available to South Dublin County Council	7	Number Available to South Dublin County Council	10	Number Available to South Dublin County Council	11
		SDCC Usage		SDCC Usage		SDCC Usage	
Availed of	6	Availed of	8	Availed of	8		
Alternative Arrangement in Place	1	No current requirement identified	1	No current requirement identified	3		
Total	7	Alternative Arrangement in Place	1	Alternative Arrangement in Place	0		
Total		Total		Total			
Review of use of regional arrangements at December 2018		Review of use of regional arrangements at December 2019		Review of use of regional arrangements at December 2020			
Regional Arrangements*		Regional Arrangements*		Regional Arrangements*			
Total Number of DCC, FCC, DLR Contracts available to SDCC	37	Total Number of DCC, FCC, DLR Contracts available to SDCC	40	Total Number of DCC, FCC, DLR Contracts available to SDCC	33		
SDCC Usage**		SDCC Usage**		SDCC Usage**			
Availed of	16	Availed of	15	Availed of	17		
To be considered	0	Sign up in progress	2	Sign up in progress	0		
No current requirement identified	7	To be considered	0	To be considered	3		

	Alternative Arrangement in Place	14	No current requirement identified	10	No current requirement identified	8																																								
	Total	37	Alternative Arrangement in Place	13	Alternative Arrangement in Place	5																																								
	<i>* A number of arrangements are also available from other central purchasing bodies, such as TII and NTA.</i>		Total	40	Total	33																																								
	<i>** Some arrangements may have more than one usage status</i>		<i>* A number of arrangements are also available from other central purchasing bodies, such as TII and NTA.</i>		<i>* A number of arrangements are also available from other central purchasing bodies, such as TII and NTA.</i>																																									
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4	Number of procurement training sessions held for staff and summary of items covered	The Procurement Unit, in partnership with the HR Training Unit, organised a number of procurement related training sessions for staff during 2018. These are summarised below:	The Procurement Unit, in partnership with the HR Training Unit, organised procurement related training sessions for staff during 2019. These are summarised below:		Due to the coronavirus pandemic the planned procurement training programme for 2020 was re-assessed and in person training was not conducted. The Procurement Unit, in partnership with the Learning and Development Unit, developed short staff training videos on three topics:																																									
		<table border="1"> <thead> <tr> <th>No. of sessions</th> <th>Title</th> <th>Summary of Items Covered</th> </tr> </thead> <tbody> <tr> <td>1 (1 hour)</td> <td>Overview of Corporate Procurement Plan 2018-2020</td> <td>Overview of the Corporate Procurement Plan 2018-2020, focusing on areas where processes have changed since the last plan</td> </tr> <tr> <td>2 (2 hours)</td> <td>Supplies and services contracts</td> <td>A walk-through the OGP contracts for goods and services</td> </tr> <tr> <td>1 (½ day)</td> <td>Green Public Procurement Briefing</td> <td>The GPP4Growth Project; sample green procurement projects; and how to incorporate green procurement at different stages of the procurement process right through to contract management</td> </tr> <tr> <td>2 (1 day)</td> <td>Capital Management Works Framework (CWMF) Training – Module 1</td> <td>Introductory level - Overview of public procurement rules; running a tender</td> </tr> </tbody> </table>	No. of sessions	Title	Summary of Items Covered	1 (1 hour)	Overview of Corporate Procurement Plan 2018-2020	Overview of the Corporate Procurement Plan 2018-2020, focusing on areas where processes have changed since the last plan	2 (2 hours)	Supplies and services contracts	A walk-through the OGP contracts for goods and services	1 (½ day)	Green Public Procurement Briefing	The GPP4Growth Project; sample green procurement projects; and how to incorporate green procurement at different stages of the procurement process right through to contract management	2 (1 day)	Capital Management Works Framework (CWMF) Training – Module 1	Introductory level - Overview of public procurement rules; running a tender	<table border="1"> <thead> <tr> <th>No. of sessions</th> <th>Title</th> <th>Summary of Items Covered</th> </tr> </thead> <tbody> <tr> <td>1 (2 days)</td> <td>Capital Management Works Framework (CWMF) Training – Module 2</td> <td>Intermediate level – CWMF for Consultancy competitions</td> </tr> <tr> <td>4 (1 hour)</td> <td>Contracts Database</td> <td>How to use the database and standardised processes</td> </tr> <tr> <td>4 (1 hour)</td> <td>QuickQuotes</td> <td>A practical overview of the Quick Quotes Procedure</td> </tr> <tr> <td>1 (2 day)</td> <td>Understanding European Public Procurement Rules</td> <td>The public procurement rules, and how to manage a tender process.</td> </tr> <tr> <td>2 (¼ hour)</td> <td>Briefing for new staff as part of induction training</td> <td>A high level introduction to the Council's procurement procedures</td> </tr> </tbody> </table>	No. of sessions	Title	Summary of Items Covered	1 (2 days)	Capital Management Works Framework (CWMF) Training – Module 2	Intermediate level – CWMF for Consultancy competitions	4 (1 hour)	Contracts Database	How to use the database and standardised processes	4 (1 hour)	QuickQuotes	A practical overview of the Quick Quotes Procedure	1 (2 day)	Understanding European Public Procurement Rules	The public procurement rules, and how to manage a tender process.	2 (¼ hour)	Briefing for new staff as part of induction training	A high level introduction to the Council's procurement procedures		<table border="1"> <thead> <tr> <th>Title</th> <th>Summary of Items Covered</th> </tr> </thead> <tbody> <tr> <td>An introduction to procurement procedures in South Dublin County Council (Induction training)</td> <td>A high level introduction to the Council's procurement procedures</td> </tr> <tr> <td>QuickQuotes</td> <td>A practical overview of the Quick Quotes Procedure</td> </tr> <tr> <td>Contracts Database</td> <td>How to use the database and standardised processes</td> </tr> </tbody> </table>	Title	Summary of Items Covered	An introduction to procurement procedures in South Dublin County Council (Induction training)	A high level introduction to the Council's procurement procedures	QuickQuotes	A practical overview of the Quick Quotes Procedure	Contracts Database	How to use the database and standardised processes
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		1 (2 days)	Capital Management Works Framework (CWMF) Training – Module 3	Intermediate level – CWMF for Works/ Civils competitions																																				
		1 (1 day)	Capital Management Works (CWMF) Framework Training – Module 4	Advanced level – In depth look at contract clauses/ managing CWMF contracts																																				
		2 (1 day)	eTenders	Using the eTenders system																																				
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A member of the Procurement Team also attended the pilot for the EPA led green procurement training programme. Three representatives from various sections attended the training rolled out for the local government sector in 2020:

No. of sessions	Title	Summary of Items Covered
7 Modules (½ hour to 2 hours per module)	Implementing Green Public Procurement - a virtual training programme for the Irish Public Sector	Understanding and implementing green procurement in a public sector body

7	Number of quotations sought via Quick Quotes (www.etenders.gov.ie) and Requests for Quotations (www.supplygov.ie)	<table border="1"> <tr> <td>QuickQuotes</td> <td>256</td> </tr> <tr> <td>Request for Quotations</td> <td>54</td> </tr> </table>	QuickQuotes	256	Request for Quotations	54	<table border="1"> <tr> <td>QuickQuotes</td> <td>199</td> </tr> <tr> <td>Request for Quotations</td> <td>65</td> </tr> </table>	QuickQuotes	199	Request for Quotations	65	<table border="1"> <tr> <td>QuickQuotes</td> <td>147</td> </tr> <tr> <td>Request for Quotations</td> <td>55</td> </tr> </table>	QuickQuotes	147	Request for Quotations	55
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8	Update on eProcurement measures	<p>The use of eProcurement measures are well embedded in the Council's processes. For example, we use the www.etenders.gov.ie and www.supplygov.ie platforms for issuing requests for tenders and quotations, and for the receipt of submissions. As of October 2018 OJEU level tender submissions must be received electronically.</p> <p>As part of the current Procurement Plan, from 2018 we run all mini-competitions from South Dublin County Council frameworks, other Local Authority frameworks available to the Council, or national frameworks available to the Council (e.g. National Transport Authority, Department of Justice) via www.etenders.gov.ie, where at all feasible. The use of these systems not only encourages sustainable practices, but also leads to improved audit trails and record management processes.</p>	<p>The implementation of e-procurement continued during 2019, with the continued use of the www.etenders.gov.ie and www.supplygov.ie platforms for issuing requests for tenders and quotations, and for the receipt of submissions.</p> <p>As of February 2019, the European Single Procurement Document (ESPD) was provided in exclusively electronic format (eESPD) on the eTenders platform for all procurement processes valued above the EU thresholds. The ESPD is a self-declaration of a business' financial status, abilities and suitability for a public procurement procedure. The new eESPD means the document content can be saved by suppliers and re-used in future tenders and bids without the requirement to recomplete fully each time.</p>	<p>The use of eProcurement measures are well embedded in the Council's procurement processes. South Dublin County Council has issued tender documents and received tender submissions electronically for several years. Since the coronavirus pandemic all tenders are now being received electronically.</p> <p>New processes were also put in place to ensure the integrity of the opening and evaluation processes as these were moved to online and conference call approaches to limit the spread of the virus.</p>												
9	Update on business engagement measures	<p>As part of Enterprise Week the Local Enterprise Office held a session 'Demystifying the Procurement Process and Opening Up A New Source of Revenue' on the 5th March 2018. The Council's Procurement Officer discussed the policies and procedures involved with public procurement and the assessment processes. Advice on how to approach the bid process and top tips on preparing bids were given by Barbara Shaw of Bid Management.</p> <p>The Procurement Unit prepared an information leaflet for businesses to promote the advertisement channels used by the Council – this will be available in early 2019.</p>	<p>The Procurement Unit published an information leaflet for businesses to promote the advertisement channels used by the Council in early 2019. This is available on our website at https://www.sdcc.ie/en/services/business/procurement/want-to-do-business-with-south-dublin-county-council-.pdf.</p> <p>The Council's Procurement Officer held an information session as part of Local Enterprise Week in March 2019, outlining the policies and procedures involved with public procurement and the assessment processes.</p> <p>On 1st October 2019 in CityWest over 500 businesses attended the supplier engagement event which was co-hosted by InterTrade Ireland, the Local Government Management Agency, South Dublin County Council and seven other local authorities from the greater Dublin region. The event provided a great opportunity for suppliers</p>	<p>Businesses across the country have had to adapt their work processes during 2020 to meet the health and safety protocols in place due to Covid-19.</p> <p>The Council was conscious of the difficulties that the pandemic caused for businesses in preparing tender responses and submitting them. The submission date for bids were extended in a number of cases and we moved to receipt of all tenders electronically through www.etenders.gov.ie and www.supplygov.ie.</p> <p>The Office of Government Procurement issued guidelines on procurement and contractual matters associated with the Covid-19 Response Measures. These were circulated and implemented as appropriate in South Dublin County Council.</p>												

			to meet directly with local authority purchasers.	
10	Update on sustainable procurement measures	<p>Green Public Procurement (GPP) A staff training session was held in October 2018 to promote awareness of green procurement and upskill staff in this area, with a view to identifying areas where GPP can be included in future procurement competitions.</p> <p>A number of procurement competitions included GPP as a key element in 2018 (e.g. the purchase of electric vehicles, the provision of waste management services for Council buildings, energy retrofitting of local authority housing stock).</p> <p>Social Employment Clauses A social employment clause forms part of the contracts for the Design and Delivery of a Sustainable Integrated Mixed Tenure Housing Development at Kilcarbery, Dublin 22, the construction of the new North Clondalkin Library, and the construction of the new Castletymon Library.</p>	<p>The Council is committed to facilitating social or environmental objectives through procurement, for example by including green procurement criteria or social clauses in competitions as appropriate.</p> <p>Green procurement can be defined as choosing solutions that have a reduced impact on the environment throughout their life-cycle. In October 2019 the Department of Public Expenditure and Reform issued Circular 20/2019, which instructs Departments to consider including green criteria in public procurement processes in certain circumstances. Green public procurement was incorporated in a number of competitions run by South Dublin County Council in 2019, for example, the Dublin District Heating System, the Supply and Installation of Outdoor Water Fonts, and tenders for the Playspace Programme.</p> <p>Social employment clauses have been utilised in library construction contracts during 2019. The contractor reports to the Council regularly on the operation of the social employment clause. The scope of employment chiefly relates to site security but also includes apprenticeship.</p>	<p>The assistance of service providers and contractors is required to help enhance biodiversity through the management of open spaces in the County. During 2020 we tendered for frameworks for the supply planting and maintenance of flowering perennial, wildflowers and bulbs and for meadow mowing.</p> <p>In 2020 quotations were sought from companies to establish and coordinate a Sustainable Business Network within the Council’s administrative area. The successful company will work with the Environmental Awareness Office, Local Enterprise Office, South Dublin Chamber of Commerce and other local organisations to recruit small businesses and work with them to reduce their impact on the environment.</p> <p>A social employment clause forms part of contracts for two library construction projects and two housing development projects. The construction of the library at North Clondalkin was completed last year and the library in Castletymon is almost complete. The average percentage of social employment hours recorded for the libraries contracts is in excess of the 5% minimum specified in the social employment clause. The scope of employment chiefly relates to site security but also includes some apprenticeship. The contract for the Kilcarbery housing development is due to be signed imminently, while the tender process for the Killinarden housing development is ongoing.</p>