



## Sustainable Procurement and 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.

### TIPS FOR ACHIEVING SUSTAINABLE PROCUREMENT IN SCHOOLS

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.

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- Catering Consumable and Compostable Products
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The team at the SPU extends its very best wishes to all school communities for the forthcoming academic year. We are looking forward to continuing to provide advices and support services for all your school's procurement needs during 2019/20, and beyond

# SEAI Energy Updates 2019

SEAI would like to thank the record number of schools that completed their energy monitoring and reporting (M&R) requirement for 2018.

The data will be used to track the public sector's progress towards its 33% energy efficiency target for 2020 and 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 can register with SEAI at any time by contacting [mandr@seai.ie](mailto:mandr@seai.ie). The online system is now closed for 2018 reporting but you can find details and supports for next year at: [www.seai.ie/schoolsmandr](http://www.seai.ie/schoolsmandr)

**energy in education**  
[www.energyineducation.ie](http://www.energyineducation.ie)

## Interested in 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.

For more information or to register your interest in attending an energy management course in the Autumn go to: [http://www.energyineducation.ie/Energy\\_In\\_Education/Information\\_for\\_Schools/Energy\\_Management\\_Courses/index.html](http://www.energyineducation.ie/Energy_In_Education/Information_for_Schools/Energy_Management_Courses/index.html)

## Top Energy Tips ✓

Did you know a large school could waste over €1,000 on electricity over the summer? With the summer holidays approaching it is important for schools to completely switch off as much energy consuming equipment as is practical. Check out the [factsheet](#) for more tips on how to save money and energy when you shut down for summer.

For more tips on how to save your school energy and money visit [www.energyineducation.ie](http://www.energyineducation.ie)

For teaching resources and workshops for pupils visit [www.seai.ie/teaching-sustainability](http://www.seai.ie/teaching-sustainability)

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.

## Catering Consumable and Compostable 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/updatedcatering\\_consumables\\_and\\_disposableproducts\\_userguide1910.pdf](https://bz.procurement.ie/system/files/contracts/11351/updatedcatering_consumables_and_disposableproducts_userguide1910.pdf)

## Your School's Electricity Bill... are you getting best value for money?

Is your school in a defined-term contract with your electricity supplier? Are you aware that if your school is outside of a defined-term contract, then it is probably being charged at a 'default' rate, which could be as much as 20% higher than the rate you could be achieving within the contract placed on behalf of the school sector by the Office of Government Procurement (OGP)? Would you like to know more about this school specific electricity contract and how to engage with it? Then, read on...

Following a tendering process, the Office of Government Procurement (OGP), awarded Energia the contract to supply electricity to the school sector. The contract runs from May 1st 2018 and is for a period of three years. It is conservatively estimated that annual savings in excess of €340,000 for the school sector as a whole will be generated. Signing-up to the OGP contract isn't mandatory, but if you wish to add your school to it, please visit the Schools Procurement Unit (SPU) webpage at <https://www.spu.ie/electricity-for-schools> for details on the options available to your school, regardless of what your current arrangements for electricity might currently be. Indeed your school may already have received correspondence from the SPU promoting the advantages of joining. One advantage of significant interest to the school sector has been that by your school joining the electricity contract, it will be guaranteed that Energia provides up to 37.3% of electricity from a renewable source in 2019 and 42.5% for 2020, thereby enabling signed-up schools to meet the annual percentage targets for renewable electricity usage as outlined in the National Renewable Energy Action Plan for Ireland.

If you require further information and / or clarification around this process, or in respect of any procurement matter, please contact the Schools Procurement Unit at 01 203 5899 or by e mail at [procurementsupport@spu.ie](mailto:procurementsupport@spu.ie)

# New Arrangements for PC's and Laptops

Two new arrangements for sourcing PC and Laptop requirements have recently become available for schools to use. The first arrangement is for standard and high-spec PC's and Laptops, designed to meet school's requirements. The second arrangement, which is available to all Public Sector Bodies, gives access to five different PC and Laptop options. Both arrangements allow for schools to directly source their needs from the appointed suppliers – in practical terms, this means that the procurement process has already been concluded and that once schools have browsed the options, orders can be placed within a defined engagement process. It's not a question of the specs available under the school specific contracts being superior or inferior to those now available in the new Public Sector Framework. Schools themselves will need to make the call as to which of the available packages is most attractive to meeting their specific needs, having balanced technical and value-for-money considerations.

## School Specific Options

Laptops

PCs

Click buttons to download PDFs

**Laptops for Schools and ETBs**

No requirement to seek further quotes from multiple suppliers or undertake a tendering process – the appointed supplier is **Datapac**. Following a competitive process undertaken on behalf of schools and ETBs. Additional options and associated services available. Full details are included in the User Guide, available for download to registered users in the Buyer Zone on [www.ogp.gov.ie](http://www.ogp.gov.ie) and on request from **Datapac**.

**Standard Specification Model - HP Probook 455 G6**

Ordering System: Microsoft Windows 10 Professional  
 Processor: Intel Core i5-8250U  
 Screen Size: 15.6 inch display  
 OS: HP Security Guard  
 On-board Storage Capacity: 512GB SSD  
 RAM: 8GB DDR4 SDRAM  
 Main manufacturer: HP

The price of the laptop is **€461.60** (including VAT) and includes:  
 • Delivery within 10 business days from date of order  
 • 3 year warranty with next business day on-site, full parts and labour cover.

**Higher Specification Model - HP Elitebook 745 G5**

Ordering System: Microsoft Windows 10 Professional  
 Processor: Intel Core i7-8650U  
 Screen Size: 15.6 inch display  
 OS: HP Security Guard  
 On-board Storage Capacity: 512GB SSD  
 RAM: 16GB DDR4 SDRAM  
 Main manufacturer: HP

The price of the laptop is **€582.95** (including VAT) and includes:  
 • Delivery within 10 business days from date of order  
 • 3 year warranty with next business day on-site, full parts and labour cover.

**For Orders and Customer Support:**  
 Ashley Sheehan, Director of Sales, 1st of the following methods:  
 Email: [ashley@datapac.com](mailto:ashley@datapac.com)  
 Fax: 01 4020212  
 Phone: 01 4020212  
 Order: 01800 200000000  
 Customer Support phone (for Sales enquiries only): 01 410 6200

**PROCESS TO ORDER:**  
 Download user guides for NACGP contract engagement and Purchase Order form from the Buyer Zone on [www.ogp.gov.ie](http://www.ogp.gov.ie)

- 1 Sign NACGP and forward to Datapac to courier to your school
- 2 Choose appropriate products for your needs
- 3 Complete Purchase Order form and place order by phone/email/telexmail

Logos for etbi, SPU, City of Dublin Schools Office of Government Procurement, PDST, and other partners.

**PCs for Schools and ETBs**

No requirement to seek further quotes from multiple suppliers or undertake a tendering process – the appointed supplier is **PC Peripherals**. Following a competitive process undertaken on behalf of schools and ETBs. Additional options and associated services available. Full details are included in the User Guide, available for download to registered users in the Buyer Zone on [www.ogp.gov.ie](http://www.ogp.gov.ie) and on request from **PC Peripherals**.

**Standard Specification PC Model - CELTIC R2200 PC SYSTEM**

Ordering System: Microsoft Windows 10 Professional 64 bit  
 Processor: Intel Core i5-8250U  
 Screen Size: 21.5 inch display  
 OS: HP Security Guard  
 On-board Storage Capacity: 512GB SSD  
 RAM: 8GB DDR4 SDRAM  
 Main manufacturer: HP

The price of the PC is **€415.00** (including VAT) and includes:  
 • Delivery within 10 business days from date of order  
 • 3 year warranty with next business day on-site, full parts and labour cover.

**Higher Specification PC Model - CELTIC R2300 PC SYSTEM**

Ordering System: Microsoft Windows 10 Professional 64 bit  
 Processor: Intel Core i7-8650U  
 Screen Size: 21.5 inch display  
 OS: HP Security Guard  
 On-board Storage Capacity: 512GB SSD  
 RAM: 16GB DDR4 SDRAM  
 Main manufacturer: HP

The price of the PC is **€475.00** (including VAT) and includes:  
 • Delivery within 10 business days from date of order  
 • 3 year warranty with next business day on-site, full parts and labour cover.

**For Orders and Customer Support:**  
 Email: [enquiries@pcperipherals.com](mailto:enquiries@pcperipherals.com)  
 Fax: 01 4020212  
 Phone: 01 4020212  
 Order: 01800 200000000

**PROCESS TO ORDER:**  
 Download user guides for NACGP contract engagement and Purchase Order form from the Buyer Zone on [www.ogp.gov.ie](http://www.ogp.gov.ie)

- 1 Sign NACGP and forward to PC Peripherals to courier to your school
- 2 Choose appropriate products for your needs
- 3 Complete Purchase Order form and place order by phone/email/telexmail

Logos for etbi, SPU, City of Dublin Schools Office of Government Procurement, PDST, and other partners.

## Additional Options available to Schools for sourcing PCs and Laptop requirements

If your school has a requirement for personal computers, desktops or notebooks (but not hybrids or tablets) running Microsoft Windows then the new OGP Framework offers further device options for your school to consider.

### Windows Desktop computers, specifically:

- Standard Personal Computers (Small form factor and mini tower form factor options)
- Mini personal computers (also referred to as micro personal computers)

### Windows Notebook/laptop computers, specifically:

- Standard notebook computers (15.6" screen)
- Lightweight notebook computers (14" screen)
- Ultraportable notebook computers (13.3" screen)

- Upgrade and configuration options (such as CPU, RAM and storage)
- Compatible peripherals (such as additional monitors, speakers and adapters)
- Associated services (such as imaging, unpacking and packaging removal, and installation)

### The OGP Framework for personal and notebook computers is a set of three related Framework Agreements:

Personal and notebook computers (<50 devices) and associated services.

Personal and notebook computers (51-250 devices) and associated services.

Personal and notebook computers (251+ devices) and associated services.

Users of the Framework should choose the relevant Framework Agreement based on their known requirements for personal and notebook computers. The User Guides for each agreement are available on the Schools tab within the User Guides on the OGP Website at <https://bz.procurement.ie/contracts/4264>. To get access, you will need to register as a user on the OGP website beforehand. Go to [www.ogp.gov.ie](http://www.ogp.gov.ie) and click on the link for the Buyer Zone.

The single supplier for the contract year July 10th 2019 to July 9th 2020 is Datapac. The single supplier fulfils all client requirements under the Framework Agreement.

# School Payment Solutions for Primary and Post-Primary Schools

 easy payments plus

 mit EDUCATION SOLUTIONS

 Way2Pay

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. 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>

Here's what a number of schools have said about their experience in deploying payment solutions available under the framework:

## Payzone/Easy Payments Plus

<https://www.easypaymentsplus.com/OnlinePayments/SchoolPayments>

*"We decided earlier this year to implement the Easy Payments Plus online payment solution. The first item we launched on the platform was a fundraising campaign as our new school is under construction. This was a Buy-a-Brick campaign and the Easy Payments Plus system enabled us to add the online payment solution to our website and allow any member of the community to contribute. The Easy Payments Plus system also facilitated our requirement to request the text from the donator, which he or she wanted included on each brick. We launched the system on 01/03/2019 and are delighted at how simple and user friendly it is for people to donate and that the funds are then immediately available to the school".*

Tony O'Sullivan, Chairman  
Mercy Convent Primary School

*"We were delighted when Easy Payments Plus implemented the facility to enable parents to make payments in their local Payzone shop. Since implementing this we have seen a dramatic decrease in the amount of cash we are receiving. We simply send a payment request to our parents by text or email and the parents can then take this to their local store and submit the payment together with the reference number. The transaction is reflected in our reports within minutes and the money arrives in our bank account 3 days later. I would definitely recommend this to any school."*

Rena McGrath, Gort Community School

## MIT – Schools Payment System

<http://www.mit.ie/index.php/news/schools-payment-solution/>

*"As a daily user of the MIT system for online payments, I cannot overstate the quality of the support team at MIT. Their expertise and helpfulness is guaranteed. Their promptness in follow-up and their professionalism in dealing with queries is superb. I feel I receive tailored, personal support in a most friendly and practical way. An excellent customer service experience."*

(Mary) Administration Officer in Lusk  
Community College, Co. Dublin

*"When DDLETB went looking for a School Payment System to manage all online and cash payments in our Primary & Post Primary schools, we choose MIT as our trusted supplier. We had been working with MIT for several years and we knew we could depend on them to provide a secure, reliable, and robust system."*

*The MIT School Payment System does everything we require it to do; including managing all online payments, managing cash payments, reconciliation, reporting, managing parental communications & reminders by text, as well as providing a good audit trail.*

*Parents and schools find the online payment system convenient and easy to use, and collection of school fees has been made easier since implementation. The system works seamlessly with our MIS and MIT provide an excellent after-sales Support service.*

*We would highly recommend the system to any school."*

(Margaret) senior finance officer in the Finance  
Department in Dublin Dun Laoghaire ETB

## 3Ireland/Way2Pay

<https://www.three.ie/business/solutions/education-way2pay/>

*"Gaelcholáiste Luimnigh currently has more than 90% of parents paying online through the school's payment system which is linked to our school website for ease of access. Coupled with the administration efficiencies and related cost savings, we now have more time to concentrate on the needs of the students and supporting the staff within the school."*

*The use of this system helps manage, track and receipt school bills. It is very flexible for parents to use and parents praise this changeover as they no longer have to take time out of work to call in to the school or worry about their child carrying cash to school.*

*The best feature, from a school secretary's point of view, about the system is that you can send SMS reminders and this will only go to the people that still have an outstanding fee. In the past we would have to manually go back through invoices and payments to see what fees were outstanding and resend invoices in the past - which took up so much of our time."*

Caroline Crowe, School Secretary,  
Gaelcholáiste Luimnigh

*"We were delighted when St Brigid's decided to roll out an online payment system for school payments. The use of this system helps me to manage and track bills due to the school for my 2 children. It's also a relief to not have to take the time out of work to call in to the school or worry about the kids carrying cash to school."*

*Besides not having to run to the bank and then to the school the best feature, from a parent's point of view, is how easy the system is to use. It only takes a minute to log on and make a payment. Once I click on text message link, I don't need to enter a username or password, only the last 4 digits of my mobile number, and I can make a payment straight away... it's so easy."*

Mrs L Clarke, Parent of pupils attending  
St Brigid's College Loughrea

# Framework for Disposal of Hazardous Waste

The HSE has established a framework for the removal of hazardous waste which is available to schools to use when disposing of redundant hazardous materials from their science laboratories. The User Guide, available on the SPU website at –

<https://www.spu.ie/wp-content/uploads/2019/07/Hazardous-Waste-User-Guide-V1.0.doc>

- will provide the forms by which your school can engage with the service provider, Stericycle.

To engage with the Hazardous Risk Waste services contract, a school (Contracting authority) must complete the Notification to Activate Service Form (NASF – at Appendix 1) in the User Guide. This is to activate the school as a participant to this contract. Return the NASF to Stericycle for signing, via email to [fdowling@stericycle.com](mailto:fdowling@stericycle.com) Also, complete the Setup Form (Appendix 2) and return it to the Stericycle. Following setup, the school can submit a Request for Quotation (SRFQ) (Appendix 3) for Hazardous Risk Waste services and forward it to the Stericycle at [fdowling@stericycle.com](mailto:fdowling@stericycle.com) In the event that any issue with the services provided is not satisfactorily resolved, the matter may be escalated using to Issues Notification Form (Appendix 4). If you wish to discuss your requirements with Stericycle, contact details are provided at Appendix 5 (Contractor Personnel Assigned – Contract Support and Liaison).



# Framework for Supply of Laboratory Gases and Accessories

The Education Procurement Services has established a multi-supplier framework for the Associated Service of Laboratory/ Medical Gases and Accessories across six Lots.

Lot Number	Category	First Ranked Supplier
1	Standard Gases	BOC Gases
2	Medical Gases	Irish Oxygen
3	Research and Special Gases	BOC Gases
4	Dry Ice & Storage Containers	BOC Gases
5	Bulk Gases	BOC Gases
6	Ancillary Equipment & Accessories	Irish Oxygen

To be able to purchase products from the Associated Service of Laboratory/Medical Gases and Accessories Framework on an ongoing basis, Framework Clients (Schools) will need to follow the step-by-step process set out in Pages 11 -12 of the User Guide, in order to ensure compliant activation. Framework clients should contact the EPS to express interest in using this Framework Agreement as their basis for procuring Laboratory/Medical Gases and Accessories. A copy of the User Guide is available on the SPU website at –

<https://www.spu.ie/wp-content/uploads/2019/07/1.1-User-guide-Laboratory-Medical-Gases-and-Accessories-FWA.pdf>





# Important Notice Regarding Stationery and Office Supplies

As of the end of June 2019, the OGP framework for Stationery and Office Supplies has expired. Due to challenges to this framework, the OGP has been unable to put further arrangements in place at this time. It is anticipated that a new framework will be available for schools to use as early as possible in Q1 2020.

Schools may be able to meet some of their requirements from alternative available OGP frameworks.

- Printer and photocopier paper is available from the framework agreement for multi-purpose office paper
- Computer mice, keyboards, USB keys, toner, ink, etc. are available from the ICT consumables framework
- Postage stamps may be purchased in bulk with delivery directly from An Post

Details of these and all frameworks are available to registered users on the dedicated 'Schools' page within the 'Buyer Zone' on the OGP's website – [www.ogp.gov.ie](http://www.ogp.gov.ie). Outside of the OGP central contracts, stationery and office supply requirements should be procured in line with the guidance provided by the SPU – <https://www.spu.ie/publications-2/procurement-guide/>

The SPU have developed a Request for Quotation (RFQ) template that can be used to assist schools in sourcing their school's stationery and office supply requirements. This RFQ template can be accessed on the SPU website here – <https://www.spu.ie/request-for-quotation/>



## Framework for provision of Bottled Water Coolers, Water Bottles, Point of Use Coolers and Associated Services

A new Single Supplier Framework Contract for the provision of Bottled Water Coolers, Water Bottles, Point of Use Coolers (Mains Fed) and Servicing of all Water Coolers is available to schools from 3rd June 2019. The framework provides a range of Water Cooler solutions as follows:

- Water bottle coolers provided free on loan;
- 8.9lt and 11lt water bottles with no deposit charges;
- Purchase or rental of point of use (mains fed) coolers; and
- Maintenance on customer owned Point of Use mains fed coolers.

Full details on how to use this framework are set out in the User Guide which is available to download at <https://bz.procurement.ie/contracts/4260>. Any queries should be directed to [support@ogp.gov.ie](mailto:support@ogp.gov.ie) or Tel: 076 100 8000.



## Framework for External Workplace Investigations Services

A new Framework Agreement for the provision of External Workplace Investigations Services is available for schools to use. The scope of the services available includes:

- Workplace relations, in particular matters involving bullying, harassment and sexual harassment;
- Investigations linked to Disciplinary Code; and
- Independent reviews of in-house investigations involving (i) or (ii) above, as and when required.

Full details on how to use this framework are set out in the User Guide which is available to download on <https://bz.procurement.ie/contracts/4261>. Any queries should be directed to [support@ogp.gov.ie](mailto:support@ogp.gov.ie) or Tel: 076 100 8000.

## 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

School Principals and Chairpersons of School Boards of Management generally have little or no experience of the public tender procurement regulations or processes. The services of the SPU are therefore invaluable, and schools would find it very difficult to carry out tenders correctly without the help, patience and expertise of the staff of the SPU.

- St Paul's Primary School Dooradoyle Limerick

The SPU was crucial for us to get the process right. Fiona Coy was fantastic and helped us with every stage and query.

- Dominican Primary School, Convent Road, Dún Laoghaire, Co. Dublin

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.spu.ie](http://www.spu.ie) E: [procurementsupport@spu.ie](mailto:procurementsupport@spu.ie)

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