# Measurement and monitoring of the implementation of South Dublin County Council’s Procurement Plan 2021 - 2023

|  |  | **2021** | **2022** | **2023** |
| --- | --- | --- | --- | --- |
| **1** | **Number of meetings of Procurement Steering Group and summary of issues considered** | The Procurement Steering Group met six times in 2021. The key areas discussed included   * Planned procurements and progress updates * Updates on contracts used by multiple Departments * National Guidance on areas such as Covid-19, Brexit, and Green Public Procurement * Public Spending Code Report 2020 * ProcureMoments - staff awareness/information campaign | In 2022 the Procurement Steering Group had six meetings. The topics covered included:   * Planned procurements and progress updates * Incorporating green public procurement in tenders * Data analytics for 2021 * Training and upskilling sessions for staff * External factors that may impact on procurements/ contracts (i.e., COVID-19, Brexit, inflation) | In 2023 the Procurement Steering Group had six meetings. The topics covered included:   * Planned procurements and progress updates * Green public procurement Training within the organisation * Updates on contracts used by multiple Departments * Training and upskilling sessions for staff * Update of Procure Moments with changes in thresholds. |
| **2** | **Number and percentage of tenders conducted using the different procurement procedures** | |  |  |  | | --- | --- | --- | | **Procedure** | **Number of Tenders** | **Percentage of Tenders** | | **Open OJEU** | 14 | 18% | | **Open National** | 47 | 66% | | **Restricted OJEU** | 4 | 6% | | **Restricted National** | 3 | 4% | | **Competitive Dialogue OJEU** | 1 | 1% | | **Panel** | 2 | 3% | | **TOTAL** | **71** |  | | |  |  |  | | --- | --- | --- | | **Procedure** | **Number of Tenders** | **Percentage of Tenders** | | **Open OJEU** | 16 | 24% | | **Open National** | 44 | 65% | | **Restricted OJEU** | 3 | 4% | | **Restricted National** | 2 | 3% | | **Competitive Dialogue OJEU** | 2 | 3% | | **Panel** | 1 | 1% | | **TOTAL** | **68** |  | | |  |  |  | | --- | --- | --- | | **Procedure** | **Number of Tenders** | **Percentage of Tenders** | | **Open OJEU** | 21 | 28% | | **Open National** | 50 | 67% | | **Restricted OJEU** | 1 | 1% | | **Restricted National** | 2 | 3% | | **Competitive Dialogue OJEU** | 1 | 1% | | **Panel** | 0 | 0% | | **TOTAL** | **75** |  | |
| **3** | **Average number of submissions per competition type and number of competitions with zero submissions received per competition type** | |  |  | | --- | --- | | **Competition type** | **Average number of submissions** | | **OJEU** | 3.9 | | **National** | 4.6 | | **QuickQuotes** | 2 |  |  |  | | --- | --- | | **Competition type** | **Competitions with zero submissions** | | **OJEU** | 2 | | **National** | 1 | | **QuickQuotes** | 19 | | |  |  | | --- | --- | | **Competition type** | **Average number of submissions** | | **OJEU** | 3.4 | | **National** | 4.1 | | **QuickQuotes** | 1.9 |  |  |  | | --- | --- | | **Competition type** | **Competitions with zero submissions** | | **OJEU** | 1 | | **National** | 1 | | **QuickQuotes** | 16 | | |  |  | | --- | --- | | **Competition type** | **Avg number of submissions** | | **OJEU** | 3.4 | | **National** | 6.2 | | **QuickQuotes** | 2.0 |  |  |  | | --- | --- | | **Competition type** | **Competitions with zero submissions** | | **OJEU** | 1 | | **National** | 2 | | **QuickQuotes** | 8 | |
| **4** | **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 2021** | | | **OGP Arrangements** |  | | Total Number of Live OGP Contracts | 82 | | Number Available to South Dublin County Council | **82** | |  |  | | **SDCC Usage\*** |  | | Availed of | 38 | | Sign up in progress | 5 | | To be considered | 1 | | No current requirement identified | 26 | | Alternative Requirement | 7 | | Alternative Arrangement in Place | 10 | | **Total** | **87** | | *\* Some arrangements have more than one usage status* |  |  |  |  | | --- | --- | | **Review of use of LGOPC arrangements at December 2021** | | | **LGOPC Arrangements** |  | | Total Number of Live LGOPC Arrangements | 15 | | Number Available to South Dublin County Council | **13** | |  |  | | **SDCC Usage** |  | | Availed of | 7 | | Sign up in progress | 0 | | To be considered | 0 | | No current requirement identified | 4 | | Alternative Requirement | 2 | | Alternative Arrangement in Place | 1 | | **Total** | **14** |  |  |  | | --- | --- | | **Review of use of regional arrangements at December 2021** | | | **Regional Arrangements\*** |  | | Total Number of DCC, FCC, DLR Contracts available to SDCC | 25 | |  |  | | **SDCC Usage\*\*** |  | | Availed of | 9 | | Sign up in progress | 0 | | To be considered | 0 | | No current requirement identified | 9 | | Alternative Requirement | 0 | | Alternative Arrangement in Place | 7 | | **Total** | **25** | | *\* 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 OGP arrangements at December 2022** | | | **OGP Arrangements** |  | | Total Number of Live OGP Contracts | 85 | | Number Available to South Dublin County Council | **85** | |  |  | | **SDCC Usage\*** |  | | Availed of | 36 | | Sign up in progress | 0 | | To be considered | 0 | | No current requirement identified | 41 | | Alternative Requirement | 0 | | Alternative Arrangement in Place | 8 | | **Total** | **85** | | *\* Some arrangements have more than one usage status* |  |      |  |  | | --- | --- | | **Review of use of LGOPC arrangements at December 2022** | | | **LGOPC Arrangements** |  | | Total Number of Live LGOPC Arrangements | 14 | | Number Available to South Dublin County Council | **13** | |  |  | | **SDCC Usage** |  | | Availed of | 7 | | Sign up in progress | 0 | | To be considered | 0 | | No current requirement identified | 7 | | Alternative Requirement | 0 | | Alternative Arrangement in Place | 0 | | **Total** | **14** |  |  |  | | --- | --- | | **Review of use of regional arrangements at December 2022** | | | **Regional Arrangements\*** |  | | Total Number of DCC, FCC, DLR Contracts available to SDCC | 51 | |  |  | | **SDCC Usage\*\*** |  | | Availed of | 20 | | Sign up in progress | 0 | | To be considered | 0 | | No current requirement identified | 25 | | Alternative Requirement | 0 | | Alternative Arrangement in Place | 6 | | **Total** | **51** | | *\* 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 OGP arrangements at December 2022** | | | **OGP Arrangements** |  | | Total Number of Live OGP Contracts | 79 | | Number Available to South Dublin County Council | **79** | |  |  | | **SDCC Usage\*** |  | | Availed of | 37 | | Sign up in progress | 0 | | To be considered | 0 | | No current requirement identified | 37 | | Alternative Requirement | 0 | | Alternative Arrangement in Place | 5 | | **Total** | **79** | | *\* Some arrangements have more than one usage status* |  |      |  |  | | --- | --- | | **Review of use of LGOPC arrangements at December 2023** | | | **LGOPC Arrangements** |  | | Total Number of Live LGOPC Arrangements | 15 | | Number Available to South Dublin County Council | **15** | |  |  | | **SDCC Usage** |  | | Availed of | 7 | | Sign up in progress | 0 | | To be considered | 0 | | No current requirement identified | 8 | | Alternative Requirement | 0 | | Alternative Arrangement in Place | 0 | | **Total** | **15** |  |  |  | | --- | --- | | **Review of use of regional arrangements at December 2023** | | | **Regional Arrangements\*** |  | | Total Number of DCC, FCC, DLR Contracts available to SDCC | 53 | |  |  | | **SDCC Usage\*\*** |  | | Availed of | 20 | | Sign up in progress | 0 | | To be considered | 0 | | No current requirement identified | 27 | | Alternative Requirement | 0 | | Alternative Arrangement in Place | 6 | | **Total** | **53** | | *\* 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* |  | |  |  | |
| **5** | **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 2021. Due to the coronavirus pandemic these were delivered online. These are summarised below:   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | No. of sessions | | Title | | Summary of Items Covered | | | **3**  **(each lasting 3 half days)** | | Understanding European Public Procurement Rules | | The public procurement rules, and how to manage a tender process. | | | **3**  **(each lasting a half day)** | | Public Spending Code | | Intended for staff with responsibility for projects or manage budgets that fall within requirements of the Public Spending Code. The areas covered included:   * Key Provisions of the Code and overview of December 2019 updates; * Financial Appraisal tools and techniques for capital projects; * Key provisions for revenue expenditure | | | **2**  **(1 hour)** | | Knowledge sharing sessions | | Two sessions were held focusing on benefits of frameworks, and IT procurements. | |   Short staff training videos were prepared inhouse and provide a resource for staff to upskill on particular topics:   |  |  | | --- | --- | | 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 | | **Procurement References** | What are procurement references and how to use them. |   Other centrally led procurement training was also attended by relevant South Dublin County Council staff in 2021, such as the Office of Government Procurement’s webinars. | The Procurement Unit, in partnership with the HR Training Unit, organised a variety of procurement training for staff during 2022 as summarised below:   |  |  |  | | --- | --- | --- | | No. of sessions | Title | Summary of Items Covered | | **3** | CWMF Training – Modules 1 | Introduction to Capital works Management Framework | | **2** | CWMF Training – Modules 2 | Consultancy and framework | | **2** | CWMF Training – Modules 3 | Works | | **2** | CWMF Training – Modules 4 | Advanced |   On the 29th September the Procurement unit hosted an online Procurement Knowledge Sharing Session. The Session included Presentations the Data Protection Officer and the Senior Executive Officer, Corporate Performance and Change Management on requirements for managing personal data at procurement and contract management stages, and lessons learned from recent competitions. Some of the topics covered a broad range of areas where data protection may apply in tenders in an accessible format, and practical examples gave some real context to the attendees.  We currently have Contracts Database and Quick Quotes listed as a course and a link was sent to all staff, this is a 30-minute video/information session.  Other centrally led procurement training was also attended by relevant South Dublin County Council staff in 2022, such as the Office of Government Procurement’s webinars. | The Procurement Unit, in partnership with HR Training Unit, Organised a variety of procurement training for staff during 2023.  A General Procurement Training course titled ‘Running a tender process EU Procurement rules (Introductory) training’ took place in March. The content summary for each day is below:  Day 1  • Introduction to Public Procurement  • The Treaty Principles, Directives, and Irish Legislation  • Contracts Covered by the Regulations and Exclusions  • Definition of supplies, services, works  • Thresholds  • Advertisement and Notice and Procedures  • Frameworks and Dynamic purchasing system  Day 2  • Selection & exclusion criteria  • Award criteria  • Clarifications  • Evaluation  • Abnormally low tenders  • Debriefing  • Court & Remedies  Staff also viewed our Contracts Database and Quick Quotes Course, this is a 30-minute video/information session which is available to all staff on our intranet site.  In November the Procurement Unit held an introductory to Green Public Procurement training course for staff. This course was attended by project managers throughout the organisation.  Staff in the organisation and within the procurement unit attended relevant centrally led procurement training, such as webinars hosted by the Office of Government Procurement. |
| **6** | **Number of revenue suppliers in the different expenditure thresholds** | |  |  | | --- | --- | |  |  | | **<€25,000** | 1102 | | **€25000 - €50,000** | 75 | | **€50,000 - €215,000** | 86 | | **€215,000 - €5,382,000** | 38 | | **Above €5,382,000** | 1 | | **TOTAL** | **1302** | |  |  | | |  |  | | --- | --- | |  |  | | **<€25,000** | 936 | | **€25000 - €50,000** | 71 | | **€50,000 - €215,000** | 89 | | **€215,000 - €5,382,000** | 48 | | **Above €5,382,000** | 1 | | **TOTAL** | **1145** | |  |  | | |  |  | | --- | --- | | **<€25,000** | **977** | | **€25000 - €50,000** | 68 | | **€50,000 - €215,000** | 92 | | **€215,000 - €5,382,000** | 51 | | **Above €5,382,000** | 1 | | **TOTAL** | **1189** | |
| **7** | **Percentage change in the number and value of LVP card transactions** | |  |  | | --- | --- | | **Value** | 3% decrease in 2021 compared to 2020 activity | | **Transactions** | 12% increase in 2021 compared to 2020 activity | | |  |  | | --- | --- | | **Value** | 16% Increase in 2022 compared to 2021 activity | | **Transactions** | 11% Increase in 2022 compared to 2021 activity | | |  |  | | --- | --- | | **Value** | 16% decrease in 2023 compared to 2022 activity | | **Transactions** | 19% decrease in 2023 compared to 2022 activity | |
| **8** | **Number of quotations sought via Quick Quotes and Requests for Quotations** | |  |  | | --- | --- | | **QuickQuotes (www.etenders.gov.ie)** | 147 | | **Request for Quotations (www.supplygov.ie)** | 70 | | |  |  | | --- | --- | | **QuickQuotes (www.etenders.gov.ie)** | 108 | | **Request for Quotations (www.supplygov.ie)** | 96 | | |  |  | | --- | --- | | **QuickQuotes (www.etenders.gov.ie)** | 112 | | **Request for Quotations (www.supplygov.ie)** | 80 | |
| **9** | **Update on business engagement measures** | Work commenced in 2021 on the Dublin Regional Enterprise Plan 2022 - 2024. The Local Enterprise Office South Dublin is leading on “Strategic Objective 1: Action 3 Enabling Supply Opportunities for SMEs” of the Plan to enhance opportunities for small businesses to benefit from supply openings through public and private procurement tender processes. Working with the Local Enterprise Office are the Council’s Procurement Officer and representative from the local Chambers, IBEC, SFA, LGMA, OGP, and InterTrade Ireland.  The May 2021 edition of the Chief Executive’s Report included an article on how to do business with the Council and details on the Corporate Procurement Plan 2021-2023. This report was presented to elected members at the May Council meeting and is available to the public online at [https://www.sdcc.ie/en/news/chief-executive-s-report-may-2021.html](https://eur04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.sdcc.ie%2Fen%2Fnews%2Fchief-executive-s-report-may-2021.html&data=04%7C01%7Cmcampbell%40SDUBLINCOCO.ie%7C2542bef05a2345560bee08d9fadc153f%7C6a3c00c019d0492da8de95fad8fda1d4%7C0%7C0%7C637816645480426372%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=fElf3y0y1OpCcKFbE9UyVoosbW1tgTtNS7WzmSiBsic%3D&reserved=0) | Under The Dublin Regional Enterprise Plan 2022 - 2024 in August 2022, we launched a register for businesses interested in providing services, supplies or works for the Council. Companies can include their details on the Register for the chance to quote for future projects. The Register is available online at <https://forms.southdublin.ie/Home/Item/74>  With the Programme for Government commitment to include green public procurement in all competitions from mid-2023 it is important that supplier is aware of this requirement. Supplier training took place in December 2022 which the Local enterprise office took the lead in organising. | In March 2023 a National Procurement survey was circulated to get input from both public Buyers and Public Sector Suppliers Nationally, to better support and assist on the current baseline. This was part of the Dublin Regional Enterprise Plan – Enhancing Supply Opportunities for SMEs.  In October the Local Enterprise Office ran an online Introduction to public procurement Training Session online.  The course was targeted at companies who are interested in accessing work from Government bodies and provided a foundation vital to approaching tendering to both the public and private sector in their given industry. It also gave them the ability to gain the maximum benefit from using the e-tenders' website and examining the 'real' requirements of a tender document which in turn will help them in forming a successful tendering strategy. |
| **10** | **Update on sustainable procurement measures** | In 2021 the EPA issued revised Green Public Procurement Guidelines for the public sector. These guidelines provide advice on how to incorporate green procurement in ten priority sectors identified. The guidelines have been brough to the attention of procurers across the organisation for inclusion in tenders as appropriate. A copy is available at <https://www.epa.ie/publications/circular-economy/resources/green-public-procurement.php>  Procurement supports the delivery of many significant projects in the Council’s Climate Change Action Plan. For example,  • Construction of Tallaght District Heating Scheme, tendered in 2018, is now well underway. In the first phase waste heat from a data centre will be used to heat County Hall and the TU Dublin-Tallaght  campus.  • All lighting is being upgraded to LEDs in County Hall, under the Council’s Civic Buildings Electrical Service Providers contract. Phases one and two have been completed with an average reduction in consumption of 68% and a 53 tonnes of CO2 emissions have been avoided.  • Several Flood Alleviation Schemes are in development. These schemes at the Poddle, the Whitechurch and the Camac will help protect homes and make communities more resilient to climate change in South Dublin.  Further information on the Climate Change Action Plan is available at <https://www.sdcc.ie/en/services/environment/climate-change/>.  A social employment clause has been included in the Kilcarbery housing development agreement. Since commencement on site in Q2 2021 the developer has been liaising with the local employment office in relation to vacancies on site. | The Pilot Green Public Procurement Working Group was established in April 2022 and met 6 times in the year. The Pilot Green Public Procurement Working Group produced an Action Plan with 8 Actions these were updated at each meeting. A presentation was provided at the August 2022 working group meeting on the Office of Government Procurement arrangements that include green criteria/options which are currently used by SDCC.  The Pilot Green Public Procurement Working Group agreed that supplier training was needed. South Dublin LEO took charge of carrying out supplier training on Green Public Procurement with SME’s. Following a Quick Quote process to procure a trainer the Supplier training took place in December 2022. 72 attendees booked onto the training, with approximately 27 suppliers and remainder from other public sector bodies. Positive feedback was received. | In March 2023 the Pilot Green Public Procurement Working Group having achieved all their objectives of creating an action plan disbanded. However, during a meeting of the procurement steering group in November 2023 it was agreed that much work was still needed around Green Public Procurement and it was important that a Green public Procurement Working Group be set up again in 2024.  In November 2023 the procurement unit held an introductory to Green Public Procurement training course for staff. This course was well attended, and invaluable information was gathered to help future courses be tailored to the needs for all staff. Further courses will take place in 2024 to make sure all staff are trained in GPP so they can include Green and sustainable criteria in all tenders.  Throughout the year Procurement staff attended workshops and training supplied by the OGP and other organisations to further the knowledge around this important issue. |