

## Measurement and Monitoring of the implementation of South Dublin County Council's Procurement Plan 2018 – 2020

		2018	2019	2020																																																																														
<b>1</b>	<b>Number of meetings of Procurement Steering Group and summary of issues considered</b>	<p>The Procurement Steering Group met six times in 2018. The key areas discussed included</p> <ul style="list-style-type: none"> <li>• Corporate Procurement Plan 2018-2020</li> <li>• Procurement functionality on Milestone4, the Councils Financial Management System</li> <li>• Contracts database</li> <li>• Pipeline of planned procurements and progress updates</li> <li>• Current and planned national frameworks</li> <li>• Review of procurement templates</li> <li>• GDPR implications and actions required for tenders and contracts</li> <li>• Public Spending Code</li> <li>• Procurement training</li> <li>• Low value payment (LVP) cards</li> </ul>	<p>In 2019 there were six meetings of the Procurement Steering Group. The topics addressed included</p> <ul style="list-style-type: none"> <li>• Business engagement measures</li> <li>• Pipeline of planned procurements and progress updates</li> <li>• Procurement training for staff</li> <li>• Current and planned national frameworks</li> <li>• Updates on contracts used by multiple Departments</li> <li>• GDPR and data protection requirements</li> <li>• Green procurement, including updates from the GPP4Growth Project</li> <li>• Public Spending Code</li> <li>• Brexit</li> <li>• Data Retention Policy for procurement related records</li> </ul>	<p>The Procurement Steering Group met six times in 2020. The key areas discussed included</p> <ul style="list-style-type: none"> <li>• Pipeline of planned procurements and progress updates</li> <li>• Current and planned national frameworks</li> <li>• Updates on contracts used by multiple Departments</li> <li>• Review of procurement templates</li> <li>• Covid-19</li> <li>• Brexit</li> <li>• Public Spending Code</li> <li>• Procurement training</li> </ul> <p>One meeting was devoted to the development of the Corporate Procurement Plan 2021-2023. Representatives from the Internal Audit team and the Local Enterprise Office also participated in the workshop.</p>																																																																														
<b>2</b>	<b>Number and percentage of tenders conducted using the different procurement procedures</b>	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #4F81BD; color: white;"> <th>Procedure</th> <th>Number of Tenders</th> <th>Percentage of Tenders</th> </tr> </thead> <tbody> <tr><td>Restricted National</td><td>5</td><td>7%</td></tr> <tr><td>Restricted OJEU</td><td>5</td><td>7%</td></tr> <tr><td>Competitive Dialogue OJEU</td><td>1</td><td>1%</td></tr> <tr><td>Open National</td><td>53</td><td>73%</td></tr> <tr><td>Open OJEU</td><td>7</td><td>10%</td></tr> <tr><td>Panel</td><td>2</td><td>3%</td></tr> <tr><td><b>TOTAL</b></td><td><b>73</b></td><td></td></tr> </tbody> </table>	Procedure	Number of Tenders	Percentage of Tenders	Restricted National	5	7%	Restricted OJEU	5	7%	Competitive Dialogue OJEU	1	1%	Open National	53	73%	Open OJEU	7	10%	Panel	2	3%	<b>TOTAL</b>	<b>73</b>		<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #4F81BD; color: white;"> <th>Procedure</th> <th>Number of Tenders</th> <th>Percentage of Tenders</th> </tr> </thead> <tbody> <tr><td>Restricted National</td><td>1</td><td>1%</td></tr> <tr><td>Restricted OJEU</td><td>10</td><td>14%</td></tr> <tr><td>Competitive Dialogue OJEU</td><td>0</td><td>0%</td></tr> <tr><td>Open National</td><td>42</td><td>59%</td></tr> <tr><td>Open OJEU</td><td>16</td><td>23%</td></tr> <tr><td>Panel</td><td>2</td><td>3%</td></tr> <tr><td><b>TOTAL</b></td><td><b>71</b></td><td></td></tr> </tbody> </table>	Procedure	Number of Tenders	Percentage of Tenders	Restricted National	1	1%	Restricted OJEU	10	14%	Competitive Dialogue OJEU	0	0%	Open National	42	59%	Open OJEU	16	23%	Panel	2	3%	<b>TOTAL</b>	<b>71</b>		<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #4F81BD; color: white;"> <th>Procedure</th> <th>Number of Tenders</th> <th>Percentage of Tenders</th> </tr> </thead> <tbody> <tr><td>Restricted National</td><td>0</td><td>0%</td></tr> <tr><td>Restricted OJEU</td><td>0</td><td>0%</td></tr> <tr><td>Competitive Dialogue OJEU</td><td>1</td><td>1%</td></tr> <tr><td>Open National</td><td>47</td><td>75%</td></tr> <tr><td>Open OJEU</td><td>13</td><td>21%</td></tr> <tr><td>Panel</td><td>2</td><td>3%</td></tr> <tr><td><b>TOTAL</b></td><td><b>63</b></td><td></td></tr> </tbody> </table>	Procedure	Number of Tenders	Percentage of Tenders	Restricted National	0	0%	Restricted OJEU	0	0%	Competitive Dialogue OJEU	1	1%	Open National	47	75%	Open OJEU	13	21%	Panel	2	3%	<b>TOTAL</b>	<b>63</b>							
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<b>4</b>	<b>Number of procurement training sessions held for staff and summary of items covered</b>	The Procurement Unit, in partnership with the HR Training Unit, organised a number of procurement related training sessions for staff during 2018. These are summarised below:	The Procurement Unit, in partnership with the HR Training Unit, organised procurement related training sessions for staff during 2019. These are summarised below:	Due to the coronavirus pandemic the planned procurement training programme for 2020 was re-assessed and in person training was not conducted. The Procurement Unit, in partnership with the Learning and Development Unit, developed short staff training videos on three topics:																																			
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## Measurement and Monitoring of the implementation of South Dublin County Council's Procurement Plan 2018 – 2020

8	Update on eProcurement measures	<p>The use of eProcurement measures are well embedded in the Council's processes. For example, we use the <a href="http://www.etenders.gov.ie">www.etenders.gov.ie</a> and <a href="http://www.supplygov.ie">www.supplygov.ie</a> 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 <a href="http://www.etenders.gov.ie">www.etenders.gov.ie</a>, where at all feasible. The use of these systems not only encourages sustainable practices, but also leads to improved audit trails and record management processes.</p>	<p>The implementation of e-procurement continued during 2019, with the continued use of the <a href="http://www.etenders.gov.ie">www.etenders.gov.ie</a> and <a href="http://www.supplygov.ie">www.supplygov.ie</a> platforms for issuing requests for tenders and quotations, and for the receipt of submissions.</p> <p>As of February 2019, the European Single Procurement Document (ESPD) was provided in exclusively electronic format (eESPD) on the eTenders platform for all procurement processes valued above the EU thresholds. The ESPD is a self-declaration of a business' financial status, abilities and suitability for a public procurement procedure. The new eESPD means the document content can be saved by suppliers and re-used in future tenders and bids without the requirement to recomplete fully each time.</p>	<p>The use of eProcurement measures are well embedded in the Council's procurement processes. South Dublin County Council has issued tender documents and received tender submissions electronically for several years. Since the coronavirus pandemic all tenders are now being received electronically.</p> <p>New processes were also put in place to ensure the integrity of the opening and evaluation processes as these were moved to online and conference call approaches to limit the spread of the virus.</p>
9	Update on business engagement measures	<p>As part of Enterprise Week the Local Enterprise Office held a session 'Demystifying the Procurement Process and Opening Up A New Source of Revenue' on the 5<sup>th</sup> March 2018. The Council's Procurement Officer discussed the policies and procedures involved with public procurement and the assessment processes. Advice on how to approach the bid process and top tips on preparing bids were given by Barbara Shaw of Bid Management.</p> <p>The Procurement Unit prepared an information leaflet for businesses to promote the advertisement channels used by the Council – this will be available in early 2019.</p>	<p>The Procurement Unit published an information leaflet for businesses to promote the advertisement channels used by the Council in early 2019. This is available on our website at <a href="https://www.sdcc.ie/en/services/business/procurement/want-to-do-business-with-south-dublin-county-council-.pdf">https://www.sdcc.ie/en/services/business/procurement/want-to-do-business-with-south-dublin-county-council-.pdf</a>.</p> <p>The Council's Procurement Officer held an information session as part of Local Enterprise Week in March 2019, outlining the policies and procedures involved with public procurement and the assessment processes.</p> <p>On 1<sup>st</sup> 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.</p>	<p>Businesses across the country have had to adapt their work processes during 2020 to meet the health and safety protocols in place due to Covid-19.</p> <p>The Council was conscious of the difficulties that the pandemic caused for businesses in preparing tender responses and submitting them. The submission date for bids were extended in a number of cases and we moved to receipt of all tenders electronically through <a href="http://www.etenders.gov.ie">www.etenders.gov.ie</a> and <a href="http://www.supplygov.ie">www.supplygov.ie</a>.</p> <p>The Office of Government Procurement issued guidelines on procurement and contractual matters associated with the Covid-19 Response Measures. These were circulated and implemented as appropriate in South Dublin County Council.</p>
10	Update on sustainable procurement measures	<p><b>Green Public Procurement (GPP)</b> A staff training session was held in October 2018 to promote awareness of green procurement and upskill staff in this area, with a view to identifying areas where GPP can be included in future procurement competitions.</p> <p>A number of procurement competitions included GPP as a key element in 2018 (e.g. the purchase of electric vehicles, the provision of waste management services for Council buildings, energy retrofitting of local authority housing stock).</p> <p><b>Social Employment Clauses</b> A social employment clause forms part of the contracts for the Design and Delivery of a Sustainable Integrated Mixed Tenure Housing Development at Kilcarbery, Dublin 22, the construction of the new North Clondalkin Library, and the construction of the new Castletymon Library.</p>	<p>The Council is committed to facilitating social or environmental objectives through procurement, for example by including green procurement criteria or social clauses in competitions as appropriate.</p> <p>Green procurement can be defined as choosing solutions that have a reduced impact on the environment throughout their life-cycle. In October 2019 the Department of Public Expenditure and Reform issued Circular 20/2019, which instructs Departments to consider including green criteria in public procurement processes in certain circumstances. Green public procurement was incorporated in a number of competitions run by South Dublin County Council in 2019, for example, the Dublin District Heating System, the Supply and Installation of Outdoor Water Fonts, and tenders for the Playspace Programme.</p> <p>Social employment clauses have been utilised in library construction contracts during 2019. The contractor reports to the Council regularly on the operation of the social employment clause. The scope of employment chiefly relates to site security but also includes apprenticeship.</p>	<p>The assistance of service providers and contractors is required to help enhance biodiversity through the management of open spaces in the County. During 2020 we tendered for frameworks for the supply planting and maintenance of flowering perennial, wildflowers and bulbs and for meadow mowing.</p> <p>In 2020 quotations were sought from companies to establish and coordinate a Sustainable Business Network within the Council's administrative area. The successful company will work with the Environmental Awareness Office, Local Enterprise Office, South Dublin Chamber of Commerce and other local organisations to recruit small businesses and work with them to reduce their impact on the environment.</p> <p>A social employment clause forms part of contracts for two library construction projects and two housing development projects. The construction of the library at North Clondalkin was completed last year and the library in Castletymon is almost complete. The average percentage of social employment hours recorded for the libraries contracts is in excess of the 5% minimum specified in the social employment clause. The scope of employment chiefly relates to site security but also includes some apprenticeship. The contract for the Kilcarbery housing development is due to be signed imminently, while the tender process for the Killinarden housing development is ongoing.</p>