



Who We Are

Now in its third year of operation, the Schools Procurement Unit (SPU) based within the Joint Managerial Body (JMB) is established as the central support resource for all schools (except ETB schools) for providing guidance to all primary and post-primary schools on any procurement-related issue. The SPU provides advice and practical support to schools in order to help them achieve improvements their procurement processes and practices on an ongoing basis. It represents the interests and needs of the school sector back to the procurement practitioners in the Office of Government Procurement (OGP), within the remodelled centralised public procurement shared service structure in Ireland, assisting schools to access centralised contracts and frameworks for a broad range of commonly used goods and services. Importantly, centralising procurement should ultimately mean that individual schools no longer need to tender separately to source the wide range of goods and services used commonly across the school sector. This approach will help to partially relieve some of the administrative burden currently being experienced within schools, thereby allowing schools to focus more time on core activities. In addition, this approach will facilitate some standardisation across the school sector, in meeting requirements identified previously through engagement with the sector.

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Introduction

Welcome to the first edition of the Schools Procurement Unit's new monthly Newsletter. We hope you will find these periodicals both informative and useful in achieving the best outcomes possible for your school from frameworks and contracts placed on behalf of schools by the Office of Government Procurement (OGP).



Coming Soon

Within the next couple of months, a number of initiatives aimed towards supporting schools in all aspects of their public procurement activities are to be unveiled. These will include measures to make on-line information easier to locate and access; a Procurement Guide being delivered to every school in the country; and moves within the OGP to reduce/remove the administrative process which underpins procurement from individual schools, thus providing direct access to a number of ICT Contracts, in the first instance.

Procurement Supports for Schools in using their DES Grant for ICT Infrastructure

With the first tranche of funding to implement the Digital Strategy for Schools released at the end of 2016, the OGP Support Team (support@ogp.gov.ie / 076 100 8000) is available assist you in the running of mini-competition(s) among the pre-qualified ICT providers (Framework Members) for your ICT needs. The frameworks specifically involved are as follows:

Multi-Supplier Framework for the Supply of Thin - Zero Client Computers and Associated Services
<https://www.procurement.ie/suppliers/contracts/2884>

Multi-Supplier Framework for the Supply of Desktop & Notebook Comput- ers and Associated Services
<https://www.procurement.ie/buyers/contracts/2741>

Multi-Supplier Framework for the Supply of Android Tablet and Chrome OS Computers and Associated Services
<https://www.procurement.ie/suppliers/contracts/2881>

Multi-Supplier Framework for the Supply of Windows Tablet and Hybrid Computers and Associated Services
<https://www.procurement.ie/suppliers/contracts/2883>

Multi-Supplier Framework for the Supply of Mac OS and iOS Computers and Associated Services
<https://www.procurement.ie/suppliers/contracts/2882>

A Technical Specification Sheet (TSS) detailing your school's requirements will need to be completed and forwarded to the OGP. This TSS is available (along with the commercially sensitive pricing information), to registered users at the links above. The technical information provided by you in the TSS will be incorporated into the tender document, but this work will be done on your behalf by the sourcing team within the OGP. They will then return it to you for final approval before issuing it to the Framework Members on your behalf.



Further welcome changes to make the procurement process even more user-friendly for schools are expected shortly and will be announced in forthcoming newsletters.

Getting Access

To access the frameworks referenced above and indeed many more available to the school sector you must register as a 'buyer' on www.procurement.ie.

Log on to
<http://www.procurement.ie>

1

If you have not already done so, register as a Buyer – this request will bounce back as your email will not be recognised as a 'government' email address, but reply again stating that you are a school, quote your school roll number and that you would like to register as a buyer.

2

Once you have been sent login and password details, you can then go in and follow the prompts to navigate to the framework you wish to view

3

In the drop down menu on the Buyers page, choose **Live Contracts**, then choose **Education Sector**

Hit the
Apply Button

The details of all the contracts available to schools under Education Sector can be viewed. Do spend a bit of time looking at the detail of any framework you are interested in as there is quite a lot of detail on pricing, registering with a supplier, how the frameworks work etc.

Declaration of Confidentiality and Conflict of Interest Form

Best governance practice would observe that each member of a procurement evaluation team should sign a copy of the **Declaration of Confidentiality and Conflict of Interest Form**.

This form highlights the duties and responsibilities of the evaluation team within a formal procurement process. Each evaluation team member is required to sign a confidentiality agreement in relation to the commercial information provided by companies tendering. Each evaluation team member must also declare any conflict of interest with regard to affiliations, or otherwise, to companies who enter the tender process.

Download form available:
<https://www.jmb.ie/299-uncategorised/6642->

CONFIDENTIAL

INFORMATION

PROTECTION

RIGHT

TRUST

RELIABILITY

ACCESS

SECURITY

DATA

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.

Schools Procurement Unit,

Joint Managerial Body (JMB), Emmet House,
Dundrum Road, Milltown, Dublin D14 V3K8

T: 01 203 5899 F: 01 269 5461

W: www.jmb.ie/school-procurement E: procurementssupport@jmb.ie

