

# Measurement and Monitoring of the implementation of South Dublin County Council's Procurement Plan 2015 – 2017

		2015	2016	2017																																																										
1	Savings achieved through procurement	<p>The Procurement Unit conducted an analysis of spend in 2015 compared to 2014 spend across five areas which had been subject to recent procurement competitions to identify savings achieved (if any) through procurement. The areas assessed were: skip hire, personal protective equipment, building materials, printers and security.</p> <p>The annual spend on the areas assessed ranged from €90,000 to €740,000, averaging €335,918. Potential savings realised from availing of a contract established by a Central Purchasing Body, such as staff or other costs, were not accounted for as part of the analysis. The analysis was based on overall spend data for suppliers contracted to provide the supplies and services, and was not assessed at a cost per unit level.</p> <p>Across the five areas assessed a combined reduction in spend of <b>€153,444</b> was realised in 2015 compared to 2014 spend. A reduction in spend across 4 of the 5 areas assessed was identified, ranging from <b>6% to 23%</b>. An increase in spend of <b>53%</b> was identified in the fifth area assessed.</p> <p>The change in the level of spend on any given area is most likely related to a number of factors, such as a change in contract (which may have occurred mid-year), a reduction in purchasing due to improved stock/resource management or an increase in purchasing due to a change in requirements. The analysis does not estimate the potential savings over the lifetime of a contract.</p>	<p>Spend in 2016 across four areas subject to recent procurement competitions was compared to 2015 spend to determine if savings were achieved further to procurement processes. The areas assessed were: electricity, supply and servicing of water coolers, building materials and parking enforcement.</p> <p>The annual spend on the areas assessed ranged from €5,500 to €3.7 million, averaging €963,283. The analysis was based on overall spend data for suppliers contracted to provide the supplies and services, and was not assessed at a cost per unit level. Like the 2015 analysis, potential savings realised from availing of a contract established by a Central Purchasing Body, such as staff or other costs, were not accounted for. The analysis does not estimate the potential savings over the lifetime of a contract.</p> <p>Across the four areas assessed a combined reduction in spend of <b>€791,950</b> was realised in 2016 compared to 2015 spend. A reduction in spend across 3 of the 4 areas assessed was identified, ranging from <b>4% to 45%</b>. An increase in spend of <b>48%</b> was identified in the fifth area assessed.</p> <p>Measuring procurement savings effectively is challenging and accurately accounting for procurement related savings would require system improvements to facilitate tracking by volume. A procurement intervention may also result in non-monetary benefits that are not easily quantifiable, such as efficiencies gained, improved service levels, risk reduction and so forth and it should be noted that the assessment carried out does not account for these factors which may result in additional savings to the organisation.</p>	<p>An analysis of spend in 2017 compared to 2016 spend was carried out to identify the savings (if any) achieved subsequent to recent tender processes. The areas assessed for 2017 focused on machinery, and were for the supply of machinery parts and a variety of external machinery repairs services :</p> <ul style="list-style-type: none"> <li>• Supply of Motor Vehicle Machinery Parts</li> <li>• Supply of Grasscare Machinery Parts</li> <li>• External Garage Repairs (Large Grasscare Machinery/ Road Vehicles/ Light Trailers)</li> <li>• Emergency Callout Repair Service for Hydraulic Hoses &amp; Fittings</li> <li>• Panel Beating and Spray Painting Repairs</li> <li>• The Supply and Install of Beacons, Reverse Cameras and Bluetooth Phone Kits</li> </ul> <p>A spend reduction of approximately <b>12%</b> was achieved, which was just over a <b>€100,000</b> of a saving.</p> <p>The analysis was based on overall spend data for suppliers contracted to provide the supplies and services, and was not assessed at a cost per unit level. Like the 2015 and 2016 analyses, a high level assessment was carried out on annual spend. Factors such as changes in market rates, inflation etc. was not accounted for in the analysis. Neither were the potential efficiencies garnered from the competition, the impact of the improved vehicle replacement programme on the demand for these supplies and services, or the reduction of risks further to the implementation of these tenders.</p>																																																										
2	Number of national /sector/regional procurement processes participated in	<p>In 2015, South Dublin County Council joined <b>5</b> national frameworks established by the Office of Government Procurement and <b>5</b> regional frameworks established by one of the Dublin local authorities. Details of these procurement processes joined in 2015 are available below:</p> <table border="1"> <thead> <tr> <th>Framework Type</th> <th>Frameworks</th> </tr> </thead> <tbody> <tr> <td>National Frameworks</td> <td>Security – Man-Guarding &amp; Key Holding Energy – Electricity, Unmetered Electricity Supply Energy – Electricity, Non-Domestic Supply Energy – Gas Managed Print Service</td> </tr> <tr> <td>Regional Frameworks</td> <td>Canteen Paint Electrical Goods Upgrade Protection on Autodesk Software Computerised Tree Management System</td> </tr> </tbody> </table>	Framework Type	Frameworks	National Frameworks	Security – Man-Guarding & Key Holding Energy – Electricity, Unmetered Electricity Supply Energy – Electricity, Non-Domestic Supply Energy – Gas Managed Print Service	Regional Frameworks	Canteen Paint Electrical Goods Upgrade Protection on Autodesk Software Computerised Tree Management System	<p>In 2016, an analysis of the council's participation in collaborative procurement processes was conducted. The findings are presented below:</p> <table border="1"> <thead> <tr> <th colspan="2">Review of use of OGP arrangements at December 2016</th> </tr> </thead> <tbody> <tr> <td colspan="2"><b>OGP Arrangements</b></td> </tr> <tr> <td>Total Number of Live OGP Contracts/ Frameworks</td> <td>83</td> </tr> <tr> <td>Number Available to Local Government Sector</td> <td><b>80</b></td> </tr> <tr> <td colspan="2"><b>SDCC Usage*</b></td> </tr> <tr> <td>Availed of</td> <td>20</td> </tr> <tr> <td>Sign up in progress</td> <td>7</td> </tr> <tr> <td>Under consideration</td> <td>16</td> </tr> <tr> <td>No current requirement identified</td> <td>33</td> </tr> <tr> <td>Alternative requirement</td> <td>1</td> </tr> <tr> <td>Alternative arrangement in place</td> <td>7</td> </tr> <tr> <td><b>Total</b></td> <td><b>84</b></td> </tr> <tr> <td colspan="2"><i>* Some contracts/frameworks have more than one usage status</i></td> </tr> </tbody> </table>	Review of use of OGP arrangements at December 2016		<b>OGP Arrangements</b>		Total Number of Live OGP Contracts/ Frameworks	83	Number Available to Local Government Sector	<b>80</b>	<b>SDCC Usage*</b>		Availed of	20	Sign up in progress	7	Under consideration	16	No current requirement identified	33	Alternative requirement	1	Alternative arrangement in place	7	<b>Total</b>	<b>84</b>	<i>* Some contracts/frameworks have more than one usage status</i>		<p>In 2017, an analysis of the council's participation in collaborative procurement processes was conducted. The findings are presented below:</p> <table border="1"> <thead> <tr> <th colspan="2">Review of use of OGP arrangements at December 2017</th> </tr> </thead> <tbody> <tr> <td colspan="2"><b>OGP Arrangements</b></td> </tr> <tr> <td>Total Number of Live OGP Contracts/ Frameworks</td> <td>128</td> </tr> <tr> <td>Number Available to Local Government Sector</td> <td><b>121</b></td> </tr> <tr> <td colspan="2"><b>SDCC Usage*</b></td> </tr> <tr> <td>Availed of</td> <td>37</td> </tr> <tr> <td>Sign up in progress</td> <td>5</td> </tr> <tr> <td>Under consideration</td> <td>19</td> </tr> <tr> <td>No current requirement identified</td> <td>44</td> </tr> <tr> <td>Alternative requirement</td> <td>1</td> </tr> <tr> <td>Alternative arrangement in place</td> <td>21</td> </tr> <tr> <td><b>Total</b></td> <td><b>127</b></td> </tr> <tr> <td colspan="2"><i>* Some contracts/frameworks have more than one usage status</i></td> </tr> </tbody> </table>	Review of use of OGP arrangements at December 2017		<b>OGP Arrangements</b>		Total Number of Live OGP Contracts/ Frameworks	128	Number Available to Local Government Sector	<b>121</b>	<b>SDCC Usage*</b>		Availed of	37	Sign up in progress	5	Under consideration	19	No current requirement identified	44	Alternative requirement	1	Alternative arrangement in place	21	<b>Total</b>	<b>127</b>	<i>* Some contracts/frameworks have more than one usage status</i>	
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Due to the different requirements of the contracting authorities it was decided the best value for money for South Dublin County Council in this instance would not be achieved by participating in this procurement process.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="background-color: #4F81BD; color: white;">Review of use of LGOPC arrangements at December 2016</th> </tr> </thead> <tbody> <tr> <td colspan="2"><b>LGOPC Arrangements</b></td> </tr> <tr> <td>Total Number of Live LGOPC Frameworks/DPS</td> <td style="text-align: right;">12</td> </tr> <tr> <td>Number Available to South Dublin County Council</td> <td style="text-align: right;"><b>10</b></td> </tr> <tr> <td colspan="2"><b>SDCC Usage</b></td> </tr> <tr> <td>Availed of</td> <td style="text-align: right;">3</td> </tr> <tr> <td>No current requirement identified</td> <td style="text-align: right;">3</td> </tr> <tr> <td>Alternative arrangement in place</td> <td style="text-align: right;">4</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>10</b></td> </tr> </tbody> </table> <table border="1" style="width: 100%; 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Supplier in only 2016 or 2017	541	744																																																		
Supplier in both 2016 and 2017	829	829																																																		
<b>Total</b>	<b>1,370</b>	<b>1,573</b>																																																		
5	<p>Number of quotations sought via Requests for Quotations (<a href="http://www.supplygov.ie">www.supplygov.ie</a>) and QuickQuotes (<a href="http://www.etenders.gov.ie">www.etenders.gov.ie</a>)</p>	<table border="1"> <tr> <td>Request for Quotations</td> <td>10</td> </tr> <tr> <td>QuickQuotes</td> <td>24</td> </tr> </table>	Request for Quotations	10	QuickQuotes	24	<table border="1"> <tr> <td>Request for Quotations</td> <td>65</td> </tr> <tr> <td>QuickQuotes</td> <td>301</td> </tr> </table>	Request for Quotations	65	QuickQuotes	301	<table border="1"> <tr> <td>Request for Quotations</td> <td>54</td> </tr> <tr> <td>QuickQuotes</td> <td>339</td> </tr> </table>	Request for Quotations	54	QuickQuotes	339																																				
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6	<p>Number of new suppliers from whom quotations were sought</p>	<p>The systems in place prior to 2015 did not record the number of new suppliers from whom quotations were sought. Therefore, the number of suppliers from whom quotations were sought via Requests for Quotations and QuickQuotes in 2015, <b>111</b>, will be used as a baseline figure for calculating the number of new suppliers from whom quotations were sought for 2016.</p> <p>Purchasers are advised to invite new suppliers to quote each time they seek quotations, where possible.</p>	<table border="1"> <tr> <td>New suppliers invited to quote via QuickQuotes</td> <td>320</td> </tr> </table>	New suppliers invited to quote via QuickQuotes	320	<table border="1"> <tr> <td>New suppliers invited to quote via QuickQuotes</td> <td>490</td> </tr> </table>	New suppliers invited to quote via QuickQuotes	490																																												
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7	<p>Report on information sessions for suppliers</p>	<p>The Procurement Unit, in partnership with the Local Enterprise Office, held an information session for suppliers regarding public procurement processes and procedures. The session was held on the 12<sup>th</sup> May 2015 and 17 businesses attended.</p>	<p>On the 9<sup>th</sup> March 2016 the Procurement Officer hosted, in partnership with the Local Enterprise Office, an information session for businesses interested in tendering for public sector contracts. An article was also published in the December edition of South Dublin County Today to inform suppliers of South Dublin County Council's procurement procedures.</p>	<p>As part of Enterprise Week 2017, the Local Enterprise Offices (LEO) organised a training and information session 'Public Procurement for Small Business'. It was hosted by the Fingal LEO on 10<sup>th</sup> March 2017. Key elements of the seminar included: responding to framework agreements and mini-competitions, the 2014 Procurement Directives, contract management, reducing the cost of bidding, and quick quotes.</p>																																																
8	<p>Percentage of tender procedures conducted using open procedures</p>	<table border="1"> <tr> <td>Restricted National</td> <td>4</td> <td>12%</td> </tr> <tr> <td>Restricted OJEU</td> <td>1</td> <td>3%</td> </tr> <tr> <td>Open National</td> <td>23</td> <td>68%</td> </tr> <tr> <td>Open OJEU</td> <td>6</td> <td>18%</td> </tr> <tr> <td><b>Total</b></td> <td><b>34</b></td> <td></td> </tr> </table>	Restricted National	4	12%	Restricted OJEU	1	3%	Open National	23	68%	Open OJEU	6	18%	<b>Total</b>	<b>34</b>		<table border="1"> <tr> <td>Restricted National</td> <td>3</td> <td>6%</td> </tr> <tr> <td>Restricted OJEU</td> <td>2</td> <td>4%</td> </tr> <tr> <td>Open National</td> <td>38</td> <td>76%</td> </tr> <tr> <td>Open OJEU</td> <td>7</td> <td>14%</td> </tr> <tr> <td><b>Total</b></td> <td><b>50</b></td> <td></td> </tr> </table>	Restricted National	3	6%	Restricted OJEU	2	4%	Open National	38	76%	Open OJEU	7	14%	<b>Total</b>	<b>50</b>		<table border="1"> <tr> <td>Restricted National</td> <td>4</td> <td>6%</td> </tr> <tr> <td>Restricted OJEU</td> <td>5</td> <td>7%</td> </tr> <tr> <td>Competitive Dialogue</td> <td>3</td> <td>4%</td> </tr> <tr> <td>Open National</td> <td>46</td> <td>67%</td> </tr> <tr> <td>Open OJEU</td> <td>11</td> <td>16%</td> </tr> <tr> <td><b>Total</b></td> <td><b>69</b></td> <td></td> </tr> </table>	Restricted National	4	6%	Restricted OJEU	5	7%	Competitive Dialogue	3	4%	Open National	46	67%	Open OJEU	11	16%	<b>Total</b>	<b>69</b>	
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9	<p>Report by exception on any use of non-OGP documents</p>	<p>Fifteen of the 34 tenders advertised on e-tenders were done so without using OGP template documents, as they were either frameworks or restricted tenders for which there are no OGP templates currently available.</p>	<p>The OGP template documents were used in all open procedures. In 14 instances the OGP templates were not used as the competition was for a framework, concession or via the restricted procedure.</p>	<p>The OGP template documents for open competitions for supplies/services and the Capital Works Management Framework documents were used as appropriate. Where no there was no suitable OGP template available local templates were used. South Dublin County Council's suite of template procurement documents were reviewed to ensure they remained current and any legislative or regulatory changes were reflected in the documents.</p>																																																

## Measurement and Monitoring of the implementation of South Dublin County Council's Procurement Plan 2015 – 2017

<b>10</b>	<b>Percentage increase in number and value of LVPC transactions</b>	<b>Value</b>	58% increase in 2015 compared to 2014 activity	<b>Value</b>	5% increase in 2016 compared to 2015 activity	<b>Value</b>	43% increase in 2017 compared to 2016 activity
		<b>Transactions</b>	70% increase in 2015 compared to 2014 activity	<b>Transactions</b>	1% decrease in 2016 compared to 2015 activity	<b>Transactions</b>	40% increase in 2017 compared to 2016 activity
<b>11</b>	<b>Update on progress and measures in place to progress implementation of e-procurement</b>	<p>The pending transposition of EU Directive 2014/24 into Irish law should see a mandatory requirement for all procurement to be conducted electronically. In anticipation of the impending legislation South Dublin County Council have taken the initiative to promote the use of e-procurement via the QuickQuotes system, for purchases of goods and services below €25,000 and for purchase of works below €50,000.</p>		<p>The implementation of e-procurement continued during 2016. The etenders.gov.ie or supplygov.ie platforms were used for advertising all tenders, and the seeking of quotations electronically increased significantly on 2015 activity as rollout across the organisation progressed.</p>		<p>The use of e-procurement measures, such as advertising and receipt of tenders electronically, continued in 2017. Measures like these facilitate shorter procurement cycles, reduced costs for tenders and encourage sustainable practices with less printing required. The Corporate Procurement Plan 2018-2020 commits to the ongoing use and development of e-procurement practices.</p>	
<b>12</b>	<b>Number of meetings of Procurement Steering Group and summary of issues considered</b>	<p>The Procurement Steering Group convened 4 times in 2015. The topics for discussion included the rollout of Procurement Plan 2015 to 2017, information sessions for staff, the Public Spending Code, the contracts database, quotations processes, procurement savings, procurement pipelines and national and regional tender opportunities.</p>		<p>The Procurement Steering Group convened 3 times in 2016. Topics discussed included the Public Spend Code, planned procurements, the contracts database, the transposition of the 2014 Directives, communications and 2017 training programme.</p>		<p>There were 6 meetings of the Procurement Steering Group in 2017. A broad range of items were discussed including:</p> <ul style="list-style-type: none"> <li>○ updates on procurement competitions,</li> <li>○ the role and responsibilities of steering group members,</li> <li>○ the development and rollout of an intensive procurement training programme for staff,</li> <li>○ the contracts database,</li> <li>○ the rollout of procurement functionality on the new financial management system,</li> <li>○ the Public Spending Code,</li> <li>○ the Corporate Procurement Plan 2018-2020, and</li> <li>○ updates on procurement requirements and national developments – e.g. transposition of Concessions Directive, GPP4Growth project updates, current OGP contracts and frameworks</li> </ul>	