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*Bord Oideachais agus Oiliúna
an Longfoirt agus na hIarmhí*
Longford and Westmeath
Education and Training Board



Longford and Westmeath ETB (LWETB) Corporate Procurement Plan 2026



etbi

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**EDUCATION PROCUREMENT
SERVICE (EPS)** LEVERAGING RELATIONSHIPS
TO OPTIMISE VALUE NETWORKS

Document Control

Document Location

This document will be uploaded and available to download from the LWETB website www.lwetb.ie

Approvals/ For noting

Corporate Procurement Plan requires the following approvals/ noting:

Name	Approval / For noting	Date approved/ noted
Ms Siobhan Lynch Chief Executive	For Approval	27/01/2026
Finance Committee	For noting	18/02/2026
ETB Board	For noting	24/02/2026

1. Appendix 1 – Multi-Annual Procurement Plan (MAPP)

Completed MAPP to ETBI by 1st October annually – contact procurement@etbi.ie for details

Contact Name	Department	Completion Due date	Date submitted to ETBI
Carmel Reynolds	Development Procurement & Allowances (DPA)	Oct 2025	Oct 2025
Carmel Reynolds	Development Procurement & Allowances (DPA)	Oct 2025	Dec 2025

Foreword from the Chief Executive

Longford and Westmeath Education and Training Board (LWETB) is committed to the highest standards of governance, accountability, and financial oversight in delivering high quality education and training services across our region.

This Corporate Procurement Plan sets out our commitment to conducting all procurement in line with Government policy, the national procurement model, and the Code of Practice for the Governance of ETBs (Circular 0083/2024). By doing so, we ensure that public funds are used transparently, ethically, and in a way that consistently delivers value for money and maintains public trust in our organization.



Sustainability is central to our approach, and we will continue to integrate environmental, social, and economic considerations into our purchasing decisions to support long-term positive outcomes for the communities we serve.

This plan helps us deliver the LWETB Statement of Strategy 2022–2026 by supporting the achievement of key priorities and helping us continue our mission to offer dynamic, diverse and innovative education and training.

The LWETB Procurement team plays a vital role in supporting best practice and compliance. Their continued guidance to budget holders is essential to ensure that the objectives of this Plan are achieved, enabling LWETB to operate efficiently, responsibly, and in line with national direction.

By working collaboratively across the organisation, using compliant frameworks, and striving for continuous improvement, we will ensure that our procurement activity strengthens LWETB's capacity to deliver high-quality, sustainable services for learners, young people, staff, and communities.

Siobhan Lynch

Chief Executive
Longford and Westmeath Education and Training Board

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1. Introduction

1.1 LWETB Procurement Mission Statement, Values and Goals

Procurement Vision

We aim to become leaders in public procurement through collaborative partnerships with all stakeholders.

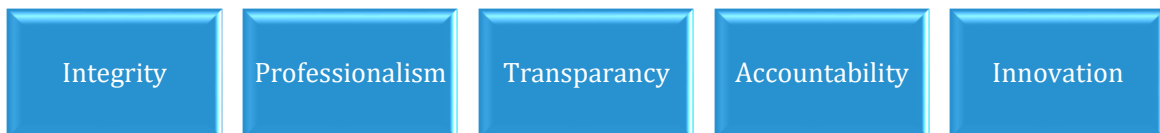
Procurement Mission Statement

LWETB is committed to operate its procurement under the national procurement model agreed by government, and the principles of corporate governance outlined in the *Code of Practice for the Governance of ETBs (CL 0083/2024)*. This includes use of central and sectoral procurement frameworks and contracts which offer value for money and efficiencies.

In instances where the national procurement model does not have an appropriate mechanism in place for a particular purchase (framework/drawdown), it is the intention of LWETB to comply with the relevant Public procurement guidelines available from the [OGP website](#) and sectorally agreed policies and procedures available from the [ETBI website](#)

We aim to engage with all stakeholders with a view to adding value to the ETB through procurement

Procurement Values



Procurement Goals

1. To ensure probity and compliance for the procurement of all goods and services
2. To guide stakeholders on the use of procurement processes
3. To achieve Value for Money (VFM) for our ETB and stakeholders
4. To achieve excellence in Contract Management

2. Objectives

2.1 Corporate Procurement Plan Objectives

The CPP¹ is a key tool in facilitating the national procurement model in identifying procurement priorities.

Through the OGP and the four key sector procurement functions (Health, Defence, Education and Local Government), the Public Service speaks with "one voice" to the market for each category of expenditure, eliminating duplication and taking advantage of the scale of public procurement to best effect. This move is in line with best practice in the public and private sector and is part of the continuing reform programme being driven by the Department of Public Expenditure and Reform.

The objectives of LWETB’s CPP and how they will be achieved are set out in the table below:

Objective	These objectives will be achieved in several ways including
<ul style="list-style-type: none"> • achieve efficiencies and cost reduction through the procurement process; • achieve the ETB strategy by aligning objectives and procurement requirements • increase the proportion of spend with contracted suppliers drawn from national frameworks; • ensure compliance with all relevant policies and procedures; • increase SME participation in LWETB/ETBI/EPS/HEAnet/Oide public procurement competitions where possible • actively encourage and support Green Public Procurement (GPP) 	<ul style="list-style-type: none"> • by taking a strategic approach to procurement. • by ensuring compliance with all relevant policies and procedures. • by LWETB procurement personnel engaging with the OGP, ETBI, EPS, HEAnet & OIDE for their procurement solutions. • by informing budget holders & LWETB Management/Staff of the framework agreements and contracts that are available. • By assisting suppliers on how to register on e-tenders and by providing general information on tender requirements. • By providing feedback to OGP re current frameworks. • By increased usage of DPS and Multi-supplier competitions to encourage SME participation & value for money.

¹ The requirement to develop and implement a Corporate Procurement Plan is set out in the [Code of Practice for the Governance of ETBs \(CL 0083/2024\)](#).

	<ul style="list-style-type: none"> • By assigning GPP award criteria in our procurement competitions. • By sourcing products & services that are both economically and environmentally sustainable and comply with EU regulations.
<ul style="list-style-type: none"> • enhance leadership, governance, awareness and skills within the procurement function; • support an efficient procurement function across the organisation; 	<ul style="list-style-type: none"> • by providing appropriate and periodic training to budget holders, management & staff on procurement policies, procedures and best practice. • by engaging budget holders, management & staff with the development and implementation of the Corporate Procurement Planning process.
<ul style="list-style-type: none"> • deliver a common, corporate process of strategic sourcing, supplier relationship development and contract management that supports the national procurement model; 	<ul style="list-style-type: none"> • by establishing and assigning clear roles and responsibilities. • by completing the Multi-Annual Procurement Plan (MAPP) (Appendix 1) and sharing it with ETBI. • by complying with the processes set out in the national procurement model. • by developing supplier relationships and monitoring the quality and delivery of goods and services. • by utilising the LWETB Supplier Appraisal Form where necessary. • by actively contract managing suppliers where a Supplier Appraisal Form has been received. • by reference to guidance in sections 3 and 4.
<ul style="list-style-type: none"> • Implement a category management approach to procurement across the ETB; 	<ul style="list-style-type: none"> • by aligning (where possible) the general ledger and the category management approach to procurement. • by adopting a consistent approach to procurement and the raising of purchase requisitions and purchase orders on the finance system.

	<ul style="list-style-type: none"> • by aligning MAPP codes to our Tender & Contract Management System and Contracts Register.
<ul style="list-style-type: none"> • support the Department of Public Expenditure and Reform (DPER) by implementing their strategies such as the national Procurement model to increase procurement efficiencies and e-invoicing to further enhance efficiencies and value for money. 	<ul style="list-style-type: none"> • by utilising the procurement solutions and guidance put in place. • by implementing a multi-annual procurement plan (refer Appendix 1). • by implementing e-invoicing where possible • by sharing feedback with the OGP on areas of potential improvement.

2.2 Sustainable Public Procurement

2.2.1 Sustainable Public Procurement and the Office of Government Procurement

Opportunities and approaches for Sustainable Public Procurement – A reference for public procurement practitioners and policy makers

The Office of Government Procurement (OGP) has published [‘Opportunities and approaches for Sustainable Public Procurement – A reference for public procurement practitioners and policy makers’](#). This reference, for the first time, brings together in one place the wide range of international, European Union, and national policies and guidance across both green and socially responsible public procurement.

2.2.2 Circular 17/2025

In 2019, the Department of Public Expenditure and Reform published circular 20/2019, this has been updated to [Circular 17/2025: Promoting the use of Environmental and Social Considerations in Public Procurement](#). This Circular instructs government departments to consider using green criteria in procurement, where defined and measurable criteria exist; to report on green public procurement; and to include future opportunities for the inclusion of green criteria in their annual Corporate Procurement Plans. It also highlights the possibilities for departments to deliver wider social and environmental aims through public procurement.

2.2.3 Strategic Procurement Advisory Group

The Strategic Procurement Advisory Group is an advisory forum at which representatives of the OGP (both Policy and Sourcing) and its partner Central Purchasing Bodies and public procurement practitioners from across government meet with policymakers from a range of government departments. The group shares information, knowledge and understanding and collaborates on promoting the incorporation of social, innovative, and sustainable considerations in public procurement. The group is chaired by the Head of OGP Policy.

2.2.4 Sustainable Public Procurement

Sustainable public procurement (SPP) achieves value for money on a whole life-cycle basis in terms of generating benefits not only to the organisation, but also to society and the economy, whilst significantly reducing negative impacts on the environment. SPP can be incorporated into a broader sustainability strategy to aid a public body in addressing the [United Nations Sustainable Development Goals](#). This is because when using sustainable public procurement, the public body seeks to achieve an appropriate balance of the three pillars of sustainable development – economic, social, and environmental – at all stages of the procurement process.

Sustainable Public Procurement encompasses both [green public procurement](#) and [socially responsible public procurement](#) and for some sustainable public procurement case studies and examples, please see [Sustainable Public Procurement Case Studies](#).

For the latest news and events for procurers on sustainable public procurement, see [Sustainable Public Procurement News](#).

2.3 Green Public Procurement

Green Public Procurement (GPP) is a process where public authorities seek to source goods, services or works with a reduced environmental impact throughout their life cycle when compared to goods, services and works with the same primary function that would ordinarily be procured.

[Green Public Procurement Policy](#)

The Green Public Procurement Strategy and Action Plan 2024-2027 was published by Department of Climate, Energy and the Environment in April 2024.

[Green Public Procurement Strategy and Action Plan 2024-2027](#)

This Strategy has been prepared against the background of significant changes in climate, energy, sustainability, and procurement policies over the last number of years.

LWETB are aligning its CPP to this government strategy in the following ways:

- Use Central Procurement Frameworks where possible
- Including GPP Criteria in all relevant tenders
- Training and Awareness for Procurement Staff in Sustainable Public Procurement/Green Public Procurement
- Include GPP Awareness into LWETB Procurement Training Sessions
- Introduction of Lifecycle Costing where practical
- GPP Monitoring & Reporting
- Innovation Procurement

Green Procurement Guidance

The main EPA GPP guidance is currently accompanied by detailed criteria for the following eleven products/sectors.

- Transport
- ICT
- Food & Catering
- Cleaning Products and Services
- Office Buildings
- Lighting
- Heating & Equipment
- Energy-Rated Products
- Paper and Printing
- Textiles
- Furniture (New)

LWETB are guided by the award criteria therein.

Green Procurement and the EU

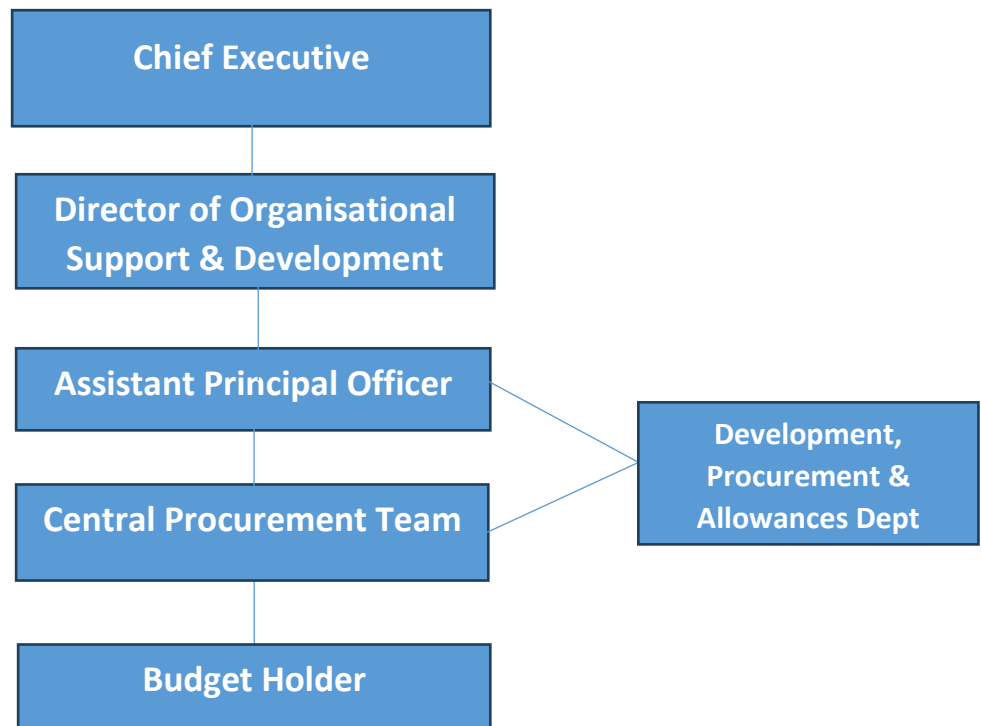
GPP has a key role to play in the European Union's efforts to become a more resource-efficient and circular economy.

More information about the EU's work in this area can be found on the [European Commission website](#).

3. Structure of Procurement within LWETB

3.1 Structure of Procurement within LWETB

LWETB adopts a hybrid approach to procurement whereby procurement for goods and services below €50k excl. VAT is managed by the relevant budget holder and procurement for goods and services above €50k excl. VAT is managed centrally by the procurement team which sits within the Development, Procurement and Allowances (DPA) Department. Capital works and buildings projects are managed by the Buildings Department.



3.2 Role of Central Procurement Function

The role of the Centralised Procurement Function is to promote best practice and consistency in applying public procurement rules in relation to purchases.

The goals are:

- To ensure probity and compliance for the procurement of goods and services,
- To guide budget holders on the procurement process
- To achieve value for money for LWETB
- To achieve excellence in Contract Management
- To co-ordinate procurement training for LWETB management & staff
- To contract manage suppliers

The central procurement Function within LWETB currently has six staff members, four full time permanent, 1 full time acting and 1 full time temporary all based in head office,

Marlinstown Mullingar. The role of the Central Function Team is to support purchasing throughout the organisation by ensuring the availability of goods and services for our

budget holders, staff and learners while simultaneously ensuring value for money and compliance in line with regulations, policies and procedures. The co-ordination of staff training for all LWETB stakeholders and active supplier contract management are also essential roles of the Central Procurement Function.

3.3 Role and responsibility of Budget holders

Budget Holders have authority to incur expenditure on behalf of LWETB within the limits of their notified budgets and the thresholds (as per LWETB Procurement Policy). They have day to day responsibility and accountability for ensuring that the Procurement Policies and Procedures are applied to all purchases of goods and services within their defined authority.

They must ensure:

- To consult the LWETB Contracts Register in the first instance in order to comply with the use of OGP National Framework and other LWETB Centrally Contracted Suppliers where available.
- That any potential purchase greater than €50,000 should be brought to the attention of the Procurement Team, in advance of the order being placed. This will ensure the procurement process can be completed and the good/service delivered also in a timely manner
- The Budget Holder must confirm that a budget is available in order for the tender process to be activated by the Manager responsible for Procurement
- For tenders with a value of over €50,000, it is recommended to complete a tender request form.
- Procurement competitions relating to any Building Works must not be undertaken without first liaising with the Buildings Department.
- That procurement competition within authorised budgets is carried out in accordance with the LWETB Procurement policy.

The development of the key specification and identification of the qualitative criteria by the budget holder is of key importance regarding tenders.

It is the responsibility of the budget holder:

- and each person involved in procurement to keep up to date on changes to procurement guidelines/thresholds, regulations, circulars and to implement them ensuring compliance with public procurement guidelines;
- to utilise the national procurement model and the frameworks where available and suitable for all procurement spend;
- to retain all supporting procurement documentation (e.g. quotes, tenders);

3.4 Procurement Information Sources

All procurement related information should be sourced from the Procurement Hub MS Teams' site in the first instance. This includes the following:

- Chat Function for LWETB Management & Staff
- Access to LWETB Contracts Register
- Backup & Associated Procurement Documents (agreed pricing, user guides)
- LWETB Supplier Appraisal Form
- LWETB Tender Request Form
- LWETB Policies, Procedures & Thresholds
- LWETB Training Materials
- LWETB Recorded Training Sessions

The LWETB Procurement Team also hold regular training sessions for Management & Staff hosted through MS Teams.

The Procurement Team also present an overview of the procurement function to new starters at LWETB Induction Sessions.

Further information, if required, is available from the LWETB Procurement Team by emailing procurement@lwetb.ie. Procurement Team can also be contacted through Linkus or by contacting head office.

Other sources of procurement information are as follows:

<https://www.gov.ie/en/organisation/office-of-government-procurement/?referrer=/>

<https://www.etbi.ie/>

<https://www.educationprocurementservice.ie/>

<https://www.heanet.ie/>

<https://www.gov.ie/en/organisation/department-of-public-expenditure-and-reform/>

The LWETB Procurement Policy is available to download from the LWETB website.

3.5 Systems and Training

LWETB procurement staff regularly attend relevant Procurement training courses facilitated by ETBI, OGP, Greenville and other external bodies, as a means of ensuring they are up to speed on changes and challenges within the procurement processes.

Training and staff development in good practice procurement methodologies will continue for both Procurement Section staff and budget holders.

The Central Procurement Function (CPF) will continue to raise awareness of the complex regulatory framework associated with public procurement in addition to providing training to personnel with responsibility for procurement within departments.

A Tender and Contract Management System (TCM) is currently being rolled out in the ETB sector, with LWETB operational on this system in October 2024. This system supports the requirement for a 'contracts database/listing for all contracts/payments in excess of €50,000' and the DPER Circular 02/20163. It will also enhance the efficiency of the work being carried out and assist with the process of identifying contracts which are due to expire in a more efficient manner.

In November 2025, LWETB changed over to Financial Shared Services. As part of this change over, LWETB introduced a Purchase Order Review process. The integration of this purchase order review process is ongoing, and currently the system routes all purchase orders >€1,000 to procurement for verification.

The LWETB Central Procurement Function have implemented a robust training programme for 2026. This training will focus on raising awareness of the LWETB procurement policy, procedures and processes. Training will be completed in large scale sessions; smaller group sessions and individual sessions were necessary.

3.6 Key areas of concern / Common issues / Lessons Learned

The sections below are areas of importance that have caused concern or common issues across the sector, and we would like to draw these to your attention.

3.6.1 Procurement Support Request (PSR)/Supplementary Request for Tender (SRFT)

- ETBs should complete the PSR/SRFT² process and communicate with the OGP Customer Service Helpdesk in a timely basis [refer to the OGP Client proposition], this commences the procurement process;
- The responsibility for sourcing goods/services is with the OGP or the sector Hub other than where PSRs are returned for self-procurement where the responsibility will revert to the ETB to procure;

3.6.2 Contract Management

² These can be located on the OGP website or through the OGP Customer Service Helpdesk

- Whilst there is a contract template available (contact OGP Customer Service Helpdesk), responsibility for creating, signing and management of the contract rests with the ETB, this includes the identification of key performance indicators (KPIs) that should go into the contract;
- As a rule, contracts with suppliers should be utilised where possible, to develop efficiencies in procurement. When considering procurement, the long term (3 or 4 years) and aggregation for the supply of the goods/services should be considered rather than addressing the immediate supply need;
- When utilising an OGP Framework Agreement or an OGP drawdown solution, a contract needs to be put in place or a NASF/ NAGSF signed with the supplier and the responsibility for this rests with the ETB. The OGP Customer Service Helpdesk can advise on the procedure to follow; and
- Ongoing monitoring of the contract by budget holders is important to ensure agreed services and performance levels are delivered and rates are being applied by the supplier.
- LWETB have a Supplier Appraisal Form and staff engaged with suppliers are encouraged to fill out this form when the service is not at the level expected so that appropriate action can be taken by the procurement team. In the same manner, if service exceeds expectation, this should be communicated to the procurement team via the Supplier Appraisal form so that it can be fed back to the supplier also.

3.6.3 Supplier Relationship Development

- Strong relationship management with suppliers is vital to ensure the smooth and efficient management of contracts. Management of supplier relationship forms an important part of the contract management process and best practice dictates that it should be operative for all contracts especially where the nature of the goods or services supplied are recurrent.
- Meeting with the supplier will facilitate both parties to set out their requirements and expectations to ensure the required goods and services are provided as and when required. If not already formally documented as part of the tender or service level agreement (SLA) process, they should be documented to facilitate ongoing monitoring of the supplier delivery of the goods/service contract.
- Periodic meetings with the supplier will provide both parties with an opportunity to raise issues to enhance the quality of service being provided. These should be documented and shared with the supplier and should include any agreed actions to be taken. They will also assist in building a relationship with the supplier.

- At least annually, a formal review of performance management should be undertaken against the criteria set out in the tender document and/or SLA to evaluate the quality, service and value for money being obtained. The output of the performance review should support the decision to continue the contract (where appropriate) or to initiate a new tender process where appropriate.
- Where contracts are part of a Framework Agreement or a Drawdown solution put in place through the OGP, it is also important that output from monitoring the contract delivery is made known to the OGP through the Customer Service Helpdesk.

3.6.4 ETB Representation in the National Procurement Model

- When requested by the OGP/EPS/ ETBI, ETBs have a responsibility to provide representation:
 - to category councils on behalf of education to develop category strategy; and
 - to sourcing teams to evaluate potential framework bidders.
 - to OGP events on behalf of ETB’s and ETBI e.g. Government Supply Expo

3.6.5 Financial Management Systems

- LWETB migrated to a new Tender and Contract Management (TCM) System on 14th October 2024. The TCM System manages all purchasing contracts. The P2P system has direct access to the TCM database of awarded and live contacts. A new analysis code (PC Number) is allocated to each contract, and this enables all transactions that relate to a contract to be analysed in the FMS System, Sun Accounts.

4. Procurement Guidelines

Set out below is a list of reference documents to assist you with your procurement.

Guidance Source	Detail
Circulars	Department Circulars are issued relating to procurement by the Department of Public Expenditure and Reform and previously the Department of Finance. These circulars are also available through the eTenders website below.
ETenders	This website is a central facility for all public sector contracting authorities to advertise procurement opportunities and award notices.
Office of Government Procurement	This website provides access to the Buyers Zone which lists the framework agreements and the drawdown arrangements that are in place, and which should be used where appropriate.

Guidance Source	Detail
Public procurement guidelines	<p>This guideline should be followed where the OGP does not have a procurement mechanism in place for the purchase being made. The latest version of this document can be found in both the OGP website and the eTenders websites. This document has several valuable resources included. The table of contents for the Guidelines are set out below:</p> <ul style="list-style-type: none"> • Key Principles • Encouraging SME Participation • Environmental, Social and Labour Provisions • Main Phases of Public Procurement <ul style="list-style-type: none"> ○ Pre-tendering phase ○ Below Threshold – National Guidelines ○ Above Threshold – EU Rules ○ Framework Agreements ○ Electronic Procurement • Monitoring and Reporting • Freedom of Information • Contacts • Glossary • Frequently Asked Questions • Key Documents / Websites • EU Thresholds • Model Letters for below Threshold • Light-Touch Regime • OJEU Time Limits in the 2016 Regulations • Model Letters for Above EU Threshold • Checklist for Procurement and Contract File • Disclosure of records – Information Commissioner
National Public Procurement Policy Framework	<p>The National Public Procurement Policy Framework (2018) consists of 5 strands:</p> <ol style="list-style-type: none"> 1) Legislation (Directives, Regulations) 2) Government Policy (Circulars etc.) 3) Capital Works Management Framework for Public Works 4) General Procurement Guidelines for Goods and Services 5) More detailed technical guidelines, template documentation and information notes as issued periodically by the Policy Unit of the OGP
ETB Procurement Policy & best practice guides	<p>Sectorally agreed policy and templates are available via the ETBI website</p>
Code of Practice for the Governance of ETBs	<p>Section 8 sets out standards for governance of procurement</p>
Capital Works Management Framework	<p>The Capital Works Management Framework (CWMF) is a structure that has been developed to deliver the Government’s objectives in relation to public sector</p>

Guidance Source	Detail
and Dept of Education Guidance	construction procurement reform. However, as the Department of Education are the main funding body for building works to ETB schools, the DoE have taken the CWMF documents and tailored them to suit school building (Works) projects

It is the responsibility of each person involved in procurement to keep up to date on changes to procurement guidelines/thresholds, regulations, circulars and to implement them ensuring compliance with public procurement guidelines.

5. Corporate Procurement Plan timing, retention and distribution

5.1 Corporate Procurement Plan Format

The Corporate Procurement Plan (CPP) document will be in two parts as follows:

The CPP	The CPP will set out the ETBs mission, values and objectives in respect of procurement and its commitment to compliance with the national procurement model agreed by government. The plan will set out how the ETB plans to achieve these and will set out the roles and responsibilities of staff involved in the procurement process.
Appendix	The Multi-Annual Procurement Plan will have the analysis of anticipated procurement requirements by year/category and spend. The appendix should be sent to ETBI for sectoral collation and onward submission to EPS in order to inform analysis of future education sector procurement requirements.

5.2 Timing

The Multi-Annual Procurement Plan should be submitted to ETBI by no later than 1st October of each year thereafter. ETBI will aggregate requirements across the ETB Sector and provide EPS with a detailed list of the future requirements over a three-year period. The timing of the Multi-Annual Procurement Plan will facilitate the completion of 'Start of Year' ICT related expenditure requirements, under DPER Circular 02/2016.

5.3 Retention

The Corporate Procurement Plan once completed should be retained where staff have online access to it.

5.4 Distribution

To achieve maximum value and benefit from the Corporate Procurement Plan, once it is completed, the appendices to the Plan should be distributed to the following:

- Internally
 - All budget holders; and



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- All staff involved in procurement.
 - Externally
- PSR Manager, ETBI

Once the information is collated by ETBI, it will be made available to the EPS for sectoral planning and operational purposes including onward submission to the OGP.

On request (during a review/audit etc.), the Corporate Procurement Plan and appendices will be made available to ETBI, Department of Education, IAU and the C&AG, but not limited, for a compliance and governance oversight perspective.

6. The Multi-Annual Procurement Plan

To inform the Multi-Annual Procurement Plan (MAPP) (Appendix 1) of the ETB, several tools should be applied such as a review of the historical spending profile, identification of high volume/low value procurement transactions, a review of future procurement requirements aligned to the annual budget and procurement in relation to the longer-term strategic plan of the ETB.

During the year, organisational priorities may change resulting in changes to procurement priorities. These changes should be maintained in the MAPP to ensure it remains relevant and up to date.

All items with a projected cumulative spend of €50,000 over the 3-year period should be included in the MAPP. If spend is approaching the €50,000 or if in doubt of the value of spend, it is suggested that the item be included in the MAPP.

In addition to the above, circular 14/2021 indicates that ICT related spend take into account the whole of life cost and must estimate any potential cost for any associated or follow-on projects.

6.1 Historical Spending Analysis

The purpose of the spend analysis is to:

- Inform the drafting of the MAPP
- Support the high-level strategies for the identified categories of spend
- Identify opportunities for improvement in terms of saving costs
- Identify opportunities for working in a more efficient manner
- Identify a number of Key Performance Indicators that can be used to monitor review the impact of implementing the MAPP

To inform the drafting of the MAPP, analyse a minimum of 1 year's historical spend records³ to identify:

- Categories of spend; and the
- Amount of spend by category.

The identification by category and category spend can be undertaken initially by reference to the General Ledger. Once this is completed, a more detailed review on the categories/product group will be required to identify product code descriptions (if not already established) facilitating the identification of various purchases. We set out below an example of a Product Group and Product Code Descriptions.

Example:

Product Group:	AUDIOVISUAL/MULTI MEDIA/EVENTS	COMPUTING, IT, TELECOMS
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³ Recommended best practice is to include historical analysis of 3 years. However, the CPP focus group note the varying capacity of current ETB FMS in the Sector to yield detailed spend analysis

Product Code	AV EQUIPMENT	DESKTOP PRINTERS
Description:		
Name of product	Projector	-

The output of the above analysis will identify the purchases that have been made over the last year by product group, product code description and name of product and this information should be populated into the template in Appendix 1. When populating the amount, please ensure that the figures do not include VAT.

Taking the information now populated in Appendix 1, the following should be undertaken:

- Establish how the goods/services are procured (e.g. OGP Framework, OGP Drawdown, Mini-competition, Sectoral procurement, ETB own arrangement);
- Identify purchases of key importance either by difficulty to acquire, risk or criticality;
- Identify the incumbent suppliers providing the goods/services;
- Identify the contract renewal date;
- Identify where appropriate who is responsible for each procurement / contract renewal

7. Setting ETB Targets and Key Performance Measures

Number	Goal	Action
1	To ensure that the LWETB procurement team is adequately resourced	Ongoing review of staffing levels to ensure the procurement section is sufficient to meet deliverables
2	To ensure that the procurement team is briefed and aware of the procurement regulations, policies, frameworks and best practice to support the function in LWETB	At least one staff member in the procurement office will attend each ETBI Procurement Network meetings scheduled. Staff will attend OGP / EPS/ ETBI information sessions where relevant
3	To ensure that budget holders and staff employ the best procurement practice.	Procurement section will provide ongoing support and advice to budget holders & staff in procurement related matters.
4	LWETB will procure supplies and services through drawdown from OGP's centralised Framework Agreements and Sectoral Framework Agreements where suitable	Procurement Team will keep abreast of centralised frameworks and utilise where suitable. Procurement team will give access to the Procurement Hub Teams site to individuals partaking in procurement related activities across the organisation.

		This sets out all Frameworks and how to use them.
5	Ensure contracts due for renewal are reviewed in a timely manner	New TCM system will allow for more streamlined monitoring of contract dates.
6	Review expenditure in excess of €20,000 including VAT to ensure evidence of central procurement	LWETB currently review supplier spends >20k on a monthly basis. Procurement team to put in place a process of reviewing orders on a regular basis to ensure compliant spend.
7	To engage with internal stakeholders regarding procurement decisions as necessary	The procurement team engages with and supports stakeholders through the stages of the procurement process
8	To prioritise procurements in the following 12 months	Procurement will review the non-compliant spend in the 2025 Statement of Internal Control and request for tender forms received from internal stakeholders and prioritise these spends in the 2026 annual Procurement Plan.
9	To continue to keep abreast of developments in Public Procurement and ensure continuous upskilling in relevant procurement areas such as Green Public Procurement	<p>The procurement team will continue to attend relevant training sessions run by the OGP, EPS, ETBI and other external bodies to ensure staff are aware of changes and challenges facing the procurement function.</p> <p>The procurement team will also provide ongoing support and guidance to budget holders and other staff on procurement policies, procedures and best practice</p>

7.1 Ongoing evaluation of procurement requirements

LWETB use a Supplier Spend report to ensure compliance by supplier. This report is produced at least monthly and reviewed at management level. It identifies spend by supplier which is approaching the relevant threshold.

LWETB have an annual procurement plan which sets out the planned procurement competitions for the year, based on the compliance review of spend and other means e.g. grant approval in a school for certain category of spend. This is reviewed on an ad-hoc basis throughout the year to ensure the correct competitions are prioritised.

Appendices

Appendix 1 Multi- Annual Procurement Plan

Appendix 2 Structure of Procurement within ETBs

Appendix 3 Actions on Green Public Procurement

Appendix 4 Sectoral/Product Targets

Appendix 5 Minimum Environmental Criteria for Public Procurement of Goods and Services

Appendix 1 Multi Annual Procurement Plan Template



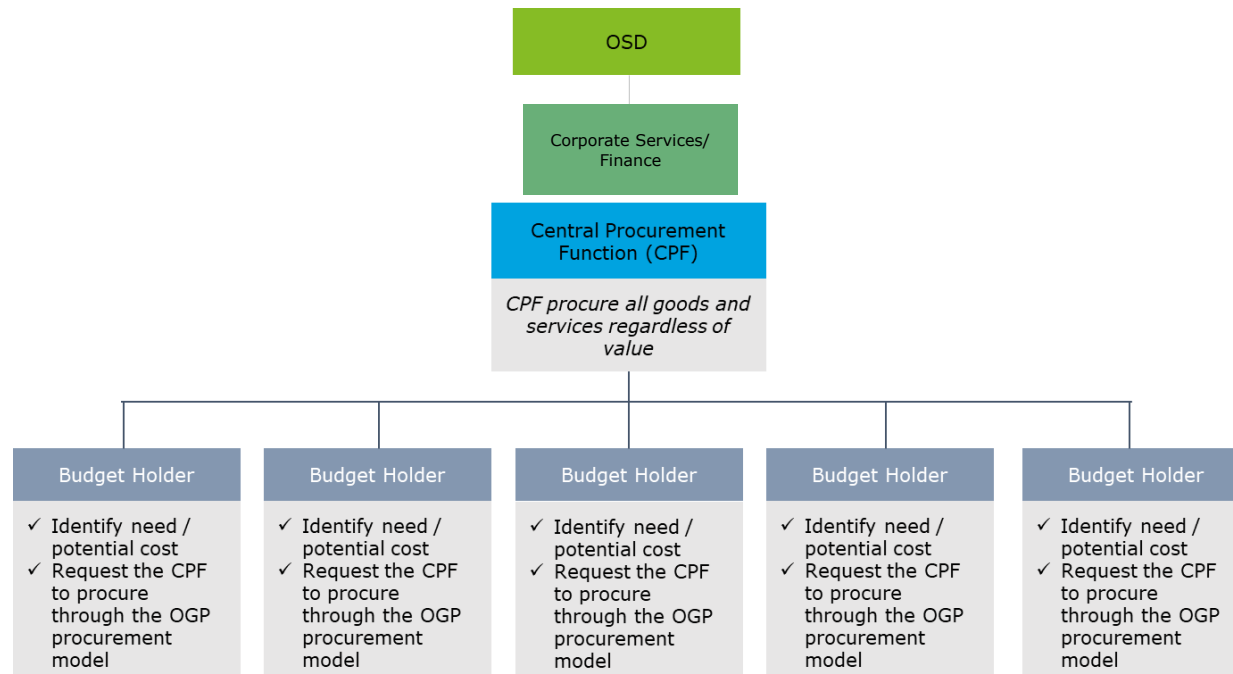
LWETB MAPP
Template 2025.xlsx

Appendix 2 Structure of Procurement within ETBs

Set out below are examples of Procurement structures within Public Sector Bodies:

1. Centralised Procurement Structure;
2. Devolved Procurement Structure; and
3. Hybrid Procurement Structure.

1. Centralised Procurement Structure

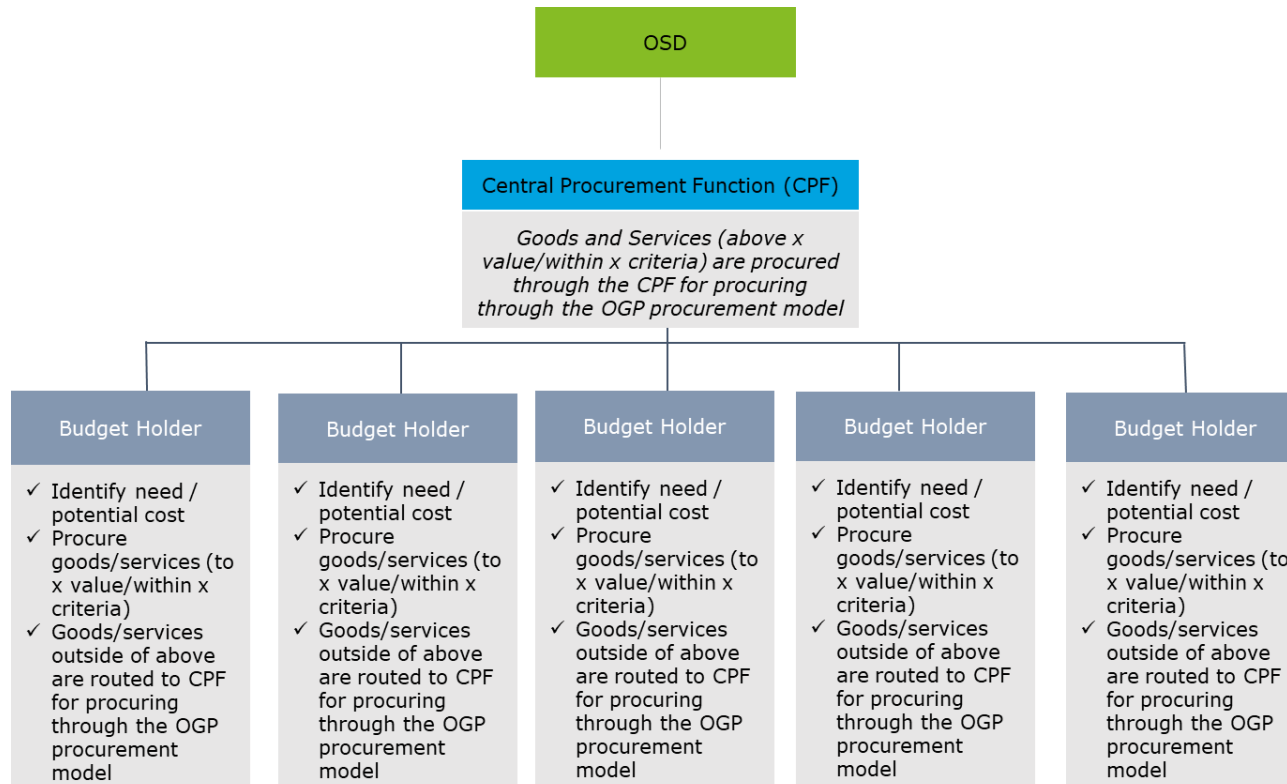


2. Devolved Procurement Structure

Budget Holder	Budget Holder	Budget Holder	Budget Holder	Budget Holder
<ul style="list-style-type: none"> ✓ Identify need / potential cost ✓ Undertake procurement in compliance with the OGP procurement model 	<ul style="list-style-type: none"> ✓ Identify need / potential cost ✓ Undertake procurement in compliance with the OGP procurement model 	<ul style="list-style-type: none"> ✓ Identify need / potential cost ✓ Undertake procurement in compliance with the OGP procurement model 	<ul style="list-style-type: none"> ✓ Identify need / potential cost ✓ Undertake procurement in compliance with the OGP procurement model 	<ul style="list-style-type: none"> ✓ Identify need / potential cost ✓ Undertake procurement in compliance with the OGP procurement model

- ✓ Each Budget Holder is responsible for:
 - their own procurement and that of their subordinates;
 - keeping up to date on procurement guidelines and best practice through training programmes;
 - compliance with National & EU Procurement Guidelines; and
 - Providing input to the Annual Corporate Procurement Plan.

3. Hybrid Procurement Structure



Appendix 3 Actions on Green Public Procurement

No.	Action	Lead Delivery Body	Other Stakeholders/ Supporting Organisations	Timeline
	Public Procurement Guidelines, Central Purchasing Arrangements, Corporate Procurement Plans			
A1	The next iteration of the OGP's Public Procurement Guidelines for Goods and Services to take account of this GPP Strategy and Action Plan and the latest National GPP Guidance and Criteria for the Public Sector.	OGP	DECC, EPA	2024
A2	With immediate effect, all future Central Purchasing Arrangements published shall include contract specific GPP criteria, where possible, including minimum environmental/ sustainability criteria (refer to Appendix III, for example). Where arrangements allow for a mini-competition to take place, the arrangements shall accommodate the possibility for inclusion of GPP criteria at the mini-competition stage.	OGP, Central Purchasing Bodies		2024, 2025, 2026, 2027
A3	OGP and partner central purchasing bodies to provide up to date online information on central purchasing arrangements that have included GPP criteria.	OGP, Central Purchasing Bodies	EPA	2024, 2025, 2026, 2027
A4	OGP to amend Goods and Services template RFTs and template contracts to increase awareness, where relevant, of the option to include GPP selection and award criteria and technical specifications, and associated contract performance clauses.	OGP		2025
A5	All public bodies in updating their corporate policies and strategies, and Corporate Procurement Plans are to set out how they will adhere to GPP Strategy and Action Plan obligations related to their organisation.	Public Bodies		From 2024

A6	By end of 2025 all public bodies with an annual public procurement spend (on average over the previous three years) above €200m to assess their procurement processes in order to deliver sustainable procurement in line with ISO 20400:2017.	Public Bodies		2025
	Circular Economy Strategy, Public Sector Climate Action, Local Authority Sector, Commercial Semi-State Sector			
A7	EPA to update GPP guidance on the application of GPP criteria relating to the circular economy, taking into account the 2 nd Whole of Government Circular Economy Strategy.	EPA	DECC, OGP	2025
A8	Biobased options to be considered for inclusion in relevant National GPP criteria, where appropriate.	EPA	DECC, DAFM	2025
A9	The GPP Strategy and Action Plan and associated targets to be reflected in the annual review of the Public Sector Climate Action Mandate, where appropriate.	DECC		2024, 2025, 2026, 2027
A10	Examine options for coordinating action to help progress GPP implementation in the local authority sector.	DECC		2024
A11	Monitor and report progress of GPP implementation by the Commercial Semi-State sector within the reporting arrangements in place for the Climate Action Framework for that sector.	NewERA		2024, 2025, 2026, 2027
	Government Circular 20/2019, National GPP Guidance Criteria, GPP Criteria Search			
A12	The OGP to replace Circular 20/2019 to include updated instructions to Government departments and the public sector regarding new GPP obligations included in the GPP Strategy and Action Plan 2024-2027.	OGP	DECC, SPAG, EPA, various other stakeholders	2024
A13	The National GPP guidance and criteria to be examined annually to determine the need to update, having regard to new policy, legislation and EU GPP guidance, and the practical experience of public bodies applying the current guidance. Further guidance to be developed within the National GPP guidance document on	EPA	Public Bodies, OGP, Central Purchasing Bodies	2024, 2025, 2026, 2027

	the principles of proportionality and equal treatment in the application of GPP criteria. Public sector bodies, the OGP, central purchasing bodies and other key stakeholders to provide input into the updating process via relevant consultation processes.			
A14	<p>New National GPP criteria to be developed by the EPA, taking into consideration existing EU GPP criteria which are not yet published as national criteria, with a priority focus on criteria linked to national climate, energy and circular economy policy. National GPP criteria to be developed in the short to medium term to include:</p> <ul style="list-style-type: none"> • Buildings (updated criteria) • Furniture • Paints, varnishes and road markings <p>GPP criteria development for other key product groups will also be considered.</p>	EPA		2024, 2025, 2026, 2027
A15	Sector specific GPP related criteria that is developed by public bodies (e.g., for energy related products, construction related) are to be incorporated into the National GPP criteria that is prepared by the EPA, where considered appropriate. Such new criteria shall be notified to the GPP Action Plan Task Force.	Public Bodies, where applicable	EPA, GPP Action Plan Task Force	2024, 2025, 2026, 2027
A16	OGP to update, maintain and develop GPP Criteria Search when new or updated National GPP criteria become available. This includes continuing to respond to Feedback sent through the website.	OGP	EPA	2024, 2025, 2026, 2027
A17	All public bodies to actively promote the use of GPP Criteria Search within their organisations and include this commitment in their Corporate Procurement Plans.	Public Bodies	OGP	2024, 2025, 2026, 2027
	<p>The GPP Mandate from the publication date of the GPP Strategy and Action Plan</p> <ul style="list-style-type: none"> • Public sector bodies where the individual procurement spend using public funds is above EU procurement thresholds 			

	<ul style="list-style-type: none"> Government departments where the individual procurement spend is above applicable national procurement thresholds 			
A18	From the publication date of the GPP Strategy and Action Plan, all public bodies to include GPP criteria in all tender documents, where possible, in accordance with the GPP Implementation Mandate set out in the GPP Strategy and Action Plan (Figure 1).	Public Bodies		From 2024
	<p>The GPP Mandate from 2025</p> <ul style="list-style-type: none"> Public sector bodies where the individual; procurement spend using public funds is above applicable national procurement thresholds 			
A19	From 2025, all public bodies to include GPP criteria in all tender documents, where possible, in accordance with the GPP Implementation Mandate set out in the GPP Strategy and Action Plan (Figure 1).	Public Bodies		From 2025
	Sectoral Focus – The Built Environment			
A20	By the end of 2025, Capital Works Management Framework to include reference to available guidance that is in accordance with the EPBD, using CPR data where available and EN 15978, as appropriate, for public bodies on inclusion of low carbon construction related components and sustainable building processes, and reference to GPP criteria related to construction, including National GPP Guidance and Criteria, where appropriate. Examine how implementation of GPP can be reported as part of other key reporting (e.g., project spend) at the project close stage (e.g., Stage 4 of the Capital Works Management Framework).	OGP	EPA	2025
A21	In line with the Public Sector Climate Action Mandate all public bodies shall specify low carbon construction methods and low carbon cement material as far as practicable for directly procured or supported construction projects from 2023. Public bodies must include specifications for low carbon construction related components and sustainable building processes in accordance with EPBD, using	Public Bodies		From 2023 From 2026

	CPR data where available and EN 15978, and reference to GPP criteria related to construction, including National GPP guidance, where appropriate in the Preliminary Project Brief. In addition, whole life cycle analysis in accordance with EN 15978, where appropriate, shall be used to inform the design of building projects over 1,000 m2 to ensure life cycle GWP is optimised at the building level and to facilitate declarations of embodied carbon for inclusion in the BER/EPC of buildings completed after 31 December 2027.			
A22	Life Cycle Costing to be used by all public bodies for all works contracts as defined by the Capital Works Management Framework.	Public Bodies	OGP	From 2025
A23	For the procurement of low carbon cement material, public bodies and beneficiaries of grant (Exchequer) to implement construction related technical guidance, once established by the relevant body.	Public Bodies	Cement and Construction Sector Decarbonisation Working Group	From 2024
	Food Procurement and Waste Prevention			
A24	Update Central Purchasing Arrangements to include specific GPP criteria related to organic food procurement and food waste prevention.	OGP, Central Purchasing Bodies		From 2024
	Social Enterprise and Community Based Organisations			
A25	Support capacity building in social enterprises and community-based initiatives that promote GPP and circular procurement. Support awareness of social enterprises and community-based GPP initiatives such as via GPP training provided by public sector training bodies.	DECC	Public Sector Training Bodies	From 2024
A26	Government Departments to capture data in their annual reports regarding tenders awarded to social enterprises, voluntary and community organisations where GPP criteria have been applied.	Government Departments	EPA	From 2025
A27	Examine mechanisms to support reuse and repair activity in Ireland using GPP.	EPA	DECC, various stakeholders	From 2024

GPP Training and Awareness				
A28	Engage with civil service and public sector training providers regarding the inclusion of GPP in their general procurement training and education courses.	DECC	Civil service public sector training providers	From 2024
A29	All public bodies to set out (e.g., within public sector Climate Action roadmaps) and fulfil annual staff training commitments in relation to GPP with a priority focus on key goods/services/works applicable to those organisations.	Public Bodies	DECC	From 2024
A30	OGP to continue to respond to general queries from public bodies related to GPP (e.g., respond to feedback received via GPP Criteria Search).	OGP	EPA	2024, 2025, 2026, 2027
A31	OGP to regularly update its Sustainable Public Procurement reference ⁷⁴ that includes links to international, European Union, and national guidance and other resources related to GPP.	OGP	EPA, DECC, various other stakeholders	From 2024
A32	Examine options for coordinating GPP training for the local authority sector.	DECC	Local Authority Sector	2024
GPP Monitoring and Reporting				
A33	DECC to consider available options for setting out in legislation mandatory requirements for reporting of GPP by public bodies (in relation to the comply or explain principle).	DECC	EPA	2024
A34	OGP to investigate potential of using data on GPP captured by procurement notices (eForms) published on eTenders and Tenders Electronic Daily to monitor GPP in different categories, across the public sector, with a view to reporting on such data from 2026.	OGP	EPA	2024, 2025
A35	Develop guidance for completing new eForms, including new GPP fields, for public bodies.	OGP	EPA	2024
A36	From 2024, all public bodies to report on use of GPP (via contract award information and notices) in relation to individual contracts valued over the	Public Bodies		From 2024 (for above applicable EU

	<p>applicable EU procurement thresholds in accordance with guidance and Circular 05/23.</p> <p>From 2025, all public bodies to report on use of GPP (via contract award information and notices) in relation to individual contracts valued over the applicable national procurement thresholds (pending implementation of new below European Union threshold eForms), in accordance with guidance and Circular 05/23.</p>			<p>procurement thresholds)</p> <p>From 2025 (for above applicable national procurement thresholds)</p>
A37	<p>From 2025, all public bodies to report explanation for not including GPP criteria in published tender documentation for contracts valued over the applicable national/EU procurement thresholds where National GPP criteria are available.</p>	Public Bodies		<p>From 2025 (for above applicable national/EU procurement thresholds)</p>
A38	<p>All Government departments to report in the Annual Report on GPP implementation in relation to contracts valued over the applicable national procurement thresholds, including explanation for not including GPP criteria in published tender documentation where National GPP criteria are available.</p>	Government Departments	EPA	
A39	<p>SEAI Monitoring and Reporting system to include Comply or Explain reporting on GPP in relation to procurement using National GPP criteria (for reference year 2024 and annually thereafter).</p>	SEAI	DECC, Public Bodies	2025, 2026, 2027
A40	<p>EPA to publish an annual report on GPP implementation by Government departments.</p>	EPA	Government Departments	
A41	<p>Annually from 2026 the OGP to publish a report on GPP implementation by public bodies using eForms data.</p>	OGP	EPA, DECC	2025, 2026, 2027
	EU and International Partnership			

A42	Ireland to progress signing of the Circular and Fair ICT Pact.	DECC, OGP		2024
A43	DECC to continue its participation on the EU GPP Advisory Group.	DECC	EGP, OGP	2024, 2025, 2026, 2027
A44	DECC, OGP and EPA to engage on EU and International activities, networks and partnerships that help progress circular and GPP initiatives.	DECC	EGP, OGP	2024, 2025, 2026, 2027
A45	Consider mechanisms that recognise best practice in GPP implementation (e.g., annual awards).	DECC	EPA	2025
A46	EPA to host GPP best practice show case events biennially.	EPA	DECC, OGP	2025, 2027
	EPA to publish GPP case studies as a resource to support GPP implementation.	EPA	DECC, OGP, Public Bodies	2024, 2025, 2026, 2027
A47	OGP to continue to engage with the SME Advisory Group and through other appropriate channels regarding the views of SMEs on the use of GPP.	OGP	SME Advisory Group	2024, 2025, 2026, 2027
A48	DECC to include GPP awareness activities (including promotion of GPP Criteria Search) as part of wider Circular Economy Awareness communications campaigns.	DECC	EPA, Local Authority Sector	2024, 2025,
A49	Explore options for engagement with public and private sector procurers and suppliers, initially focused on key priority sectors, to progress efforts to support markets for green goods and services. A key focus will be developing pathways to support smaller enterprises to reach standards that meet sustainability and circularity needs of public procurers.	DECC	OGP	2025, 2026, 2027
A50	EPA, in consultation with key stakeholders, to carry out market research to identify new categories of supplies and services where GPP criteria can be developed.	EPA	DECC, various other stakeholders	2025
A51	EPA to deliver, in collaboration with other key stakeholders, a market impact study on the value (economic and environmental) of green procurement for an identified priority sector/product or service (as per the national criteria).	EPA	DECC, various other stakeholders	2025
	Research and Innovation			

A52	Identify opportunities to support national and EU research topics relating to GPP and the circular economy, and pilot projects and activities to strengthen Ireland’s capacity to implement GPP effectively.	EPA	DECC	2025, 2026, 2027
A53	In consultation with key stakeholders, the EPA to develop a mechanism for collection of data on GPP impacts and establishment of ongoing analysis and reporting on impacts of GPP implementation in Ireland (e.g., emissions savings, energy savings, waste prevented, reduced material consumption, material reuse, reduced water consumption, air quality impacts). Initial focus on large scale activities (e.g., construction) or specified priority sectors.	EPA	DECC	2026
	GPP Strategy and Action Plan Implementation – Monitoring, Evaluation and Review			
A54	Establish a Task Force to monitor the implementation of the GPP Strategy and Action Plan and to report on progress.	DECC	OGP, EPA, various other stake holders	2024

Appendix 4 Sectoral/Product Targets

T1	From 2025, a minimum proportion of construction materials procured by public bodies under new contract arrangements comprise recycled materials ⁷⁶ .
T2	From the date of publication of the GPP Strategy and Action Plan a minimum of 10% by value (€) of food sought by public sector bodies under new contract arrangements (including via contractors such as canteen service providers), is to be certified organic in each of the following categories of Cereals, fresh Beef, Lamb, Pork, Poultry, Fish, Vegetables and Dairy products, where possible.
T3	From 2025, 100% of new contract arrangements related to canteen or food services to include measures that are targeted at addressing food waste, with a specific focus on food waste prevention, taking into account Ireland’s commitment to reduce food waste by 50% by 2030, and food waste segregation.
T4	From 2024, 100% of new contract arrangements related to canteen or food services (including food services for public sector organised conferences) to cease using disposable/single use cups, plates and cutlery from any public sector canteen, closed facility, and public sector organised conferences, excluding clinical (i.e., non-canteen healthcare) environments.
T5	By 2025, a minimum of 80% of ICT end user products (desktop computers, portable computers and mobile phones) procured by public sector bodies under new contract arrangements are certified to EPEAT Gold Standard (or equivalent), TCO Certified (or equivalent) or will have been remanufactured.
T6	By 2027, polyester fibre products procured by public sector bodies under new contract arrangements must be manufactured using a minimum recycled content of 20%, where possible and proportionate.
T7	From May 2024, where office paper for printing and photocopying must be procured, 100% of the paper must be recycled paper.
T8	From January 2025, 100% of all tenders for the public procurement of energy related products, heating equipment, or indoor and outdoor lighting to include a requirement for tenderers to specify recommendations and options for the product, when the product

	or components of the product comes to the end of life, that consider environmental sustainability, including options for reuse, repair, and recycling.
T9	100% of all tenders for the public procurement of heating systems to not install heating systems that use fossil fuels, in (1) new buildings, and (2) “major renovation” retrofit projects (as defined in the Energy Performance of Buildings Directive (EPBD)) subject to exceptions as specified in the Public Sector Climate Action Plan Mandate 2023.
T10	From January 2025, 100% of all tenders for the public procurement of indoor cleaning services to include a requirement for tenderers to specify the training that will be put in place to ensure that all staff involved in delivery of the contract have the knowledge and skills to apply cleaning methods, which will reduce the environmental impact of the services.
T11	100% of all tenders for the public procurement of vehicles to procure zero emissions vehicles only, subject to exceptions as specified in the Public Sector Climate Action Plan Mandate 2023.
T12	By end of 2027, where possible and available, a minimum proportion of annual procurement by public sector bodies shall include used or repaired goods or materials ⁷⁷ .

Appendix 5 Minimum Environmental Criteria for Public Procurement of Goods and Services

In relation to all goods and services contracts valued over the relevant procurement thresholds, and with effect from the GPP Strategy and Action Plan publication date, where no suitable national, EU, or other GPP criteria are available for goods or services being procured, public bodies must include minimum GPP criteria as distinct criteria in the published tender documentation. Depending on the goods or service being procured, this may be a technical specification, a selection criterion, and/or an award criterion. Where the environmental aspect is included as an award criterion, maximum marks awarded should be proportionate and take into consideration the potential environmental impact of the goods or services being procured. Marks within the range of 5% to 10% are recommended. Public bodies should consider the following menu of options⁷⁸ in setting green criteria which need to be proportionate in terms of the nature of the tender:

- Provide evidence of two recent and comparable contracts that were delivered with supporting environmental measures (e.g., staff sustainability and awareness training, environmental management system implementation)
- A detailed description of the environmental impacts of the goods or services being procured over their life cycle, including GHG emission reductions, compared to alternative goods and services, where appropriate
- A quantification of the estimated carbon footprint of the goods being procured and proposed mitigation steps to provide goods with the lowest carbon footprint
 - The practical steps that the tenderer will take to deliver the contract in an environmentally sustainable manner, including sustainability awareness training for personnel involved in contract fulfilment
- Set out proposals for the monitoring, measurement and reporting during contract delivery of environmental and circular economy impacts of the goods or services supplied, including GHG emission reductions, energy efficiency and/or sustainable resource use

Some or all these criteria should be included as appropriate, provided they are relevant to the contract. Public Bodies must specify a means of verifying any environmental claims

T1: Ensure a minimum proportion of construction materials comprise of recycled materials.

From 2025, a minimum proportion of construction materials, procured by ETBs under new contract arrangements, shall comprise of recycled materials. This target will be updated following further data analysis, and publication of the 2nd Whole of Government Circular Economy Strategy which will include sectoral targets in relation to the construction sector.

In the meantime, it is important that environmental specifications and GPP criteria are set out by the ETB in their Preliminary Project Brief, to ensure their incorporation in the definitive design and final output. The brief allows the ETBs to specify compliance with environmental regulations and Government policy e.g. type of materials to be considered for use. Consultant will be expected to meet the specifications set out in the Brief, whilst still having flexibility to develop the design in line with good design principles and to maximise the environmental aspects. This will allow consultants and contractors to meet policy targets and objectives and allow ETBs to demonstrate leadership in “greening” public works.

Construction Products Regulation (CPR) (EU) No 305/2011: Under a revised EU Regulation manufacturers will be required to draw up a Declaration of Performance and a Declaration of Conformity for their construction products. Manufacturers will have to deliver environmental information about the lifecycle of their products; obligations will include giving preference to recyclable materials and materials gained from recycling.

Certification and Verification: To ensure that a minimum proportion of recycled materials is incorporated into construction materials procured by ETBs, it is recommended that consultants and contractors are asked to implement mechanisms for certifying and verifying the use of recycled materials in construction projects. Contractors should be asked to provide in the Safety File

- a) a summary sheet outlining the percentage of recycled materials in each construction component
- b) documentation or proof of the origin and composition of the recycled materials used.

e.g. Recycled Steel is one of the most recycled materials globally. Recycled steel is produced by melting down scrap steel, which can come from construction debris, and other sources. Uses: It's widely used in structural frameworks, roofing, and reinforcement bars. Environmental Benefits:

- Reduces the need for mining new iron ore and decreases greenhouse gas emissions.
- Lowers energy consumption compared to producing steel from raw materials.

Recycled Concrete Aggregate (RCA) is made by crushing old concrete from demolished buildings and structures and using it as a base material for new construction projects. Uses: Commonly used in road base, foundations, and as aggregate in new concrete mixes. Environmental Benefits:

- Reduces landfill waste by reusing demolished concrete.
- Conserves natural aggregates like gravel and sand.
- Minimizes the carbon footprint associated with quarrying and transporting new materials.