



# Oifig um Sholáthar Rialtais Office of Government Procurement

Address

Address

Date

**Re: Name of Bespoke competition Project code.**

Dear X,

I refer to your recent PSR received on *insert date* in respect of your Departments requirement for *goods / service* (specify requirement).

The Office of Government Procurement will undertake the procurement competition for the above-mentioned goods and/or services on behalf of and with the approval of *Dept. X*.

The OGP's role is to provide procurement services to the public service. In fulfilling that role, it is important that *Dept. X* understands their role and that of the OGP so that accountabilities and responsibilities are clear. While the OGP will conduct the procurement process on behalf of *Dept. X*, the responsibility for key decisions remains solely with *Dept. X*. Further information in relation to respective Roles and Responsibilities can be found [here](#).

Please note the Office of Government Procurement does not provide legal advice as this is a matter for the Contracting Authority.

In order for the OGP to proceed on your behalf, please confirm your agreement within 5 days: *Date*  
*Proposed OGP Team: Lead:*

*Suggested time lines*

Activity/Milestone	Date Range
Market ready specification approved	<i>Range:</i>
Tender publication	<i>Range:</i>
Evaluation commencement	<i>Range:</i>
Standstill commencement	<i>Range:</i>

While the date above are indicative it is important that the Contracting Authority ensures that it has the necessary resources, including decisions makers, available in order to meet them.

Please confirm your agreement by return email to [ogp@support.ie](mailto:ogp@support.ie) . The timeline dates and the commencement of the competition are dependent on the receipt of email confirmation.

Yours sincerely,

Office of Government Procurement

Address

Address

Date

Re: *Name of competition, Mini Competition and Project code.*

Dear x,

I refer to your recent *TSS* received on *insert Date in* respect of your Departments requirement for *goods / service* (specify requirement) to be met under the Office of Government Procurement's Framework (FWSXXXX).

The OGP's role is to provide procurement services to the public service. In fulfilling that role, it is important that *Dept. X* understands their role and that of the OGP so that accountabilities and responsibilities are clear. While the OGP will conduct the procurement process on behalf of *Dept. X* the responsibility for key decisions remains solely with *Dept. X*. Further information in relation to respective Roles and Responsibilities can be found [here](#).

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