The Value of Good Procurement Planning

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HE Procurement Summit 10 April 2018
The Model

16 Categories – ‘One Voice’ to the market

- Health
- Defence
- Education
- Local Government

www.ogp.gov.ie
What we do

Supplier Framework Agreements & Contracts

Enable Sustainable Procurement Savings

Implementing Policy Initiatives

Openness & Transparency

Information Assistance Support

Continue to Grow Capacity & Capability

Procurement Policy, Strategy & Operations
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.
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

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

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?

- 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 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.

<table>
<thead>
<tr>
<th>Competition type</th>
<th>Complexity level</th>
<th>Minimum value</th>
<th>Minimum Lead Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bespoke</td>
<td>High</td>
<td>€400,000</td>
<td>9 months with well-developed specification</td>
</tr>
</tbody>
</table>
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
Thank You