



Comhairle Chontae na Gaillimhe  
Galway County Council

## Corporate Procurement Plan 2020-2022

Document Control Sheet – February 2020

<b>Local Authority</b>	Galway County Council
<b>Department</b>	Finance
<b>Section</b>	Procurement
<b>Document Title</b>	Corporate Procurement Plan 2020 - 2022

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*I have reviewed and agreed the content and recommend the approval of the Galway County Council Corporate Procurement Plan 2020-2022.*

Signed by: \_\_\_\_\_

Date: \_\_\_\_\_

*[Handwritten signature]*  
*10<sup>th</sup> July 2020*

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# 1. Introduction

## 1.1 Corporate Procurement Plan Purpose

Galway County Council's Corporate Procurement Plan 2020 - 2022 is a three-year strategy; setting out the procurement objectives for this period. The procurement plan has been developed to ensure that the organisation's procurement function operates in accordance with best practice.

The broad objective of the plan is to support, effective value for money purchasing, while ensuring the main principles of procurement apply (Openness, Transparency, Accountability and Mutual Recognition).

The plan aims to strengthen the professionalism of the procurement function in order to efficiently meet the corporate governance requirements and continue to deliver value for money.

The procurement objectives will support efficient and effective delivery of services by Galway County Council. This Plan has been prepared in accordance with the Local Government Management Agency (LGMA) document 'Guidance for Corporate Procurement Planning in the Local Government Sector' (Oct 2015) and the Office of Government Procurement (OGP) document 'Corporate Procurement Plan Information Note' (Jan 2019).

## 1.2 European Procurement Policy

The European Treaty of Rome signed in 1957; established several principles which should apply when awarding contracts, particularly in relation to:

- Freedom of movement of goods
- Freedom of establishment
- Freedom to provide services

Central to public sector procurement practice are key guidelines and legislation, founded in EU directives that have subsequently been transposed into Irish Law including;

- 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,
- Remedies Directive 89/665 as amended by Directive 2007/66 transposed by Irish Remedies Regulations S.I. No. 130 of 2010 (as amended),
- European Union (Award of Public Authority Contracts) Regulations 2016 transposed into law by S.I. No. 284 of 2016 - European Union (Award of Public Authority Contracts) Regulations 2016,
- CI 179 - Commission Interpretative Commission on the Community law applicable to contract awards not or not fully subject to the provisions of the Public Procurement Directives (2006/C 179/02),
- Circular 10/2014<sup>1</sup>,
- Circular 20/2019<sup>2</sup>.

All decisions made by Galway County Council must demonstrate adherence to the above legal guidelines and principles.

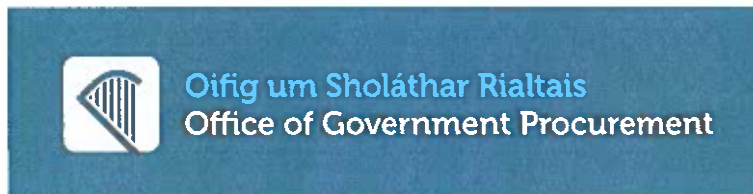
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<sup>1</sup> Department of Public Expenditure and Reform, Circular 10/14: Initiatives to assist SMEs in Public Procurement (Apr. 2014)

<sup>2</sup> Department of Public Expenditure and Reform, Circular 20/2019: Promoting the use of Environmental and Social Considerations in Public Procurement (Oct. 2019)

### 1.3 National Procurement Policy

The main stakeholders of policy nationally focus on specific areas of procurement to maximise results, these include;



The Office of Government Procurement commenced operations in 2014 and, together with four key sectors (Health, Defence, Education and Local Government), have responsibility for sourcing all goods and services on behalf of the Public Service. Also, the OGP also has full responsibility for procurement policy and procedures. 'eTenders' is the Irish Government's electronic tendering platform administered by the Office of Government Procurement. The platform [www.etenders.gov.ie](http://www.etenders.gov.ie) is a central facility for all public sector contracting authorities to advertise procurement opportunities and award notices. Procurement news and for guidance, legislation, and circulars under the National Public Procurement Policy Framework, can be accessed via [www.ogp.gov.ie](http://www.ogp.gov.ie)



The Department of Public Expenditure and Reform is responsible for implementing national policy on public procurement, particularly in relation to construction procurement. The Department's website: [www.constuctionprocurement.gov.ie](http://www.constuctionprocurement.gov.ie) consists of a Capital Works Management Framework which contains an integrated set of contractual provisions, guidance material and technical procedures which covers all aspects of the delivery process of a public works project from inception to final project delivery and review.



The Local Government Management Agency is a state agency of the Department of Housing, Planning and Local Government established in 2012 to provide a range of services to the Local Government Sector. The Agency was created through the merger of the Local Government Computer Services Board, Local Government Management Services Board and An Comhairle Leabharlanna. The LGMA provides a range of services within the context of its statutory remit, in support of coordinated and cost-effective delivery of Local Government services and policy.



Supplygov is a procurement platform facilitating Local Authorities and other state agencies in the procurement of goods, works and services from Suppliers (incl. Contractors and Service Providers). The website has been developed by the Local Government Operational Procurement Centre (LGOPC) to streamline the procurement process of contracting authorities in relation to Plant Hire and Minor Building & Civil Works. The platform operates two modules for procuring goods, works and services through Requests for Tenders (RFTs) and Requests for Quotations (RFQs). Requests for Tender are supplementary competitions run under Frameworks or Dynamic Purchasing Systems.

## 1.4 Organisational Structure

Galway County Council currently operates a primarily decentralised procurement system. Each directorate focuses on the delivery of its own specialist services. The procurement of goods, services and works is carried out separately within each directorate. This works well for efficient service delivery, keeping procurement as close as possible to the user. One of the main objectives of this three-year plan is to bring about the organisational changes needed to interact efficiently with the national centralised requirements and at the same time, retain the advantages of the decentralised approach for the delivery of services.

The Procurement Officer's role is mainly strategic in nature, incorporating: the preparation of advice and guidance to management team and staff on legislative, compliance, risk management and good practice requirements; procurement data management; and pro-actively engaging with the LGMA and OPG at national level. The role also includes the implementation of the Corporate Procurement Plan 2020-2022. This plan was developed on the basis of a review of the previous plan; new national procurement initiatives; the increasing professionalisation of the procurement function; and identifying a procurement structure and process that enables this Council to deliver its core functions and services efficiently while meeting corporate governance requirements.

The Procurement Officer will identify new risks, such as Brexit, when they arise, and liaise with the national procurement advisors and internal buyers to develop an appropriate risk management strategy.

## 2 Mission Statement

### 2.1 Galway County Council Corporate Plan 2019 -2024

The 'Galway County Council Corporate Plan 2019 -2024', provides a strategic framework for Galway County Council to deliver its cores functions and services. 'To provide good quality accessible services in an efficient and effective manner and to exercise our civic leadership role to promote the economic, social and cultural development of the county in a balanced and sustainable manner'.

### 2.2 Corporate Procurement Plan 2020 -2022

This Corporate Procurement Plan sets out how to achieve effective and efficient procurement that will support the Council's corporate objectives. The Council's procurement of goods, services and works facilitates the development of critical infrastructure, community services and improved environmental quality.

### 2.3 Mission Statement Procurement

Our mission is 'to ensure that Galway County Council's procurement function drives and facilitates the sustainable development of the County; operates in accordance with best practice and all legislative standards in public procurement; achieves effective service delivery; delivers best value for money; with accountability and transparency across all functions of the organisation'.

### 2.4 Galway County Council Internal Regulations

Galway County Council Financial Regulations determine if a formal tender process is required based on matching contract values to the thresholds. The value of a contract determines the procurement procedure to be followed.

For goods or services not included on quotation lists the following purchasing conditions apply:

CONTRACT VALUE (EX VAT)	PROCUREMENT PROCEDURES
0 - €3,000 <sup>3</sup> (Goods & Services)	A single quotation or negotiated price from a supplier is obtained and the budget-holder must be satisfied that value for money is obtained. It is recommended that verbal quotations be obtained from one or more competitive suppliers.
0 - €5,000 (Works)	Verbal quotation from 3 known suppliers – subsequently verified in writing.
€3,000 - €15,000 (Goods & Services) €5,000 - €50,000 (Works)	A specification of the goods or services to be provided. A minimum of three quotations should be obtained and recorded.
€15,000 - €25,000 (Goods & Services)	A detailed specification of the goods or services required to be documented and sent by email or through a procurement portal (eTenders, SupplyGov). A minimum of six quotations should be obtained and recorded.
€25,000 + (Goods & Services) €50,000 + (Works)	Advertise on the government’s website (www.etenders.gov.ie).
€214,000 + (Goods & Services)	Advertise on the government’s website (www.etenders.gov.ie)and also on the OJEU. <sup>4</sup>
€5,350,000 + (Works)	Advertise on the government’s website (www.etenders.gov.ie)and also on the OJEU.

### 3 Corporate Procurement Objectives

- **ENSURE COMPLIANCE** - To ensure that staff engaged in procurement are compliant with procurement directives, legislation, circulars, other legal requirements and the Council’s procurement policies and procedures. This will minimise procurement and reputational risk.
- **DELIVER STRATEGIC OBJECTIVES** - To support effective service delivery in accordance with the strategic objectives in Galway County Council’s Corporate Plan.
- **DELIVER VALUE FOR MONEY** - To achieve greater value for money by:
  - ensuring that procurement is carried out in a coordinated manner,
  - ensuring that competitive processes are used unless there are justifiable exceptional circumstances for not doing so,
  - reviewing, and where possible, streamlining existing procurement processes,
  - identifying opportunities for aggregation and efficiencies.
- **FACILITATE SOCIAL IMPROVEMENTS** - To facilitate economic, SME, social and environmental<sup>5</sup> considerations through procurement where feasible.

<sup>3</sup> Only applies for procurement of goods/services when there is no framework/contract or other online procurement portal available (e.g. SupplyGov, eTenders).

<sup>4</sup> These advertising thresholds are reviewed every two years. The latest thresholds can be checked on the EU public procurement website:[https://ec.europa.eu/growth/single-market/public-procurement/rules-implementation/thresholds\\_en](https://ec.europa.eu/growth/single-market/public-procurement/rules-implementation/thresholds_en)

<sup>5</sup> Department of Public Expenditure and Reform, Circular 20/2019: Promoting the use of Environmental and Social Considerations in Public Procurement (Oct. 2019).

## 4 Specific Goals/Targets

### 4.1 Structure

Develop the existing structure to maintain the advantages of decentralised procurement; enable the organisation to appropriately professionalise the procurement function; reduce duplication; meet the national requirements to utilise central contracts when appropriate; and generate spend and compliance data at a corporate-wide level.

This structure forms the basis of the three-year plan which endeavours to strengthen the fundamental principles:

- that all stages of the procurement process will involve more highly trained staff.
- that a cross-directorate element to the procurement process is developed.
- that the procurement process for each tender has a second trained person carry out a compliance procedure as a quality control measure.

### 4.2 Implement changes to procurement processes, training and IT systems

This is to ensure the systems are fit for purpose and are adaptable to changing legislative and best practice requirements. As procurement becomes more streamlined, the Procurement Officer will provide staff members with the right training and support opportunities to develop expertise and good practice skills. The Procurement Officer will empower staff members with the right tools and support to perform efficiently. This includes the development and availability of electronic systems and processes required to deliver smart procurement.

### 4.3 Expenditure Optimisation and Compliance Reporting

The 'National Public Procurement Policy Framework' sets out the procedures to be followed by the public sector under National and EU rules. Through the OGP's central purchasing model, the public service speaks with 'one voice' to the market, eliminating duplication and taking advantage of the scale of public procurement to best effect. These arrangements will be used when possible. For spend with no central arrangement in place, competitive tendering processes carried out in an open and transparent manner will deliver best value for money. The utilisation of improved IT systems, such as Spend Data Management Systems tools to monitor spend across the organisation will be required to ensure that compliance reporting requirements are met.

### 4.4 Effective communication and implementation of procurement policy

Effective communication with all stakeholders involved in the procurement process has been identified as key to the development and implementation of effective and efficient procurement procedures. Timely communication to relevant stakeholders has been identified as a cornerstone of plan implementation. The development of a 'Procurement Procedures Manual' will aim to deliver more focused and timely interaction with the range of stakeholders involved.

## 5 Implementation Plan

Corporate Procurement Plan 2020-2022			
Goal Id.	Goal/Target	Actions to achieve – Goal/Target	Timescale
<b>1</b>	<b>Change</b>		
1.1	Review current procurement structures/activities within the Council.	To complete a review of current procurement activities within the Council to determine if the procurement structure should be revised and/or strengthened. Consider centralising some buying expertise to negotiate improved procurement deals.	June 2020  January 2022
1.2	Develop a more strategic approach to purchasing by working with directorates/ area managers/ budget holders and sections.	To carry out periodic reviews of spending across the Council to identify a strategic procurement approach to generate efficiencies and achieve better value for money.	On-going
1.3	Expand procurement approvals within Milestone 4.	Develop on process for linking purchases orders with procurement references. Adding quotations to requisitions.	September 2020
1.4	Define Scope and Challenge Process.	Develop a Procurement Procedure Manual to encourage and facilitate good performance practices. Monitor local Product Codes and local Procurement References and map them to national product codes and National Procurement References for better spend analysis across the public sector.	January 2021  Review on a quarterly basis
<b>2</b>	<b>Performance</b>		
2.1	Ensure compliance with relevant Procurement legislation.	Ensure up to date procurement policy & procedures are in place. Ensure procurement process is in line with best practice. Have well trained and experienced procurement personnel. Develop checklists and templates to avoid errors and ensure consistent approach. Maintain a register of contracts.	January 2021  July 2020  August 2022
2.2	To continue cost saving initiatives such as aggregation throughout the organization.	This will be driven by the Procurement Officer in conjunction with Section Heads and other Local Authorities with a view to possible collaborative tendering.	On-going
2.3	To monitor and measure procurement-related activity to ensure that the adopted procurement policies and strategies are working efficiently and effectively.	Review and analyse annual spend data to measure past performance and inform any future procurement plan. Review spend data periodically. Review compliance on a sample basis annually.	January 2021
2.4	Encourage supplier performance	Ensure tendering process is well conducted. Ensure good communications with supplier.	On-going
2.5	Improve financial controls	Improve financial assessment before development of specification. Improved contract monitoring for increases above the initial sum.	On-going



2.6	Deliver the Public Spending Code	Project appraisals and planning to be carried out when necessary. Quality Assurance procedure to be undertaken on an annual basis, including spend inventory, checklists, audits, and annual reports to NOAC. Confirmation of assurance of compliance with the Public Spending Code is sought on an annual basis from the Heads of each Section/Department.	March 2020 – compilation of inventory & checklists
<b>3</b>	<b>Delivery</b>		
3.1	Provide information, advice and support to the staff within the Council.	Develop a procurement information management structure (including Milestone 4) with details of compliance information, checklists, templates and other relevant procurement information. Development of a Procurement Procedure Manual and the existing on-line intranet procurement library to provide access to appropriate regulations, guidance documents and other sources relevant to purchasing departments and management.	January 2021
3.2	To participate in public sector procurement initiatives as they arise and are deemed appropriate to the organisation.	To participate in new or existing national, regional and other procurement arrangements where they are beneficial to GCC, for example framework agreement and contracts put in place by OGP, LGOPC and other bodies.	On -going
<b>4</b>	<b>Innovation</b>		
4.1	Strive for cost efficiencies through use of procurement tools including e-procurement tools.	Maximise the use of fuel purchasing cards while providing support to budget holders. Investigate the use of purchasing cards in areas of low value spend, especially purchase orders paid for less than €500.	July 2020  October 2020
4.2	Implement Sustainable Procurement model	Introduce further sustainability requirements into tender evaluation criteria and explore the use of social clauses.	On-going
4.3	Assist in meeting Climate Action targets. <sup>6</sup>	Investigate the potential of Electric Vehicles for reducing carbon emissions.	May 2020
<b>5</b>	<b>On-line</b>		
5.1	Expand the use of On-line Systems to support Procurement. <sup>7</sup>	Promote the use of online tenders & quotations through procurement portals such as eTenders and Supplygov throughout GCC.	June 2020
5.2	Develop Galway County Council website to include Procurement content.	Publish all purchase order spends over €20k. Add a frequently asked procurement questions function to www.galway.ie	Quarterly June 2020
<b>6</b>	<b>Communications</b>		
6.1	Continue to promote and develop corporate awareness of procurement.	Update the Procurement intranet presence to improve the user interface. Introduce Procurement content into the Council website and improve awareness.	January 2021 July 2020
6.2	Advocate collaboration	Promote collaboration with other councils with similar purchasing requirements. Promote collaboration with other sections within the Council to leverage purchasing power.	On- going

<sup>6</sup> Galway County Council Draft Climate Adaptation Strategy (Aug. 2019).

<sup>7</sup> Galway County Council's Digital Strategy for Galway County.

<b>6.3</b>	Promote Small and Medium Enterprises (SME's) participation and recognise the economic impact of procurement on the local SME sector.	Introduce frequently asked procurement questions to the Council website. Recognise the impact of national / sector / regional aggregation on the local economy. Be conscious of the potential of, or impact on, SMEs at each stage of the procurement cycle (identifying the need, specifying, the award process etc.). Support Inter Trade Ireland & OPG initiatives to reach out to business.	June 2020 – On going
<b>6.4</b>	Encourage Procurement Planning	Encourage the effective planning of procurement spend including ordering in bulk and maintaining items in stock to avoid emergency purchasing.	On - going
<b>7</b>	<b>Up-skilling</b>		
<b>7.1</b>	Promote knowledge & skills in procurement disciplines, tendering etc.	Continue to deliver training programmes and initiatives to improve procurement skills and knowledge across the Council appropriate to individual roles.	eTenders training – July 2020

## 6 Performance Measurement

The Implementation Plan set out in Section 5 covers a three-year period and will be monitored on an annual basis through a progress report prepared by the Procurement Officer for the Director of Finance.

The plan will be fully reviewed in three years and a new plan will be prepared for 2023-2025.

## 7 Approval of Corporate Procurement Plan

This Corporate Procurement Plan was approved on the 10/07/2020.

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