

Longford County Council Corporate Procurement Plan 2024- 2029

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1. Introduction

Procurement can be defined as “the acquisition of supplies, works and services which meet the needs of customers and service users, whilst at the same time, ensuring value for money throughout the life of the product or service including, where appropriate disposal.”

Longford County Councils Corporate Procurement Plan (CPP) 2024 – 2029 is a five-year strategy, setting out the procurement objectives for this period. The procurement plan has been developed to ensure that the organisations procurement function operates in accordance with best practice. The Corporate Procurement Plan will ensure the procurement function formally supports the Councils key corporate objectives and is focussed on delivering value for money outcomes that are consistent with EU and National procurement guidelines and policy requirements.

1.1 Purpose

The purpose of this Corporate Procurement Plan is to set out Longford County Councils strategic approach to procurement, identifying procurement priorities. Public Procurement is governed by EU legislation, and national rules and guidelines. The aim of these rules is to promote an open, competitive, and non-discriminatory regime which delivers best value for money.

1.2 Corporate Procurement Values

Longford County Council is committed to the compliant procurement of goods, services and works, in line with best public procurement practices, to achieve value for money outcomes for its citizens, which are strategically aligned to the business needs of the organisation.

In the procurement of all goods, services and works on behalf of Longford County Council, staff will endeavour to operate in accordance with the following values:

- Be compliant with all the relevant procurement legislation and guidelines.
- Maximise competition thereby ensuring value for money, while achieving optimum quality to meet the authority’s business need.
- Minimise the use of non-competitive procurement procedures.
- Minimise the Councils exposure to procurement risk.
- Minimum waste.
- Encourage local business engagement.
- Maximise contract performance.
- Promoting Environmental and Social Considerations in competitions.
- Ensure Green Criteria is included in all procurement competitions.

2. Procurement Objectives

This Corporate Procurement Plan was developed to compliment the strategic objectives of our Corporate Plan 2024 -2029. Our Corporate Plan outlines our priorities for Longford and prioritizes the issues that our engagement and consultation processes have told us matter to our County and our people.

2.1 Our People

Develop connected, sustainable and prosperous communities with access to housing, education, work, healthcare and leisure. Support our communities to celebrate our rich culture, while reducing barriers to create inclusive and diverse communities.

Procurement Objectives:

- Work with our Local Enterprise Office and offer advice and assistance on public procurement contracts. Assist the office also in offering procurement advice to businesses and clients.
- Dividing larger projects into lots where possible, without compromising efficiency and value so smaller companies can have an opportunity to tender for contracts.
- In order to encourage SMEs to tender for competitions we must endeavour when setting pre-qualification criteria, that we set criteria that are proportionate to the contract and where possible remove barriers that prohibit smaller companies tendering.
- Collaborate and assist communities and other statutory and non - statutory agencies when contracts become available.
- Continue to develop strategies that Inform companies and Individuals when tenders are to be advertised.

2.2 Our Place

Safeguard, protect and enhance the environment In the Interests of quality of life, economic development and regulatory compliance, while placing climate action, biodiversity and the environment at the heart of local decision making.

Procurement Objectives:

- Consult with our climate action team and ensure all procurement and tender documents are focussed on sustainable requirements that are outlined in the National Adaption Framework and our Climate Action Plan 2024-2029.
- Consult with all sections to measure the impact of Green Public Procurement as required.
- Ensure Green Criteria is included where possible in all competitions going forward.
- Ensure the model of Circular Economy is at the heart of procurement which helps us more towards a more sustainable future.
- Assist all sections In Longford County Council and assist community groups in the aim of reducing material use in general.

2.3 Our opportunity

Position Longford as a community of choice in which to live, create, study, work, visit and invest, while promoting a strong culture of entrepreneurship and innovation.

Procurement objectives:

- Assist sections within Longford County Council to prepare documents and procurement plans that are aimed at maximising opportunity within our County.
- Assist all sections of Longford County Council and community groups that are preparing tenders to promote and nurture a strong culture of entrepreneurship and innovation. Ensure all those going to tender have the best Information available to achieve success in their tender requirements.
- Assist and support through procurement the smart specialisation and digitalisation of our processes. Strive to improve access to Information, streamline processes, and foster greater connectivity and engagement.
- Work with all sections and communities when preparing plans to create opportunities to attract investment in green technologies and low carbon infrastructure.

2.4 Longford – Our Public Services

Support and strengthen Local Democracy and ensure our governance structures are underpinned by responsive leadership, robust processes and compliance.

Procurement Objectives

- Support all sections within Longford County Council in procuring consultants to assist in developing best practice in all areas of our public services.
- Assist when requested in the procurement requirements associated in the development of a Public Service Centre of Excellence.
- Assist all sections within Longford Council who are responsible with any procurement regarding the housing, health, and leisure of all our citizens.
- Through the procurement processes, assist in increasing the focus on proactive communications and customer service within Longford County Council.

3. Procurement Framework in Local Government

Public procurement is an integral part of the Governments overall Public Service Reform agenda. The following measures and initiatives have been undertaken at National Government level to manage the reform of the public sector procurement spend and which Longford County Council must support in conducting its procurement function.

Office of Government Procurement (OGP)

Following on from recommendations from the Capacity and Capability Review of Centralised Procurement Function, the Office of Government Procurement (OGP) was established in 2014 by Government to lead the Public Procurement Reform Programme. Together with four key sectors (Local Government, Defence, Education, and Health), the OGP is taking responsibility for sourcing goods and services on behalf of the public service.

The establishment of the OGP represents a key milestone towards centralised procurement for goods and services for the entire public sector. The procurement of capital works however remains a function of each Local Authority.

Local Government Strategic Procurement Centre (LGSPC)

The Local Government Strategic Procurement Centre (LGSPC) is a Strategic Procurement centre for The Local Government Sector initially and was established under the aegis of the Project Management Agency (LGMA). The function of the LGSPC is to lead, co-ordinate and support the local government sector with procurement reform supporting its efforts within the procurement reform agenda.

Local Government Operational Procurement Centre (LGOPC)

The Local Government Operational Procurement Centre (LGOPC), based in Kerry County Council leads two categories on behalf of the entire public sector. Minor Building and Civil Works, and Plant Hire. It also retains the management of the Supplygov.ie. This is the eProcurement system which facilitates Local Authorities and other state agencies in procuring goods and services in respect of the Local Authority lead category for Plant Hire and Minor Building and Civil Works.

Local Government Management Agency (LGMA)

The work of the Local Government Management Agency (LGMA) extends across several diverse areas and is guided by the needs of all Local Authorities. The LGMA works with and on behalf of Local Authorities in Ireland and delivers innovative, strategic professional services. They deliver supports that improve efficiency across all Local Authorities services, making use of leading practice from inside and outside the sector.

Regional Procurement Group

Longford County Council is part of the Midlands and Eastern Regional Procurement group along with County Council procurement officers from Laois, Offaly, Westmeath, Wicklow, Kildare, Louth, and Meath. These regional groups meet quarterly and discuss an agenda agreed

4. The European Union and Procurement in Local Government

4.1 EU Treaty

The Treaty of Rome **set up the European Economic Community (EEC)**, to work towards integration and economic growth through trade. It established a **common market** based on the **free movement of goods, people, services, and capital**. The treaty was amended several times and lives on under the name of Treaty on the Functioning of the EU (TFEU). The TFEU applies to all procurement activity regardless of value.

4.2 Governing European Principles

The governing EU 'Treaty Principles' (derived from the TFEU and the fundamental freedoms of the EU) are:

1. **Transparency** – This principal underlines the obligations to publish a sufficiently accessible advertisement prior to the award of the contract and to set out its requirements and rules in a clear and precise manner, so that they can be understood by all “well informed” tenderers, in the same way.
2. **Non-Discrimination** – This principal prohibits requirements or measures which discriminate, either directly or indirectly, based on the origin of the goods or the nationality of the suppliers.
3. **Mutual Recognition** – This principal is intricately linked with principal of non - discrimination. It specifically requires that Member States must acknowledge and accept certifications, standards, and qualifications, awarded by other member states, where they are equivalent to those awarded in the home member state.
4. **Equal Treatment** – Fairness and impartiality should be considered at all stages throughout a procurement process. Authorities need to be aware of how their actions will be perceived by tender participants and potential tender participants.
5. **Proportionality** – This principal requires that measures taken, and requirements imposed, by Authorities are necessary and appropriate, in light of the objectives that are sought to be achieved.

4.3 Directives

To underpin the Treaty Principles in the field of public procurement and to provide the necessary guidance to all member states, the EU has adopted a series of procurement Directives as follows:

- **Public Sector Directive 2014/24/EU**. This replaces Directive 2004/18/EU. It establishes purchasing procedures for public buyers. The legislation specifies that when national authorities use public procurement to invite tenders to provide works, supplies or services, they must treat all applicants equally and not discriminate between them.
- **Utilities Directive 2014/25/EU**. This replaces directive 2004/17/EU. This directive adopted an approach that contracts are awarded based on the economically most advantageous tender (price, cost, quality-price ratio). Contracting authority can assess costs using a life cycle costing approach.

- Concessions Directives 2014/23/EU, which creates a new regulated regime for the award of works and services concession contracts.
- The remedies Directive 2007/66/EU. This directive assists in improving the effectiveness of review procedures concerning the award of public contracts.

These EU Directives have been transported into Irish Law by way of statutory instruments (SI):

1. Directive 2014/24/EU on public procurement (goods, services and works)
2. Directive 2014/23/EU on award of Concession Contracts.
3. Directive 2014/25/EU on procurement by entities operating in the water, energy, transport, and postal services sector.
4. S.I No 284/2016 – European Union (Award of Public Authority Contracts) Regulations 2016.
5. S.I No 130/2010 European Communities (Public Authorities Contracts) (Review Procedures) Regulations 2010.

4.4 Circular 05/2023

Circular 05/2023: Initiatives to assist SMEs in Public Procurement.

It is hoped this circular will encourage greater participation by small and medium business in all aspects of public procurement contracts by changing the threshold at which contracting authorities are required to advertise all contracts for goods and services on eTenders to €50,000 (exclusive of VAT).

4.5 S.I No. 284

S.I No.284 of the 2016 European Union (Award of Public Authority Contracts) defines procurement as follows:

'The acquisition by means of a public contract of works, supplies or services by one or more contracting authorities from economic operators chosen by those contracting authorities, whether or not the works, supplies or services are intended for a public purpose.'

5. Procurement Structure in Longford County Council

The procurement function in Longford County Council falls under the Finance Directorate. The procurement officer's role is strategic in nature, delivering procurement advice, support and guidance to management and staff. Each section in Longford County Council runs their own procurement competitions with the help and advice of the procurement unit.

The role of the procurement officer in Longford County Council includes:

- Assist and support those involved in procurement competitions.
- Develop and update procurement policies and procedures.
- Circulate updates when received from the Office of Government Procurement (OGP) and the Local Government Management Agency (LGMA).
- Provide template documents as required.
- Promote best practice in public procurement across all departments of Longford County Council.
- Maintain document repository in relation to procurement documentation and information.
- Compiling spend data information for the Local Government Management Agency (LGMA) as required.
- Support the ongoing development of the organisation's procurement function.

The Chief Executive has ultimate responsibility to ensure procurement compliance. The Chief Executive delegates budgetary and procurement responsibility to the Directors of Services who ensure budget holders take responsibility for the compliant procurement of all goods, services and works that they are authorised to procure.

6. Spend Analysis of Procurable Items

It is essential to know how goods and services were purchased in the past to plan for future procurement. Spend analysis provides us with an opportunity to review historic spend with the intention of improving the whole procurement exercise.

Expenditure can be analysed by supplier, category spend, product spend, departmental/divisional spend and amount of spend in the Agresso Financial Management System. The data can be used to analyse trends over time, give an indication of the annual budgetary requirement and can be used to analyse procurement compliance. Figures below exclude non procured Items e.g. payroll, travel expenses, member costs, rents paid, grants paid out, payments to other local authorities or state agencies.

Longford County Council Expenditure Data Analysis 2023:

Description	Total
Minor Contracts- Trade Services & other works	27,408,814
Non-Capital Equip Purchase - Civil Defence	27,744
Non-Capital Equip Purchase - Fire Services	153,633
Non-Capital Equip Purchase - Computers	215,698
Non-Capital Equip Purchase - Office Equip/Furn	80,066
Non-Capital Equip Purchase - Other	157,348
Hire (Ext) - Plant/Transport/Machinery & Equipment	1,373,884
Repairs & Maint - Buildings (excl. LA Housing)	71,236
Repairs & Maint - Plant	280,577
Repairs & Maint - Computer Equip	52,978
Repairs & Maint - Other Equip	406,115
Capital Contracts Expenditure	13,187,603
Other Vehicle Expenses	51,963
Materials	2,051,513
Insurance	1,546,922
Arts Activities	13,575
Library Book Purchases	81,662
Computer Software and Maintenance Fees	520,518
Communication Expenses	292,187
Postage	70,827
Courier	11,739
Security - Property	21,747
Security - Cash Delivery	46,690
Training	422,689
Recruitment Expenses	9,263
Legal Fees and Expenses	342,440
Consultancy/Professional Fees and Expenses	1,571,018
Advertising	191,509
Printing & Office Consumables	162,679
Cleaning	165,343

Canteen	39,833
Energy / Utilities	1,073,905
Miscellaneous Expenses	359,754
	<u>52,463,472</u>

Low Value Purchase Card Spend Analysis 2023

- Total Spend through LVP Cards in 2023 was €151,284.30.
- There were 1815 Low Value Purchase Card (LVP) transactions in 2023, with 1802 transactions under €500. Longford County Council policy is to restrict the use of LVP Cards to emergency low value spend where the PO System cannot be used.

7. Climate Action and Green Procurement

Each of Ireland's 31 Local Authorities are required to develop a Local Authority Climate Action Plan, as set out in the Climate Action and Low Carbon Development Amendment Act 2021. Longford County Council's Climate Action Plan was adopted by the elected members in Feb 2024. This plan must be consistent with the State's National Climate Action Plan to ensure a clear link between national climate policy and local policy and implementation.

'Delivering Effective Climate Action 2030' sets out six high level strategic goals which are summarised as follows:

1. Foster governance, leadership, and partnerships for climate action.
2. Achieve carbon emission and energy efficiency targets for 2030 and 2050.
3. Deliver on climate adaptation and climate resilience.
4. Mobilise climate action in enterprise and support the transition to an inclusive, net zero and circular economy.
5. Mobilise Climate Action in Local Communities.
6. Achieve a 'just transition' particularly for communities that may be economically disadvantaged by decarbonising projects.

Longford County Council, like all Local Authorities, are aware of the severe challenges facing our environment and have, by signing the Local Authority Climate Action Charter, shown that we are committed to tackling this real problem. "Delivering Effective Climate Action 2030" is a guide as to how this commitment will be achieved. Longford County Council will work towards maximising a positive impact on the environment by implementing our Climate Action Plan.

Longford County Council has established a Green Procurement Steering group who will consult with all sections of the Council to assist and advise on how green criteria can be included in all tendering. Green Criteria must be included where possible in all Public Procurement Competitions from January 2023. This group in conjunction with the Procurement section will produce a Green Procurement Policy Document.

Procurement objectives:

- Ensure by working with all sections that green award and selection criteria are contained in all procurement competitions.
- Encourage all sections to consider life cycle costs when purchasing goods.
- Encourage a fix-it/upcycle approach instead of 'replacing it'.
- Continue the progress being made by the Green Public Procurement Steering Group.
- Develop a Green Procurement Policy

	Actions	Targets / Measurements	Responsible	Timeline
Educate and inform staff in relation to Green Public Procurement	<ul style="list-style-type: none"> • Procurement Officer to attend GPP training. • Procurement Officer to advise staff on GPP Criteria • Procurement Office/Training Dept To organise GPP Training for relevant staff. • GPP information available to staff in procurement folder and Intranet 	<ul style="list-style-type: none"> • Increased use of GPP In tender documents • Report annually on tenders with GPP Criteria 	Procurement Officer Budget Holders SMT DOS	Within the term of the plan
Implement green public procurement criteria in request for tenders and requests for quotations	<ul style="list-style-type: none"> • Ensure GPP is considered in all public procurement processes in accordance with Circular 20/2019 • Staff to consult with the Procurement Unit prior to publishing of tenders. 	<ul style="list-style-type: none"> • All tender documentation to be reviewed by the Procurement Unit to include an element of GPP through specification and /or selection or award criteria, where possible 	Procurement Officer Budget Holders	Ongoing throughout Term of plan

8. Implementation Plan

Responsibility for the implementation of this Corporate Procurement Plan is assigned to the Director of Finance and ICT, supported by the Financial Management Accountants and the Procurement Officer. The implementation plan is set out below. The implementation plan sets out, for each objective, the actions required to achieve it.

Progress shall be measured on an ongoing basis and progress reports where required will be submitted to the Management Team.

Corporate Procurement Plan Goals and Actions Implementation Plan

Corporate Procurement Plan 2024 - 2029			
Goal ID	Goal/Target	Actions To Achieve – Goal Target	Timescale
1	Change		
1.1	Review current procurement structures/activities in Longford County Council	Complete a review of current procurement activities within the Council to determine if the procurement structure should be revised and or strengthened.	Term of Plan
1.2	Develop a more strategic approach to purchasing by working with directorates/area managers/budget holders and each section.	To conduct reviews of spending across the Council to identify a strategic procurement approach to generate efficiencies and achieve better value for money. Include Procurement on Directorate Meetings Agenda.	Term of Plan Once per year
1.3	Expand procurement approvals within Milestone 7	Continue to develop processes linking purchase orders with procurement references. Add quotations to all requisitions	Term of Plan
1.4	Define Scope and Challenge Process	Develop a procurement manual to encourage and facilitate reliable performance practices. Monitor local product codes and local procurement references and map them to national procurement references for better spend analysis across the local authority.	Term of Plan
2	Performance		
2.1	Ensure compliance with all relevant Procurement	Ensure up to date procurement policy and procedures are in place. Ensure procurement processes are in line with	Term Of Plan

	Legislation	best practice. Have well trained and experienced procurement personnel. Develop checklists and templates to avoid errors and ensure a consistent approach.	
2.2	Continue cost saving initiatives such as aggregation throughout the organisation	Should be driven by the Procurement Section in conjunction with Section Heads and other Local Authorities with a view to possible collaborative tendering	Term Of Plan
2.3	To monitor and measure procurement – related activity to ensure adopted procurement policies and strategies are working efficiently and effectively	Review and analyse spend data to measure past performance and inform any future procurement plan. Review spend data periodically. Review compliance on a sample basis annually	Term Of Plan
2.4	Encourage supplier engagement and performance	Ensure tender process is well conducted and tendering results clearly explained to suppliers. Encourage good communications with suppliers. Provide opportunities to communicate and interact with suppliers on a regular basis.	Term Of Plan
2.5	Improve financial controls	Improve financial assessment before developing specifications. Establish clear authority limits. Clearly specify requirements in tender documents. Ensure payments against original invoices only. Encourage good supplier relationships.	Term Of Plan
2.6	Take steps to mitigate against Fraud	Local Government Auditor and our Internal Auditor audits the internal governance and financial controls of Longford County Council. Develop good procurement policy and procedures. Provide training to staff. Ensure there is a clear separation of duties in the purchase to pay cycle. Ensure conflicts of interest are declared in the tender process and have staff sign a declaration. Conflict of interest and Confidentiality agreement to be signed annually by relevant staff and members from the tender opening committees.	Term Of Plan
3	Delivery		
3.1	Provide information, advice, and support to staff within the Council.	Provide procurement information documentation with details of compliance information, checklists, templates, and other relevant procurement information. Maintain an on-line intranet procurement library to provide access to appropriate regulations, guidance	Term Of Plan

		documents and other sources relevant to purchasing departments and management.	
3.2	To participate in public sector procurement initiatives as they arise and are deemed appropriate to the organisation.	To participate in new or existing national, regional, and other procurement arrangements where they are beneficial to Longford County Council. For example, framework agreements and contracts put in place by OGP, LGOPC and other bodies.	Term Of Plan
4	Innovation		
4.1	Strive for cost efficiencies through use of procurement tools including e-procurement	Maximise the proper use of OGP frameworks, Supplygov frameworks.	Term Of Plan
4.2	Implement Sustainable Procurement model	Work to introduce further sustainable requirements into tender evaluations criteria and explore the use of social clauses.	Term Of Plan
4.3	Assist In Meeting Climate Action/GPP Targets	Provide energy usage data. Investigate the potential for increased use of Environmentally Friendly Vehicles to reduce carbon emissions. Encourage and assist staff in how to consider the whole area of carbon emissions when developing tender documents	Term Of Plan
4.4	Investigate Contract Management Software	Look at alternative ways of using IT to manage contracts	Term Of Plan
5	Online		
5.1	Expand the use of online systems to support procurement	Maximise the use of electronic tendering	Term Of Plan
5.2	Develop Longford County Councils website to include procurement content	Continuously update the website to contain up to date procurement information and links to relevant sites.	Term Of Plan
6	Communications		
6.1	Continue to promote and develop corporate awareness of procurement	Update the procurement intranet presence to improve the user interface. Introduce procurement content into the Councils website to improve awareness	Term Of Plan
6.2	Advocate collaboration	Promote collaboration with other Councils with similar requirements. Promote internal collaboration to leverage purchasing power. Provide opportunities to communicate and interact with suppliers on a regular basis.	Term Of Plan
6.3	Encourage	Encourage the effective planning of	Term Of

	Procurement planning	procurement spend to avoid emergency purchasing	Plan
7	Up-Skilling		
7.1	Promote knowledge and skills in procurement disciplines, tendering etc	Continue to deliver training programmes and initiatives to improve procurement skills and knowledge across the Council appropriate to individual roles.	Term Of Plan

9. Governance and Approval

This Corporate Procurement Plan, which covers the period from 1 January 2024 to 31 December 2029, was considered by the Management Team of Longford County Council and approved by the Chief Executive on the 7th January 2025. The Plan will be freely available on the Council's website. It will also be communicated, via the Management Team, to the Senior Officers Group, Budget Holders and to all members of staff.

Appendix 1

Thresholds: Choosing the correct procurement Procedure

- **Goods/ Supplies and Services**

Value	Procedure	Advertising
Less than €5,000	Quotation – at least three quotations in writing from interested and competent suppliers. Retain all documented evidence (Paper and electronic)	Not Required
€5,000 to €50,000	Seek a minimum of three written quotes (RFQ). For procurement over €25,000 it is recommended that five quotations are sought. Retain all documented evidence (paper and electronic), where no central framework is in place. May advertise on European Dynamics portal. Should advertise on European Dynamics if near the upper limit. Quick quotes facility is recommended for contracts under €50,000 (ex-vat). Publish contract award on the European Dynamics portal- All contracts over €25,000.	Yes – on the European Dynamics website if used Publish contracts over €25,000
€50,000 to €221,000	Publish Advertisement (Open Procedure) on the European Dynamics portal where no central framework is in place. Publish advertisement on OJEU is optional. Retain all documented evidence (paper and electronic). CE Order/ Delegate Order required. Publish contract award on information for all procurement over €25,000.	Use European Dynamics Portal Publish contracts over €25,000
Above €221,000	Public Advertisement on the European Dynamics portal – Open Procedure Public advertisement on OJEU is obligatory. Retain all documented evidence paper and electronic). CE Order/Delegate Order required. Publish contract award notice (CAN) and EU Report.	Yes – In the Official Journal of the European Union (OJEU) European Dynamics Portal

- **Works**

Value	Procedure	Advertising
Less than €200,000	<p>Seek a minimum of five written quotes (RFQ), Retain all documented evidence (paper and electronic), where no suitable central framework is in place.</p> <p>Check if centralised framework in place.</p> <p>Advise to advertise on European Dynamics portal.</p> <p>Publish contract award notice for all contracts over €25,000.</p> <p>CE Order/Delegate Order required for amounts >€50,000.</p>	<p>Publish Contract Awards for all contracts over €25,000</p> <p>Advise to use European Dynamics portal for all spend > €25,000</p>
Between €200,000 to €5.538 million	<p>Public Advertisement (Open or Restricted) – European Dynamics portal, where no suitable central framework is in place.</p> <p>Public advertisement on OJEU is advised but optional. Retain all documented evidence (paper and electronic).</p> <p>Ce order/Delegate Order required.</p> <p>Publish Contract Award Notice (CAN) and EU Report.</p>	<p>Yes - On European Dynamics Portal</p> <p>Publish Contract Award Notice</p> <p>Publish EU Report</p>
Above €5.538 million	<p>Public Advertisement – European Dynamics where no suitable central framework is in place.</p> <p>Public advertisement on OJEU is obligatory- European Dynamics Portal.</p> <p>Retain all documented evidence (paper and electronic).</p> <p>CE Order/Delegate Order required.</p> <p>Publish Contract Award (CAN) and EU Report.</p>	<p>On European Dynamics Portal</p> <p>Publish Contract Award Notice (CAN)</p> <p>Publish EU Report</p>

- **Works Related Services**

Value	Procedure	Advertising
Less Than €50,000	Seek a minimum of 5 written quotes (RFQ), Retain all documented evidence (paper and electronic), where no suitable central framework is in place. Check if centralised framework in place. Advise to advertise on European Dynamics portal. Publish contract award notice for all contracts over €25,000.	Publish Contract Awards for all contracts over €25,000 Advise to use European Dynamics portal for all large spend
€50,000 to €221,000	Publish Advertisement (Open Procedure) on the European Dynamics portal where no central framework is in place. Publish advertisement on OJEU is optional. Retain all documented evidence (paper and electronic). CE Order/ Delegate Order required. Publish contract award on information for all procurement over €25,000.	Use European Dynamics Portal Publish contracts over €25,000
Above €221,000	Public Advertisement – European Dynamics where no suitable central framework is in place. Public advertisement on OJEU is obligatory- European Dynamics Portal. Retain all documented evidence (paper and electronic). CE Order/Delegate Order required. Publish Contract Award (CAN) and EU Report.	On European Dynamics Portal Publish Contract Award Notice Publish EU Report