



# OGP Frameworks & Contracts 2018

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## for Education

**The OGP has established a wide range of procurement arrangements since it became operational in 2014**

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There are now more than 130 arrangements available to Public Bodies in the education sector.

[ogp.gov.ie](http://ogp.gov.ie)



Oifig um Sholáthar Rialtais  
Office of Government Procurement



## The OGP has established a wide range of procurement arrangements since it became operational in 2014.

All our arrangements have been established in accordance with EU Directives, national legislation and procurement best practice and support you in delivering value for money and compliantly procuring goods and services to meet your needs.

We have conducted significant market analysis and engagement to ensure that our frameworks are as easy to use as possible. A number of our frameworks offer a direct drawdown facility, and the OGP provides support throughout the mini-competition process. [MORE INFORMATION HERE](#).

The establishment of frameworks enables the education sector to maximise the value of its combined spend while delivering a service that meets individual requirements. As there is often high demand for accessing these arrangements, we ask you to provide us with as much notice as possible of your requirement, in order that we meet your needs at the right time.

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### Planning ahead for your procurement needs

Excellent procurement allows Public Bodies to have a robust, audit-ready process in place that anticipates future requirements and avoids gaps in service. The OGP provides a suite of guidance and best practice that can help Public Bodies to plan ahead more effectively for their needs.

All Public Bodies are encouraged to make use of their contracts register, which will list all of the arrangements in place, including their date of expiry, to plan for their procurement needs. Future and additional procurement requirements should also be planned for well in advance.

We encourage Public Bodies to engage with us as early as possible around future procurement needs so that we can clearly understand your requirements and dovetail new arrangements with your expiring contracts to avoid any gaps in service.

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### Building a specification that works for you

Developing a robust specification for your needs is a crucial part of the procurement planning process. A strong specification does take time, but delivers significant benefits throughout the procurement process and in post-award contract management.

Your first specification, particularly for a new project, requires a commitment of time and effort from you to be developed properly, but this is usually a one-off exercise and future versions of the specification will typically only need minor adjustments. Building the specification document will help to develop your own thinking and provide confidence that you will enter a contract that's right for your needs. A strong specification will set out key performance indicators that measure quality and help in managing the contract post-award.

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### Draw down mechanisms explained

You can access goods or services contracts either through a direct draw down mechanism or a mini-competition, depending on the framework agreement. More than 30% of our frameworks have a direct draw down option.

#### Direct Draw Down

Awards can be made directly, without re-opening a competition amongst framework members, on the basis of an objective procedure set out in the framework agreement. For example the award of contracts may rotate between framework members in a pre-determined order.

#### Mini-competitions

Awards are made based on a further competition, inviting all members on the framework to participate. This option can be used where not all terms governing supply are laid down in the framework agreement. The competition can be on price only or on a more precise specification.

## What to expect from the OGP

Depending on the nature of the goods and services you are accessing through a mini-competition the complexity of the competition will vary. In order to support your planning processes, the OGP has categorised all of its existing frameworks into tiers based on their complexity and has committed to a delivery timeframe. The tier categorisation for each framework is available on the OGP website.

Complexity Level	Timeframe to contract finalisation
<b>Tier 1:</b> Utilities sign up	Available immediately
<b>Tier 2:</b> Direct Drawdown	Available immediately
<b>Tier 3:</b> Low complexity Mini- Competition	Up to 10 weeks
<b>Tier 4:</b> Medium complexity Mini-Competition	Between 10 and 20 weeks
<b>Tier 5:</b> High complexity Mini-Competition	6 months with well developed specification

The OGP and our partners in the Education Procurement Service (EPS) can also support education providers with bespoke competitions where their requirements are not met by an existing framework. Dedicated staff are available to support this work but the capacity to take on new projects is limited. For 2018, the OGP and EPS will, subject to demand and resource availability, support bespoke competitions that meet the criteria below. Detailed information on bespoke competitions is also available on our [WEBSITE](#).

Competition type	Complexity level	Minimum value	Minimum Lead Time
Bespoke	High	€400,000	9 months with well-developed specification

For values below this level, the OGP will continue to liaise with EPS in relation to their capacity to take on these projects on your behalf.

## Sample Frameworks available for Education

\* Frameworks in ***bold italic*** have a direct draw down option available

<b>ICT</b>	<b>Marketing, Print and Stationery</b>
<ul style="list-style-type: none"> <li>• A wide range of electronic devices available, some by direct drawdown</li> <li>• <b><i>Break fix services for computers and related devices</i></b></li> <li>• <b><i>Mobile voice and data services</i></b></li> <li>• <b><i>Network equipment</i></b></li> </ul>	<ul style="list-style-type: none"> <li>• <b><i>Office supplies</i></b></li> <li>• <b><i>ICT consumables</i></b></li> <li>• Managed print services</li> <li>• Printed matters over €25K</li> <li>• <b><i>Office Paper</i></b></li> </ul>
<b>Travel, HR &amp; Managed Services</b>	<b>Professional Services</b>
<ul style="list-style-type: none"> <li>• Irish language translation services</li> <li>• <b><i>Travel management services</i></b></li> <li>• <b><i>Health and Safety training and advisory</i></b></li> <li>• <b><i>Employee Assistance Service</i></b></li> </ul>	<ul style="list-style-type: none"> <li>• A range of legal and financial advisory services</li> <li>• <b><i>Purchasing Card programmes</i></b></li> <li>• <b><i>Merchant acquiring services</i></b></li> </ul>
<b>Fleet and Plant</b>	<b>Facilities Management</b>
<ul style="list-style-type: none"> <li>• <b><i>Tools and hardware</i></b></li> <li>• <b><i>Landscaping equipment</i></b></li> </ul>	<ul style="list-style-type: none"> <li>• Portable fire equipment</li> <li>• <b><i>Confidential shredding</i></b></li> <li>• <b><i>Canteen tables</i></b></li> </ul>
<b>Utilities and Fuel</b>	<ul style="list-style-type: none"> <li>• <b><i>Utilities</i></b></li> <li>• <b><i>Fuel charge card services</i></b></li> </ul>

## How-to guide

### STEP 1

Develop your Corporate Procurement Plan based on your anticipated needs and existing contracts registry



### STEP 2

Check the OGP's website to see existing frameworks, supporting documentation and user guides



### STEP 3

Engage early with the OGP to discuss your procurement needs

### STEP 4

Develop a specification that meets your needs



### STEP 5

Work with us to complete the contract process