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## Framework Benefits

- Easy access to preselected suppliers
- Best pricing
- Easy drawdown options
- Flexibility
- Best practice procurement
- Agreed terms and conditions
- Efficiency
- Value for money
- Quality of products and services
- Value added services

### To our Education Procurement Community,

I hope you and your families are staying healthy and safe.

I want to take this opportunity to welcome Norma Foley TD who has been appointed Minister for Education and Simon Harris TD as Minister for Higher Education, Innovation and Science.



We look forward to working with the Ministers to help improve procurement practice across the Education sector and support in the urgent challenges they face in ensuring that education institutions are safe places to study and develop given the current environment.

We have completed our work for the HSE, providing sourcing and logistics to the COVID-19 emergency. A number of our team have worked on the PPE Framework which will be available for draw down for the whole of the Education sector. We have completed the RFQ, tender and evaluation. The Department of Education will be issuing a communication on the availability of this framework and guidance on how to use it.

The 2020 Multi Annual Procurement Plan (MAPP) campaign is progressing well and we have completed engagements with the OGP, local government and education sourcing teams. We would like to thank them for their engagement especially given the strained circumstances in recent months. The sourcing workshop output report has now been issued, it gives a detailed account of the productive discussions that took place with the sourcing teams at the workshops. We will be issuing the individual institution reports in the coming weeks. This year's reports have been developed to include a more detailed view of procurement information and we look forward to engaging with everyone in the second round of MAPP clinics in Q4.

PHILIP GURNETT, EPS Director

# Multi-Annual Procurement Plan (MAPP) Sourcing Workshops Outcomes

## MAPP campaign goes ahead despite lockdown restrictions

Like everybody else, EPS has faced the considerable challenges of remote working restrictions, particularly the potential impact on the F2F meetings planned through our MAPP programme of work and client engagement. With thanks to the collaborative approach of the OGP and our education sector partners, we met with each of the Portfolio Managers and teams in remote workshops under the direction of comprehensive agendas that saw us take a focused look at:

- Utilisation of the central frameworks in the education sector
- Areas where we see a lack of take-up and a look at what improvements can be made including increased scope comprehended into the future schedule of frameworks
- Areas that will require strategic bespoke solutions in the sector.

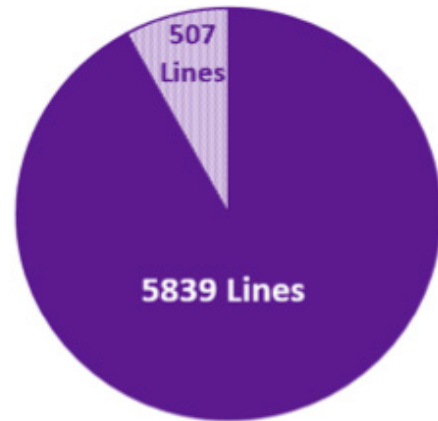
The information contained in the MAPP database supports the early strategic planning and sectoral approach in the Category for future requirements and to apply strategy to delivering solutions for compliant spend in those anomalies not falling under cover of frameworks.

**Figure 1. Education Sector MAPP Data Summary – 2019-2021 forecasted requirements**

**Institutions engaged in MAPP Process. 100% (38 out of 38) of data received. Quantity of Data Received: 6346 Lines**



Received MAPP Files

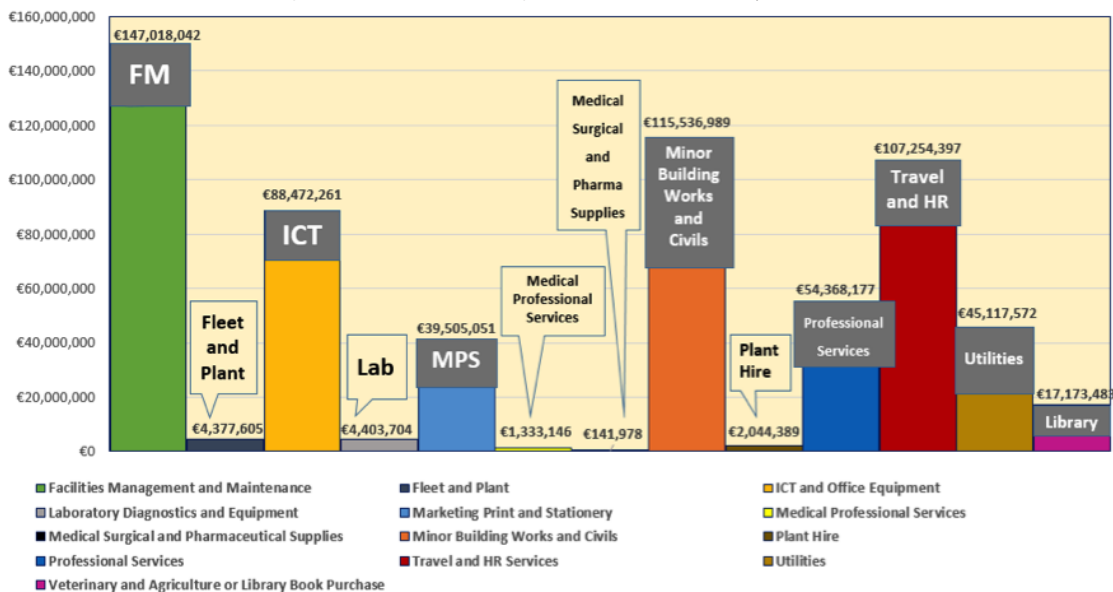


MAPP Complete

Further Clarification Needed

**Total Value of Education Sector MAPP data received: €1,793,669,814**

**Figure 1.1 OGP Categories Breakdown by Value**



## Multi-Annual Procurement Plan (MAPP) Sourcing Workshops Outcomes

EPS mapped the detail in the MAPP data across to the OGP Categories. The MAPP reports produced, with graphic representation as shown in examples above, were then used as the basis for discussions.

Our thanks goes to Maria Cooney, EPS Corporate Services Administrator with responsibility for the MAPP data analytics, who put an incredible effort into producing the Workshop Output report which was widely shared with our education partners. The report outlined the full round of workshop discussions and agreed actions.

MAPP reports are shared with Category Councils to help them in the detailed planning and design for the type and scope of future frameworks. They will be used to support the call for subject matter expertise in the sector to join the upcoming OGP sourcing teams where they will assist with technical input and tasks such as reviewing RFTs in terms of scope and specifications to ensure they are fit for purpose in the sector and evaluating tender responses. EPS can now provide a comprehensive MAPP report detailing a 3 year aggregated HEI and ETB forecast of requirements in the specific area of spend relevant to the sourcing team.

EPS is committed to continuing to work with our education partners and developing our data analytics capabilities to ensure the sector is fully represented and supported in meeting their future procurement needs. The individual MAPPs at institutional level are designed to provide support in areas of planning and communication. As always PLANNING is key to success in procurement. The MAPP provides the roadmap to achieve this and the Key Performance Indicators developed in the Corporate Procurement Plan will provide a benchmark and roadmap for the milestones to be achieved.

### Next steps in the MAPP programme

We will update you in the next edition on our progress with:

- EPS will issue individual institution reports 2019-2021 in the coming weeks
- 2nd round of MAPP Clinics and client engagement – being scheduled for Oct
- MAPP 2020-2022 submissions to EPS due 1st Nov

## New Framework

### Laboratory and Research Consumables and Equipment below €5,000

The Multi Supplier Framework for the Supply of Laboratory and Research Consumables and Equipment is now live and aims to deliver easy access for Public Sector Bodies to quality Consumables and Equipment at the best possible price.

The Framework incorporates flexible drawdown options which cater for varying user needs regardless of quantities and spend, these include Cascade Drawdown, Quotation and Mini-Competition. The facility to purchase laboratory equipment under the value of €5,000 ex.VAT is a new addition in Lot 12 and there is added flexibility and alternatives for contracting authorities to explore Green Product Options via the designated Lot 13 solution.

To request the rollout file please contact:  
[info@educationprocurementservice.ie](mailto:info@educationprocurementservice.ie)

### EXCITING NEW INITIATIVES IN THE LABORATORY SPACE



*“Joined-up thinking in the public service”*

EPS facilitated through the Laboratory category council a process to redistribute equipment that is redundant or no longer in use by one public sector body to other public sector bodies.

The state laboratory redistributed 97 items to 10 different public sector bodies. Associate Professor James A Sullivan, UCD School of Chemistry noted “This is an excellent initiative, thinking of their use in Universities, Institutes of Technology and other state bodies rather than simply disposing of them is, in my opinion, a wonderful example of joined-up thinking in the public service”. EPS will continue to support this type of initiative across the public sector.

# Category Management Strategy – The Building Blocks

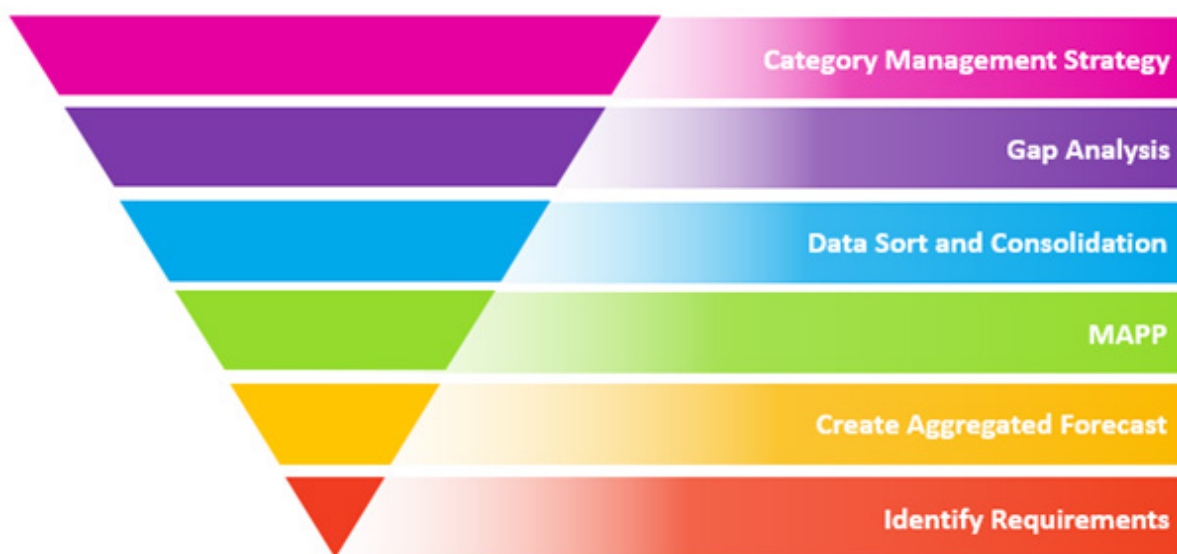
In our last newsletter, we broke down the key steps of the EPS Category Councils Structural Review conducted at the beginning of this year. This check-up summarises the key findings of our review of the processes and structure of EPS' Category Councils meetings and now, we'd like to introduce you to the building blocks involved in developing the category strategy itself.

This insight will give your procurement team a sample of how to frame their category's current status, and demonstrate a robust step-by-step approach that will allow them to examine, test and revise their current category strategy as necessary.

1. Identify the category itself; What are the main sub-categories? Can I drill down to any significant areas of spend within those sub-categories?
2. Build and scope both the present and future category profile; Look at contracts, cyclical arrangements and current levels of contract coverage versus actual customer needs. Conduct a gap analysis; Identify and classify what projects/customers are not covered by current arrangements, record cumulative value by sub-category. How can a revised Category Management Strategy address these gaps?
3. To get a better overall picture of the category status, can I assess data by source? Consider the following information sources;
  - Historical Internal Framework and Contract Data
  - Multi-Annual Procurement Plans by Public Sector Bodies

- Business Intelligence Systems Data-Mining
  - Market Soundings, Trade & Industry Trends & Insights
4. Can I cross-reference information sources? Conduct a Quality-check and standardise data types into the category hierarchy. Can I conduct a robust risk analysis by identifying, evaluating, ranking and managing/mitigating risks to the Category Strategy? Review and revise the current category hierarchy structure if necessary.
  5. Identify and consult all critical stakeholders, what are their requirements and current levels of engagement? Have I missed any key customers, suppliers or interest groups?
  6. Don't forget to document the Category Management Strategy analysis conducted, benefits accrued. Set a future Category Management Strategy review date. Define, classify, calculate and record the category benefits (financial and non-financial).
  7. Communicate Category Strategy findings to peers, stakeholders and interest groups. Review options for current versus optimal sourcing approach for spend category and sub-categories.

Also, be sure to consider the most up-to-date procurement strategies as part of your Category Strategy such as; Aggregation, Collaboration, Dynamic Purchasing Systems, E-tendering, Framework Agreements, Green Procurement & Social Considerations, Managed Service versus Outright Purchase etc.



## EPS Charity Event



### Theme: Positive Mental Health – 'Minding your Mental Health during these strange times'

In light of the coronavirus pandemic, we have all become far more aware of minding our mental health. Good mental health and positive wellbeing can help us all cope with the uncertainty that the Covid 19 threat brings.

Due to the pandemic the EPS team were unable to meet for our annual team day outing. Bridget Keenan, EPS Category Manager, came up with the idea that each of us should do our own activity, that helps us mind our mental health and at the same time support a worthwhile charity. After we had completed our various activities we all came together for a virtual coffee to chat about how we got on. Thanks to Bridget everyone had a super morning and we were delighted to raise €500 for Limerick Suicide Watch & Adapt.



**Stay tuned to the EPS website, Twitter handle and LinkedIn pages for updates on the progression of Category Management strategy and all news related to EPS operational projects!**

## Excellence in Business Award



Watch out for the next EPS Newsletter... we are delighted to receive the "Excellence in Business Award" to be announced in the upcoming edition of The Public Sector Magazine.

## Latest Testimonials

### What are people saying about us?

*"In October 2019, I engaged with the Procurement Office in Dublin City University. I had three pieces of equipment to put out to tender, with no prior experience of the tendering process. The process was facilitated by the Procurement Office in DCU and EPS.*

*Ann Murray in EPS was assigned to my project. Every step of the process was expertly explained by Ann, who provided detailed background overviews and documentation when required. Ann was available by email and over the phone to patiently answer the many questions I had as they arose. Ann's knowledge instilled confidence in the process and provided me with an essential resource when preparing specifications and scoring applications. This expert guidance allowed a novice like me to navigate the procurement process with more confidence than I had expected.*

*My sincerest of thanks to the EPS team for running a professional and streamlined tender process. In the advent that our group are in a position to purchase equipment again, I look forward to dealing with EPS in the future."*

**Dr. Denis Collins,  
NICB, Dublin City University**

For your general enquires, specific feedback or suggestions on how we can improve our service to you, please contact us:

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