

Office of Government Procurement

Meeting Your Sourcing Needs:



Oifig um Sholáthar Rialtais
Office of Government Procurement

OGP Mission

The Government established the OGP to:

- Deliver better value and sustainable savings for the taxpayer
- Integrate procurement policy, strategy and operations
- Enable consistency and standardisation of approach to public procurement
- Deliver broader policy goals in a consistent fashion
- Strengthen procurement spend analytics and data management

Understanding Your Sourcing Needs

The Office of Government Procurement (OGP) needs to understand your sourcing requirements, so that we can put in place the necessary contracts and frameworks to meet those requirements. Ongoing engagement between the OGP and our public sector body (PSB) clients is necessary to achieve this.

There are three main channels through which PSB clients engage with the OGP: Category Councils, Key Account Managers (KAMs) and Helpdesk.



Category Councils

The role of Category Councils is to decide the sourcing strategies for goods and services, taking into account PSB clients' requirements, market dynamics and the savings required. Each Council is made up of members nominated by the PSB clients who are the main users of the category.

OGP Customer Service

The OGP Customer Service team is responsible for the other two channels of engagement. You can make contact with the team through a Key Account Manager (if your organisation has been assigned a KAM) or through the Customer Service Helpdesk.

Key Account Managers build strong trusted business relationships with the PSB clients assigned to them. They agree a schedule and method of communication with clients and, in addition to other areas, provide information on frameworks and contracts. They also take responsibility for any client concerns or issues, seeing them through to conclusion and providing feedback.

For PSB clients that have not been assigned a Key Account Manager, the **OGP Customer Service Helpdesk** is the first point of contact (please contact your Procurement Officer if you are unsure whether your organisation has been assigned a KAM). The Helpdesk can be contacted via phone (076 100 8000) and email (support@ogp.gov.ie). If a PSB client wishes to procure goods or services, the Helpdesk agents are available to provide guidance and to answer queries.

Planning Ahead for your Sourcing Requirements

The Office of Government Procurement works with PSB clients to identify and plan ahead for their sourcing needs.

The OGP gathers this essential information by requesting PSB clients to submit **Procurement Support Requests (PSRs)** for specific requirements.

PSB clients with a significant number of requirements, who have not liaised with OGP previously, may be requested to complete a Pipeline Template to capture multiple requirements.

The OGP Schedule of Frameworks and Contracts is influenced by the diverse range of requirements across the PSB client base. Sourcing Teams prioritise activity that will optimise the aggregation of requirements and savings achievable for the taxpayer.

As a logged in buyer you can access this Schedule in the **News & Updates** section of www.procurement.ie homepage. The Schedule is updated quarterly to give a rolling 9-month view of when key frameworks and contracts will become available. You can click on the hyperlinks in the schedule to find out more detailed information (scope, specification and drawdown mechanism where known) on your specific sourcing needs.

Complying with Procurement Procedures

Where centralised arrangements are in place, PSB clients are expected to use them for all purchases, including those under €25,000. Depending on the drawdown mechanism, this may involve either direct call off or mini-competitions.

Where centralised arrangements are not yet in place (for purchases that fall under the sub-categories in Table A) PSB clients should inform the OGP of their requirements, including those under €25,000. They should not go directly to the market without consulting the OGP. The OGP will assess these requirements and advise clients if a

procurement process can be completed in line with their deadlines.

For purchases below €25,000, where there is no centralised arrangement in place, PSB clients should follow current public procurement competitive process guidance.

The OGP will continue to take on some strategically important and / or high-value individual sourcing projects, where all necessary approvals and sanctions for the project have been secured by the PSB client. Given the volume of sourcing requirements across the State, and the resources required to undertake sourcing projects, the OGP is not in a position to undertake projects in the absence of all necessary sanctions and approvals to proceed.

The OGP will provide guidance material for PSB clients who have sourcing requirements that fall outside the OGP Schedule of Frameworks and Contracts. This guidance material will be available on the OGP website www.procurement.ie and from the OGP Customer Service

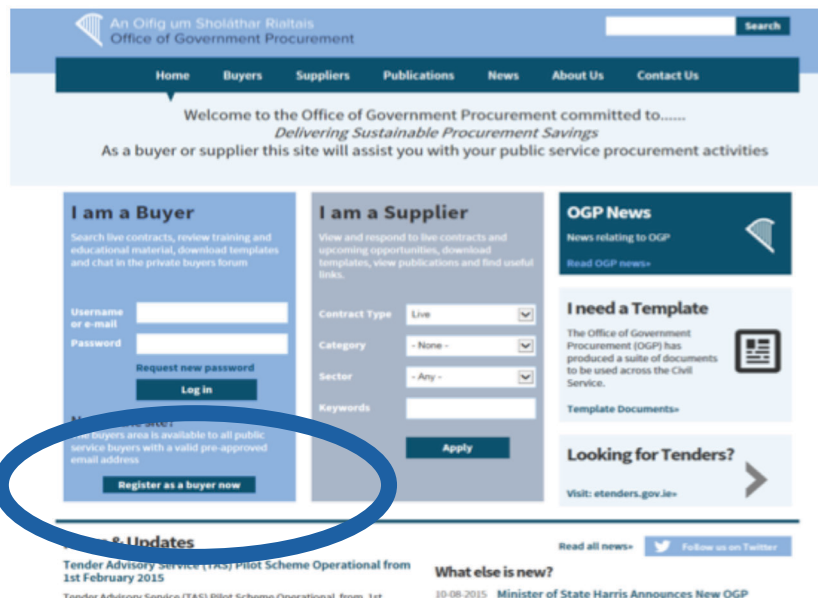
Table A

<p>Professional Services</p> <ul style="list-style-type: none"> • Legal Services (i.e. all services procured from Solicitors) • Stenography • Consultancy & Advisory <p>Facilities Management</p> <ul style="list-style-type: none"> • Uniforms • Footwear • Waste 	<p>Utilities</p> <ul style="list-style-type: none"> • Natural gas • Electricity • Bulk fuels <p>Travel, Transport & HR Services</p> <ul style="list-style-type: none"> • Travel Booking/Travel Management Services • Taxis (Dublin Area) • Travel Insurance (Central Government Departments) • External Workplace Investigation Services • FOI Training
<p>Marketing, Print & Stationery</p> <ul style="list-style-type: none"> • Office supplies • ICT consumables • Paper • Pre-printed envelopes • Managed print services • Print advertising 	<p>Managed Services</p> <ul style="list-style-type: none"> • Any significant new outsourcing initiatives without prior engagement with OGP • Translation Services • Interpretation Services • Irish Language Services
<p>Fleet & Plant</p> <ul style="list-style-type: none"> • Standard cars • SUVs • Emergency response vehicles • Vans • Pick-up trucks • Motorcycles 	<p>ICT</p> <ul style="list-style-type: none"> • ICT Research & Advisory Services • Computer device - Desktop Personal Computers multi-supplier framework – PSBs should not procure outside of this framework without prior engagement with OGP • Notebook & Tablet Computers multi-supplier framework – PSBs should not procure outside of this framework without prior engagement with OGP

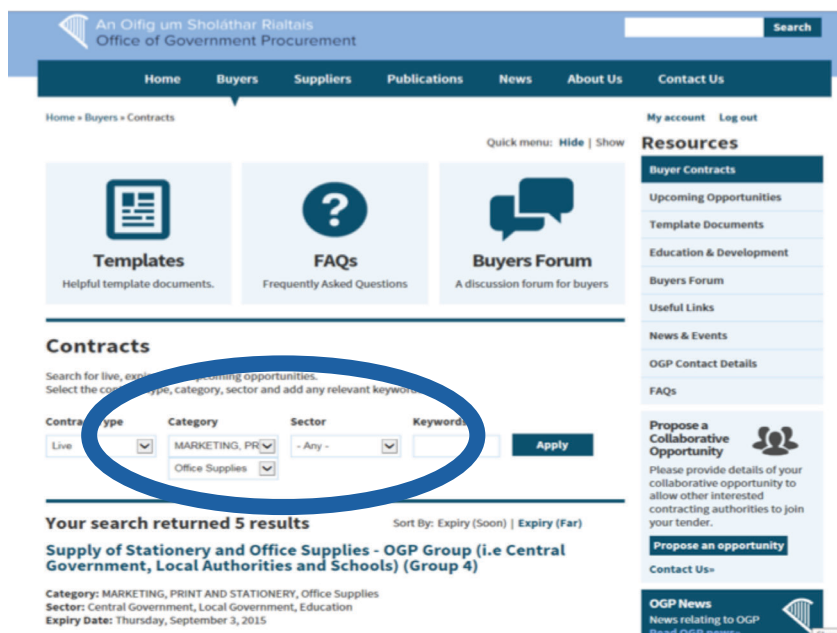
Using the OGP Website

The OGP website (www.procurement.ie) is there to help you with your procurement. As a public service buyer, you can use it to search live contracts and frameworks, review guidance material and download templates. You must first register as a public service buyer to access these services.

If your email address is not a Central Government or Local Authority address then you will need to contact registration@ogp.gov.ie and submit a request for your email address to be validated before you can complete the registration process.



The screenshot shows the homepage of the Office of Government Procurement (OGP). The navigation bar includes links for Home, Buyers, Suppliers, Publications, News, About Us, and Contact Us. The main content area is divided into three columns. The left column, titled 'I am a Buyer', contains a registration form with fields for 'Username or e-mail' and 'Password', a 'Request new password' link, a 'Log in' button, and a 'Register as a buyer now' button. The middle column, titled 'I am a Supplier', contains a form for searching live contracts with dropdown menus for 'Contract Type' (set to 'Live'), 'Category' (set to '- None -'), and 'Sector' (set to '- Any -'), along with a 'Keywords' field and an 'Apply' button. The right column contains 'OGP News', 'I need a Template', and 'Looking for Tenders?' sections. A blue circle highlights the 'I am a Buyer' registration section.

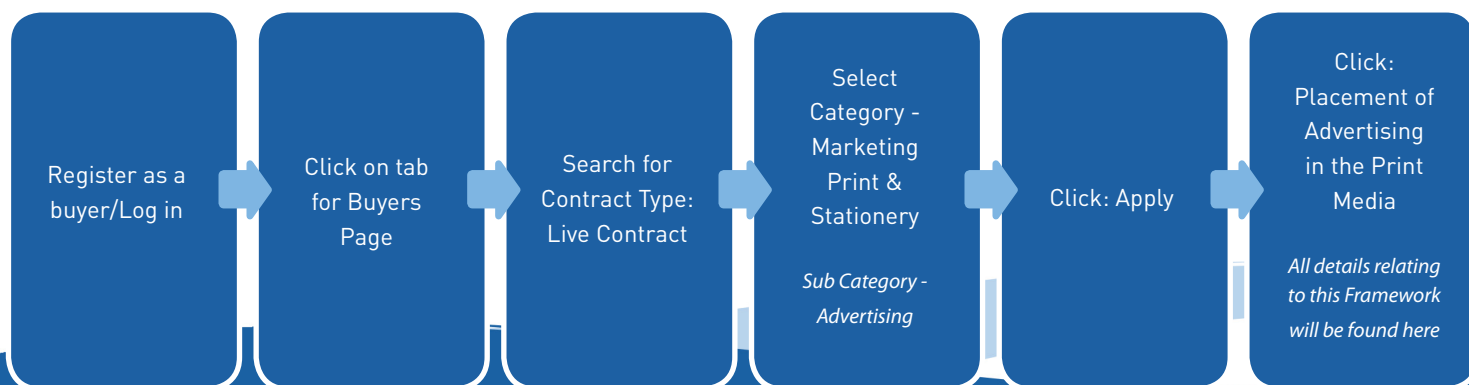


The screenshot shows the 'Contracts' section of the OGP website. The search filters are circled in blue. The filters include 'Contract type' (set to 'Live'), 'Category' (set to 'MARKETING, PRINT AND STATIONERY'), 'Sector' (set to 'Office Supplies'), and 'Keywords'. The search results show 'Your search returned 5 results' and list the 'Supply of Stationery and Office Supplies - OGP Group (i.e Central Government, Local Authorities and Schools) (Group 4)'. The search results also include the category, sector, and expiry date.

Finding what you need to buy on www.procurement.ie

Once you have registered and are logged in, use the drop down menus on the screen to check if there is a framework or contract in place to meet your needs. You can search by category, sub-category and keywords.

How to access a framework or contract on www.procurement.ie, for example Placement of Advertising in the Print Media



The following details are provided about each framework and contract on the website:

- What goods/services are covered
- Who can use it
- How to use it
- Pricing details
- Further contract information
- Contact details

Capital Works Management Framework (CWMF)

The Capital Works Management Framework (CWMF) suite of guidelines, standard contracts and generic template documents will continue to apply to works and works related services, as set out in Circular 6/10. They are available to download from: www.constructionprocurement.gov.ie



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The OGP, together with four key sectors (Health, Local Government, Education and Defence), is taking responsibility for sourcing all goods and services on behalf of the public service. Through the OGP and the sector sourcing organisations, the public service will speak with 'one voice' to the market for each category of expenditure, eliminating duplication and taking advantage of the scale of public procurement to best effect.

Find out more about the OGP: www.procurement.ie

Register as a supplier and find tendering opportunities: www.etenders.gov.ie

Find more information about works and works-related services: www.constructionprocurement.gov.ie

Office of Government Procurement, 3A Mayor Street Upper, Dublin 1

Helpdesk Contact Details: Email: support@ogp.gov.ie | Phone: 076 100 8000