

## **Citizens Information Board**

# **Corporate Procurement Plan 2023-2024**

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## 1. Introduction and purpose

The Citizens Information Board (CIB) is committed to operating its procurement activity in accordance with government procurement policy and statutory requirements, utilising appropriate systems, staff resources and budgets efficiently to secure effective value for money and purchasing.

The responsibility for procurement within CIB is devolved within the organisation. Each manager/budget holder is responsible for procuring of goods and services within their budget in line with the CIB's procurement policy and procedures.

The Code of Practice for the Governance of State Bodies 2016 requires state bodies to prepare a Corporate Procurement Plan as set out in section 8.20 of the code.

CIB is committed to fully implementing the requirements of the 2016 Code of Practice. The Code notes that the Office of Government Procurement Policy framework requires that all non-commercial State bodies complete a Corporate Procurement Plan that is underpinned by analysis of expenditure on procurement. The Code states that the plan should set practical and strategic aims, objectives for improved procurement outcomes and appropriate measures to achieve these aims should be implemented.

The Code also states that the Chairperson should affirm adherence to the relevant procurement policy and procedures and the development and implementation of the Corporate Procurement Plan in the comprehensive report to the Minister.

Department of Finance Circular 40/02 specifies that each Department/Office should appoint a designated Procurement Officer.

CIB's Procurement Officer is:

- Shona Geraghty, Procurement Executive, Finance Team.  
George's Quay House, 43 Townsend Street, Dublin D02 VK65.  
Tel: 01-6059000, email: [shona.geraghty@ciboard.ie](mailto:shona.geraghty@ciboard.ie)

The purpose and objective of this plan is to ensure CIB's ongoing compliance with EU and national procurement legislation, circulars and guidelines. This is the fourth Procurement Plan prepared by CIB.

## 2. Procurement profile

CIB has set out a 'CIB Procurement Pipeline' that covers a 7-year schedule of over €25,000 contracts. The current document covers up to and including 2030 and includes all projects that must be in place during this 7-year schedule. This pipeline outlines CIB's procurement profile and is fundamental to planning future procurement.

### 3. Procurement structure

CIB's Procurement Executive reports to the Finance Manager. The overall co-ordination of the procurement function is carried out by the Finance Manager who reports to the Head of Division, Corporate Services who in turn reports to the Chief Executive.

Shona Geraghty	Procurement Executive
Gary Watters	Finance Manager
Enda Connolly	Head of Corporate Services (Acting)
Graham Long	Chief Executive (Acting)

### 4. Procurement policy and procedures

CIB's procurement policy and procedures V5, October 2023 comprises the following elements:

- Procurement Policy: this outlines the principles that govern procurement activities. This policy is published on CIB's corporate website.
- Procurement procedures: this sets out the procedures that must be followed under
- the various thresholds.

### 5. Oversight and procurement responsibilities

Overall co-ordination of the procurement function is carried out by the Finance Manager. The Finance Manager reports to the Head of Division, Corporate Services.

To ensure appropriate oversight of CIB's procurement, the following corporate governance is in place:

- The Central Management Team meeting review all procurement practices and ongoing procurement projects on a monthly basis.
- The Central Management Team issue approval to procure and award contracts with a value over €25,000 and under €215,000 (National Threshold).
- The role of the Finance, Audit and Risk Committee is to monitor all CIB expenditure and major Contracts and to ensure efficiency of the processes involved and CIB report to the Finance, Audit and Risk Committee on the following:
  - Procurement Pipeline
  - Procurement Policy and Procedures
  - Corporate Procurement Plan

- Annual Report outlining all procurement contracts awarded without a competitive process which exceed €25,000.
- Annual Report outlining non-compliant procurement contracts which exceed €25,000.
- Seek approval to procure and award contracts over €215,000 (EU Threshold).

## 6. Delivery of projects during 2022 and 2023

The following eTenders contracts were established during the period 2022 and 2023. All contracts with a value greater than €25,000 are published on the FOI section of CIB’s corporate website.

- |   |                             |
|---|-----------------------------|
| • Moodle LMS hosting, support and development services                | Enovation Solutions Ltd     |
| • Provision of PCs and Laptops  | Datapac Limited             |
| • Legal Services  | Holmes O’Malley Sexton      |
| • Cloud based travel and subsistence solution for CIB                 | Point Progress Ltd          |
| • Development of Strategy for CIB                                     | BearingPoint Ltd            |
| • Microsoft Licensing Services  | Micromail Ltd               |
| • Software Licensing, subscriptions and renewals of software licenses | Micromail Ltd               |
| • ICT Research and Advisory Services                                  | Gartner Ireland Ltd         |
| • Media Strategy, Planning and Buying Services                        | PHD Media                   |
| • Creative and Advertising  | Javelin                     |
| • HR Supports for CIB and 22 service delivery companies               | RSM Ireland Ltd             |
| • Managed Print Services  | PFH Technology Group        |
| • Contracting Cleaning for CIB  | Alpro Services              |
| • MABS Online Chatbox   | Saysimple                   |
| • Total Facilities Management Services                                | K-MAC Facilities Management |
| • Irish Language Translation Services                                 | Translit                    |

CIB has set out a ‘CIB Procurement Pipeline’ that covers a 7-year rolling schedule for contracts with a value greater than €25,000 contracts. The current document covers up to and including 2030 and includes all projects that must be in place during this 7-year schedule.

## 7. Procurement Action Plan 2023/2024

Action Item	Timeframe/ to be completed by
Continuous development of 'CIB's Procurement Pipeline' 7-year schedule	Ongoing
Annual review and update of CIB Procurement Policy and Procedures.	Q3 2024
Annual review and updating of CIB's eLearning procurement course for all staff.	Q2 2024
Develop and launch eLearning Procurement Course for SDCs.	Q4 2023
Assist with procurement processes (prioritising over €25,000).	Ongoing

## 8. Procurement legislation and guidance

Included here is a list of relevant legislation and guidance that applies to procurement for CIB.

Name	Source	Description
<a href="#">Directive 2014/24/EU</a>	EU Directive	Current EU directive on public procurement (goods, services and works) implemented in Ireland via S.I. 284/2016
<a href="#">National Public Procurement Policy Framework</a>	OGP	Sets out the overarching policy framework for public procurement in Ireland.
<a href="#">Public Procurement Guidelines for Goods and Services</a>	OGP	Comprehensive guidance on procurement processes for frameworks and above and below EU thresholds.
<a href="#">Code of Practice for the Governance of State Bodies</a>	DPER	Includes the requirement to publish a Corporate Procurement Plan.
<a href="#">FOI Model Publication Scheme</a>	DPER – FOI Central Policy Unit	Includes the requirement to publish procurement information under FOI Act, 2014.
<a href="#">Circular 14/2021</a>	DPER	Arrangements for digital and ICT-related expenditure in the Civil and Public Service (replaces Circular 02/16)
<a href="#">Circular 05/2023</a>	DPER	Initiatives to assist SMEs in public procurement (replaces Circular 10/14)

The OGP provide detailed information on all EU and national legislation, guidance and circulars relevant to procurement in the National Public Procurement Policy Framework.