



Electricity and Natural Gas contract renewals

The current Office of Government Procurement (OGP) contract for the supply of electricity to Primary and Secondary Schools is due to expire on **30 April 2021**. The contract for natural gas will expire **31 March 2021**. The OGP, following consultations with the Department of Education and the School Procurement Unit (SPU), has run a new mini-competition for the supply of electricity and natural gas for a three year period commencing **1 May 2021** and **1 April 2021** respectively.

Electric Ireland were awarded the new contract for electricity supply which will mean a change of supplier on 1 May 2021, moving from the current supplier, **Energia**. In addition to the €800,000 estimated savings for the education sector - under the new contract against current market rates - Electric Ireland will be supplying **100%** renewable electricity to all the schools who renew or sign-up.

SSE Airtricity, the current natural gas supplier to schools, has been awarded the new contract, which is estimated will generate annual cost reduction of €2,066,840 for the education sector.

The Office of Government Procurement has issued new natural gas contracts to all schools currently part of the schools' contract. This contract renewal process is ongoing and schools remaining outside of the OGP contract are free to join at any time.

New electricity supply contracts are in the process of being issued to schools, with accompanying explanatory documentation including a comprehensive list of FAQs. For both utilities, it is imperative that new contracts once received, be signed, scanned and emailed by return to the relevant utility supplier, details of which are contained in the information documentation.

Returning the contract documentation promptly, will ensure that your school is switched to the new rates in time for the commencement of the new contracts in April and May 2021.

If your school is not currently part of the OGP's electricity and/or natural gas contracts for schools, you may explore your options to join, together with availing of the simple online registration process at <https://www.spu.ie/> using the link of the home page - 'Electricity & Natural Gas for Schools'

If you require further information on any aspects of the renewal exercise, or an enquiry about registering to join either contract, please contact the SPU at procurementssupport@spu.ie.

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For the continuation of the Covid19 crisis, the SPU remains open for business to its client Schools and Education Centres.

The team at the SPU extends its very best wishes to all school communities for keeping safe and well during these most challenging of times.

“Stay in touch” Help us to keep in touch with you. Update your contact details by emailing procurementssupport@spu.ie

Email subject: **“update”** followed by roll number.

Energy in Education Stakeholder Communications for members Autumn 2020

SEAI Energy Updates, Autumn 2020

SEAI would like to say a big thank you to all those that completed their energy monitoring and reporting (M&R) requirement for 2019.

We recognise the significant challenges that COVID-19 has presented for schools and are extremely grateful for the high levels of compliance with M&R requirements for 2019. We are committed to continuing to provide support to schools in this regard and are considering options for how we will deliver M&R workshops in Spring 2021.

Tracking energy use is a key aspect of taking climate action and the data schools provide will be used to track the public sector's progress towards its 33% energy efficiency target for 2020. The data will be included in the next Annual Report on Public Sector Energy Efficiency Performance (to be published later this year). Schools that have not reported to date can register with SEAI at any time by contacting mandr@seai.ie. For details and supports visit www.seai.ie/schoolsmandr



Interested in taking climate action and reducing your school's energy costs?

The Energy in Education programme offers a range of supports developed by the Sustainable Energy Authority of Ireland (SEAI) in partnership with the Department of Education and Skills designed to help schools to improve energy management practices, reduce school operating costs and protect the environment.

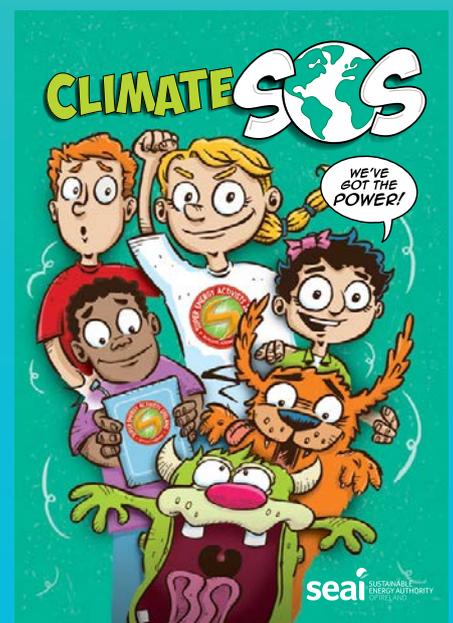
Check out the [Top Ten Tips](#) for saving energy at school or for more information on how to save energy and cut costs visit www.energyineducation.ie

Due to the ongoing situation with COVID -19, Energy Management Courses will not be held in Autumn this year and will be rescheduled in early 2021.

If you would like to register your interest in attending an energy management course go to: http://www.energyineducation.ie/Energy_In_Education/Information_for_Schools/Energy_Management_Courses/index.html.

SEAI's new book for children - Climate SOS

Many children are familiar with Guzzler, the friendly monster who wastes energy, from their infant days reading Guzzler's Big Book. SEAI have just brought out another book, Climate SOS, a non-fiction illustrated story book that promotes an awareness of



climate change through narrative in a way that relates to the lives and day to day experiences of children. Guzzler features again, this time with a group of children who call themselves "Super Energy Activists of Ireland". The book emphasises the importance of people power and the value of green, sustainable energy in our transition to a more sustainable society. The book is aimed at children in senior classes at primary school and will be available to all schools and libraries as a hard copy and e-book by autumn 2020.

For more information and to get your copy of Climate SOS, contact aoife.cannon@seai.ie or emer.barry@seai.ie

Sustainable Procurement Tips for Schools

Sustainable Procurement means making sure that the goods and services which schools buy achieve value for money on a life-cycle cost basis, and generate benefits not only for the schools themselves, but also for the environment, society and the economy in which they are located. To procure in a sustainable way involves looking beyond short-term needs and considering the longer-term impacts of each purchase.

USE CENTRALLY PROCURED GOODS AND SERVICES WHERE AVAILABLE.

DEVELOP SUSTAINABLE PROCUREMENT POLICY FOR YOUR SCHOOL

DO YOUR RESEARCH!

TEACHING AND LEARNING IN SYNC

DON'T SPEND HOURS SAVING A EURO – CONSIDER THE TOTAL COST OF PROCUREMENT

IMPROVE YOUR BUYING POWER – WORK COLLABORATIVELY (WITH NEIGHBOURING SCHOOLS) WHEREVER YOU CAN.

LOOK FOR ALTERNATIVES – BRANDED PRODUCTS MAY NOT ALWAYS BE THE BEST

INVOLVE THE WHOLE SCHOOL. GET STUDENTS INVOLVED.

KNOW YOUR OWN POWER – HOW MUCH CAN YOU SPEND - WHAT ARE THE LIMITS?

PLAN AHEAD – IDENTIFY YOUR REQUIREMENTS EARLY TO GET THE BEST DEAL

TRAIN RELEVANT STAFF/ DELEGATE AND GET BUY IN FROM STAFF.

Top Energy Tips

Items of equipment that use electricity can sometimes be left on unnecessarily, because they don't have time clocks to switch them off automatically, and they are not turned off manually. Examples are hot water boilers, under sink water heaters, and vending machines selling non-perishable snacks. Inexpensive, digital, plug-in 7-day time clocks can be purchased and set to switch off energy consuming items outside school hours. Make sure you buy 7-day time clocks, not just 24 hour time clocks, so that equipment does not get switched on automatically at weekends.

For more tips on how to save your school energy and money visit www.energyineducation.ie

For teaching resources and workshops for pupils visit <https://www.seai.ie/community-energy/schools/>

Sign up to SEAI's schools ezine [here](#) and keep up to date on new resources and supports for teaching energy and sustainability in school



In the Procurement Pipeline

A pipeline of ICT projects to service school requirements are at active/ planning/pre-planning stage -

- PC/Laptops
- Hybrid Devices
- Chromebooks
- Refurbished PCs
- Wi-Fi
- Projectors / Visualisers / Flat Screens

These projects will be a series of joint initiatives with Education Sector stakeholders and the Office of Government Procurement. As new contracts become available, schools will be notified, and details will be highlighted in the 'News & Announcements' section on the www.spu.ie homepage.

 easy payments plus

 mit EDUCATION SOLUTIONS

Way  Pay

School Payment Solutions for Primary and Post-Primary Schools

Details of the Department of Education's framework providing payment solutions to schools, 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>



Sourcing Apple Devices

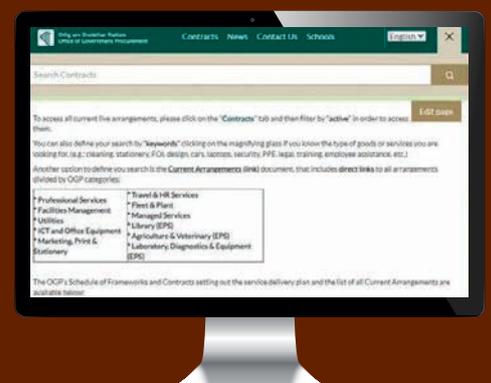
HEAnet has established a drawdown arrangement with 2 suppliers across 4 Lots for Apple devices plus some associated support services which schools can avail of.

Lot Number	Supplier	Products	Optional Add-ons
2	Wriggle	iPad Pro's	Spec options and accessories
3	Compu B	MacBook's iMac's	Spec options and accessories
4	Compu B	MacBook's iMac's MacMini's MacPro's iPad Pro's iPad's iPad Mini's	Spec options and accessories Support options and services including device management
5	Typetec/ Wriggle	MacBook's iMac's MacMini's MacPro's iPad Pro's iPad's iPad Mini's	Spec options and accessories Support options and services including device management

Schools are directed to email the HEAnet's 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 requirements, can then e-mail their order to the relevant supplier.

Re-launch of the Buyer Zone on the OGP website

The OGP has recently launched a new Buyer Zone website for clients to find details of the full range of framework agreements and solutions available to the public service. This new service has been designed with an improved search function in response to client feedback. If you are already registered on the Buyer Zone, the only requirement to access the new site will be to reset your password at your first login attempt. All existing usernames will remain unchanged. One of the new security features is a two-step authentication process to login. A secure link is sent to the registered email address of each user each time they login. This link is valid for one "click" only. It can be resent by the user to another email account (gmail/yahoo for example) if the user wishes to access the Buyer Zone on a different device. Frameworks and contracts available for schools to use can be found listed behind the 'Schools' tab found within the Buyer Zone.



Once you access the Buyer Zone, your session remains live for as long as there is activity recorded on the site. If a user does not perform any action for a consecutive sixty-minute period, they will be logged out of the Buyer Zone.

Should you have any questions about finding information on the new Buyer Zone, please contact the OGP at support@ogp.gov.ie for assistance.

Top Tips When Using eTenders

Here is a short checklist and brief instruction that will help you provide consistent and accurate information when publishing competition notices on eTenders.

Contract Notice

1. Type of Contract

Select the correct type of contract to be advertised.
Options: Supplies, Services or Works.



2. Estimated Value

Provide an accurate estimate of the total value of the contract. It is not sufficient to enter '€0' or any value other than the actual estimated value.



3. Procedure Type

Accurately specify procedure type: OJEU or non-OJEU. Publication level is national for all tenders between €25,000 (ex. VAT) for goods or services, or €50,000 (ex. VAT) for works, and the relevant EU threshold.



4. Framework Agreement

Complete Section IV-Contract Notice (OJEU Form) - indicating whether the procurement involves the establishment of a framework agreement.



5. CPV Codes

Select the correct Common Procurement Vocabulary (CPV) codes for each competition to ensure that suppliers are alerted appropriately. CPV codes are required for all above & below threshold competitions.



Contract Award

6. Contract Award Value

Provide an accurate estimate of the total value of the contract on the Contract Award Notice (OJEU Form).



7. Contract Award Notice

Publish a Contract Award Notice for every above threshold contracts and, where relevant, for contracts valued in excess of €25,000 (ex. VAT) for goods or services, or €50,000 (ex. VAT) for works.



8. Contract Finalisation

Through the contract management module, a contract is awarded when the contract is saved as final (for above and below threshold) and the Contract Award Notice (OJEU) is published.



Oifig um Sholáthar Rialtais
Office of Government Procurement

Visit eTenders at www.etenders.gov.ie

For technical support with eTenders contact the EU Supply Helpdesk at etenders@eu-supply.com and refer to eTenders user guides. For procurement advice, please refer to OGP's [Public Procurement Guidelines for Goods and Services](#) and contact support@ogp.gov.ie.

Information Note – Covid-19 (Coronavirus) and Public Procurement

The continuing situation around the spread, containment, and control of Covid-19 (Coronavirus) may mean contracting authorities come under pressure to deliver essential goods and/or services in greater volume or speedier timeframes than otherwise expected. The Office of Government Procurement (OGP) guidance in this respect is available for download at this link - <https://ogp.gov.ie/information-note-covid-19-coronavirus-and-public-procurement/>

Guidance for Schools on Good Procurement Practices

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/>

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/>



Latest Testimonials

What our Clients say about us

“When I first approached the SPU it was in relation to buying classroom furniture as I was totally new to the procurement system Fiona was very helpful and guided me through the process. It didn't feel as daunting when I knew she was there to help me out. I am not very knowledgeable with Excel but Fiona talked me through the steps. I with the help of Fiona, succeeded in securing the classroom furniture at a very competitive price and high standard and was satisfied that the school had fulfilled our responsibilities regarding the spending of public monies. The next hurdle I came to the SPU with, was to secure a Cleaning Contract for the school. This in my mind was a huge undertaking asit involved creating a Tender Request Document to be put up onto the eTenders website. Matthew Ladrigan helped me every step of the way and advised me on setting out all our requirements etc. He gave me very practical advise in relation to how to go about scoring all the individual companies that had uploaded a Tender Response Document. When it came to filling out the information onto the Excel sheets Gisele Silva was a great help with a technical issue I had. I would advise any school who are looking for goods/services to have the SPU as your first port of call. They will assist and guide you very patiently through the procurement process ensuring that we all do our bit to save public monies and fulfill our obligations”.

- St Joseph's Secondary School, Rush, Co. Dublin.

“It made the ordering of new chairs for the school very straightforward and we got a great product”.

- St.Mary's Secondary School, Macroom, Co Cork.

“Fiona was a superb assistance to us in preparing documentation for RFQ. We were in a position whereby we had not put up an eTender in a manner which would have seen us apply to multiple companies for a very varied quotation. The manner in which the quote was broken down into lots and prepared for tender took a huge amount of work off our desk. All documentation was prepared by Fiona and was presented in a professional fashion. In particular the evaluation spreadsheets were a great asset and helped us no end. This was a tool I would not have been able to come up with myself. The pre-prepared acception /rejection letters from SPU are user friendly and save time”.

Presentation College, Currylea, Tuam, Co Galway.

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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