



**wwetb**

Bord Oideachais agus Oiliúna  
Phort Láirge agus Loch Garman  
Waterford and Wexford  
Education and Training Board

*Príomhfheidhmeannach - Caoimhin Ó Lobhaois*  
*Chief Executive - Kevin Lewis*

Ms Sarah Cremin,  
Committee Secretariat  
Committee of Public Accounts  
Leinster House  
**BY EMAIL**

13 January 2023

**Re Financial Statements 2021 Procurement Non-Compliance**

Dear Ms Cremin,

I am in receipt of your letter of 30 December re the above.

Please see attached the requested schedule setting out details of the non-compliant expenditure as requested.

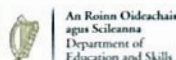
It should be noted that WWETB continues to make great progress in its efforts to reduce the levels of non-compliance in this area. The figure of €1.4m in 2021 is a 60% reduction from the figure in 2019 (and a 40% reduction of the figure in 2020). Significant progress has also been made in 2022 to reduce this figure further.

I trust you will find the attached satisfactory. Please do not hesitate to contact me should you require further information or clarifications.

Yours Sincerely,

**Kevin Lewis**

Chief Executive



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Further Education and Training Authority



Waterford and Wexford Education and Training Board (WWETB) is committed to maximising value for money in all goods and services procured and ensuring compliance with all national and EU regulations. WWETB also utilises OGP frameworks where suitable for its needs. Procurement practices are being reviewed, in line with national procurement policy, to ensure best outcomes for aggregation. To this end, spend above €25,000 was analysed for 2021 and the following was noted:

- The aggregate spend defined as non-compliant across WWETB for 2021 was €1,402,430. There has been significant progress made on reducing this figure in the past number of years (2019 – €3,488,247, 2020 - €2,364,289)
- WWETB manages in excess of 40 schools and centres across Waterford and Wexford. Goods and services were procured at school/centre level in accordance with the WWETB Procurement Policy. However, the aggregate value across all sites (across Wexford and Waterford) exceeded the €25,000 tendering threshold, therefore meeting the definition of non-compliance.

\*Since the submission of the Statement on Internal Control a number of contracts have been put in place that reduce the level of non-compliance by in excess of €690,000 annually on the contracts above. A schedule for the remaining contracts is contained within the Multi-Annual Procurement Plan (MAPP).

As Previously outlined continuous efforts are being made to improve compliance on an ETB wide basis. The following steps have been taken:

- A restructuring of WWETB's administrative functions took place some years ago, a small but dedicated procurement team was established, additional training and qualifications among the team was supported and managers/staff right across the organisation are frequently trained in awareness of procurement requirements. The procurement teams main functions are to (i) manage new tenders, (ii) review compliance and (iii) manage contracts.
- The organisation has developed the Procure to Pay (P2P) software system which manage procurement requirements at the point of purchase orders being raised across all schools, centres and offices.
- The Procurement team has prepared a Multi Annual Procurement Plan for 2019, 2020 2021 and 2022 together with a Corporate Procurement Plan for WWETB. These detailed processes have enabled WWETB to work in a structured way to reduce the level of non-compliance.
- WWETB has highlighted the need for additional staffing in procurement in the Department of Education information gathering for Phase II of Organisation Design Review for ETBs in 2017 to undertake the key functions of the procurement team. This review is still on-going.
- The Procurement team is working hard to ensure compliant spend across the ETB schools and centres. This involves tendering for areas defined as 'non-compliant' due to aggregated spend above €25,000 across our schools/centres, re-tendering for compliant tenders where contracts are due to expire (to avoid them becoming non-compliant) and tendering for new goods/services to ensure spend is compliant

The total spend meeting the non-compliant definition across WWETB for 2021 is **€1,402,430**. This expenditure was incurred in respect of 26 contracts as below:



Supplier Name/Category of Spend	Supplier Total	Reason for non Compliance	Plans to Rectify Procurement Issues
C&L CARPENTRY - Repairs to Buildings	139,286.74	items were procured individually in compliance with procurement thresholds however the Aggregate annual expenditure requires a tendering process to be initiated	Carpentry tender to be carried out in 2023
MORRIS BUILDERS PROVIDERS LTD Course Consumables	135,151.64	items were procured individually in compliance with procurement thresholds however the Aggregate annual expenditure requires a tendering process to be initiated	Construction Consumables tender completed with Framework Agreements commencing 18th July 2022.
GENERAL OFFICE SUPPLIES - Various Suppliers	117,615.18	Aggregate spend across all centres where approved suppliers are not used (includes Desks and Furniture)	Tender for Desks and Furniture to be run in 2023.
MANGUARD PLUS -Security	101,253.77	items were procured individually in compliance with procurement thresholds however the Aggregate annual expenditure requires a tendering process to be initiated	Security Tender to be carried out in 2023
EIR - Telecoms	85,312.32	items were procured individually in compliance with procurement thresholds however the Aggregate annual expenditure requires a tendering process to be initiated	VOIP tender completed in Feb of 2022 and is currently in the process of being drawn down
GEMMA HAYES RECRUITMENT LIMITED - Recruitment Costs	73,477.53	items were procured individually in compliance with procurement thresholds however the Aggregate annual expenditure requires a tendering process to be initiated	Recruitment tender has been completed in Q4 2022
PJ MULLANE HEATING & PLUMBING LTD - Course Consumables	56,336.39	items were procured individually in compliance with procurement thresholds however the Aggregate annual expenditure requires a tendering process to be initiated	Engineering Consumables tender completed with Framework Agreements commenced 10th March 2022
MCCARTHY FUEL & BUILDERS PROVIDERS - Course Consumables	55,652.30	items were procured individually in compliance with procurement thresholds however the Aggregate annual expenditure requires a tendering process to be initiated	Construction Consumables tender completed with Framework Agreements commenced 18th July 2022.
DG TOOLS LTD - Course Consumables	51,323.77	items were procured individually in compliance with procurement thresholds however the Aggregate annual expenditure requires a tendering process to be initiated	The Woodwork tender was completed in December 2022 with contracts to commence early January 2023.
DISK & PRINT CENTRE - Course Consumables/manuals	51,074.72	items were procured individually in compliance with procurement thresholds however the Aggregate annual expenditure requires a tendering process to be initiated	Printing tender to be carried out in 2023
ENGINEERING STEELS & MATERIALS LTD - Course Consumables	49,602.27	items were procured individually in compliance with procurement thresholds however the Aggregate annual expenditure requires a tendering process to be initiated	Engineering Consumables tender completed with Framework Agreements commencing 10th March 2022
MCENEANEY COMPONENTS LTD - Course Consumables	45,007.97	items were procured individually in compliance with procurement thresholds however the Aggregate annual expenditure requires a tendering process to be initiated	Engineering Consumables tender completed with Framework Agreements commenced 10th March 2022
HARTLEY PEOPLE LTD - Recruitment Costs	43,702.90	items were procured individually in compliance with procurement thresholds however the Aggregate annual expenditure requires a tendering process to be initiated	Recruitment tender has been completed in Q4 2022
PERFORMANT TRAINING LTD - Training Module Development	37,601.63	Annual expenditure exceeded the €25,000 threshold	Tender for Training Module to be carried out in 2023
JOHN PAUL GRANT - Repairs to Buildings	37,325.20	Annual expenditure exceeded the €25,000 threshold	Painting tender to be carried out in 2023
SHANE TERRY - Repairs to Buildings	37,276.42	Annual expenditure exceeded the €25,000 threshold	Construction Maintenance tender to be carried out in 2023
J.E.C. ELECTRICAL LTD. T/A J.E.C. SECURITY LTD. - Security	35,758.60	items were procured individually in compliance with procurement thresholds however the Aggregate annual expenditure requires a tendering process to be initiated	Security Tender to be carried out in 2023
INITIAL WASHROOM SERVICES - Floor mat	33,786.28	items were procured individually in compliance with	Tender will be carried out in 2023
STRAHAN DISTRIBUTORS L.T.D. - Course Consumables	32,312.54	items were procured individually in compliance with procurement thresholds however the Aggregate annual expenditure requires a tendering process to be initiated	The Woodwork tender was completed in December 2022 with contracts to commence January 2023.
STYLE PARLOR - Course Consumables	31,827.30	items were procured individually in compliance with procurement thresholds however the Aggregate annual expenditure requires a tendering process to be initiated	Beauty Therapy supplies Tender required in 2023
CLEM JACOB - Machine Hire	31,362.47	Annual expenditure exceeded the €25,000 threshold	Tender will be carried out in 2023
PHILIP CLEARY - Repairs to Buildings	29,726.87	Annual expenditure exceeded the €25,000 threshold	Construction Maintenance tender to be carried out in 2023
FLAIR HAIR & BEAUTY SUPPLIES LTD - Course Consumables	28,233.67	items were procured individually in compliance with procurement thresholds however the Aggregate annual expenditure requires a tendering process to be initiated	Beauty Therapy supplies Tender will be carried out in 2023
LETTERTEC IRELAND LTD. - Exam Papers	26,830.31	items were procured individually in compliance with procurement thresholds however the Aggregate annual expenditure requires a tendering process to be initiated	Exam papers included in School book Tender in 2022
PEAK LEARNING T/A EXAMCRAFT - Exam Papers	25,115.82	items were procured individually in compliance with procurement thresholds however the Aggregate annual expenditure requires a tendering process to be initiated	Exam papers included in School book Tender in 2022
RIGNEY DOLPHIN - Recruitment Costs	10,475.29	items were procured individually in compliance with procurement thresholds however the Aggregate annual expenditure requires a tendering process to be initiated	Recruitment tender has been completed in Q4 2022
<b>Total</b>	<b>1,402,429.91</b>		