Schools Procurement Unit

The Schools Procurement Unit (SPU) acts as the central coordinating function for procurement for all schools in the primary sector, all voluntary secondary schools, special schools and schools in the Community and Comprehensive (C & C) sector (including special schools and excluding schools under the remit of ETBs).

The SPU has a central role in communicating procurement requirements and opportunities to schools, driving and measuring compliance to central contracts and managing procurement data across the school sectors.

In practical terms, the role of the SPU is:

- Provide a central contact point for advice and guidance to all schools (under its remit) on procurement related issues.
- Help schools to improve their procurement policies, practices and processes.
- Communicate clearly with school personnel, towards an improved take-up of centrally negotiated frameworks and competitions for schools.
- Be an escalation point for schools in addressing deficiencies in vendor performance.
- Deliver presentations to national and regional conferences for schools, training events, information days etc. for school personnel.
- Manage the collection of data required for certain competitions e.g. electricity and gas.
- Attend meetings with Department of Education and Skills and Office of Government Procurement (OGP) representatives to discuss schools procurement requirements and agree approaches to various issues.
- Participate in specialised projects and assignments related to procurement, as required.
- Trial and implement new purchasing methods to improve procurement practice across the schools sector.
- Represent the schools sector on Category Councils and Category Sourcing Teams established by the OGP or established within the wider education and training sector.
- Monitor the use of contracts and vendor performance for the schools sector.
- Maintain an up-to-date contact list for all schools under the SPU remit
- Compliance checks on schools procurement practices.

Please familiarise yourself with [www.procurement.ie](http://www.procurement.ie) and register as a buyer to avail of contracts in place for the education sector to draw down from.

For further information and queries please do not hesitate to contact us.
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