

LAOIS COUNTY COUNCIL



Corporate Procurement Plan

2021 - 2023

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FOREWORD

Laois County Council spends in the region of €42m annually on procuring goods, services and works. This Corporate Procurement Plan sets out the procurement policies and actions required to ensure procurement activities are undertaken efficiently and economically whilst contributing to the realization of the economic, social and environmental objectives as set out in our Corporate Plan.

The plan ensures that Laois County Council has in place suitable mechanisms and systems to ensure compliance with EU and National legislation, to achieve value for money and to manage risks relating to procurement, while supporting service delivery.

Laois County Council, with the support of the Office of Government Procurement, the Local Government Operational Procurement Centre and the Local Government Strategic Procurement Centre, is committed to developing the procurement function, processes and systems within the organization.

The responsibility for procurement policy and implementation is vested in the Head of Finance and Directors of Services. However, each staff member must be aware of our procurement policy and must ensure that it is complied with at all times in order to deliver best value for money.

Procurement has a key role to play in ensuring that the Council continues to deliver high quality services to all our customers and I look forward to the principles of the plan becoming part of the culture of our organization.



John Mulholland
Chief Executive

1. Introduction

1.1 Corporate Procurement Plan Purpose

Laois County Council's Corporate Procurement Plan (CPP) 2021-2023 is a three-year strategy, setting out the procurement objectives, goals and actions over this period. This Corporate Procurement Plan is required under the [National Public Procurement Policy Framework](#) to ensure that the organisation's procurement function operates in accordance with best practise.

Public Procurement is 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 formal tendering and placing contracts for large infrastructural projects. Laois County Council procurements are governed by EU and National Directives, Legislation and Government Policy.

The purpose of this plan is to support Laois County Councils' corporate objectives through compliant sustainable procurements, by optimising value for money and managing risks associated with the procurement of goods, services and works on behalf of the Council.

1.2 European and National Legislative Requirements

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

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

- 1. Transparency:** Requirement for openness and transparency about the procurement process, publishing clear precise notices and awards.
- 2. Equal Treatment:** Applying the same rules to all, giving equal rights of access and making objectively fair decisions
- 3. Non-Discrimination:** Recognising all Nationalities
- 4. Proportionality:** All requirements should be appropriate and necessary to the Contract
- 5. Mutual Recognition:** Recognising professional qualifications, nationality and 'equivalent' standards and specification from all Member States

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

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

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

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



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

National Guidelines and Circulars include:

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

All decisions made by Laois County Council must demonstrate adherence to the above legislation/guidelines.

The following are the **EU & National Expenditure Thresholds** as at 1st January 2020 which must be adhered to. The EU Thresholds are reviewed every 2 years.

System	Limit	Expenditure/Category
 EU Journal OJEU (<i>January 2020</i>) www.ted.europa.eu	Works > €5,350,000 Services/Supplies > €214,000 Title III > €750,000	All categories
 National tenders (<i>below threshold</i>) www.etenders.gov.ie	Works > €50,000 Services/Supplies > €25,000	All categories

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

1.3 National Procurement Reform

The main stakeholders of procurement policy nationally work to enable consistency and standardisation of approach, delivering value for money with advice and centralised arrangements. Mainly coordinated and driven by the Office of Government Procurement (OGP), with the support of four key sectors – Local Government, Health, Defence, and Education. The Procurement model divided the spend into 16 categories, 8 managed by the OGP and the remaining 8 divided across the key sector partners.



As part of the Public Service Reform Plan, the Government in 2014 established the Office of Government Procurement (OGP) to drive a new consolidated and integrated approach to public procurement. The OGP manage and deliver supplier framework agreements (FWA), dynamic purchasing systems (DPS) and contracts for 8 categories of commonly procured goods and services - Professional Services, Facilities Management, Utilities, ICT & Office Equipment, Marketing Print & Stationery, Travel & HR Services, Fleet & Plant, and Managed Services. Details on the OGP Procurement services may be accessed at www.ogp.gov.ie.



Separately, the OGP is responsible for the Capital Works Management Framework (CWMF) which is a structure that has been developed to deliver the Government's objectives in relation to public sector construction procurement reform. It consists of a suite of best practice guidance, standard contracts and generic template documents that form the four pillars that support the Framework. Details on the OGP Construction Procurement services may be accessed at www.constructionprocurement.gov.ie.



Local Government Strategic Procurement Centre (LGSPC)

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



Local Government Operational Procurement Centre

The LGOPC under the auspices of Kerry County Council is tasked with leading two categories of procurement on behalf of the public sector, i.e. Minor Building Works and Civil and Plant Hire. LGOPC have developed frameworks and dynamic purchasing systems for categories such as plant hire, road making materials and minor building works to residential/commercial buildings. Details on the Local Government Operational Procurement Centre services may be accessed at www.supplygov.ie

1.4 Organisation Structure & Procurement Role

The Procurement Function in Laois County Council is within the Head of Finance Directorate. The procurement structure is mainly a devolved model. The Chief Executive has ultimate responsibility to ensure procurement compliance. The Chief Executive delegates budgetary and procurement responsibility to the Head of Finance and Directors of Services who ensure that budget holders take responsibility for the compliant procurement of all goods, services and works which they are authorised to procure.

In certain cases, a nominated directorate/section will lead on a required procurement need, for the whole of the Authority. An example of this is the IT department procuring hardware, software, fixed & mobile telephony services and managed print services. This decentralised structure exists in line with the Corporate Plan reflecting the geographical spread of the county, the range of services provided by Municipal Districts and the supplier/contractor base.

The Procurement Officer's role is mainly strategic in nature, delivering procurement advice in a manner which is transparent, objective and clear to Management and staff. The role includes overseeing and coordinating to ensure organisational focus on good practice and procedures in procurement (including embedding transparency, accountability and compliance), achieving value for money through utilisation of centralised purchasing mechanisms and ensuring high standards in procurement through communication of all relevant updates and information to all those involved in a procurement role.

2 Procurement Overview



2.1 Laois County Council Corporate Plan 2019-2024

Laois County Council's Corporate Plan 2019 -2024 provides a strategic framework for action and public service delivery. The Plan's Mission Statement is that *"The Council will lead the sustainable economic, social, cultural and community development of our County and deliver quality public services to the communities we serve"* this is supported by seven Corporate Objectives to improve the quality of life for Laois citizens.

Laois County Council is committed to achieving its core values in the delivery of services which include: *'Local Democracy & Accountability, Quality Customer Service, Sustainability, Social Inclusion, Partnership and Management of Resources & Value for Money'*. These values underpin all the Council's procurement and purchasing activities. The Council is committed to the compliant procurement of goods, services and works, in line with best public procurement practices and to achieving value for money outcomes for its citizens.

2.2 Procurement Mission Statement

The Council's procurement mission statement is *"To ensure Laois County Council's procurement function operates in accordance with best practice as set out by National and EU legislation, achieves optimum value for money purchasing across all functions of the organisation, while ensuring transparency, accountability and promoting an increasingly sustainable approach to our procurement activities."*

2.3 Procurement Plan Objectives

The Corporate Procurement Plan will provide a road map to the development of procurement over the next three years. Everyone in the organisation that is involved with procurement/expenditure, other than payroll should be familiar with this document. For compliance and best practice to be instilled into the organisation, it is vital that all staff involved in the procurement process have a comprehensive understanding of public sector accountability, legislative requirements and best practices in the methods and techniques associated with proper procurement.

The following are the objectives of this Corporate Procurement Plan for the next three years:

- ✓ Ensure Compliance
- ✓ Obtain Value for Money
- ✓ Promote Sustainability
- ✓ Encourage Business Engagement
- ✓ Reinforce Governance
- ✓ Maximise Contract Performance

2.3.1 Ensure Compliance

The purpose of this objective is to ensure that all procurement carried out by this Contracting Authority is in accordance with appropriate Local, National & EU Procurement Directives, Guidelines, Policies and Procedures. The intranet will be updated with a library of policies, procedures and guidance notes to ensure that staff have access to all current and relevant procurement documentation. Standard template documents and correspondence to be used in the procurement process will be available. All procurement related circulars, information notes and details on national arrangements will be updated regularly. A comprehensive procurement procedures manual will be developed by the Procurement Officer and training will be provided for staff. The Procurement Officer will also provide procurement advice and assistance to staff preparing tender documents and throughout the procurement process.

Independent assessment of compliance with procurement rules will be carried out by the Internal and Local Government Audit function. The Procurement Officer will improve policies and procedures as appropriate to ensure that the management of the Council's procurement activities are conducted in an open, transparent and non-discriminatory manner with the highest levels of compliance, probity and risk awareness. All above threshold competitions will be communicated via the Council's website, with links to the eTenders website.

2.3.2 Obtain Value for Money

Value for money is a core principle of public procurement. Value for money will be achieved by assessing the best balance of cost, quality and sustainability. Price should not be the sole factor when assessing value for money. One of the fundamental objectives of the procurement plan is to strive to achieve value for money at every opportunity, delivering savings and benefits through reducing costs. The Council will maximise efficiency and collaboration by utilisation of National and Regional arrangements when possible. Key buyers should consider aggregating demand to obtain volume savings across the organisation. Ongoing expenditure analysis will be conducted both at organisational and department levels by the Procurement Officer to monitor items such as: -

- Expenditure approaching procurement thresholds
- Measuring contract/framework expenditure
- Identifying further areas for corporate contracts
- Monitoring incidents of off contract spend

2.3.3 Reinforce Governance and Strengthen the Procurement Function

It is an essential objective to build the organisational capacity to strategically manage procurement and reinforce governance. The Procurement Officer with the Head of Finance and Directors of Services assistance will co-ordinate a Procurement Steering team to improve the strategic support and direction for the procurement function in Laois County Council. The focus of this cross-functional procurement team will be to drive compliance, achieve value for money and promote sustainable green procurements across the organisation. The procurement function will encourage staff to think 'cross-functionality' when planning any new procurement competition and collaboration will be encouraged. For Contracts which encompass the activities of more than one section, one department will take the lead role, co-ordinate the preparation of the procurement and act as contract manager once the contract is in place.

With the decentralised model of the procurement function in this Authority, training will be vitally important for key buyers. This training will be delivered via a mix of inhouse and external training. The Procurement Officer and the Procurement Steering team will continue to support purchasing staff in the application of good procurement practices within the Council.

Quality Assurance will be monitored in accordance with the Public Spending Code. This will include conducting regular random audits of procurement activities for compliance with legislation and guidelines.

2.3.4 Sustainable Public Procurement

Sustainability is a process by which public authorities seek to achieve the appropriate balance between the three pillars of sustainable development - economic, social and environmental – when procuring goods, services or works at all stages of the project. Green Public Procurement (GPP) is a process where public authorities seek to source goods, services or works with a reduced environmental impact. GPP is widely recognised internationally as an effective means for public administrations to manage the balance between cost effectiveness and sustainable development. Social inclusion is a process where public authorities seek to include social consideration into their procurement process. Examples of social considerations include, but are not limited to, employment and training opportunities for disadvantaged groups, disability access, promoting social inclusion and social enterprises, and the protection of the environment and combating climate change.

A key element of the **Government's 2020 Programme for Government: Our Shared Vision** is the commitment placed on public bodies towards sustainable procurements through various green initiatives:

- Reduce greenhouse gas emissions by an average of 7% per annum with 51% reduction by 2030
- Mandate the inclusion of green criteria in all procurements using public funds within 36 months
- All cars/vehicles purchased by public bodies must be zero or low emissions by 2025
- OGP to update all centralised frameworks to reflect GPP practice and support central procurement of energy-related investments and services
- Include GPP and social clauses in social housing procurements
- Ensure public procurement leads to a circular economy, such as environmental product declarations and extended producer responsibility for end-of-life costs

In December 2019 Laois County Council signed the Climate Action Charter affirming our commitment to providing robust leadership in advancing the national and local objective in realising Ireland's commitment to achieving a net zero carbon energy system and creating a climate resilient, vibrant and sustainable country.

The Charter outlines how **Sustainable Procurements** can contribute to achieving this goal in several ways:

- Ask suppliers as part of the procurement process to provide information on their carbon footprint and on the sustainability practices and steps they plan to reduce its impact
- Implement green public procurement strategy and procedures across all business areas

By encouraging and embedding environmental and social considerations within our procurement processes Laois County Council will enable public spending to positively impact on both society and our planet.

2.3.5 Encourage Business Engagement

This procurement objective will strive to encourage business engagement and assist with developing access for Small & Medium Enterprises (SMEs) to Laois County Councils' public procurement competitions. Small & Medium Enterprises (SMEs) are an important part of the national economy and access to public procurement competitions can be an important source of business to SMEs. The National Circular 10/2014 '*Initiatives to assist SME's in Public Procurement*' outlines various initiatives to assist with greater participation of SMEs in public procurement. The measures include: -

- Encouraging buyers to complete market analysis and examine capabilities of SMEs
- The use of Prior Information Notices (PIN), Request for Information (RFI), Expressions of Interest (Eoi), when possible
- Giving consideration to the subdivision of contracts into Lots, without compromising efficiency and value for money
- Encouraging consortium bids for competitions
- Giving consideration to greater use of open tendering
- Requesting turnover and insurance requirements which are proportionate and reasonable, in the context of competitions
- Supporting capacity building and encourage innovation in competitions

This Council will continue to actively engage with SME's through the Business Support Unit and the Local Enterprise Office on tender opportunities and will promote upskilling programmes for businesses interested in tendering for public sector contracts.

2.3.6 Maximize Contract Performance

The purpose of this objective is to ensure that contract performance is regularly monitored to ensure value for money is maintained over the duration of the contract and to inform future contract arrangements. It is the responsibility of each Section Head to monitor contract timelines and expenditure. There is a constant stream of contracts coming up for consideration, extension or re-tendering. The use of contract management software to assist with this and recording the use of contracts will be investigated during the period of this Plan. The Council will develop a central register of all goods, services and works contracts in place at various stages. This register will assist with developing a multi-annual Procurement Plan, ensuring the timely review of existing contracts and development of necessary replacement competitions. Consideration will be given to developing or aligning policies related to specific contracts that improve or change norms and lead to improved contract delivery/performance.

3. Internal Procurement Regulations

3.1 Financial Management System

Milestone 4 (MS4) is part of the Agresso Financial Management System. Milestone 4 has introduced operational efficiencies through the implementation of automated solutions such as workflow and scanning. The introduction of an integrated workflow enables process improvement throughout the local authority. The new workflows include a requirement for procurement approval for certain types of spending, prior to ordering. Standardisation across Local Authorities will facilitate improved reporting at Central Government level. The Office of Government Procurement (OGP) seeks procurement statistics on a regular basis for both existing contracts and potential contracts across all areas of the public sector.

3.2 Thresholds and Related Procurement Procedures

The National expenditure thresholds determine if a formal tender process is required based on matching contract values to the thresholds listed below. The value of the contract determines the procurement procedure. The following 'Local' thresholds only apply for procurement of goods/services/works where there is no framework/contract or other online procurement portal available (e.g. SupplyGov, OGP, eTenders)

	Threshold (All figures are ex VAT)	Procedure
Local	Up to €1,000	A minimum of 3 verbal quotations to be sought. ALL documentation and related electronic files MUST be attached to Requisition request with authorisation of budget holder.
	Between €1,000 and €5,000	A minimum of 3 written quotations to be sought. ALL documentation and related electronic files MUST be attached to Requisition request with authorisation of budget holder.
	Between €5,000 and €25,000 for Goods, Services	Quick Quotes on www.etenders.gov.ie is recommended for all purchase above €5,000 where no other framework is in place. Quotes from 3 or more suppliers/service providers must be sought. RFT on eTenders should be considered if near upper limit.
	Between €5,000 and €50,000 for Works	Quick Quotes on www.etenders.gov.ie is recommended for all purchase above €5,000 where no other framework is in place. Quotes from 5 or more contractors must be sought. RFT on eTenders should be considered if near upper limit.
National	Between €25,000 and €214,000 for Goods & Services Between €50,000 and €5,350,000 for Works	Mandatory to use www.etenders.gov.ie where no available framework is in place. All documentation paperwork and related electronic files MUST be retained. CE Order Required. Publish Contract Award Notice for all Contracts over €25,000.
EU	Over €214,000 for Goods & Services Over €5,350,000 for Works	Formal advertising on OJEU Official Journal of the European Union via www.etenders.gov.ie . All paperwork and related electronic files MUST be retained. CE Order Required, Publish Contract Award Notice & EU Report.
ICT	Notice re ICT Contracts Over €25,000	Formal advertising on eTenders is required for all ICT related procurement exceeding €25,000 where no framework exists. All paperwork and related electronic files MUST be retained. CE Order Required. Publish Contract Award Notice

4. Procurement Supply & Risk Analysis (incl. Brexit)

Laois County Council has recognised the risks associated with its procurement spend and has listed these in their Risk Register. The areas identified for risk assessment and mitigation solutions include legal, professional, regulatory, financial, contractual, economic, and technological. The Council has assessed the probability of supplier failure and its impact on the organisation, particularly developing strategies to mitigate risk around critical contracts.

		Impact →				
		Negligible	Minor	Moderate	Significant	Severe
Likelihood ↑	Very Likely	Low Med	Medium	Med Hi	High	High
	Likely	Low	Low Med	Medium	Med Hi	High
	Possible	Low	Low Med	Medium	Med Hi	Med Hi
	Unlikely	Low	Low Med	Low Med	Medium	Med Hi
	Very Unlikely	Low	Low	Low Med	Medium	Medium

Supply & Risk Analysis – Brexit:

The UK left the EU on Friday 31st January 2020 on the terms set out in the Withdrawal Agreement, including the Protocol on Ireland/Northern Ireland. On 24th December 2020, the EU and UK negotiating teams reached agreement in principle on a Trade and Cooperation Agreement, which is effective from the end of the transition period. Given the late stage at which the negotiations were finalised, the Agreement is being provisionally applied for a period from 1st January 2021 to 28th February 2021 while procedures to conclude the Agreement are completed.

The Agreement provides for tariff and quota free goods trade, transport and energy connectivity, and cooperation between police services. It protects the Single Market that is so important for our future prosperity and ensures fair competition for our businesses. For more information on the Agreement, please [click here](#).

It is important to note that even with the Trade and Cooperation Agreement in place, there will be significant and lasting change to the EU’s relationship with the UK. As of 1st January 2021, the UK is outside the EU Single Market and Customs Union. This means new procedures apply for businesses moving goods to, from or through the UK, excluding Northern Ireland. The Protocol on Ireland / Northern Ireland, which forms part of the Withdrawal Agreement agreed earlier with the UK, means that no new procedures will apply to goods moving between Ireland and Northern Ireland.

Laois County Council will continue to assess their exposure to the UK market from its current arrangements and assess their potential impacts. The main risks identified by the OGP in their latest Information Note December 2020 are potential increases in input costs, delays due to alternative supply chain routes, alternative certification bodies, GDPR and insurance coverage.

5. Measurement of Results

A detailed implementation plan with timebound goals and actions is set out at the end of this Plan. The key deliverables of this implementation plan will be monitored and reviewed regularly at Finance Directorate meetings. Progress reports on achieving the identified goals and targets will be submitted to the Senior Management Team bi-annually and to the Audit Committee on an annual basis. The Procurement Officer will prepare and publish the annual monitoring and implementation report.

5.1 Governance & Approval

This Corporate Procurement Plan was approved by the Chief Executive and the Senior Management Team on 16th February 2021.

5.2 Implementation and Review

The Procurement Function will ensure the plan is implemented. The plan will be circulated throughout the organisation, ensuring all staff involved in any procurement function are aware of the details of this new Corporate Procurement Plan. Once adopted this Plan will be published on the Council website.

6. Laois County Council Expenditure Analysis 2019

Expenditure can be analysed by supplier, category spend, product spend, departmental/divisional spend and amount of spend in the Agresso Financial Management System. The data can be used to analyse trends over time, give an indication of the annual budgetary requirement and can be used to analyse procurement compliance. Figures below exclude payroll, travel expenses, member costs, rents paid, grants paid out, payments to other local authorities or state agencies.

Description	Revenue	Capital	TOTAL
65500 Minor Contracts- Trade Services & other works	11,967,062	2,467,787	14,434,849
66000 Non-Capital Equip Purchase - Civil Defence	6,692	-	6,692
66500 Non-Capital Equip Purchase - Fire Services	160,933	-	160,933
67000 Non-Capital Equip Purchase - Machinery Yard	2,829	-	2,829
67500 Non-Capital Equip Purchase - Computers	71,522	7,116	78,638
68500 Non-Capital Equip Purchase - Other	595,904	94,197	690,101
69000 Hire (Ext) - Plant/Transport/Machinery Equipment	1,400,941	153,828	1,554,770
69150 Repairs & Maint - Buildings (excl. LA Housing)	110,027	-	110,027
69200 Repairs & Maint - Plant	167,839	4,483	172,322
69250 Repairs & Maint - Computer Equip	16,490	-	16,490
69260 Repairs & Maint - Other Equip	1,037,334	478,052	1,515,385
69270 Repairs & Maint - Parks & Other Areas	323,245	-	323,245
69300 Capital Contracts Expenditure	62,984	8,004,840	8,067,824
69360 Agency Services - Non Local authorities	474,673	2,997,481	3,472,155
69600 Other Vehicle Expenses	80,281	-	80,281
70000 Materials	1,401,496	39,146	1,440,642
71000 Insurance	1,301,227	208	1,301,435
71500 Arts Activities	304,373	7,750	312,123
71550 Library Book Purchases	88,969	-	88,969
74000 Meals for Firemen	19,467	-	19,467
74500 Entertainment and Associated Expenses	6,253	-	6,253
75000 Computer Software and Maintenance Fees	524,924	1,378	526,302
76000 Communication Expenses	296,716	2,010	298,726
76100 Postage	672,326	-	672,326
77100 Courier	2,027	37	2,064
77200 Security - Property	74,481	-	74,481
77250 Security - Cash Delivery	15,669	-	15,669
78000 Training	361,704	14,456	376,160
79000 Legal Fees and Expenses	141,012	215,606	356,618
79900 Consultancy/Professional Fees and Expenses	49,668	1,755,233	1,804,901
80000 Advertising	106,407	20,121	126,528
81000 Printing & Office Consumables	361,647	8,925	370,572
85200 Cleaning	241,568	-	241,568
86000 Energy / Utilities	1,442,736	4,707	1,447,443
99000 Miscellaneous Expenses	1,837,774	334,214	2,171,988
Expenditure per CCAS	25,778,553	16,626,103	42,404,656



Laois County Council Corporate Procurement Plan – Goals & Actions 2021-2023

Goal	Action	Timescale	Assigned to:
1. Compliance & Governance			
Co-ordinate a Procurement Steering Committee	Co-ordinate a Procurement Steering Committee to improve strategic support and direction for the procurement function	Q1 2021	Management Team & Procurement Officer
Review and redevelop Laois County Council's procurement policy and procedures.	Carry out a review of current procurement policy and procedures and develop detailed procurement procedures guidance.	Q2 2021	Procurement Officer & review by Steering Committee.
Compliance Reporting	Develop compliance reporting to Management Team	Q2 2021	Procurement Officer
Provide clear, decisive procurement information, advice & support to all staff	Maintain up-to-date procurement knowledge through continuous professional development in procurement area.	Term of Plan	Procurement Officer
2. Build Organisational Procurement Capacity			
Develop a library of procurement documents and templates	Ensure up-to-date procurement circulars, information notes, guidance documents and templates are made available to staff via a procurement library	Term of Plan	Procurement Officer
Ensure all staff are aware and have access to the National & EU Expenditure Thresholds	Update Procurement Chief Executive Order and update procurement library on Intranet as appropriate.	Q1 2021	Procurement Officer
Strengthen procurement compliance at Tender Evaluation & Notification stage	Develop Tender Evaluation template & technique guide. Design a Conflict of Interest, Confidentiality and Data Protection Undertaking Form. Utilise OGP letter notification templates with appropriate standstill period.	Q1 2021	Procurement Officer & Budget Holders
3. Improve Procurement Knowledge			
Develop procurement training for staff	Develop and deliver internal procurement training for staff and organise external procurement training as required.	Term of Plan	Procurement Officer & Budget Holders
Provide systems training on various procurement portals	Provide systems training on eTenders, Quickquotes, Supplygov, OGP frameworks as required.	Term of Plan	Procurement Officer
Procurement booklet for new recruits	Produce concise procurement booklet for new recruits	Q3 2021	Procurement Officer
4. Value for Money			
Encourage maximum utilisation of National & Regional arrangements that have standardised and aggregated demand to maximise efficiency	Ensure that details of all central procurement body arrangements are readily available to all staff involved in procurement sourcing arrangements.	Term of Plan	Budget Holders & Procurement Officer



Laois County Council Corporate Procurement Plan – Goals & Actions 2021-2023

Goal	Action	Timescale	Assigned to:
Develop a culture across the organisation to achieve value for money in our procurements	Encourage staff to strive to achieve value for money at every opportunity.	Term of Plan	Budget Holders & Procurement Officer
Develop a strategic approach to Procurement	Identify strategic procurement opportunities that could generate efficiencies and achieve greater value for money outcomes across the organisation.	Term of Plan	Management Team & Procurement Steering Committee
5. Spend Analysis			
Monitor and measure all purchasing activity in Laois County Council	Ongoing expenditure analysis across the organisation to inform future procurement plans	Term of Plan	Procurement Officer
Evaluate spend on Low Value Purchase Cards (LVPC)	Perform regular analysis on Low Value Purchase Cards expenditure to ensure procurement compliance.	Term of Plan	Procurement Officer
6. Sustainable Public Procurements			
Encourage and embed environmental and social considerations into our procurement processes.	Through the cross functional Procurement Steering Committee proactively promote sustainable procurements across the organisation.	Start Q1 2021 Term of Plan	Procurement Steering Committee
Increase awareness and knowledge of environmental, social consideration and sustainability in the procurement function	Increase awareness by providing all the appropriate public policy, national guidelines, information notes & templates on this area and training for staff.	Term of Plan	Procurement Officer
Monitor and Report on implementation of Sustainable Procurements across organisation.	Through the Procurement Steering Committee monitor & report on the use of criteria that promotes environmental, social inclusion and sustainability in procurements.	Term of Plan	Procurement Steering Committee
5. Encourage Business Engagement			
Develop access for Small & Medium Enterprises (SMEs) to Laois County Council's procurement competitions	Encourage SMEs to partake in our procurement processes by publishing links on the Council website to all National Level tender competitions.	Term of Plan	Procurement Officer
Support SME's to partake in public procurement tenders.	Through the Business Support Unit & Laois Local Enterprise Office support SME's through advice & training in tendering for public sector contracts.	Term of Plan	Budget Holders, Business Support Unit, Laois Enterprise Office
Publication of new Corporate Procurement Plan making it accessible to Laois businesses & citizens	This Corporate Procurement Plan will be published on the Council's website to make it publicly accessible and on the intranet procurement library.	Q1 2021	Procurement Officer



Laois County Council Corporate Procurement Plan – Goals & Actions 2021-2023

Goal	Action	Timescale	Assigned to:
6. Maximise Contract Performance			
Develop a central register of all contracts and arrangements	Develop a system for recording contract performance to be maintained by buyers. The information gathered can then be used to inform future Competitions.	Term of Plan	Budget Holders & Procurement Officer
Develop and encourage measurement of contract performance	Ensure that all contract owners develop a system of contract management to measure performance, value and adherence to original terms of tender.	Term of Plan	Budget Holders
7. Procurement Operations			
Redesign the procurement intranet page	Redesign the Procurement area on the Intranet for staff to reference when planning a procurement competition.	Q1 2021	Procurement Officer
Develop a Multi-Annual Procurement Plan	From the central contract register create a Multi-Annual Procurement Plan. This will ensure the timely reviews of existing arrangement and the planning of future procurement activity.	2021 & Term of Plan	Procurement Officer
8. Risk Management			
Changes Post Brexit	Assess the Council's exposure to UK markets for current/future contracts.	Q1 2021	Budget Holders & Procurement Officer
Review procurement structures and activities	Ongoing review of the Council's procurement activities and structures to determine if these should be revised or how they can be strengthened to mitigate risk.	Term of Plan	Procurement Officer

