

ISSUE TWO:
MARCH/APRIL 2017



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Procurement Guide for Schools

By now, every school in the country should have received a printed copy of the SPU's 'Guidance for Schools on Good Procurement Practices'. The guide is intended as a reference for best practice, which may be consulted by school personnel for guidance on all aspects of procurement which impacts upon the operation of their school. The guide takes a practical step by step approach to advising on appropriate procurement processes for schools.



**Guidance
for Schools on
Good Procurement
Practices**

If you have not received your copy or would like additional copies please email: procurementsupport@jmb.ie, providing your full postal address. A copy of the guide is also available as Gaeilge. 'Soft' copies of both versions can be downloaded from here: <https://www.jmb.ie/procurement-guide>



Engaging early with the procurement process

It is well recognised that accompanying the good news of approval of a grant to fund a new school build and/or other building projects comes onerous tasks and responsibilities for those school principals and Boards of Management. The procurement processes alone for kitting out new classrooms, labs, offices and engaging service providers for utilities, IT Services, Telecoms, catering, and cleaning are technically involved and highly time consuming. Public procurement brings serious obligations in an arena that has become frequently more litigious as suppliers scrutinise and often challenge the award of contracts more often now than ever previously.

Principals and Boards of Management are best advised to engage with the Schools Procurement Unit at the earliest possible juncture so as to ensure that your school's requirements are serviced in the most timely and efficient manner possible; for example, to ensure services are in place for the commencement of a new academic year, the procurement planning process should be starting immediately after the return from the Christmas break. Early engagement will secure your school the best advice on the course(s) of action to take and will ultimately save on your time and effort. Contact details for the Schools Procurement Unit are email: procurementsupport@jmb.ie / Ph: **01 203 5899**.

COMING SOON

For your information, framework arrangements in the following area will become available to use before the start of the new academic year.

- Stationery Supplies
- School Book Rental Scheme

Testimonials

Just a sample of the very positive feedback the SPU has received through our Customer Satisfaction Survey from schools with whom we have had a direct involvement - <https://www.surveymonkey.com/r/V3ZTR9V>

“

The SPU has given our school access to much cheaper contracts for supply of our ESB. We are in the process of looking at other contracts that the SPU might be able to help with.

”

“

Very helpful and dealt with our queries efficiently and effectively. As a result, we moved to a new supplier with savings for the organisation.

”

“

The service was of great benefit to me. Fiona Coy gave me advice on how to organise tenders and prepared the necessary documents. This saved me a great amount of time and effort and saved the school a great deal of expense as I did not have to pay a third party to do this work.

”

“

I found the advice extremely useful having originally made contact at the ACCS convention. Ultimately it saved my school a substantial amount of money this year.

”

For your general enquires, specific feedback or suggestions on how we can improve our service to your school or to the schools sector generally, please see our contact details below.

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