

SEAI - Updates

www.energyineducation.ie

Did you know that all Public Bodies, including schools, have a statutory obligation to monitor and report energy use?

The National Energy Efficiency Action Plan to 2020 has set the Public Sector a target to improve energy efficiency by 33% and to lead by example. Public sector bodies, including schools, are required to report annually on their energy usage and actions taken to reduce consumption in accordance with Statutory Instrument 426 of 2014.

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.

How will schools monitor and report?

Schools can report using the SEAI online system at <https://psmr.seai.ie>. Request login credentials by emailing mandr@seai.ie quoting the school's roll number (If the school logged in previously the credentials will be the same). You will find a range of supports and guidance to assist you at www.seai.ie/energy-in-business/monitoring-and-reporting-for-schools/

Register for a free Monitoring and Reporting workshop

SEAI will offer training workshops for schools, which will be kindly hosted by Education Centres around the country in spring 2019. Workshops are open to all primary, special and post-primary schools.

Any representative that the school nominates can attend. Find dates and venues at www.seai.ie/energy-in-business/monitoring-and-reporting-for-schools/

To book a workshop place contact the Monitoring and Reporting helpdesk at mandr@seai.ie or 01-8082012

FREE Bi-lingual Energy Awareness posters for schools!

Schools - order your free bi-lingual posters (English/Irish) from SEAI. The suite of 5 posters communicate energy saving messages submitted by students to SEAI's annual school's competition. The posters will inspire students to think about what they can do to save energy and work to take action on climate change. To order your posters e-mail schools@seai.ie

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Top Energy Tips

Did you know between 50-70% of energy use in schools is for space heating? With the weather getting colder here are some tips for reducing heating energy use and maintaining comfort levels:

Do

- ✓ Keep track of your fuel deliveries in order to track fuel savings or fuel wastage.
- ✓ Read the manual on how to operate your storage heaters correctly (if your school uses these).
- ✓ Set your room thermostats to 18 degrees

Don't

- ✓ Cover radiators or allow new furniture to cover radiators.
- ✓ Ignore stuck radiator valves. Get them fixed.
- ✓ Open windows to control temperatures when heating is on. [Read more](#)

When schools are closing for midterm, Summer, Christmas or Easter holidays it is important to completely switch off as much energy consuming equipment as is practical to save money and save energy. A large school could waste over €1,000 on electricity over the summer! [Read more](#)

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

For teaching resources and workshops for pupils visit 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.

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 our website at this link - 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 to engage with the registration process.



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/schools-payments.html>

Would you like the SPU to provide procurement advice specific to your school?

PROCUREMENT HEALTH CHECK

Your school could benefit from a member of the SPU team visiting your school. Topics addressed during these visits would typically include:

- Bespoke procurement advice based on a 'procurement health-check' exercise
- Some guidance on current procurement procedures and practices in your school
- Addressing any concerns your school may have in relation to procurement in general terms.
- Linking school budgeting with procurement planning

To arrange a school visit, please email procurementsupport@spu.ie and we will endeavour to respond to your request on the day that it is received by us. School visits and 'procurement health-checks' are included among the free services delivered to schools by the SPU.





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 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.

PC's and Laptops for Schools

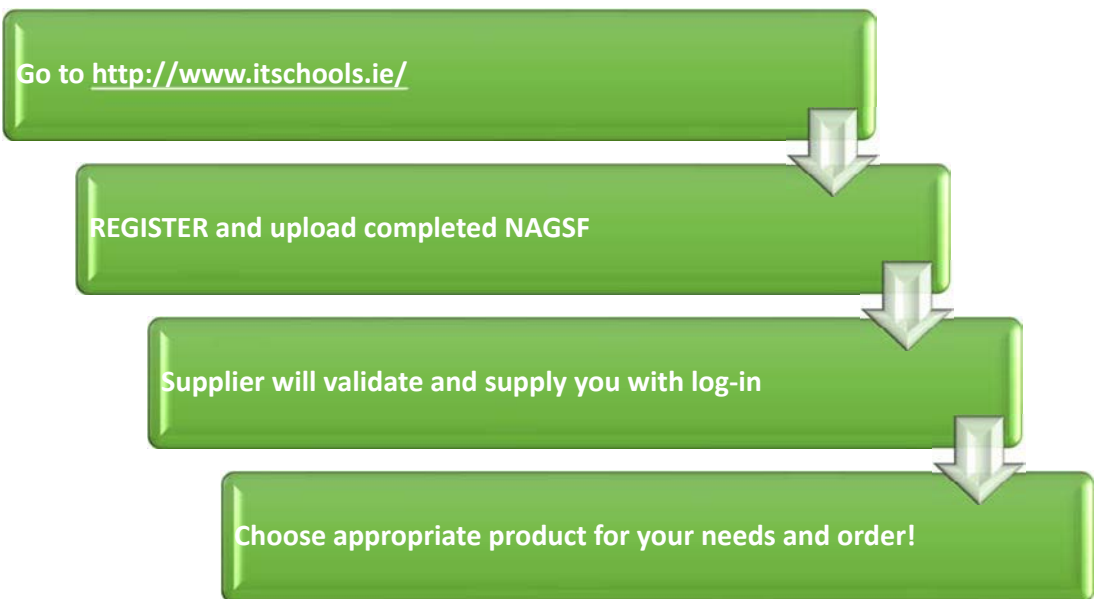
Schools can now order their PC and Laptop requirements online directly from the two appointed suppliers. Under these arrangements, there is no requirement on schools to embark upon any procurement process for these devices because this has already been concluded on behalf of all schools. Full details are available [here](#).

STANDARD DESKTOP AND LAPTOP COMPUTERS FOR ALL SCHOOLS AND ETBs

The Schools Procurement Unit and Education & Training Boards Ireland are happy to announce the launch of the following contracts for standard desktop and laptop computers:

MODEL	COMPANY/ PRICING	BENEFITS INCLUDE
 <p>HP Prodesk 400 G4 SFF</p>	<p>Datapac</p> <p>Prices from €425.91 (ex-VAT)</p>	<ul style="list-style-type: none"> ✓ Delivery within 10 business days from date of order ✓ 3-year warranty with next business day on-site, full parts and labour cover ✓ No need to get quotes or undertake procurement process
 <p>HP Probook 450 G4</p>	<p>Datapac</p> <p>Prices from €435.66 (ex-VAT)</p>	<ul style="list-style-type: none"> ✓ Additional upgrades and services available ✓ Detailed technical specification available in user guide available in buyer's zone of ogp.gov.ie


TO ORDER:



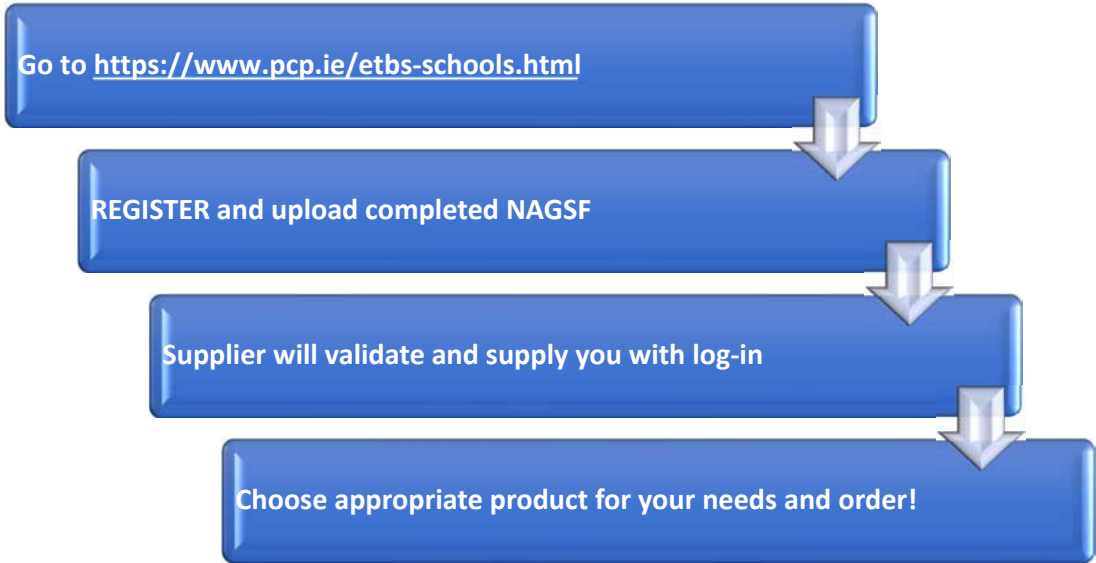


HIGHER SPEC DESKTOP AND LAPTOP COMPUTERS FOR ALL SCHOOLS & ETBs

The Schools Procurement Unit and Education & Training Boards Ireland are happy to announce the launch of the following contracts for higher specification desktop and laptop computers:

MODEL	COMPANY/ PRICING	BENEFITS INCLUDE
 Celtic R1000 Series PC	 Prices from €484.95 (ex-VAT)	<ul style="list-style-type: none"> ✓ Delivery within 10 business days from date of order ✓ 3-year warranty with next business day on-site, full parts and labour cover ✓ No need to get quotes or undertake procurement process
 Toshiba Satellite Pro A50 Series Notebook	 Prices from €559.00 (ex-VAT)	<ul style="list-style-type: none"> ✓ Additional upgrades and services available ✓ Detailed technical specification available in user guide available in buyers zone on ogp.gov.ie

TO ORDER





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@spu.ie / Ph: 01 203 5899.

COMING IN 2019

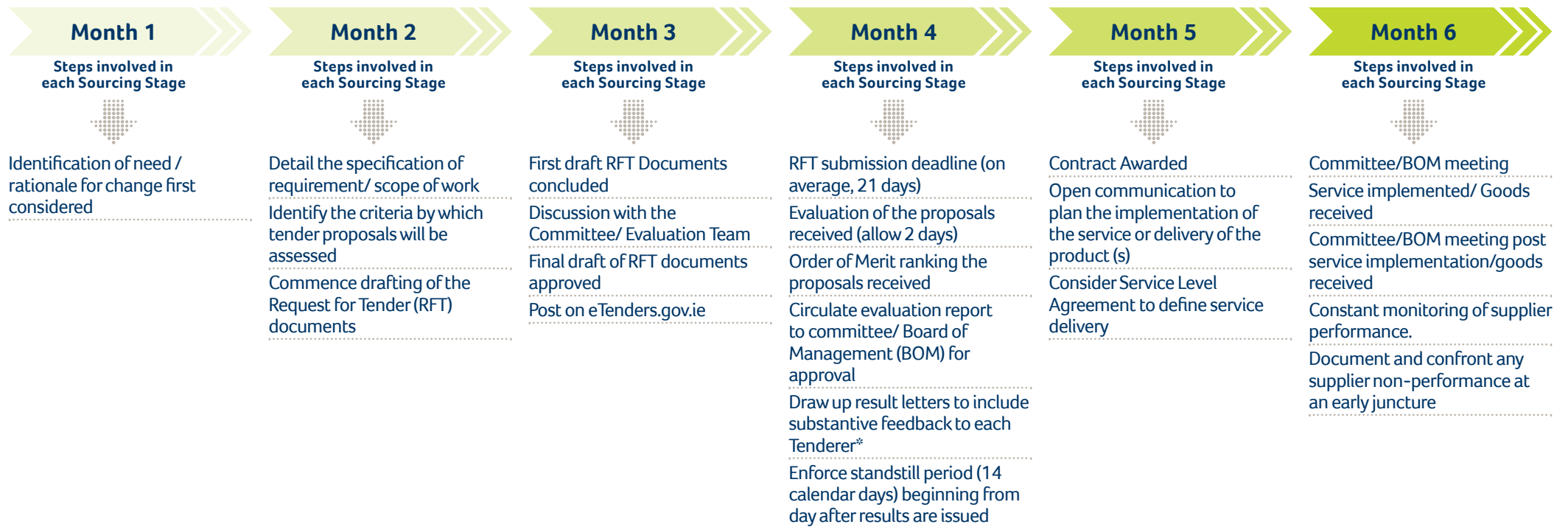
The following procurement projects are currently underway that will make the following goods and services directly available to schools as early as possible in the new year:-

- 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

Procurement Project Steps and Timeframe

Not all procurement projects over €25k in value will take up to 6 months from planning to completion – below is merely a sample timeline. The greater the contract value, the greater the level of complexity is likely to be. And the greater the complexity, the longer the timeline will be. Proper planning is key to ensuring your procurement needs are delivered at the time they are required.

Sample Procurement Project Timeline for Contracts >€25k in Value



* Some matters which require serious consideration as part of the evaluation process, and when debriefing tenderers, are as follows:

- (i) The valid award of contracts is intertwined with providing adequate reasons for procurement decisions (i.e. the rationale for awarding marks). If adequate reasons are not provided then the entire process is open to legal challenge.
- (ii) The validity of the reasons provided will be undermined if the same reasons are provided to all the unsuccessful tenderers.
- (iii) Generic reasons are not acceptable as 'dutiful' under the law.
- (iv) A sufficiently precise bespoke statement (by criterion) of reasons must be provided to each unsuccessful tenderer.
- (v) Providing scores alone is not acceptable as providing reasons.

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/>

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/>

Latest Testimonials – What our Clients say about us

Our school had to enter the e-tender process to secure new cleaning services for the school. Matthew Ladrigan in the procurement office guided us every step of the way, was always available to answer any queries and to assist with uploading of RFT documentation etc on the e-tender system. It was of great reassurance to me, as Principal, that I was being guided in this regard, enabling the process to progress smoothly without any delays or setbacks. I have to thank Matthew and the team most sincerely for their excellent service and support throughout this process.

- St Louis High School, Rathmines, Dublin 6

Thank you to the SPU and Fiona in particular for her assistance in a recent tender project. I found the service most helpful, from the good advice given to the guidance through the process and finally templates for all letters / formulae which I needed. In order to maintain integrity of the procurement system, I cannot think how one would do it without the help of the SPU.

- Castlerea Community School, Castlerea, Co. Roscommon

Fuair mé an- chabhair ó Fiona Coy nuair a bhí ríomhairí nua le ceannach againn anseo i nGaelscoil Éirne. Mhíneigh Fiona go raibh creatlach i bhfeidhm fá choinne ríomhairí a sholáthair do bhunscoileanna agus chuidigh sí liom ó thús go deireadh an phróisis. Fuair eamar ríomhairí den.

- Gaelscoil Éirne, Fearann an Bhaile, Béal Átha Seanaidh, Co. Dhún na nGall

I have contacted the procurement unit a few times. I have been very impressed with the efficiency of the unit and the courtesy of the staff. I had difficulty with one of the suppliers I had a contract with, as soon as I contacted the procurement unit, the matter was dealt with and sorted. The staff are open to suggestions and are genuinely interested in working with schools and improving their unit and therefore improving the availability of reasonably priced products for schools. In general, I find the contracts in place work very well, it's an efficient service. The use of the service certainly saves time for schools.

- Castlecomer Community School, Castlecomer, Co. Kilkenny

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.

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