

# Citizens Information Board

## Procurement Policy

**Version 1**  
**February 2018**

# 1. Introduction

## 1.1 Policy Statement

Public procurement refers to the process by which public bodies purchase goods, services or works from suppliers which they have selected for this purchase and ranges from the purchase of routine goods or services to large scale contracts.

Public procurement needs to be conducted in a manner which is fair and transparent and affords an equal opportunity for all suppliers to compete. CIB will ensure that the public procurement function is discharged honestly, fairly and in a manner, that secures best value for public money.

Procurement is subject to audit and scrutiny by the Office of the Comptroller General and CIB's Accountable Officer, the Chief Executive, is publicly accountable for expenditure incurred.

The Citizens Information Board 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.

Purchasing or procurement of goods and services by companies funded by CIB are subject to policies and procedures as outlined in the financial controls and reporting requirements for companies in receipt of a CIB operational grant.

## 1.2 Objectives

CIB has developed procedures to promote best practice and consistency of application of the public procurement rules in relation to the purchase of goods and services in CIB.

Separate policy and guidance relating to capital works and capital works related services is published on the Construction Procurement Reform website where the Capital Works Management Framework (CWMF) provides a suite of best practice guidance, standard contracts and template documents.

The Procurement Officer will seek to:

- ensure procurement in CIB is developed in line with best practice;
- ensure procurement practices comply fully with statutory and EU regulations and directives;
- ensure value for money is achieved in all purchasing activities;
- and promote open and effective competition.

It is a basic principle of public procurement that a competitive process should be used unless there are justifiably exceptional circumstances for not doing so. It should be noted

that the Procurement Officer, on behalf of the Chief Executive, must report annually to the Audit & Risk Committee in relation to contracts above €25,000 (exclusive of VAT) awarded without a competitive process.

### 1.3 Procurement Officer

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: 0761 07 9033, email: [shona.geraghty@ciboard.ie](mailto:shona.geraghty@ciboard.ie)

The Procurement Officer maintains the organisational Contracts Register and records and files all hard copy signed Contracts.

### 1.4 Procurement Responsibilities

#### CIB Management

The Implementation of CIBs policies and procedures will be the responsibility, in the first instance, of CIB Managers in each operational area. Each operational area has a Contracts Register that captures the details of all contracts entered into by CIB. All contracts must be recorded in each operational Contracts Register.

#### Finance Team

Overall co-ordination of the procurement function is carried out by the Finance Manager, Gary Watters.

The Finance team develop the Corporate Procurement Plan, CIB Procurement Policy and Procedures (including related documentation and templates) and report to the Audit & Risk Committee on procurement matters.

#### CIB Board / Audit & Risk Committee

The role of the Finance and Audit & Risk Committees is to monitor all CIB expenditure and major Contracts and to ensure the efficiency of the processes involved. CIB will report to the Audit & Risk Committee (ARC):

- CIB Procurement Policy
- Annual Corporate Procurement Plan
- Annual Report outlining all procurement contracts awarded without a competitive process and which exceed €25,000
- Annual Report outlining non-compliant procurement which exceed €25,000

- Required sanction to award contracts in excess of €25,000 (excl. VAT) where no competitive process has been carried out or where only one tender has been received (PR1 Form)
- Seek approval to award contracts over €221,000 (two stage process)
  - o Stage 1 – Issue ARC with a one page document outlining procurement to be undertaken for goods/services and seek approval to go to tender
  - o Stage 2 – Following the tender process outlined in stage 1, inform the ARC of the preferred bidder and seek approval to award contract

## 1.5 OGP Framework Agreements

The Office of Government Procurement (OGP) has responsibility for procurement policy and procedures for the entire Public Sector and for sourcing goods and services on behalf of the Public Service. It was established in 2014 to:

- Deliver better value and sustainable savings for the taxpayer
- Integrate procurement policy, strategy and operations
- Enable consistency and standardise the approach to public procurement
- Deliver broader policy goals in a consistent fashion
- Strengthen procurement spend analytics and data management

The OGP has developed Public Procurement Guidelines for Goods and Services, Version 1: July 2017 that applies to CIB and are to be followed by Government Departments and State Bodies. The OGP has put in place contracts and framework agreements so that public bodies can buy categories of goods and services. These categories cover goods and services that are common across the public sector (such as ICT, energy, consultancy and legal).

CIB are obliged to avail of the contracts and framework agreements when purchasing. Before initiating any procurement, staff should satisfy themselves that no existing contract or framework agreement has been put in place for the specific supply or service. Where such contracts or frameworks are in place, these must be used unless there is sufficient justification to go outside these arrangements.

Justification for going outside of frameworks might include:

- The nature of the contract might be unique and may not fall generally within the scope of the original framework agreement;
- Previous contracts may not have delivered value for money and there is a need to test the market.

Finance will be able to advise, or staff should check with the Office of Government Procurement either on their website or through the support line.

## 1.6 FOI Obligations

CIB is subject to Freedom of Information Legislation and is required to provide the following details in relation to public procurement under the Model Publication Scheme, published by the Department of Public Expenditure and Reform in July 2016 on the CIB corporate website:

- Procurement Policies
- A link to all current tender competitions on the eTenders website
- Public contracts awarded including contract type, contractor, value award date, duration and brief description over €25,000 for both ICT and other contracts.