



Kerry County Council  
Corporate Procurement Plan  
2024 - 2026

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## 1.0 Introduction:

### 1.1 Corporate Procurement Plan - Purpose & Scope

Kerry County Council's Corporate Procurement Plan (CPP) 2024-2026 is a three-year strategy, setting out the procurement objectives and priorities for this period. The Procurement Plan has been developed to ensure that the organisation's procurement function operates at all times in accordance with best public procurement practice.

A Corporate Procurement Plan sets out strategic objectives for improved procurement outcomes and measures to achieve these objectives. The Corporate Procurement Plan provides an opportunity for Kerry County Council to identify and state its procurement objectives and how these will be delivered over the lifetime of the plan.

The Kerry County Council Corporate Procurement Plan 2024 - 2026 will ensure that the procurement function formally supports the Council's key corporate objectives and is focused on delivering value for money outcomes through purchasing strategies that are consistent with EU and National procurement legislative and policy requirements.

The findings and recommendations contained within this report are based on information obtained from; liaising with the Council departments, local authorities and the Office of Government Procurement (OGP); benchmarking with public procurement best practice and from retrieving expenditure data from Agresso (the Council's financial management system). The Plan has been prepared in accordance with the OGP 'Information Note - Corporate Procurement Plan' December 2020 and includes:

- An analysis of the purchasing processes and procedures, as they currently exist within the Council
- An assessment of strategies, systems and structures relating to these functions
- An analysis of purchasing spend
- Plan of Action for the next three years (2024 – 2026) identifying key procurement objectives

### 1.2 Governing European Principles

Public Procurement Principles are enshrined in the Treaty of Rome. These principles apply to all procurement activity regardless of value. The procurement of supplies, services or works in the public sector must comply with the Treaty's fundamental procurement principles:

- *Transparency* – This principle underlines the obligation to publish a sufficiently accessible advertisement prior to the award of the contract and to set out its requirements and rules in a clear and precise manner, so that they can be understood by all 'well informed' tenderers, in the same way.
- *Non-discrimination* - This principle prohibits requirements or measures which discriminate, either directly or indirectly, based on the origin of the goods or the nationality of suppliers.
- *Mutual Recognition* –This principle is closely linked with the *Principle of Non-discrimination*; it specifically requires that Member States must acknowledge and accept

certifications, standards, and qualifications, awarded by other Member States, where these are equivalent to those awarded in the home Member State.

- *Equal Treatment* – Fairness and impartiality should be considered at all stages throughout a procurement process. Authorities need to be aware of how their actions will be perceived by tender participants and potential tender participants.
- *Proportionality* – This principle requires that measures taken, and requirements imposed, by authorities are necessary and appropriate, in light of the objectives sought to be achieved.

Current EU governing procurement directives, that have subsequently been transposed into Irish Law include:

- EU Directive 2014/24/EU (Public Sector)<sup>1</sup> – transposed by S.I. No. 284 of 2016 <sup>2</sup>(as amended),
- Directive 2014/23/EU (Concessions)<sup>3</sup> - transposed by S.I. No. 203 of 2017<sup>4</sup>,
- Directive 2014/25/EU (Utilities)<sup>5</sup> – transposed by S.I. No.286 of 2016<sup>6</sup>,
- Remedies Directive 2007/66<sup>7</sup> - transposed by S.I. No. 130 of 2010 <sup>8</sup>(as amended in 2015)

### 1.3 National Procurement Framework

#### *Office of Government Procurement (OGP):*

An essential part of OGP's remit is to manage and deliver supplier frameworks (FWs), dynamic purchasing systems (DPS) contracts across categories of commonly procured goods and services assigned to them for the Public Sector.

The OGP also has responsibility for the National Procurement Policy Framework (NPPF)<sup>9</sup>, which consist of 5 strands; Legislation (Directives, Regulations); Policy (Circulars etc.); General Guidelines; the Capital Works Management Framework (CWMF); and detailed technical guidelines, template documents and information notes that issue periodically.

#### *Local Government Strategic Procurement Centre (LGSPC):*

The Local Government Strategic Procurement Centre (LGSPC) is based in the Local Government Management Agency (LGMA). As the strategic centre for the local government procurement programme, the LGSPC is responsible for supporting the implementation of the Government's procurement programme in the local government sector.

#### *Local Government Operational Procurement Centre (LGOPC):*

The Local Government Operational Procurement Centre (LGOPC) which is based in Killarney, is a national shared service with responsibility for managing, developing and promoting procurement best practice under the Local Government sector-led categories of Plant Hire and Minor Building Works &

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<sup>1</sup> Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on Public Procurement

<sup>2</sup> S.I. No. 284 of 2016 - European Union (Award of Public Authority Contracts) Regulations 2016

<sup>3</sup> Directive 2014/23/EU of the European Parliament and of the Council of 26 February 2014 on the award of Concession Contracts

<sup>4</sup> S.I. No. 203 of 2017 - European Union (Award of Concession Contracts) Regulations 2017

<sup>5</sup> Directive 2014/25/EU of the European Parliament and of the Council of 26 February 2014 on procurement by entities operating in the water, energy, transport, and postal services sectors.

<sup>6</sup> S.I. No. 286 of 2016 - European Union (Award of Contracts by Utility Undertakings) Regulations 2016

<sup>7</sup> Directive 2007/66/EC of the European Parliament and of the Council of 11 December 2007 with regard to improving the effectiveness of review procedures concerning the award of public contracts.

<sup>8</sup> S.I. No. 130 of - European Communities (Public Authorities' Contracts) (Review Procedures) Regulations 2010, *as amended by* S.I. No. 192 of 2015 The European Communities (Public Authorities' Contracts) (Review Mechanism) (Amendment) Regulation, (2015)

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Civils. It acts as a central purchasing body under the auspices of Kerry County Council, co-ordinating the establishment of National Framework Agreements and Dynamic Purchasing Systems for the procurement of works, goods and services under these categories to meet the needs of the local government sector and other public service bodies.

The LGOPC maintains a dedicated public procurement portal at [www.Supplygov.ie](http://www.Supplygov.ie) that provides an electronic platform for contracting authorities to operate and manage the procurement of works, goods and services from suitably qualified Suppliers in a compliant and effective manner. This is complemented by clear leadership, information and on-going training provided to the Contracting Authorities, that supports these activities.

Further details on the Local Government Operational Procurement Centre services may be accessed at [www.supplygov.ie](http://www.supplygov.ie)

#### 1.4 Procurement Structure

Kerry County Council currently operates a devolved procurement function where directorates run competitions to procure goods for their section or on behalf of the entire council. When Central Purchasing Mechanisms (CPMs) are in place for the local government sector then these provisions should be used as per Government Circular 16/13 unless a clear value for money case is made for deviation and is documented and formally approved by a Director of Service and notification sent to the Director of Finance and the Procurement Unit.

The Chief Executive (CE) has overall responsibility for financial activity and procurement, this has been delegated to the Director of Finance. Significant budgetary and procurement responsibilities are devolved to Directors of Service and Heads of Function through approver authority limits within financial procedures. Each Director/Head of Function has the responsibility to ensure that the budget holders, to whom they in turn delegate, take responsibility for the compliant procurement of all goods, services and works for which they authorise spend.

The Procurement Office has a strategic and advisory role; to draft policies/procedures, provide advice and guidance to sections/individuals and working groups, pro-actively engage with the OGP, LGMA, and LGOPC representing the council externally in the advancement of good procurement practice. The Procurement Unit promote best practice procurement across the organisation providing specialist advice and guidance where required. The Procurement Unit also monitors and reports on procurement activities, performance and compliance.

Buyers are responsible for ensuring that they avail of training provided or seek training where needed. The procurement unit will arrange training on policy updates when required. Buyers are also responsible for ensuring that all procurement decisions they make are in accordance with Corporate, National and EU Policy. Where any doubt exists, clarification should be sought from the procurement office.

#### 1.5 Progress on Procurement

This Corporate Procurement Plan seeks to build on the existing Kerry County Council Procurement Plan of 2016-2018, The 2016-2018 plan was developed at a time of changes both nationally and within the procurement function of Kerry County Council.

The plan sought to:

- have the Authority’s procurement requirements carried out in a coordinated and strategic manner.
- identify and develop opportunities to achieve value for money.
- seek out opportunities to streamline existing procurement processes & procedures.
- improve procurement compliance in all competitions.
- facilitate economic, social, and environmental objectives throughout the procurement journey.
- support the ongoing development of the procurement function.

In the intervening period KCC has further advanced on corporate procurement planning across the organisation. Operating in a planned and coordinated manner, utilising central purchasing mechanisms when available in collaboration with the Office of Government Procurement (OGP) and Local Government Operational Procurement Centre (LGOPC), increasing overall procurement process compliance and value for money.

KCC actively collaborates with the OGP and the LGOPC playing an active role in sourcing teams for the development of central purchasing mechanisms.

The Procurement unit engage nationally with the OGP Procurement Officers Network and internally with the Local Government Auditor on issues of public procurement.

KCC buyers have completed Green Public Procurement Training organised by LASNTG under the Action Policy pillar of the Climate Action Training Programme for staff within Local Authorities.

The Centralised Procurement Compliance Unit (CPCU) was initially established in May 2018 as a pilot for the Dynamic Purchasing System for Plant Hire for the purpose of ensuring compliance on requisitions and purchase orders raised prior to approval from the budget holder.

The Council went “live” in 2018 where all requisitions for all plant hire products on Agresso are now routed through the CPCU to check for compliance with mini-competitions prior to budget holder approval (double approval required). Non-compliant requisitions and purchase orders are rejected and re-routed back to the source. Three additional fields are completed when raising the requisition: the ‘Procurement Type’, ‘Procurement Reference’ and CAT 5 (subanalysis).

On the successful implementation of the Plant Hire scheme where all requisitions for all plant hire products on Agresso are now routed through the CPCU, the Unit was further extended through 2019 to include additional Supplygov categories and was further extended in 2021/2022 to include all Supplygov CPMs and a number of OGP Frameworks. The CPCU has proved to be very effective to date in achieving compliance in these areas. Further areas of expenditure will be examined for inclusion.

## 2. Procurement Overview:

### 2.1 Kerry County Council Corporate Plan 2019 - 2024

The mission of Kerry County Council is *“to lead the economic, social, cultural and environmental improvement of our county in a sustainable manner to make our county a great place to live, visit, learn, work, do business and invest.”*<sup>10</sup>

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<sup>10</sup> Kerry County Council Corporate Plan 2019-2024

Kerry County Council is committed to achieving its core values in the delivery of services which include, Civic Leadership and Collaboration, Citizen and Community Focus, Respect, Honesty and Integrity, Good Governance, Innovation and Progression, Sustainability.

Kerry County Council will implement and promote best practice in Public Procurement and ensure the principles and objectives of the Corporate Procurement Plan are delivered.

Kerry County Council Corporate Procurement Plan will be reviewed on publication of the new Corporate Plan 2024/2025 and updated with required amendments, where appropriate.

## 2.2 Procurement Mission Statement

Kerry County Council through its Procurement Policies and Procedures is committed to achieving value for money and conducting all procurement activities in a fair and transparent manner consistent with EU and national procurement law operating under a robust Procurement Policy and Governance framework and ethical principles. As part of that commitment, the procurement priorities within this Corporate Procurement Plan outline the measures that the KCC will take over the next three years to continue to enhance procurement services, deliver greater value for money, drive improved compliance with procurement regulations and support an increasingly sustainable approach in terms of green procurement and social considerations to the Council's procurement activities.

## 2.3 Procurement Procedures and Governance

Kerry County Council has procurement policy and procedures guidance for supplies, services and works which was developed in line with the Council's financial management system Agresso. The Council's procurement policy and procedure have been prepared in the context of complying with EU Directives, Legislation and Government policy. The OGP have developed a standard suite of tender and contract documents for use across the public sector to ensure a consistent approach while safeguarding procurement processes.

A key feature of Government Policy is that public bodies are required to make use of collaborative procurement arrangements established by the OGP, Local Government Sector or other public bodies. The Council at all times aims to procure supplies, services and works through centralised procurement mechanisms operated by the Office of Government Procurement (OGP) and the LGOPC. National and Local Government arrangements are published on <https://buyerzone.gov.ie/> and [www.supplygov.ie](http://www.supplygov.ie).

Procurement activities are based on the underlying principles of good governance, accountability and transparency and a focus on the sustainable success of the organisation over the longer term.

Employees must comply with the 'Governance Principles and Governance Framework for the Local Government Sector'. All employees should be familiar and adhere to the Code of Conduct for Employees, which sets out the principles and standards of conduct and integrity for local authority employees.

Ensuring that a robust Procurement Policy and Governance framework is prevalent is critical to procurement. This has been underpinned by strengthening the relationship between Procurement Unit and individual departments.

The Council's Procurement Policy and Procedures document are available on the Council's intranet (internal portal).

## 2.4 Current Threshold and Related Procurement Procedures:

The below thresholds apply when a central purchasing mechanism is not available.

<b>THRESHOLDS FOR SUPPLIES AND NON-ENGINEERING SERVICES</b>		
<b>Value</b>	<b>Type of Contract</b>	<b>Procedure</b>
<b>QUOTATIONS</b>		
Less than €1K	Supplies & Services. 1 Quote required.	Written Quotation. Email
Between €1k and €5k	Supplies/Services Quotations to be invited by public advertisement or by email to at least 3 suppliers.	<ul style="list-style-type: none"> <li>• Email suppliers directly;</li> <li>• Quick Quotes at <a href="https://www.etenders.gov.ie/">https://www.etenders.gov.ie/</a></li> <li>• Request for Quotation (RFQ) at <a href="https://www.supplygov.ie">https://www.supplygov.ie</a> (specific categories relating to Minor Works)</li> </ul>
Between €5k and €25k	Supplies/Services Quotations to be invited by public advertisement or by email to at least 6 suppliers.	<ul style="list-style-type: none"> <li>• Email suppliers directly;</li> <li>• Quick Quotes at <a href="https://www.etenders.gov.ie/">https://www.etenders.gov.ie/</a></li> <li>• Request for Quotation (RFQ) at <a href="https://www.supplygov.ie">https://www.supplygov.ie</a> (specific categories relating to Minor Works)</li> </ul>
<b>TENDERS</b>		
Between €25k and €134k	Supplies/Services	eTenders using NON-OJEU notice. Use OPEN procedure refer to Circular 05/2023)
Between €134k and €221k	All general supplies/services	eTenders using NON-OJEU notice choice of procedure
Over €221k	All general supplies/services	eTenders using OJEU Notice choice of procedure as relevant

<b>THRESHOLDS FOR WORKS AND ENGINEERING SERVICES</b>		
<b>Value</b>	<b>Type of Contract</b>	<b>Procedure</b>
<b>QUOTATIONS</b>		
Between €1k and €5k	Works Related Services / Works Quotations to be invited by public advertisement or by email to at least 3 suppliers	<ul style="list-style-type: none"> <li>• Email suppliers directly;</li> <li>• Quick Quotes at <a href="https://www.etenders.gov.ie/">https://www.etenders.gov.ie/</a></li> <li>• Request for Quotation (RFQ) at <a href="https://www.supplygov.ie">https://www.supplygov.ie</a> (specific categories relating to Minor Works)</li> </ul>
Between €5k and €50k	Works Related Services / Works Quotations to be invited by public advertisement or by email to at least 6 suppliers	<ul style="list-style-type: none"> <li>• Email suppliers directly;</li> <li>• Quick Quotes at <a href="https://www.etenders.gov.ie/">https://www.etenders.gov.ie/</a></li> <li>• Request for Quotation (RFQ) at <a href="https://www.supplygov.ie">https://www.supplygov.ie</a> (specific categories relating to Minor Works)</li> </ul>
<b>TENDERS</b>		
Between €50k and €214k	Works Related Services	eTenders using NON-OJEU notice. Use OPEN procedure recommended.
Between €50k and €250k	Works	
Over €214K	Works Related Services	eTenders using OJEU Notice choice of procedure as relevant
Between €250k to EU Threshold €5,538,000	Works	eTenders using NON-OJEU notice choice of procedure as relevant
Over EU Threshold €5,538,000	Works	eTenders using OJEU Notice choice of procedure as relevant

These thresholds will be kept under review and updated where appropriate during the period of the Plan.

### 3. Procurement Profile

#### 3.1 Spend Analysis

Analysis of goods and services which were purchased in the past is a fundamental part in planning future procurement. By analysing historical purchasing data, we can identify trends and patterns in the procurement of various goods and services. Spend analysis provides an opportunity to review historic expenditure with a view to improving future spending, for example, by consolidating lower value purchases.

The Council's spend on procurable items (goods/services/works) in 2023 is analysed below.

The purpose of this analysis was to:

- Inform the drafting of the Corporate Procurement Plan
- Identify and implement cost-saving opportunities in specific spend categories
- Identify opportunities for working more efficiently in procurement.

#### Purchase Orders Raised 2023 - Revenue and Capital Procurable Expenditure

Range	No. of Pos	% of Pos	Value (Ex Vat)	% of €
Less than or Equal to €1,000	11,196	66.5%	€4,474,143	5.2%
Between €1,000.01-€5,000	3,850	22.9%	€8,456,447	9.9%
Between €5,000.01-€10,000	876	5.2%	€6,143,322	7.2%
Between €10,000.01-€25,000	559	3.3%	€8,904,183	10.4%
Between €25,000.01-€50,000	181	1.1%	€6,246,644	7.3%
Between €50,000.01-€100,000	83	0.5%	€5,797,286	6.8%
Between €100,000.01-€215,000	39	0.2%	€5,325,102	6.2%
Between €215,000.01-€1,000,000	38	0.2%	€15,340,249	17.9%
Over €1,000,000	15	0.1%	€25,007,772	29.2%
	<b>16,837</b>	<b>100%</b>	<b>€85,695,148</b>	<b>100%</b>

- The above analysis shows that there were over 15,000 transactions under €5,000, which equates to 89% of all POs raised equating to 15% of the procurable spend.
- With 15,000 transactions under €5,000 there may be opportunities to achieve better value for money and administrative efficiencies for this threshold of spend.
- Therefore a review of the spend under €5,000 will take place with sections to establish a systematic approach to identify savings and improve efficiency across targeted spend categories. This will ensure optimal use of resources, cost reduction and enhanced financial performance.
- When Central arrangements are not in place, it is essential to assess the products procured to ensure cost effectiveness and efficiency. The procurement unit will assist sections in

developing a procurement strategy and opportunities to identify best practices and alternatives.

In terms of categories of spend the 5 highest account element categories of spend are broken down below for 2023 (Revenue & Capital)

<b>Acc Element</b>	<b>Acc Element Description</b>	<b>Total</b>	<b>% of Procurable Spend 2023</b>
65500	Minor Contracts- Trade Services & other works	€26,466,075	30.9%
69300	Capital Contracts Expenditure	€23,448,926	27.4%
70000	Materials	€9,764,794	11.4%
79900	Consultancy/Professional Fees and Expenses	€8,263,344	9.6%
69000	Hire (Ext) - Plant/Transport/Machinery & Equipment	€5,830,779	6.8%

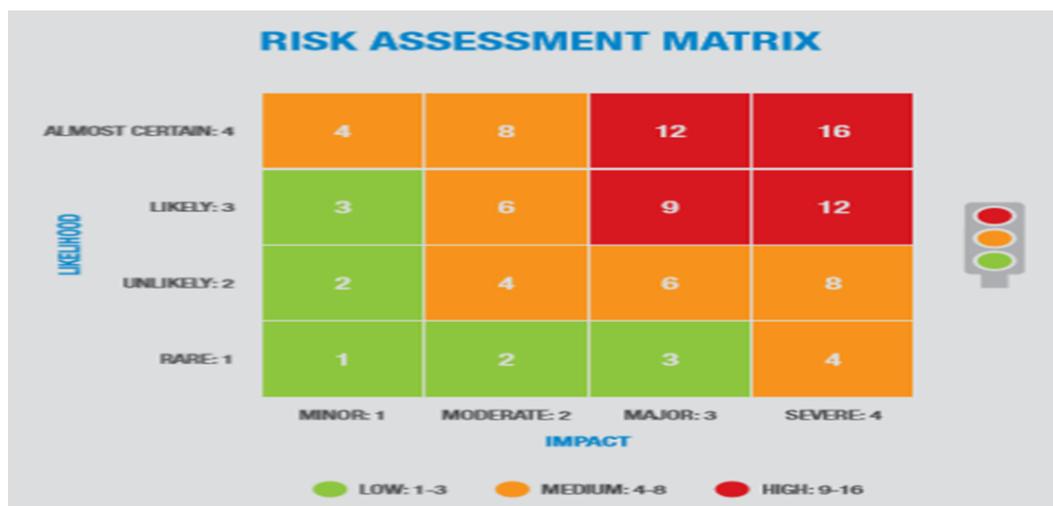
### Procurement Arrangements Utilised

A breakdown of the procurement arrangements used during the 2022-2023 period across all account elements included:

- An average of 269 sRFTs each year on SupplyGov using 14 of their DPS and Framework arrangements
- An average of 75 bespoke tenders run each year on eTenders (works, works related services, goods and services)
- An average of 35 OGP national arrangements (goods, services, works related services)
- Contract Award Notices continue to be completed in accordance with the 2016 Public Procurement Regulations and Circular 05/2023. Compliance continually monitored by Procurement Unit.

### 3.2 Procurement supply and risk

The Finance Directorate has a risk register that considers procurement process risk considering systemic (internal) risks and supplier and supply chain risks in relation to the procurement of goods, services and works. The Councils Risk Register is updated regularly in accordance with risk management Policies. Each Directorate manages its own procurement supply risk in light of the specific market in which they operate and should detail strategies to mitigate risks, particularly around critical contracts, to ensure the continued supply of goods and services. These strategies should be reviewed regularly. Risk assessments are carried out where risk is assessed as a function of likelihood and impact resulting in a risk rating which is automatically expressed as a number and a corresponding colour.

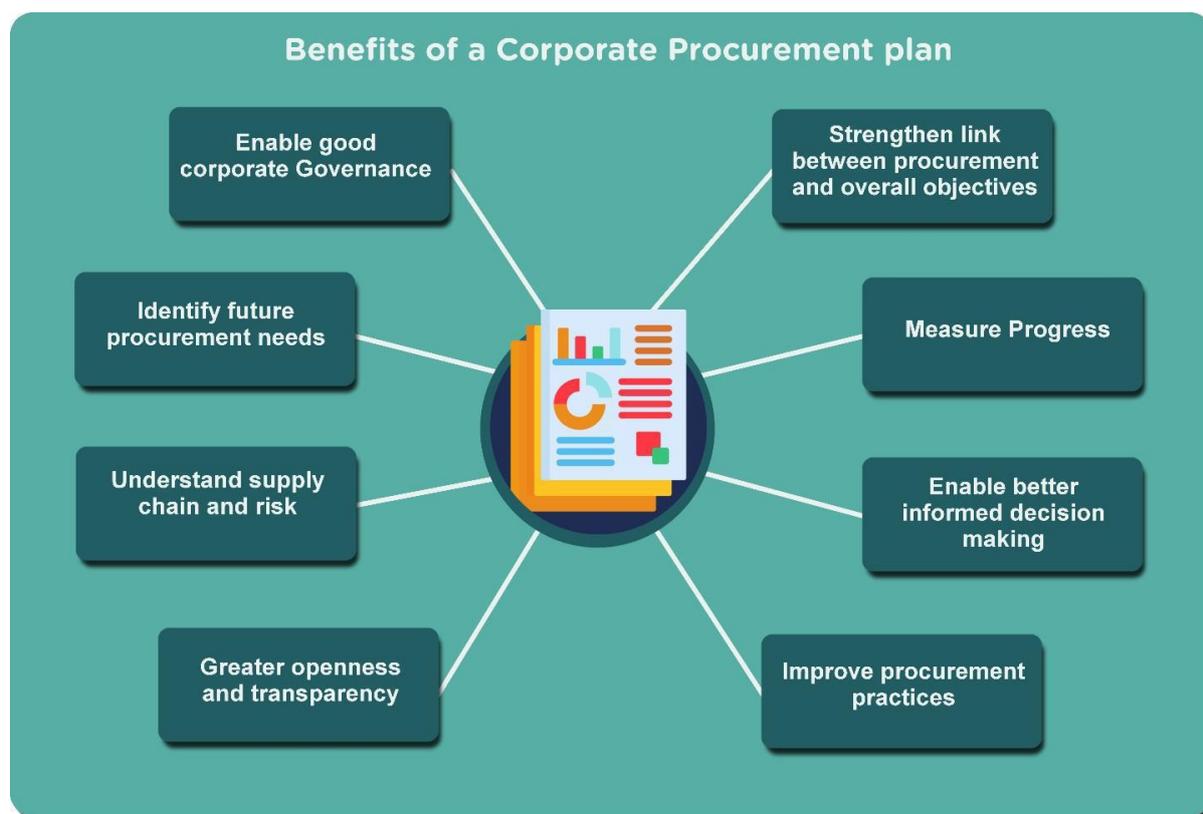


### Procurement supply and risk Non-EU Countries

Where appropriate, each section should assess the organisation’s exposure to non-European Union countries and the potential impact on the organisation’s procurement activity if this market is disrupted.

Risks such as customs formalities, checks, and other regulatory requirements must be considered and measured. In monetary terms these may include duty, delivery, payment of VAT at the point of entry and possible exchange rate volatility. Care must be taken when preparing procurement plans, particularly undertakings for goods/supplies, to ensure the buyer specifies who is responsible for paying for and managing the shipment, insurance, documentation, customs clearance, and other logistical activities.

### 3.3 Kerry County Council Procurement Objectives



Kerry County Council is committed to the compliant procurement of goods, services and works, in line with best public procurement practices, to achieve value for money outcomes for its citizens, that strategically align to the business needs and core values of the organisation.

The sub-sections below summarise the key objectives which the procurement section will target to achieve over the life cycle of the CPP. In order to deliver the procurement objectives, the objectives will filter into Team and Personal Development Plans.

### 3.4 Obtain Value for Money

Aggregating the Council’s purchasing power through the continual and expanded use of central purchasing arrangements will bring both cost effectiveness and process efficiencies to the Council.

Active participation in the Regional Procurement Network initiatives to identify categories for aggregation . Departments should also identify categories for local cross-departmental aggregation.

Where Central Purchasing Mechanisms (CPMs) are in place for the local government sector then these provisions should be used in accordance with Government Circular 16/13.

Kerry County Council should strive to meet their needs for goods, services and works in a way that achieves value for money on a whole lifecycle basis in terms of generating benefits not only to the organisation, but also to society and the economy.

### 3.5 Governance and Compliance

Continually enhancing policies and procedures that ensure the management of the Council's procurement activities is conducted in an open, transparent and non-discriminatory manner with the highest levels of compliance, probity and risk awareness.

To ensure that all procurement is carried out in accordance with appropriate EU, National and Local rules by developing a comprehensive procurement information management structure with procurement policies and procedures available to all staff involved in the procurement process.

Kerry County Council has created a document library of policies, procedures, and guidance notes to ensure that staff have access to all current and relevant procurement documentation. Standard templates documents and correspondence to be used in the procurement process are available in the procurement library. All procurement related circulars, information notes and details on national arrangements will be updated regularly.

### 3.6 Economic SME Engagement

This procurement objective will strive to encourage business engagement and, in particular, assist with developing access for Small & Medium Enterprises (SMEs) to Kerry County Councils' public procurement competitions.

DPENDR Circular 05/2023: Initiatives to assist SMEs in Public Procurement, issued in March 2023, sets out positive measures for contracting authorities to take to promote SME participation in public procurement. Kerry County Council will adopt these measures including the following.

Where appropriate and practical and without compromising efficiency and value for money, the Council will consider dividing contracts into Lots.

Use of Preliminary Market Consultations (PMC), Expressions of Interest (Eoi), when possible.

Encouraging consortium bids for competitions.

Ensure that selection criteria are relevant and proportionate to the circumstances of a particular contract and not be framed in such a way as to unduly narrow a field of eligible tenderers, including SMEs.

Publish details on KCC websites of what we procure as well as information on existing contracts and future procurement plans.

In line with Circular 05/2023, buyers are required to publish a contract award notice for any contract awarded where the value of that contract exceeds €25,000 excluding VAT.

### 3.7 Training & Communications

Rapidly evolving developments in procurement law and practice, parallel to the increasing dynamic legislative and complex nature of public procurement necessitates continual training both on the job and externally to stay up-to-date with public procurement developments. Within the Council's current decentralised procurement structure, procurement knowledge varies across departments.

Training and communications will be continually improved by development of a dedicated space on the authority's intranet. A library of all appropriate and necessary guides, templates, and instruction are currently available to staff. As part of the internal communication all changes/revisions circulars will be advised via email, to all staff. Procurement training will be required for staff to ensure they stay up to date with procurement developments, this training will be delivered via a mix of local and externally provided training.

### 3.8 Environmental / Green Procurement / Social Consideration

National green public procurement policy was set out in Green Tenders - An Action Plan on Green Public Procurement published in 2012 by the Department of the Environment, Community and Local Government and the Department of Public Expenditure and Reform (DPER). More recently, Climate Action Plan 2019 included a number of actions relevant to GPP. In response to Climate Action Plan 2019, DPER published Circular 20/2019: Promoting the use of Environmental and Social Considerations in Public Procurement. This Circular instructs government departments to consider using green criteria in procurement (where there are defined, quantifiable, verifiable and measurable criteria) and requires departments to incorporate relevant green procurement measures into their planning and reporting cycles. The value of GPP in addressing the climate challenge is reiterated in KCC Climate Action Plan 2024 -2029

Kerry County Council procurement process follow national guidelines<sup>11</sup> on promoting the use of Environmental and Social Consideration; the Information Note on Incorporating Social Inclusion into Public Procurement<sup>12</sup>; the Green Procurement Guidance for the Public Sector<sup>13</sup> from the Environmental Protection Agency (EPA) and the Department of Environment, Climate & Communications', Climate Action Plan 2023<sup>14</sup> and will ensure that these documents are readily available to all staff involved in Kerry County Council's procurement processes. KCC Climate Action plan 2024 – 2029<sup>15</sup> mandates the use of GPP Criteria in 100 % of Tenders.

Buyers that are procuring goods, services or works for which National GPP criteria is available must include GPP criteria from such guidance in published tender documentation, where appropriate and proportionate. Currently National GPP criteria are available for the following sectors.

- Road Transport Vehicles and Services
- ICT Product and Services
- Food and Catering Services
- Cleaning Products and Services
- Office Building Design, Construction and Management
- Lighting • Heating Equipment
- Energy Related products
- Paper Products and Printing Services
- Textiles

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<sup>11</sup> Circular 20/2019: Promoting the use of Environmental and Social Considerations in Public Procurement (2019)

<sup>12</sup> Incorporating Social Considerations into Public Procurement – information note, Office of Government Procurement (2018)

<sup>13</sup> Green Procurement – Guidance for the Public Sector, Environmental Protection Agency (2021)

<sup>14</sup> Climate Action Plan 2029, Changing Ireland for the Better, Department of Environment, Climate, & Communications (2023)

<sup>15</sup> Kerry County Council Climate Action Plan 2024-2029

**HOW TO USE GPP CRITERIA SEARCH:**

Please see [How To Use GPP Criteria Search](#) before using this site to search for Green Public Procurement criteria.

**Green Public Procurement (GPP)** is public procurement with reduced impact on the environment compared to alternative solutions. GPP can help address environmental and climate action objectives. GPP criteria facilitate the inclusion of green requirements and ambition in public procurement documents.

Search criteria using a keyword:

Select...

Or choose a sector:

Energy-related products 	Food and catering services 	Heating equipment 
ICT products and services 	Indoor cleaning services 	Indoor and outdoor lighting 
Office building design, construction and management 	Paper products and printing services 	Textile products and services 
Road transport vehicles and services 		

In March 2024, Government approved publication of the Green Public Procurement Strategy and Action Plan 2024-2027 .

All directorates carrying out procurement will follow the key objectives of the OGP GPP Strategy and action plan.

- Enhance GPP as a key tool for the Public Sector in helping Ireland’s transition to a sustainable, circular and low carbon economy
- Ensure GPP is a core and integral component of the public procurement process and associated governance structures.
- Set out measures to ensure that all procurement using public funds include green criteria, where possible
- Support further development of GPP criteria, enhance GPP knowledge and expertise and facilitate Ireland’s participation in international collective efforts to use GPP as a lever for sustainable production and consumption
- Support market conditions needed to deliver sustainable and innovative solutions for GPP.

## 4.1 Procurement Goals & Actions Table 2024-2026

Corporate Procurement Plan – Goals and Actions - 2024-2026				
	Goal	Action	Timescale	Assigned to:
1	<b>Compliance &amp; Governance</b>			
	Continually adapt and improve Procurement Policy & Governance to support compliant service delivery in accordance with appropriate local, national and EU rules.	Carry out a review of current procurement policy and procedures to ensure compliance with latest directives and government circulars.	Term of Plan	Procurement Unit
		Monitor compliance with procurement policy and procedures for all procurement activity in the Council.	Term of Plan	Procurement Unit
		Continue to monitor, through requisition approvals, areas of non-compliance. These areas will be discussed with the relevant section/department to ensure plans for an appropriate compliant arrangement are put in place.	Term of Plan	Procurement Unit
		Analysis of extending compliance checks to additional categories to be carried out by the Procurement Unit.	Term of Plan	Procurement Unit
		Liaise with the LGMA on the development of a Contracts Management system to further enhance procurement compliance and reporting.	Term of Plan	Procurement Unit
		Contract Award Notices continue to be completed in accordance with Circular 05/2023. Compliance continually monitored by Procurement Unit.	Term of Plan	Procurement Unit

<b>2</b>	<b>Risk Management</b>			
	Monitor and manage risks associated with Kerry County Council's procurement processes.	Identify risks in all procurement spend and develop mitigation solutions. Details of all risks associated with procurement will be updated in the authority's risk register	Term of Plan	Budget Holders & Procurement Unit
	Review procurement structures and activities	Ongoing reviews of the Council's procurement activities and structures will determine what if any of these should be revised or how they can be strengthened to mitigate risk.	Term of Plan	Procurement Unit
<b>3</b>	<b>Compliant Sourcing</b>			
	Provide procurement information, advice, and support to the staff of Kerry County Council	Ensure that all staff operating in a procurement function are aware of the council's policy for procurement; ensure that the resources library for procurement is available to all staff.	Term of Plan	Procurement Unit
	Ensure all staff are aware and have access to the authority's Thresholds and associated Procurement Procedures	Upload the up-to-date threshold table and the associated procurement procedures to the Procurement Library on Intranet.	Term of Plan	Procurement Unit
	Develop a library of procurement related documents	Ensure that all up-to-date procurement documents are assembled and are made available to staff involved in any procurement role, via the procurement intranet.	Term of Plan	Procurement Unit
<b>4</b>	<b>Economic SME Engagement</b>			
	Encourage access for Small & Medium Enterprises (SMEs) to Kerry County Council's procurement competitions	In line with National Circular 05/2023, <i>'Initiatives to assist SMEs in Public</i>	Term of Plan	Budget Holders &

		<i>Procurement'</i> , Kerry County Council will promote, where possible, the setting of requirements in terms of deliverables that encourage SMEs to partake in procurement competitions.		Procurement Unit
	<b>Green Procurement</b>			
	<p>Encourage and support the use of environmental, social inclusion and sustainability in the procurement of goods, services and works.</p> <p>All sections use green criteria in procurement (where there are defined, quantifiable, verifiable and measurable criteria) and all sections to incorporate relevant green procurement measures into their planning and reporting cycles.</p> <p>OGP Green Public Procurement Strategy and Action Plan 2024-2027</p>	<p>Support the organisation to meet its identified targets under</p> <ul style="list-style-type: none"> <li>• Climate Action Policies</li> <li>• Promote the use of Environmental and Social Considerations in Public Procurement (Circular 20/2019)</li> </ul> <ul style="list-style-type: none"> <li>• GPP criteria to be included in 100% of tenders in accordance with KCC Climate Action Plan 2024 -2029</li> <li>• Report on use of GPP (via contract award information and notices) in relation to individual contracts as per OGP GPP strategy and action plan 2024-2027.</li> </ul> <p>All buyers to follow OGP Green Public Procurement Strategy and Action Plan principles as below:</p> <p>GPP Principle 1 Consider environmental sustainability when assessing need.</p>	<p>Term of Plan</p> <p>Term of Plan</p> <p>Term of Plan</p> <p>Term of Plan</p>	<p>Procurement Unit &amp; Budget Holder</p> <p>Budget Holders</p> <p>Budget Holders</p> <p>Budget Holders</p>

		<p>GPP Principle 2: Insert GPP criteria in published tender documentation.</p> <p>GPP Principle 2a: When inserting GPP Criteria, use National GPP criteria for goods, services or works, where available</p> <p>GPP Principle 2b: Use GPP criteria from other sources where no National GPP sectoral GPP criteria is available.</p> <p>GPP Principle 2c: Use ‘Minimum Sustainability/ Environmental Criteria’ where no national, EU GPP criteria or other guidance for the goods, services or works being procured are available.</p> <p>GPP Principle 2d: Consideration should be given to using an innovative procurement procedure or the innovation partnership to find goods, services, or works to address a specific environmental need that cannot be otherwise met.</p>		
<b>6</b>	<b>Value for Money</b>			
	Monitor and measure all purchasing activity in Kerry County Council	<ul style="list-style-type: none"> <li>• Ongoing examination of spend data of the authority to inform future procurement plans and to address non-compliant spend.</li> <li>• A review of the spend under €5,000 to be carried out with sections to establish a systematic approach to identify savings and improve efficiency across</li> </ul>	2024	Budget Holders & Procurement Unit

		<p>targeted spend categories. This will be led by the procurement unit.</p> <ul style="list-style-type: none"> <li>• Review procurement related thresholds and value limits</li> <li>• Continued mandatory use of Central Purchasing Mechanisms (CPMs) when available for the local government sector.</li> <li>• Strategic planning of tenders to ensure all contracts due for renewal have a tender process completed in adequate time.</li> </ul>		
<b>7</b>	<b>Contracts Register</b>			
	Maintain a central register of all contracts and arrangements	Continue to develop and maintain a central register for all contracts for goods services and works within Kerry County Council.	2024 & Term of Plan	Budget Holders & Procurement Unit
<b>8</b>	<b>Training</b>			
	Ensure all staff engaged in procurement are fully familiar with the relevant EU and national rules, and are compliant with these when buying goods, services or works.	<p>Procurement training to be assessed with sections and training department.</p> <p>All staff within the Procurement unit are trained in line with best practice procedures compliant with the relevant EU and national rules.</p>	<p>Term of Plan</p> <p>Term of Plan</p>	<p>Procurement Unit &amp; Training Section</p> <p>Procurement Unit</p>

## 4.2 Approval and Implementation of the Corporate Procurement Plan

The CPP states the prioritisation of procurement within the Council and is referred to the Director of Finance of Kerry County Council for review, post which, the Director of Finance of Kerry County Council seeks subsequent approval of the CPP for implementation from the Senior Management Team of the Council. The implementation of the CPP will be subject to on-going review in light of further reform within local government and the wider public sector.

The Corporate Procurement Plan was approved by the Senior Management Team of the Council on 28<sup>th</sup> May 2024 and has been formally adopted for the period 2024 -2026.

## 4.3 Communication of the Corporate Procurement Plan

The preparation of the CPP is a key instrument of communication with stakeholders on the direction of procurement reform within the Council and to contribute to its development. Accordingly, it is imperative that that all staff are aware of the adoption of the Corporate Procurement Plan, its key objectives and the on-going monitoring of progress to meet the stated objectives. The Procurement Section will promote the awareness of the CPP through existing communications channels.

## 4.4 Measurement of results

The Procurement Unit has identified key indicators of success that can be used to inform future procurement. Data should be collated annually to tie in with the annual review of the plan itself. Key Performance indicators to utilise are listed below. This data should be collated annually to tie in with the annual review of the plan itself.

- Number of centralised arrangements used (by the OGP and other CPBs)
- If centralised arrangements are not being used, provide reasons.
- Number of contracts advertised on eTenders.
- Number of contract award notices issued.
- Number and percentage of tenders conducted using the different procurement procedures.
- Number of awards below the eTenders threshold of €25,000 excluding VAT
- Number and percentage of tenders including green procurement.

## 5.0 Glossary of Terms

CPB	Central Procurement Body
CE	Chief Executive
CPP	Corporate Procurement Plan
DPER	Department of Public Expenditure and Reform
DPS	Dynamic Purchasing System
EPA	Environmental Protection Agency
GPP	Green Public Procurement
EU	European Union
FMS	Financial Management System
LASTNG	Local Authority Services National Training Group
LGMA	Local Government Management Agency
LGOPC	Local Government Operational Procurement Centre
LGSPC	Local Government Strategic Procurement Centre
OGP	Office of Government Procurement
SME	Small and Medium Enterprises