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**	The Procurement Steering Group met six times in 2018. The key areas discussed included • 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	In 2019 there were six meetings of the Procurement Steering Group. The topics addressed included • 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	

Row 2: Number and percentage of tenders conducted using the different procurement procedures

2018:

Procedure	Number of Tenders	Percentage of Tenders
Restricted National	5	7%
Restricted OJEU	5	7%
CompetitiveDialogue OJEU	1	1%
Open National	53	73%
Open OJEU	7	10%
Panel	2	3%
TOTAL	**73**	

2019:

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**	

Row 3: Number of national /sectoral/ regional procurement processes participated in and where not participated in the reasons for non-participation

2018:

Review of use of OGP arrangements at December 2018	
OGP Arrangements	
Total Number of Live OGP Contracts	135
Number Available to South Dublin County Council	**132**
SDCC Usage*	
Availed of	41
Sign up in progress	5
To be considered	10
No current requirement identified	54
Alternative Requirement	10
Alternative Arrangement in Place	15
Total	**134**
Some arrangements have more than one usage status	

2019:

Review of use of OGP arrangements at December 2019	
OGP Arrangements	
Total Number of Live OGP Contracts	135
Number Available to South Dublin County Council	**127**
SDCC Usage*	
Availed of	35
Sign up in progress	6
To be considered	3
No current requirement identified	59
Alternative Requirement	2
Alternative Arrangement in Place	24
Total	**129**
Some arrangements have more than one usage status	

Review of use of LGOPC arrangements at December 2018

LGOPC Arrangements	
Total Number of Live LGOPC Arrangements	9
Number Available to South Dublin County Council	**7**
SDCC Usage	
Availed of	6
Alternative Arrangement in Place	1
Total	**7**

Review of use of LGOPC arrangements at December 2019

LGOPC Arrangements	
Total Number of Live LGOPC Arrangements	16
Number Available to South Dublin County Council	**10**
SDCC Usage	
Availed of	8
No current requirement identified	1
Alternative Arrangement in Place	1
Total	**10**

Review of use of regional arrangements at December 2018

Regional Arrangements*	
Total Number of DCC, FCC, DLR Contracts available to SDCC	37
SDCC Usage**	
Availed of	16
To be considered	0
No current requirement identified	7
Alternative Arrangement in Place	14
Total	**37**

A number of arrangements are also available from other central purchasing bodies, such as TII and NTA.

** *Some arrangements may have more than one usage status*

Review of use of regional arrangements at December 2019

Regional Arrangements*	
Total Number of DCC, FCC, DLR Contracts available to SDCC	40
SDCC Usage**	
Availed of	15
Sign up in progress	2
To be considered	0
No current requirement identified	10
Alternative Arrangement in Place	13
Total	**40**

A number of arrangements are also available from other central purchasing bodies, such as TII and NTA.

** *Some arrangements may have more than one usage status*

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:

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

The Procurement Unit, in partnership with the HR Training Unit, organised procurement related training sessions for staff during 2019. These are summarised below:

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

2 (1 day)	Capital Management Works Framework (CWMF) Training – Module 1	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 process and the CWMF suite of templates
1 (2 days)	Capital Management Works Framework (CWMF) Training – Module 2	Intermediate level – CWMF for Consultancy competitions
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
1 (¼ hour)	Briefing for new staff as part of induction training	A high level introduction to procurement procedures in place in the Council

The Local Government Management Agency also organised procurement training for local government staff which was attended by relevant South Dublin County Council staff:

No. of sessions	Title	Summary of Items Covered
1 (1 days)	Contract Management	Skills for managing contracts

5	Number of revenue suppliers in the different expenditure thresholds					
		<€25,000	1144	<€25,000	1119	
		€25000 - €50,000	78	€25000 - €50,000	71	
		€50,000 - €209,000	88	€50,000 - €209,000	76	
		€209k -€5.225m	35	€209k -€5.225m	41	
		Above €5.225m	1	Above €5.225m	1	
		TOTAL	**1346**	**TOTAL**	**1308**	

6	Percentage change in the number and value of LVP card transactions				
		Value	18% increase in 2018 compared to 2017 activity	Value	40% increase in 2019 compared to 2018 activity
		Transactions	20% increase in 2018 compared to 2017 activity	Transactions	38% increase in 2019 compared to 2018 activity

7	Number of quotations sought via Quick Quotes (www.etenders.gov.ie) and Requests for Quotations (www.supplygov.ie)				
		QuickQuotes	256	QuickQuotes	199
		Request for Quotations	54	Request for Quotations	65

8	Update on eProcurement measures	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. 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.	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. 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.	
9	Update on business engagement measures	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. 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.	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. 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. 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 to meet directly with local authority purchasers.	
10	Update on sustainable procurement measures	**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. 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). **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.	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. 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. 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.	