



Bord Oideachais agus Oiliúna Dublin and Dún Laoghaire
Átha Cliath agus Dhún Laoghaire Education and Training Board

Dublin & Dun Laoghaire
Education & Training Board

Procurement Response

Committee of Public Accounts

April 2021

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Correspondence from the Committee of Public Accounts

An Coiste um Chuntais Phoiblí

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Committee of Public Accounts

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24 March 2021

Ref: S0274 PAC33

Ms Caitriona Murphy
Chief Executive Officer
Dublin & Dun Laoghaire ETB

Dear Ms Murphy,

In considering Financial Statements & Accounts laid before the Oireachtas, the Committee of Public Accounts notes instances where the Comptroller & Auditor General has drawn attention to non-compliance with procurement guidelines.

The Financial Statements & Accounts for the period 2019 includes non-compliant procurement to the value of €2,405,596 ex VAT.

In each case, the Committee has agreed to request an information note in tabular form to include contracts or otherwise that were non-compliant with procurement guidelines in 2019, the associated expenditure, goods/services, supplier(s), and the reason(s) for the non-compliance.

The Committee requests that this information be forwarded within two weeks of receipt of this letter. A response by email is preferred. There is no requirement to also send a response in hard copy.

If you have any queries, I may be contacted by telephone at 01 618 3074.

Yours sincerely,

Éilís Fallon
Committee Secretariat
Committee of Public Accounts
01 - 618 3074

Statement on Internal Control Extracted from 2019 AFS

Dublin and Dun Laoghaire Education and Training Board (DDLETB) came into being on 1 July 2013 under the provisions of the Education and Training Boards Act 2013. On that date, DDLETB took over the assets, liabilities and functions of the former Vocational Education Committees of County Dublin and Dun Laoghaire.

The Code of Governance for ETBs is set out in Circular Letter 02/2019, which was issued by the Department of Education and Skills to all ETBs in January 2019. The Code of Governance 02/2019 was adopted by DDLETB at its meeting on 26th March 2019. Prior to the adoption of The Code of Governance 02/2019 DDLETB operated under the Code of Governance 18/2015.

A new Board was constituted for DDLETB on 19th August 2019 and at its meeting of 16th September 2019 the Board completed the appointment of the new Finance and Audit and Risk Committees.

The Audit and Risk Committee met four times in 2019. The Finance Committee met four times in 2019.

Responsibility for the System of Internal Control

As Chairperson of DDLETB, I acknowledge the responsibility of the Board for ensuring that an efficient and effective system of internal control is maintained and operated. The system can only provide reasonable and not absolute assurance that assets are safeguarded, transactions are authorised and properly recorded, and that material errors or irregularities are either prevented or would be detected in a timely period.

Key Control Procedures

The Board has taken steps to ensure an appropriate control environment by:

- Clearly identifying management and staff responsibilities.
- Establishing procedures for reporting significant control failures and ensuring appropriate action.
- Establishing procedures for identifying and evaluating all risks which could prevent DDLETB from achieving its objectives.

The system of internal control operated in DDLETB is based on:

- Detailed administrative procedures
- Segregation of duties
- Specific authorisations
- Internal checks
- Monthly management review of reports outlining the actual and budgeted results of programmes operated by DDLETB.

The Board's monitoring and review of the effectiveness of the system of internal control is informed by the:

- Recommendations made by the Office of the Comptroller and Auditor General in management letters or other reports.
- Chief Executive, who has responsibility for the financial control framework.
- Work of the Audit and Risk Committee, which considers internal audit reports and reports of the C & AG and reports to the board whether the Chief Executive is, in the internal auditor's opinion, operating adequate and appropriate systems of control.

An internal audit service is provided by the Internal Audit Unit (IAU) – Education and Training Boards. The following internal audit reviews have been carried out since the 01 January 2019.

- Review of Specialist Training Providers
- Review of Previous Internal Audit Findings

Breaches of System of Internal Control

1. Non-compliance with procurement guidelines

The amount of non-compliant procurement in 2019 was €2,405,596 excl VAT. The breakdown of this figure, by category of spend is as follows:

| Category of Spend | Amount Excl VAT |
|---|-----------------|
| Mock Exam Papers | €306,979 |
| Bus Hire | €279,380 |
| M&E Contractor for Planned Preventative Maintenance | €234,887 |
| Electrical Contractor | €154,605 |
| Catering Supplies | €125,132 |
| Waste Management and Recycling | €123,226 |
| ICT Technical Support | €109,913 |
| ICT Components | €106,673 |
| Metalwork Class Materials | €92,452 |
| Office Supplies | €82,533 |
| Printing and Design | €80,845 |
| Fire Alarm Maintenance | €71,174 |
| Office furniture | €66,529 |
| Woodwork Class Materials | €62,067 |
| School Journals | €57,073 |
| Assessment and Testing | €44,851 |
| Outdoor Centre Tours | €42,357 |
| Fire extinguisher maintenance | €40,954 |
| Buildings Contractor | €37,917 |
| Locker Maintenance and Repair | €35,422 |
| Student Time and Attendance system | €33,966 |
| Painting and Decorating | €30,820 |
| Printers | €29,018 |

| | |
|---|-------------------|
| Safety Training course consumables | €28,293 |
| Bottled Gas | €26,663 |
| H&S Consultancy | €26,557 |
| Computer Devices | €26,312 |
| Engineering Course Consumables | €24,645 |
| Training Centre course consumables | €24,353 |
| TOTAL NON COMPLIANT SPEND EXCL VAT | €2,405,596 |

DDLETB has identified that the total spend where a supplier has been paid in excess of €25k in 2019 without going through a proper tendering process amounts to €2,405,596 excl VAT. DDLETB operates a centralised procurement model for certain areas of construction, ICT, services & supplies. Notwithstanding this DDLETB is not currently in a position to be 100% compliant in terms of adhering to procurement thresholds. There are instances where goods and services have been procured locally in line with the DDLETB policy but the cumulative value across all sites exceeds the national tendering threshold of €25k. This is a particularly acute problem as we do not operate a centralised purchasing function and there are in excess of 80 sites engaged in local procurement exercises daily. This issue has been further exacerbated by the growth of the organisation in recent years and the operation of two financial systems (SUN and SAP). Given the size and nature of the organisation and the extent of expenditure under various categories of goods and services, full compliance will not be achieved in the short term.

We have completed a Corporate Procurement Plan and a MAPP (Multi-Annual Procurement Plan) which is based on an analysis of the 2019 expenditure and we are taking steps to increase our compliance by targeting areas highlighted in our MAPP.

€461,250 of the €2,405,596 excl VAT (19% of the non-compliant spend) has been regularised since 2019 as new contracts and frameworks have been put in place for the following categories of supplies and services:

- 1) Bus Hire
- 2) ICT Technical Support
- 3) Woodwork Class Materials
- 4) Metalwork Class Materials

To address further areas of non-compliance we are currently planning tenders in the following non-compliant categories of spend in 2020:

- 1) Mock Exam Paper supply and corrections
- 2) M&E Contractor for Planned Preventative Maintenance
- 3) School student Journals
- 4) ICT Components
- 5) ICT Technical Support
- 6) Printing and Design

The DDLETB Corporate Procurement Plan and MAPP will assist us to further identify other areas of non-compliance informing further procurement projects. Given the nature of the organisation and the extent of spending under various categories and headings, full compliance, will remain a challenge. We plan to achieve compliance over the next three years through the continued development and implementation of the CPP & MAPP, together with a migration to a single Financial Management System which will support efficient and effective reporting.

2. Inadequate IT systems

The Audit and Risk and Finance Committees have expressed the view that the multi-system ICT environment which continues to operate in DDLETB presents a significant organisational challenge and potential control weakness. The Training Centres operate the management information systems formerly employed by FÁS to process and manage their activities, while the rest of the organisation utilises a different set of systems. Financial activity at a summary level is transferred between systems by journal entry to facilitate the production of the annual statutory financial statement and to meet other reporting obligations. This arrangement will continue pending the outcome of a shared service project in which the Department of Education & Skills has been engaged for the last number of years. It is intended that this project will address many of the issues and shortcomings currently being experienced, will bring greater organisational cohesion to the various functions and services being provided and eliminate the duplication of work. An RFT for a new Financial Management System (FMS) for ETB's was published in December 2018. The procurement process is continuing into 2020. To date no company has been awarded the contract. Negotiations are on-going between the OGP, the Department of Education & Skills and the prospective supplier. A decision on the provider is due to be made by Q2 2020. As stated above all financial activity is processed through SUN Financials system to facilitate the completion of the AFS and all other reporting commitments. The server for the SUN system was upgraded a number of years ago to Windows 2008 and SQL Server 2008. At this point in time, both of these are going to an unsupported status by Microsoft. These servers need to be upgraded. The issue is that the version of Sun deployed predates the latest version of Windows and therefore will not work on this platform. The Department have given approval to upgrade SUN with implementation dates to be scheduled for early Q2 2020.

3. Risk management

DDLETB has a corporate risk register in place to cover Head Office functional departments and is reviewed regularly at Senior Management meetings. Each school and centre is responsible for maintaining their own Risk Register. DDLETB is in the process of developing a new corporate risk register to encompass Head Office, Schools and Centres. All of the above items are on the risk register and are actively monitored.

4. Single Public Service Pension Scheme

Circular Letter 11/2014 obliges ETBs to provide benefit statements and calculations to members of the Single Public Service Pension Scheme by the end of June 2014. Staff who are members of the Single Public Service Pension Scheme can access their pension entitlements through the Core Portal System. Staff who are paid a salary can generate their benefit statement from 2013 or the date they took up duty if later. However in the case of staff that are paid on part time hourly rates it is not possible at present to generate an accurate benefit statement. In this regard DDLETB is 75% compliant with the circular with 25% non compliance relating to staff paid on part-time rates. The ETB Sector is liaising with the software provider Core and ESBS to find a solution. Department of Public Expenditure and Reform has been notified of this issue.

5. Protected Disclosures

There were no protected disclosures in 2019.

6. Fraud

DDLETB contended with two cases of fraud during the period 2019. The appropriate action was undertaken by staff, as per the agreed protocol for reporting and following up on fraud, and our controls were amended to mitigate against similar occurrences in the future.

- In October 2019 a fraudulent payment of €5,540 was issued where an invoice was paid with incorrect bank details. This was reported to the Gardai. €3,400 of the payment was recovered. DDLETB has reviewed the controls and has put additional checks in place.
- An identity theft arose in February 2018 and was reported to both the Gardai and the Revenue Commissioners. Further information was sought and given to the Gardai on 18 December 2019.

7. Internal audit

An Internal Audit function is provided by the Internal Audit Unit - Education and Training Boards. The audit findings are based on the IAU-ETBs terms of reference and the internal audit unit provides an overall audit opinion on the area audited. The overall opinion is based on the findings identified during the audit and the range of possible opinions are as follows

Comprehensive – system of internal control is adequate and operates effectively.

Adequate – system of internal control is generally adequate and operates effectively.

Inadequate – system of internal control is inadequate and does not operate effectively

There were no Internal Audit Reports issued in the period year ended 31st December 2019. A report on the Review of Specialist Training Providers was received in January 2020 and was reviewed by the Audit and Risk Committee on 20th May 2020. The report contained 10 audit findings, 3 categorised as high, 3 as medium and 4 as low. The Review of Previous Internal Audit Findings is ongoing in 2020.

DDLETB considers that the level of internal audit resource available is inadequate for an organisation of this size and complexity. Representations have been made in this regard to the Department of Education & Skills over the last number of years, with sanction sought for the appointment of a dedicated internal auditor. While this application was not granted, DDLETB does recognise the efforts being made by the IAU including the appointment of an Internal Auditor to be shared between DDLETB and one other ETB.

8. Procurement audits

There were no procurement audits carried out in the period year ended 31st December 2019.

9. Shared Services

The Education Shared Business Service (ESBS) has been established to deliver shared services in the Education sector. The migration of DDLETB payroll for all staff took place in July 2019. The ESBS are responsible for the processing of the payroll while DDLETB is still responsible for the issuing of instructions to shared services of the changes to payrolls and HR function. The Chief Executive has confirmed that she has fulfilled her responsibilities in relation to the requirements of both the Memorandum of Understanding and also the Service Management Agreement that has been signed and is in place between DDLETB and the Department of Education and Skills - Education Shared Business Service (ESBS) centre. These documents provide the framework for the operation of ESBS-ETB Payroll Shared Services on behalf of the ETB sector. The Chief Executive relies on a letter of assurance from the Accounting Officer of the Department of Education and Skills that appropriate controls are exercised in the provision of payroll services by the ESBS to DDLETB.

Finance Committee Review

The Finance committee reviewed the Financial Statements of DDLETB on the 25th March 2020 and recommended their adoption by the Board and submission of these to the Comptroller and Auditor General for audit.

Annual Review of Controls

DDLETB is committed to operating an efficient, effective and economic internal control system. I confirm that the Audit and Risk Committee at its meeting on 9th March 2020, conducted a review of the effectiveness of the system of internal control for year ended 31 December 2019 in the manner prescribed by the Code of Practice for the Governance of Education & Training Boards.

This included

- Internal and External Audit Reports are reviewed when received along with an examination of minutes of meetings of the Board, Audit and Risk Committee and Finance Committee. In 2019, the C&AG's 2018 Management Letter was reviewed. There were no Internal Audit Reports issued in 2019. The Internal Audit Report on Specialist Training

Providers was received in January 2020 and will be reviewed by the Audit and Risk Committee at its meeting in May 2020.

- The Audit and Risk Committee also got confirmation from the Chief Executive that on balance the system of internal control is adequate and appropriate. The Chief Executive based this statement on information gathered from senior managers across the organisation.
- The Audit and Risk Committee presented a report on the review of controls to the Board on 30th March 2020.
- A Risk Register is kept up-to-date and presented to the Audit and Risk Committee on a regular basis.

The Board reviewed and approved this statement at its meeting held on 30th March 2020.

INTRODUCTION

Dublin & Dún Laoghaire Education & Training Board (DDLETB) is a statutory authority which has responsibility for education and training, youth work and a range of other statutory functions. DDLETB manage and operate second-level schools, further education colleges, multi-faith community national schools and a range of adult and further education centres delivering education and training programmes. The general functions of an Education and Training Board are set out in the Education and Training Boards Act 2013.

DDLETB has a corporate structure which is made up of a democratically appointed board and a management (executive) team. We serve the three County areas of Dún Laoghaire-Rathdown, South Dublin and Fingal with a population of circa 750,000 people. The administrative area covered by DDLETB reaches from Balbriggan in North County Dublin, to Dún Laoghaire in South County Dublin and Lucan in West County Dublin.

Strategic objective

To support the unprecedented changes in DDLETB arising from the merger of Co. Dublin Vocational Education Committee and Dún Laoghaire Vocational Education Committee in July 2013 and taking on the training functions formerly undertaken by Solas Training Centres in January 2014 DDLETB developed a Statement of Strategy 2017-2021. This Statement of Strategy sets four high level strategic goals for the organisation:

1. High quality education and training programmes.
2. High quality experience for learners.
3. Organisational and staff development.
4. Effective communication and collaboration.

Each goal has its own set of strategic priorities which will be met through a series of supporting actions. These goals and priorities have been designed to assist DDLETB to avail of the opportunities which arise and to meet the challenges it faces over the five year period.

In this strategy, we have taken account of the Department of Education's Strategy and Action Plan in framing these goals and priorities. Furthermore, DDLETB contribute to furthering the government's overall aim of making the Irish education and training service the best in Europe by 2026. To this end, we work with our stakeholders in the Department of Education and Skills and SOLAS to ensure we continue to improve all aspects of our performance and delivery of services.

Goal 3 of our strategic priorities calls for the creation of a culture of innovation and improvement which is based on ethical governance, accountability, capacity building for active leadership, and staff support. It called for an organisational restructuring to implement the strategy and respond to changes as they occur. Our culture of innovation is open to change and continuous improvement. Goal 4 calls for effective communication and collaboration through ICT infrastructure and enhanced management information systems to support improved education and training provision in schools, colleges, centres and services.

While the Chief Executive has overall responsibility for the performance of the Board services, the Director of FET, Directors of Schools, Director of Organisation Support and Development as well as School Principals, FET Centre Managers and Youth Officers are responsible for the day-to-day management of the schools, colleges, centres, and services.

GROWTH

School / Centre Numbers

Since DDLETB came into being on 1st July 2013 the growth has been extraordinary.

The Annual Financial Statement for 2014 covered an 18-month period from 1st July 2013 to 31st December 2014. Therefore, this period cannot be used as a comparator to indicate growth. Taking the 2015 Annual Financial Statement expenditure (pay and non-pay excluding Capital) as a base DDLETB have experienced financial growth of almost 14% in the period to 2020.

Primary, Post Primary and PLC Colleges have grown from 31 centres in 2014 to 48 centres in 2021 with the possibility of more opening following the outcome of the current and imminent patronage champagnes. Furthermore, DDLETB became patrons of three special schools in 2019 and continue to provide educational services in a detention centre. This growth represents an increase of in excess of 55% in schools and colleges.

DDLETB's FET sector consists of four services located across 38 centres. The Adult Education Service is offered across 13 dedicated centres and Community Education in more than 200 locations across the administrative area. The Further Education Service comprises 5

dedicated further education colleges and 7 further education centres (dual provision schools). There are 3 Training Centres offering daytime and evening provision including Apprenticeships. 11 Youthreach Centres service the needs of early school leavers. Total beneficiary numbers have remained strong across FET provision averaging 30,000 learners per year, over each of the last 5 years.

PROCUREMENT

As a statutory body DDLETB recognise their responsibility to adhere to National and European Procurement Guidelines and Legislation. In order to meet these requirements DDLETB have developed a number of Procurement Policies and Procedures to ensure accountability and transparency around purchasing. These Policies and Procedures are implemented to ensure that value for money is achieved, that all suppliers are treated equitably and fairly and that tenders for goods and services in excess of €25,000 (excluding VAT) are advertised on the eTenders procurement website.

Compliance has a negative connotation, because it is usually associated with enforced behaviour and DDLETB are presented with a significant challenge in achieving compliance.

Challenges

Prior to 2021 there were two financial management systems in place to process payments. DDLETB moved to a single integrated financial management system for processing payments from January 2021. This will greatly assist with the extraction of details of all suppliers paid in excess of €25,000 in a given year. However the coding structure within this system is not conducive in extraction in an efficient way. DDLETB do not operate a central purchasing function. We operate in over ninety centres and within these centres managers can procure locally in line with our policy, however arising from local procurement the cumulative value across all sites may exceed the national threshold of €25,000.

Whilst the ETB sector have the support of the Office for Government Procurement (OGP), the Education Procurement Services (EPS), HEANet (Higher Education Authority), Education Training Boards Ireland (ETBI) and the ETBI Procurement Group the growth of DDLETB and the complexity of tender requirements mean the demands are growing at a faster pace than can be met.

Non-Compliance Analysis 2019

The DDLETB Annual Financial Statement and Statement of Internal Control 2019 identified non-compliance with procurement to the value of €2,405,596. Analysis of DDLETB non-pay expenditure is as follows.

| Analysis of 2019 Non-Pay Expenditure | |
|--|--------------|
| Total value of non-pay expenditure analysed | €31,753,933* |
| Total number of transactions analysed | 63,685 |
| Total value of compliant expenditure | €29,348,337 |
| Total number of compliant transactions | 45,243 |
| Number of transactions non-compliant | 18,442 |
| Number of non-compliant suppliers analysed | 45 |
| Number of potential contracts from non-compliant expenditure | 38 |

*Excludes Grant and Travel & Subsistence expenditure.

See Appendix 1 for full breakdown of the €2,405,596 non-compliant expenditure in 2019.

Since 2019, DDLETB regularised €877,011 of this expenditure through completion of the tender process and issuing of contracts. Additional contracts to the value of €904,447 are planned to be regularised by end of 2021.

| Summary Analysis of 2019 | |
|---|-------------------|
| Has since been regularised in 2020 with contracts now in place | €877,011 |
| Tendered in 2020 with evaluation and award of contract scheduled for 2021 | €364,052 |
| Plan in place to tender in 2021 | €540,395 |
| Remaining Non-Compliant by end 2021 | €624,138 |
| Total | €2,405,596 |

Corporate Procurement Plan and a Multi-Annual Procurement Plan.

In 2018 DDLETB were part of a pilot project for the sector on the production of a Corporate Procurement Plan (CPP) and a Multi-Annual Procurement Plan (MAPP). The MAPP is an analysis of non-pay expenditure and sets out projected spend for the coming three-year period. The information for this plan is extracted from both of our financial management systems, which as identified were not designed to provide this type of report or analysis and calls for a series of judgements and estimates in the analysis. Compiling these documents takes considerable work for DDLETB. This MAPP document is the only source of information DDLETB can avail of for procurement planning. It sets out the procurement demands for the organisation and is used as a planning tool to work towards compliance with the award and use of centralised contracts.

CONCLUSION

Future Planning

Through the year on year analysis of expenditure and utilising the MAPP DDLETB will be in a position to plan our procurement process

DDLETB commenced plans to move to a single finance management system. Training has taken place and since January 2021 all schools, colleges and centres will use our Sun Finance System to record expenditure.

At a national level Education Shared Business Service (ESBS) are developing a solution to meet the needs of the Education Sector. Engagement with all stakeholders is well underway.

Aligned with the move to a single finance system DDLETB are planning the introduction of a central purchasing unit for the Further Education & Training section of the organisation. Whilst this is in the planning phase it will not come to fruition until the use of Sun is bedded down following the move away from SAP.

Sector wide plans are being discussed to share the burden of the tender process across all sixteen ETB's. If agreement is reached on this, we should see significant improvements in procurement compliance.

Finally

DDLETB affirms that it strives to be compliant with all national and EU procurement regulations. OGP/EPS/HEANet/ETBI Frameworks are used where possible and where suitable for our requirements. DDLETB has a procurement policy in place agreed at a sectoral level and training is provided to Principals and Centre Managers annually. As has been indicated DDLETB has experienced tremendous growth in most areas, however the area which has seen the smallest growth is the area of Organisation Support and Development. Our draft 2020 Annual Financial Statement indicates a reduction of 54% in non-compliance on procurement.

Appendix 1

| Goods/ Services | Associated Expenditure € | Current Status | Number of Potential Contracts | Supplier(s) | Reason for Non Compliance and Action Plan in Place |
|------------------|--------------------------|----------------|-------------------------------|--|--|
| Mock Exam Papers | 306,979 | Non Compliant | 1 | (i) SP Kelly Ltd T/A DEB Exams €168,820 (ii) Peaklearning Ltd T/A Exam Craft €138,159 | <p>DDLETB does not operate a central purchasing system and currently has 90 sites where schools and centres purchase at a local level. However, they must adhere to the use of centralised contracts where in place and where not in place must adhere to procurement thresholds for quotes. Therefore, in some of these instances services/goods may have been procured locally in line with the DDLETB procurement policy but the cumulative value across all sites exceeds the national tendering threshold of €25k. Given the size & complexity of the organisation and the current systems in places, areas of non-compliance are being addressed on phased basis with the number of centralised contracts in place being increased.</p> <p>A tender was carried out in 2020. Evaluation of tenders is being carried out and award of contract expected in Q2 2021.</p> |

| | | | | | |
|--|---------|---------------|---|--|---|
| Bus Hire | 279,380 | Compliant | 6 | <ul style="list-style-type: none"> (i) Old Court Motors €42,020 (ii) Lavery Coaches €90,580 (iii) Sylvester Poleon Coach Hire €56,700 (iv) James Mullally Bus Hire €48,435 (v) CCS Coach Hire €25,850 (vi) Swift Coaches €15,795 | <p>DDLETB does not operate a central purchasing system and currently has 90 sites where schools and centres purchase at a local level. However, they must adhere to the use of centralised contracts where in place and where not in place must adhere to procurement thresholds for quotes. Therefore, in some of these instances services/goods may have been procured locally in line with the DDLETB procurement policy but the cumulative value across all sites exceeds the national tendering threshold of €25k. Given the size & complexity of the organisation and the current systems in places, areas of non-compliance are being addressed on phased basis with the number of centralised contracts in place being increased.</p> <p>A new bus hire framework was put in place in August 2019 so this category of spend is now fully compliant.</p> |
| Mechanical & Electrical Preventative Maintenance | 234,887 | Non Compliant | 1 | Masterair Services Ltd | <p>A tender was carried out in 2019 but only 1 submission was received and the overall price exceeded the budget. DDLETB rolled over the contract with the existing supplier. At present DDLETB is preparing an RFT for this service. DDLETB plans to go to tender in Q2 2021.</p> |

| | | | | | |
|--------------------------------|---------|---------------|---|---|--|
| Electrical Contractor | 154,605 | Non Compliant | 1 | (i) BKE Electrical €105,256 (ii) KDG Electrical €17,584 (iii) Control and Design Electrical Contractors Ltd €31,765 | DDLETB does not operate a central purchasing system and currently has 90 sites where schools and centres purchase at a local level. However, they must adhere to the use of centralised contracts where in place and where not in place must adhere to procurement thresholds for quotes. Therefore, in some of these instances services/goods may have been procured locally in line with the DDLETB procurement policy but the cumulative value across all sites exceeds the national tendering threshold of €25k. Given the size & complexity of the organisation and the current systems in places, areas of non-compliance are being addressed on phased basis with the number of centralised contracts in place being increased. The scope of the Mechanical and Electrical Preventative Maintenance tender planned for 2021 will also include electrical contractor repair services. |
| Catering Supplies | 125,132 | Non Compliant | 1 | BWG Foodservice | Contract expired in March 2019. This was tendered twice in 2020 however no submissions were received. |
| Waste Management and Recycling | 123,226 | Compliant | 1 | Greenstar Panda | Greenstar were the contracted supplier from August 2015 to August 2018 with 2 x 6 month extensions allowed. The contract was extended up to September 2019 however an agreement for this extension was not signed by both parties. Hence this expenditure was deemed to be non compliant. The contract has since ended. A tender for this service was |

| | | | | | |
|-----------------------|---------|------------------|---|---|---|
| | | | | | carried out in 2019 and a new contract is in place since December 2019 |
| ICT Technical Support | 109,913 | Partly Compliant | 3 | (i) Qualcomm Systems Ltd €79,729 (ii) EL Network Solutions €27,635 (iii) Sole trader (name omitted as with this information the individual is identifiable and therefore may constitute personal data) €2,549 | 3 separate contracts included in this category: (i) This contract expired and will be retendered in 2021. (ii) DDLETB were in negotiations with the Department of Education to regularise an individual's employment status with DDLETB. This was finalised and the individual is now a staff member. (iii) Retendered in Q1 2019 and a new contract was put in place in March 2019. Non compliance of €2,549 relates to the period of time in between contract expiring and new contract put in place. |
| ICT Components | 106,673 | Compliant | 1 | R-Tech Computer | DDLETB does not operate a central purchasing system and currently has 90 sites where schools and centres purchase at a local level. However, they must adhere to the use of centralised contracts where in place and where not in place must adhere to procurement thresholds for quotes. Therefore, in some of these instances services/goods may have been procured locally in line with the DDLETB procurement policy but the cumulative value across all sites exceeds the national tendering threshold of €25k. Given the size & complexity of the organisation and the current systems in places, areas of non-compliance are being addressed on phased basis with the number of centralised contracts in place being increased. A tender was carried out in |

| | | | | | |
|---------------------|--------|-----------|---|--|--|
| | | | | | 2020 and a contract is now in place. |
| Metalwork Materials | 92,452 | Compliant | 3 | (i) CSS €25,462 (ii) Central Technology Supplies €22,071 (iii) Miko Metals Ltd €44,919 | <p>DDLETB does not operate a central purchasing system and currently has 90 sites where schools and centres purchase at a local level. However, they must adhere to the use of centralised contracts where in place and where not in place must adhere to procurement thresholds for quotes. Therefore, in some of these instances services/goods may have been procured locally in line with the DDLETB procurement policy but the cumulative value across all sites exceeds the national tendering threshold of €25k. Given the size & complexity of the organisation and the current systems in places, areas of non-compliance are being addressed on phased basis with the number of centralised contracts in place being increased.</p> <p>A new contract for this category of spend was put in place in November 2019 so this is now fully compliant.</p> |
| Stationery | 82,533 | Compliant | 1 | Lyreco Ireland Ltd | <p>OGP/EPS contract for this service expired in June 2019. However due to challenges with the framework, the OGP were unable to put a new framework in place in time before the previous framework expired. A new framework could take up to 12 months to implement. DDLETB agreed terms with Lyreco as a short term solution. A new framework is now in place since January 2021.</p> |

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| Printing and Design | 80,845 | Non Compliant | 1 | <p>(i) Macart €26,015 (ii) Finger Print & Design €29,285 (iii) Business Print Ltd €25,545</p> | <p>DDLETB does not operate a central purchasing system and currently has 90 sites where schools and centres purchase at a local level. However, they must adhere to the use of centralised contracts where in place and where not in place must adhere to procurement thresholds for quotes. Therefore, in some of these instances services/goods may have been procured locally in line with the DDLETB procurement policy but the cumulative value across all sites exceeds the national tendering threshold of €25k. Given the size & complexity of the organisation and the current systems in places, areas of non-compliance are being addressed on phased basis with the number of centralised contracts in place being increased.</p> <p>Further analysis of this expenditure will be carried out in 2021 and an appropriate tendering process will be planned.</p> |
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| Fire Alarm Maintenance | 71,174 | Non Compliant | 1 | (i) ADT Fire & Security Ltd €45,500 (ii) Sharp Security €25,674 | <p>DDLETB does not operate a central purchasing system and currently has 90 sites where schools and centres purchase at a local level. However, they must adhere to the use of centralised contracts where in place and where not in place must adhere to procurement thresholds for quotes. Therefore, in some of these instances services/goods may have been procured locally in line with the DDLETB procurement policy but the cumulative value across all sites exceeds the national tendering threshold of €25k. Given the size & complexity of the organisation and the current systems in places, areas of non-compliance are being addressed on phased basis with the number of centralised contracts in place being increased.</p> <p>An analysis of this expenditure and services provided will be carried out in 2021. Information will be gathered from schools and centres in preparation for a tender process from the OGP framework.</p> |
| Office Furniture | 66,529 | Compliant | 1 | Clonduff Office Furniture Ltd | <p>This company was the contracted supplier from June 2016 to June 2018 with 2x 12 month extensions allowed. The contract was extended up to June 2020 however an agreement for this extension was not signed by both parties. Hence this expenditure was deemed to be non compliant. The contract has since ended. A tender was carried out in 2020 and a new contract is</p> |

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| | | | | | in place since November 2020. |
| Woodwork Materials | 62,068 | Compliant | 1 | Strahan Distributors Ltd | <p>DDLETB does not operate a central purchasing system and currently has 90 sites where schools and centres purchase at a local level. However, they must adhere to the use of centralised contracts where in place and where not in place must adhere to procurement thresholds for quotes. Therefore, in some of these instances services/goods may have been procured locally in line with the DDLETB procurement policy but the cumulative value across all sites exceeds the national tendering threshold of €25k. Given the size & complexity of the organisation and the current systems in places, areas of non-compliance are being addressed on phased basis with the number of centralised contracts in place being increased.</p> <p>A new contract for this category of spend was put in place in August 2019 so this is now fully compliant.</p> |

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| School Journals | 57,073 | Non Compliant | 1 | <p>(i) Lettertec Ireland Ltd €36,577</p> <p>(ii) Merlin Press Ireland Ltd €20,496</p> | <p>DDLETB does not operate a central purchasing system and currently has 90 sites where schools and centres purchase at a local level. However, they must adhere to the use of centralised contracts where in place and where not in place must adhere to procurement thresholds for quotes. Therefore, in some of these instances services/goods may have been procured locally in line with the DDLETB procurement policy but the cumulative value across all sites exceeds the national tendering threshold of €25k. Given the size & complexity of the organisation and the current systems in places, areas of non-compliance are being addressed on phased basis with the number of centralised contracts in place being increased.</p> <p>A tender was carried out in 2020. Evaluation of tenders is being carried out and award of contract expected in Q2 2021.</p> |
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| Assessment and Testing | 44,851 | Non Compliant | 1 | GL Education Group Ltd | <p>DDLETB does not operate a central purchasing system and currently has 90 sites where schools and centres purchase at a local level. However, they must adhere to the use of centralised contracts where in place and where not in place must adhere to procurement thresholds for quotes. Therefore, in some of these instances services/goods may have been procured locally in line with the DDLETB procurement policy but the cumulative value across all sites exceeds the national tendering threshold of €25k. Given the size & complexity of the organisation and the current systems in places, areas of non-compliance are being addressed on phased basis with the number of centralised contracts in place being increased.</p> <p>Further analysis of this expenditure will be carried out in 2021 to progress an appropriate tender process.</p> |
| Outdoor Centre Tours | 42,357 | Non Compliant | 1 | Delphi Outdoors Ltd | <p>DDLETB does not operate a central purchasing system and currently has 90 sites where schools and centres purchase at a local level. However, they must adhere to the use of centralised contracts where in place and where not in place must adhere to procurement thresholds for quotes. Therefore, in some of these instances services/goods may have been procured locally in line with the DDLETB procurement policy but the cumulative value across all sites exceeds the national tendering threshold of</p> |

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| | | | | | €25k. Given the size & complexity of the organisation and the current systems in places, areas of non-compliance are being addressed on phased basis with the number of centralised contracts in place being increased. |
| Fire Extinguisher Maintenance | 40,954 | Non Compliant | 1 | Apex Fire Ltd | DDLETB does not operate a central purchasing system and currently has 90 sites where schools and centres purchase at a local level. However, they must adhere to the use of centralised contracts where in place and where not in place must adhere to procurement thresholds for quotes. Therefore, in some of these instances services/goods may have been procured locally in line with the DDLETB procurement policy but the cumulative value across all sites exceeds the national tendering threshold of €25k. Given the size & complexity of the organisation and the current systems in places, areas of non-compliance are being addressed on phased basis with the number of centralised contracts in place being increased. |
| Building Contractor | 37,917 | Non Compliant | 1 | Hibernia Construction and Project Management Ltd | Contractor was procured by 1 single location and not in line with the requirements of the procurement policy. Quotes were sought in each case however the cumulative value of the expenditure in the year exceeded the €25,000 threshold. The Centre has been instructed to follow the procurement policy at all times. |

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| Locker Maintenance and Repair | 35,422 | Non Compliant | 1 | Lockerfix | DDLETB does not operate a central purchasing system and currently has 90 sites where schools and centres purchase at a local level. However, they must adhere to the use of centralised contracts where in place and where not in place must adhere to procurement thresholds for quotes. Therefore, in some of these instances services/goods may have been procured locally in line with the DDLETB procurement policy but the cumulative value across all sites exceeds the national tendering threshold of €25k. Given the size & complexity of the organisation and the current systems in places, areas of non-compliance are being addressed on phased basis with the number of centralised contracts in place being increased. |
| Student Time and Attendance System | 33,966 | Compliant | 1 | Ivertec Ltd. | The Department of Education through ESBS are taking responsibility for the replacement School Management Information System which will include student registration. |
| Painting and Decorating | 30,820 | Non Compliant | 1 | Sole trader (name omitted as with this information the individual is identifiable and therefore may constitute personal data). | DDLETB does not operate a central purchasing system and currently has 90 sites where schools and centres purchase at a local level. However, they must adhere to the use of centralised contracts where in place and where not in place must adhere to procurement thresholds for quotes. Therefore, in some of these instances services/goods may have been procured locally in line with the DDLETB procurement policy but the cumulative value across all sites exceeds the national |

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| | | | | | tendering threshold of €25k. Given the size & complexity of the organisation and the current systems in places, areas of non-compliance are being addressed on phased basis with the number of centralised contracts in place being increased. |
| Printers | 29,018 | Non Compliant | 1 | Bryan S Ryan Ltd | <p>DDLETB does not operate a central purchasing system and currently has 90 sites where schools and centres purchase at a local level. However, they must adhere to the use of centralised contracts where in place and where not in place must adhere to procurement thresholds for quotes. Therefore, in some of these instances services/goods may have been procured locally in line with the DDLETB procurement policy but the cumulative value across all sites exceeds the national tendering threshold of €25k. Given the size & complexity of the organisation and the current systems in places, areas of non-compliance are being addressed on phased basis with the number of centralised contracts in place being increased.</p> <p>Further analysis of this expenditure will be carried out in 2021 and an appropriate tendering process along with Printing and Design will be planned.</p> |

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| Safety Training course consumables | 28,293 | Non Compliant | 1 | Grange Park Industrial Supplies Ltd | DDLETB does not operate a central purchasing system and currently has 90 sites where schools and centres purchase at a local level. However, they must adhere to the use of centralised contracts where in place and where not in place must adhere to procurement thresholds for quotes. Therefore, in some of these instances services/goods may have been procured locally in line with the DDLETB procurement policy but the cumulative value across all sites exceeds the national tendering threshold of €25k. Given the size & complexity of the organisation and the current systems in places, areas of non-compliance are being addressed on phased basis with the number of centralised contracts in place being increased. |
| Bottled Gas | 26,663 | Non Compliant | 1 | BOC Gases Ireland Ltd | DDLETB does not operate a central purchasing system and currently has 90 sites where schools and centres purchase at a local level. However, they must adhere to the use of centralised contracts where in place and where not in place must adhere to procurement thresholds for quotes. Therefore, in some of these instances services/goods may have been procured locally in line with the DDLETB procurement policy but the cumulative value across all sites exceeds the national tendering threshold of €25k. Given the size & complexity of the organisation and the current systems in places, areas of non-compliance |

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| | | | | | are being addressed on phased basis with the number of centralised contracts in place being increased. |
| H&S Consultancy | 26,557 | Non Compliant | 1 | Edwards McCarthy Safety Ltd | Procured locally and not in line with the requirements of the procurement policy. Schools/ Centres are instructed to follow the procurement policy at all times. |
| Computer Devices | 26,312 | Non Compliant | 1 | Tangerine Technology T/A Tantech | Supplier was procured by a single location and not in line with the requirements of the procurement policy. Schools/ Centres are instructed to follow the procurement policy at all times. |
| Engineering Course Consumables | 24,645 | Non Compliant | 1 | Eager Engineering and Safety Supplies | Procured locally and not in line with the requirements of the procurement policy. Schools/ Centres are instructed to follow the procurement policy at all times. |
| Training Centre Course Consumables | 24,352 | Non Compliant | 1 | Radionics Ltd | Procured locally and not in line with the requirements of the procurement policy. Schools/ Centres are instructed to follow the procurement policy at all times. |
| TOTAL Non Compliance per 2019 AFS | 2,405,596 | | 38 | | 45 |