

**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](mailto: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>





## News of the latest Frameworks available to schools for use

The Office of Government Procurement has recently concluded a number of new framework agreements which are available to all primary and post-primary schools for use. Full details of each framework, the range of goods and services covered and the defined draw-down mechanism is available to 'registered' buyers on [www.procurement.ie](http://www.procurement.ie)

### Hospitality Services, Dublin

<https://bz.procurement.ie/contracts/4134>

### Managed Car Parking Services

<https://bz.procurement.ie/contracts/4136>

### National Health and Safety Training, Consultancy and Advisory Services

<https://bz.procurement.ie/contracts/4135>

### Network Equipment (both Wired and WLAN) and associated support and maintenance services

<https://bz.procurement.ie/contracts/4137>

### Insurance Brokerage and Placement Services to the Public Sector

<https://bz.procurement.ie/contracts/4141>

### Lift Maintenance Services

<https://bz.procurement.ie/contracts/4138>

### Multi-Purpose Office Paper for Printing and Photocopying

<https://bz.procurement.ie/news/2056>

### Purchasing Card Programmes

<https://bz.procurement.ie/contracts/4144>



# 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](mailto: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.

### 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](http://www.jmb.ie/school-procurement) E: [procurementsupport@jmb.ie](mailto:procurementsupport@jmb.ie)

