



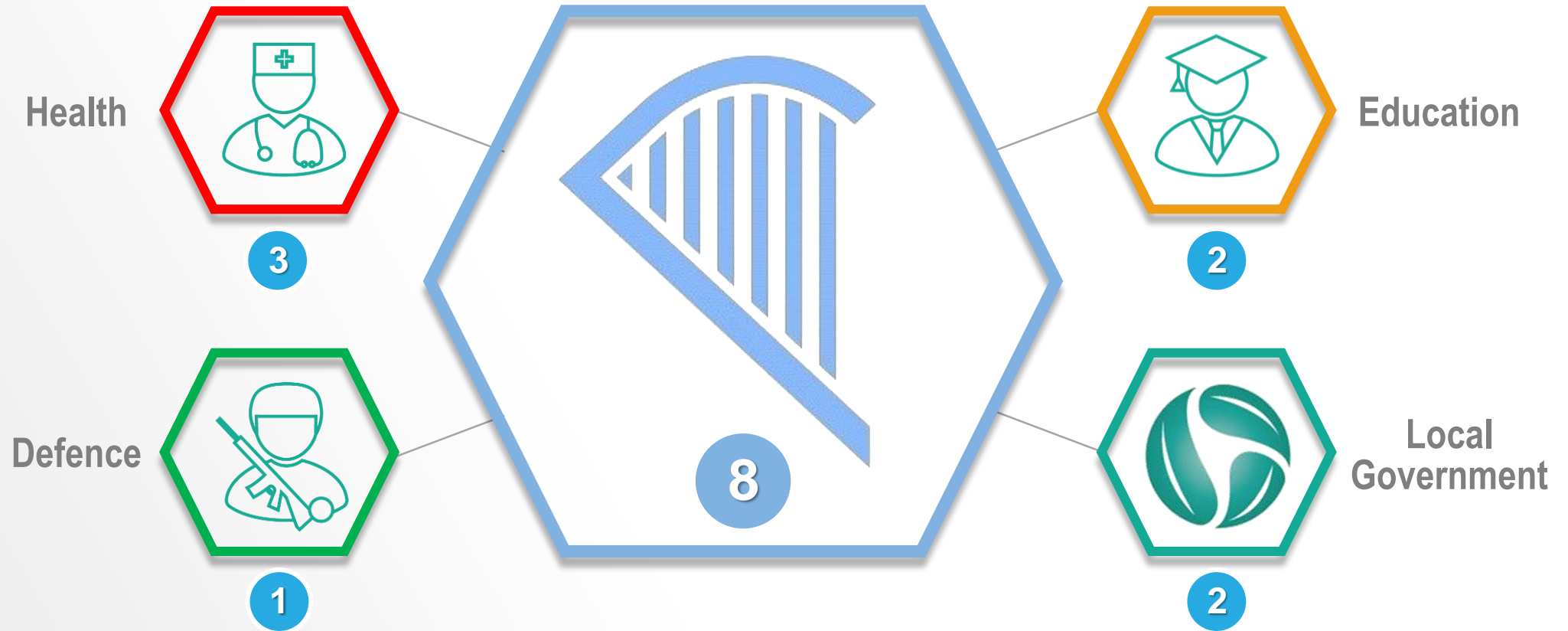
Oifig um Sholáthar Rialtas  
Office of Government Procurement

# The Value of Good Procurement Planning

Mags O'Callaghan, Head of Customer Service  
HE Procurement Summit 10 April 2018

# The Model

16 Categories – ‘One Voice’ to the market



# What we do

Supplier Framework  
Agreements &  
Contracts



Openness  
&  
Transparency



Enable  
Sustainable  
Procurement  
Savings



 Oifig um Sholáthar Rialtais  
Office of Government Procurement

**Procurement Policy, Strategy & Operations**

Information  
Assistance  
Support



Implementing  
Policy  
Initiatives



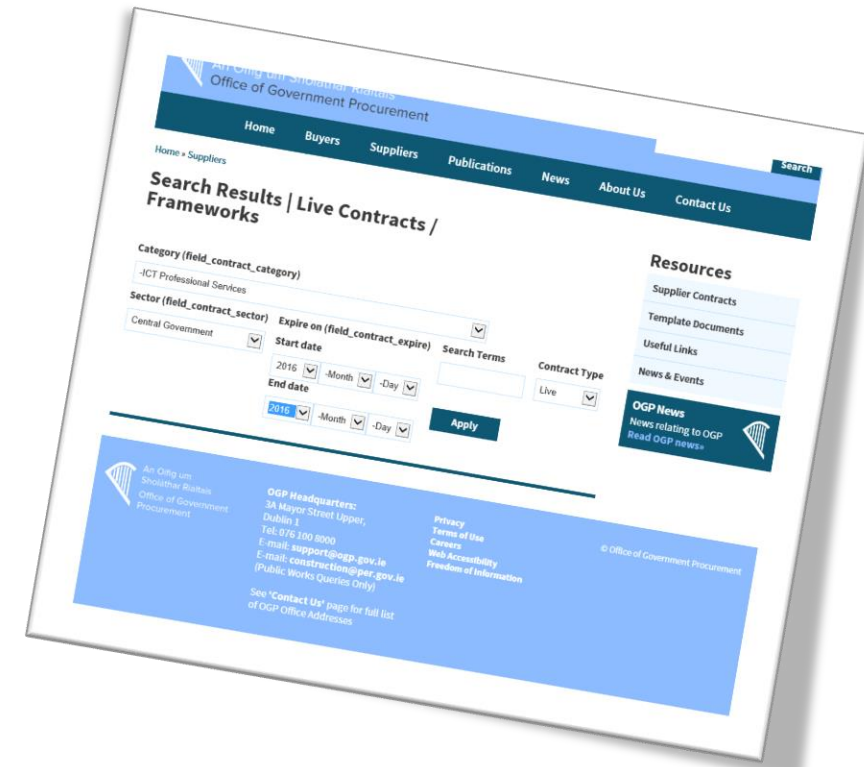
Continue to  
Grow Capacity  
& Capability



# Framework Agreements

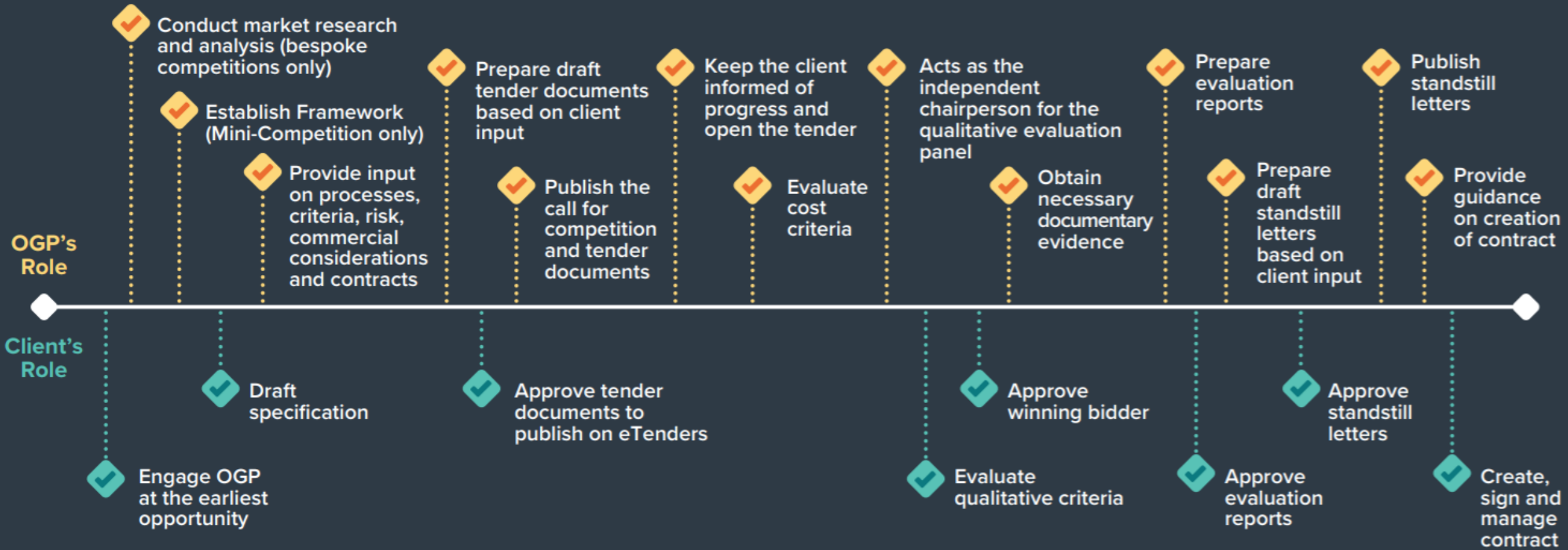
We put in place supplier framework agreements and contracts from which public service bodies can buy goods and services

We have delivered more than **130** framework agreements and contracts to date, encompassing in excess of **€1.8bn** of spend over their duration  
**82%** of client requirements are met by existing frameworks





# Bespoke and Mini-Competition Process



# Our role

---

- Establish Frameworks across eight categories of spend
- Uses knowledge of public procurement to provide professional procurement services to clients for Bespoke requirements and Mini-Competitions under Frameworks, including
  - Advice on specifications to ensure market ready
  - Advice on tailoring selection and award criteria
- Preparation of all documentation for client approval
- Acting as independent chairperson for qualitative evaluation panels to support compliance
- Administration of the procurement process from initiation to completion



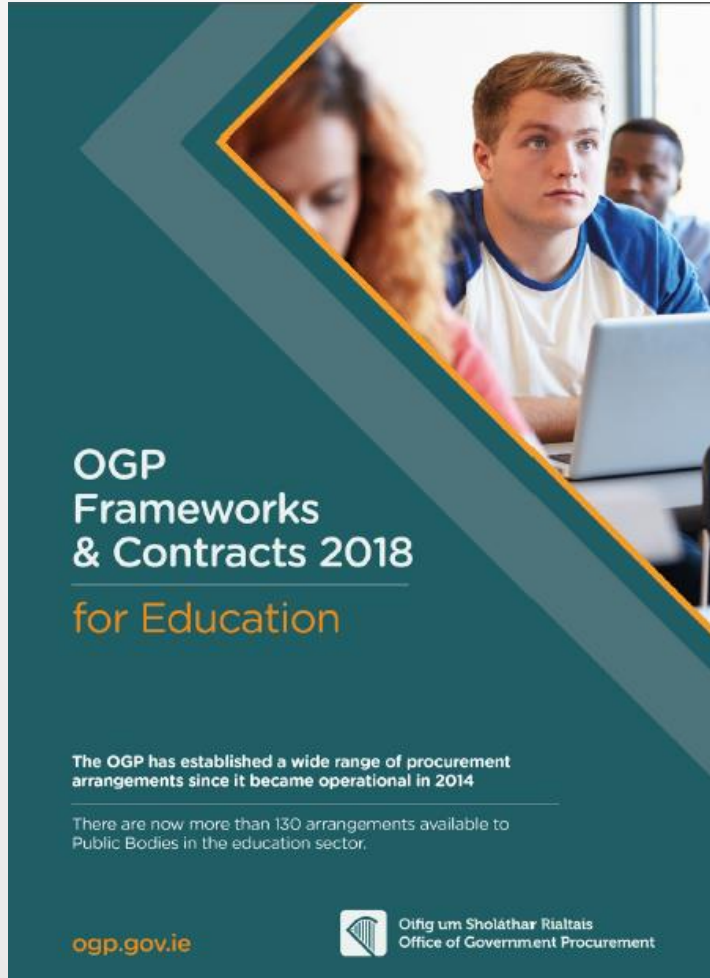
# Client role

---

- **Budgeting and planning**
- **Development of Corporate Procurement Plan**
- Control of decisions including specification, selection and award criteria and evaluation
- Selection of supplier
- Contract signatory and management
- Purchase to pay activity



# Plan and Engage



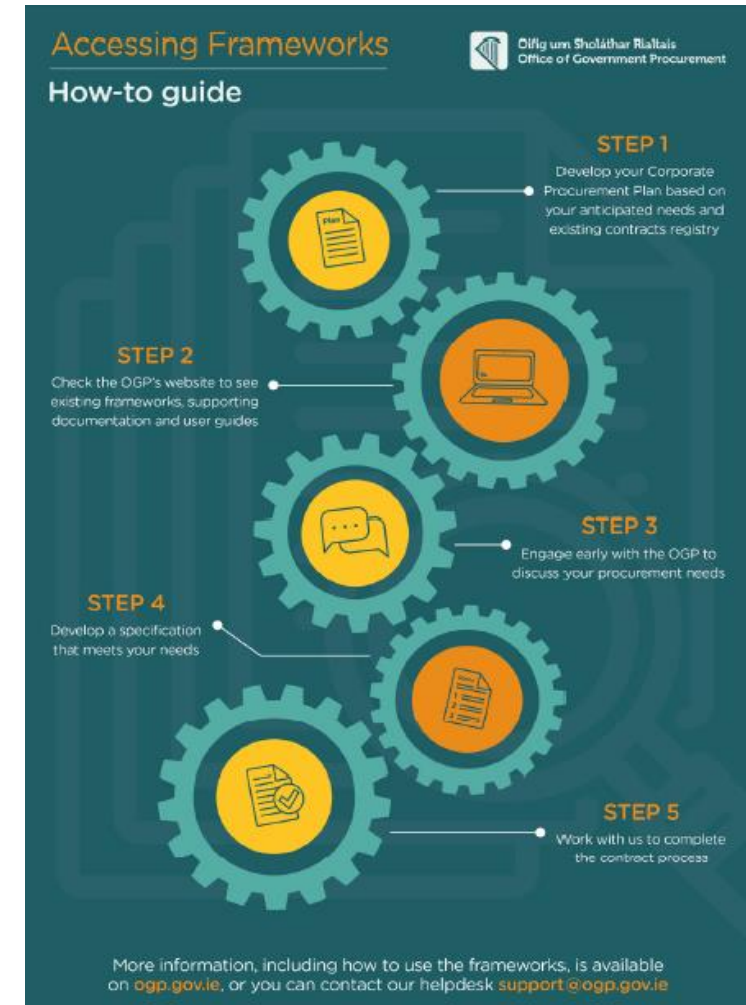
## Planning ahead:

Maintain a contracts register

Build a multi-annual procurement plan

Engage early with OGP

*A Plan is not a Pipeline*






# Our commitment

All of our Frameworks are now categorised by Tier, giving a clear indication of the timeline required to meet your requirements

Complexity Level	Timeframe to contract finalisation
Tier 1: Utilities sign up	Available immediately
Tier 2: Direct Drawdown	Available immediately
Tier 3: Low complexity Mini- Competition	Up to 10 weeks
Tier 4: Medium complexity Mini-Competition	Between 10 and 20 weeks
Tier 5: High complexity Mini-Competition	6 months with well developed specification

For Tier 4 and Tier 5 Mini-competitions, we will issue Letters of Engagement prior to commencing the process to outline specific timeframes. Once this is agreed by you the project can proceed.

# Which Framework is in which Tier?



Oifig um Sholáthar Rialtais  
Office of Government Procurement

## USER GUIDE

Framework for Managed Print Services and Vendor Neutral Print Audit Services.  
(MSO008F)

**This is a Tier 4 Framework**

	Complexity Level	Timeframe to Contract Finalisation
Tier 1:	Utilities Sign Up	Available immediately
Tier 2:	Direct Drawdown	Available immediately
Tier 3:	Low Complexity Mini-Competition	Up to 10 weeks
Tier 4:	Medium Complexity Mini-Competition	Between 10 and 20 weeks
Tier 5:	High Complexity Mini-Competition	6 months with well-developed specification

- Every Framework user guide has been updated to include the relevant tier.
- The tier information is shown on the cover page of the user guide
- A reminder of the committed timeframes associated with each tier is also shown on the cover page

# Bespoke competitions

Detailed guidance on bespoke competitions is available on the [ogp.gov.ie](http://ogp.gov.ie) Buyer Zone website

We will advise whether your requirement meets the criteria for inclusion within five days of receiving your request

Once a month, a decision is made on which projects can be supported

The OGP expects to support the majority of requirements submitted that meet the criteria



Competition type	Complexity level	Minimum value	Minimum Lead Time
Bespoke	High	€400,000	9 months with well-developed specification

# Engaging with the OGP

- The time to influence outcomes is before going to market – detailed planning is essential
- Vital to have clarity on budget and resources, specifications and volumes, expectations, decision-making processes
- OGP supports the process – key decisions remain with the client
- Letters of Engagement
- Competitions are a significant commitment for all parties, including suppliers there is a need to be committed to the process, and the outcome





# Key messages

---

Excellent procurement allows Public Bodies to have a robust, audit-ready process in place that anticipates future requirements and avoids gaps in service

- Maintain up-to-date contract register
- Plan ahead – build a multi-annual procurement plan
- Develop detailed specification
- Complete TSS/SRFT/PSR
- Engage early with OGP
- Effective contract management





Oifig um Sholáthar Rialtas  
Office of Government Procurement

Thank You