

## SEAI - Updates

[www.energyineducation.ie](http://www.energyineducation.ie)

### Register for a free Monitoring and Reporting workshop

From January 2019, schools can login to SEAI's online system to report annual energy consumption and related data for 2018. The deadline for submitting energy usage and related data is 5 April 2019.

SEAI are offering free Monitoring and Reporting workshops for schools in Education Centres around the country in spring 2019. Workshops are open to all primary, special and post-primary schools and if you bring the necessary data you can complete your report on the day. Any representative that the school nominates can attend. Find dates and venues at [www.seai.ie/schoolsmandr/](http://www.seai.ie/schoolsmandr/)

To book a workshop place contact the Monitoring and Reporting helpdesk at [mandr@seai.ie](mailto:mandr@seai.ie) or 01 808 2012

## Energy Contracting/Lighting as a Service

A number of schools have contracted a third party to supply energy measures (commonly lighting) in schools, with zero capital cost. The school would be required to make a regular payment to this supplier (supported by energy savings) rather than making the investment themselves. Sometimes described as 'lighting as a service', there are a number of suppliers who offer this (including energy suppliers) with a variety of contract structures. This can range from a simple lease arrangement (i.e. a fixed fee per annum over 10 years) to a 'pay as you save' arrangement (i.e. the school pays a % of demonstrated savings for a number of years).

These contract structures may be beneficial for the school as they do not have to find the funding to deliver the projects, but schools should be cautious of the contract conditions and understand what they will ultimately pay for the project, which will normally be more than if they paid upfront. Schools also need to understand what happens if there are any issues with the installed systems during the contract term.

The school should ensure that the existing lighting running costs and the hours of lighting use detailed in the proposal are accurate and not assumed or guessed, as an under or over estimate of these factors can distort the paybacks grossly. Remember the lights may not even be on all the time during the schools timetabled hours.

The School should also ensure that the lighting service provider confirms and demonstrates that the proposed light fittings comply with the Departments TGD 033 with regard to quality, specification and light performance.

Please contact SEAI at [publicsector@seai.ie](mailto:publicsector@seai.ie) for advice if you are considering this type of arrangement.

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## Electricity Supply for Schools

The latest contract for electricity supply to schools commenced with Energia from May 1st 2018 and is for 36 months duration. It is important to be aware that if your school is outside of the OGP bundle, or is not already covered under a formal fixed-term contract with one of the Electricity Supply companies, then it is probable that your school is being charged at a 'default' rate, which will be higher than the rate you could be achieving within the OGP bundle. Further information is available on the SPU website at this link - [www.spu.ie/electricity-for-schools/](http://www.spu.ie/electricity-for-schools/)

If you wish to add your school to the OGP bundle for electricity, please contact the OGP helpdesk on 076 100 8000 or email them directly at [support@ogp.gov.ie](mailto:support@ogp.gov.ie) to engage with the registration process.

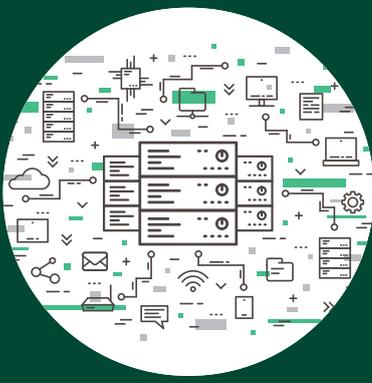


# Sourcing Apple Devices

HEAnet has established a drawdown arrangement with 3 suppliers across 5 Lots for Apple devices plus some associated support services which schools can avail of.

Lot Number	Supplier	Products	Optional Add-ons
1	Iconnect/ Screenway	Ipad Ipad Mini	Spec options and accessories
2	Typetec/ Wriggle	Ipad Pro 12.9" Ipad Pro 10.5"	Spec options and accessories
3	Compu B	MacBook MacBook Air MacBook Pro 13" MacBook Pro 15" IMac 21.5" IMac 27" MacMini MacPro	Spec options and accessories Support options and services including device management
4	Compu B	MacBook MacBook Air MacBook Pro 13" MacBook Pro 15" IMac 21.5" IMac 27" MacMini MacPro Ipad Pro 12.9" Ipad Pro 10.5" Ipad Ipad Mini	Spec options and accessories Support options and services including device management
5	Typetec/ Wriggle	MacBook MacBook Air MacBook Pro 13" MacBook Pro 15" IMac 21.5" IMac 27" MacMini MacPro Ipad Pro 12.9" Ipad Pro 10.5" Ipad Ipad Mini	Spec options and accessories Support options and services including device management

Schools are directed to email the HEAnet's [brokerage@heanet.ie](mailto:brokerage@heanet.ie) e-mail address requesting full disclosure of the available options, and they in response will issue full details of the bundle. Thereafter, the school is directed to the discount matrix and after considering the option(s) that best meets their needs, can then e-mail their order to the preferred supplier.



# Server Hardware Drawdown

The HEAnet has established a single supplier drawdown with Dell which sits under the Office of Government Procurement's framework for Servers.

The process for smaller institutions (schools) is as follows: -

- Identify your requirements.
- Email the request to: [HEAnetServer@Dell.com](mailto:HEAnetServer@Dell.com).

If you have any questions or require more information, please contact: [brokerage@heanet.ie](mailto:brokerage@heanet.ie)

## Provision of School Payment Solutions for the Irish Primary and Post-Primary School Sector

The Department of Education and Skills has established a framework of three service providers (Payzone, MIT and Three Ireland) to provide payment solutions to schools. The payments solutions are intended to fulfil the following objectives:

- To facilitate flexibility in making, and receiving, payments to and in schools;
- To remove cash payments for school activities from the schools themselves, but without removing the cash payment option for parents; and
- To align school payments with the National Payments Plan – the main goal of which is to 'deliver a significant increase in the use of secure and efficient electronic payment methods leading to a reduction in the reliance on cash and paper-based payment instruments'.

Further details of what the framework offers and how to engage with it are available at this link on the Department's website - <https://www.education.ie/en/Schools-Colleges/Information/Procurement/framework-agreement.pdf>

## Supporting non-cash payments in schools

The OGP concluded a framework, in two lots, for (1) Merchant Acquiring Services and (2) Payment Gateway Services. The services available for draw-down under the Merchant Acquiring Services and Payment Gateway Services Framework Agreement(s) provides support to schools in the processing of payments made by parents via credit and debit card(s) for school activities. The single supplier in Lot 1 is Elavon, with Realex payments the appointed supplier under Lot 2. These are obligatory services which your school will need to avail of if intending to deploy non-cash payment solutions.

The advantage of this framework is twofold. Schools can now benefit from the lower fees associated with these financial services, as their transactions will be bundled with the millions of public sector transactions. In addition, this framework regularises the procurement obligation for these services. Details of how to engage with the framework to achieve the benefit of the reduced transaction charges are available from here - <https://bz.procurement.ie/contracts/2977> (access provided once you're registered as a Buyer in the Buyer Zone)



## New Central Framework for the supply of Building Materials in the Dublin Area

The Office of Government Procurement has established a framework for Building Materials, which is available to schools located in the **Dublin City and County** to avail of. These 'Building Materials' are categorised in four individual Lots:

- Lot 1 - General Building Supplies;**
- Lot 2 - Electrical Supplies;**
- Lot 3 - Plumbing and Heating Supplies;**
- Lot 4 - Paint and Paint Accessories.**

Engagement is through direct ordering from the appointed supplier in each Lot. The price of Core Products which fall under the categories identified in each of the four Lots is set and cannot be amended. Products other than those specified as Core Products in each catalogue, which fall under the identified categories in each catalogue are priced at a significant discount to the RRP. Delivery of products will normally be within one (1) working day from receipt of an order received before 4pm. There may be a minimum order value of €200 (ex. VAT) for free of charge delivery to any individual location, comprising of any combination of products relating to that particular Lot. Full details of the framework are contained in the User Guide, available to download from the OGP website at - <https://bz.procurement.ie/system/files/contracts/11733/fbm064fuserguidebmv2.pdf>

## Catering Consumable and Disposable Products

The Office of Government Procurement has established a single supplier direct drawdown framework for the supply and delivery of Catering Consumable and Disposable Products (compostable cups, containers, recycle, and plastic). The framework is broken into 9 geographical lots. Bunzl is the supplier across all lots. The engagement process is as follows: to activate an account, the school fills in the Notification to Activate Goods Form (NAGF) and submits it to Bunzl for the relevant geographical lot. Bunzl will counter-sign it and return it to the school within five days. The school can then order goods by emailing or telephoning their requirements to Bunzl. Full details including the user-guide and product list are available within the buyer zone <https://bz.procurement.ie/system/files/contracts/11351/updatedcateringconsumablesanddisposableproductsuserguide1910.pdf>

## Framework for Health and Safety Training, Consultancy and Advisory Services

### What areas are covered by this Framework?

- Fire Safety Manager for a Building Training
- Fire Warden Training (including Fire Extinguisher)
- Pre-Hospital Emergency Care Council (PHECC) First Aid Response
- PHECC First Aid Response Refresher Training
- Occupational Health and Safety (H&S) for Managers Training
- Display Screen Equipment (DSE) Assessor Training
- Safety Officer/Coordinator Training
- Safety Representative Training
- Manual Handling (Office Environment) Training
- QQI Award Level 6 Manual Handling Instructor Training
- Health and Safety Consultancy and Advisory Services
- Health and Safety Consultancy and Advisory Services (Assessments)

Full details are available in the User Guide which can be downloaded from this link - [https://bz.procurement.ie/system/files/contracts/11054/20190212\\_nationalhealthandsafetytraininguserguidev6.pdf](https://bz.procurement.ie/system/files/contracts/11054/20190212_nationalhealthandsafetytraininguserguidev6.pdf) - once you've registered as a 'Buyer' on [www.ogp.gov.ie](http://www.ogp.gov.ie)



# 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 in order to ensure that their school's requirements are serviced in the most timely and efficient manner possible, including being *future-proofed*, where appropriate, for downstream needs. To ensure services are in place for the commencement of a new academic year, the procurement planning process should be starting as early as possible into the new calendar year. 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@spu.ie](mailto:procurementsupport@spu.ie) / Ph: 01 203 5899.

## COMING SOON

The following procurement projects are currently underway that will make the following goods and services directly available to schools this year:-

- HSE Framework for Defibrillators
- PC's and Laptops for Schools
- Digital Projectors, Visualisers and Interactive Whiteboards/Flat Panel Displays
- Design and Communication Graphics (DCG) devices
- Service for the Safe Disposal of Redundant Hazardous Chemicals from School Science Labs

## Guidance for Schools on Good Procurement Practices

## Archive of previous Newsletters

The archive of our previous newsletters, available in both Irish and English versions, is now available on our website at:

<https://www.spu.ie/procurement-newsletters/>

Our 'Guidance for Schools on Good Procurement Practices' is available for download in both Irish and English versions from – <https://www.spu.ie/publications-2/procurement-guide/>



# Latest Testimonials

## What our Clients say about us

The SPU was a great help during the procurement process for our new school. All queries were answered promptly. The advice and guidance received was clear. No question was deemed to be too simple to ask. The advice about the e-tenders process was invaluable. In all cases I was dealing with Companies who were very experienced in procurement. Having the help of the SPU gave me great confidence during the process. The SPU understands that schools are not experts in procurement and provide the expert guidance and advice required to make a hugely difficult task easier. I would highly recommend contacting the SPU before embarking upon the procurement process.

- Principal, Presentation College Athenry

The SPU was an essential support to our school's management in preparing tender documents in a range of procurement areas such as school furniture and ICT. The advice from the SPU staff was invaluable without which school management would have been unable to navigate the procurement process. It is due to the assistance of the SPU that the procurement process has been a very positive and successful experience for management.

- Sixmilebridge NS, Sixmilebridge, Co. Clare

The Procurement head office and all staff are so so helpful its a pleasure to work with them, so good, that I constantly recommend using Procurement to all schools at all times.

- Bailieborough Community School, Bailieborough, Co Cavan

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,

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