



An Rialálaí Agraibhia Agri-Food Regulator

Corporate Procurement Plan 2025-2027

Document Control

Version	Date	Author / Owner	Description of Change	Approved By & Date
1.0	18 th Nov 2024	Aiden Kelly / Corporate Services	Created	ARC – 13 th Jan 2025 / Board – 20 th Jan 2025
2.0	10 th April 2026 (reviewed)	Aiden Kelly / Corporate Services	Version control added and minor changes to reflect financial policies & procedures	Board April 20 th 2026

This document is a live document and remains under review by the Audit and Risk Committee (ARC) and Board on an annual basis or sooner if required where any material change in procurement policy and procedures are envisaged.

1. Introduction and purpose

As outlined in section 8.20 of the Code of Practice for the Governance of State Bodies 2016 (the 2016 Code of Practice), the Office of Government Procurement (OGP) policy framework requires that all non-commercial State bodies complete a Corporate Procurement Plan. This plan should contain an analysis of expenditure on procurement and details of the procurement and purchasing structures in the organisation. The plan should set practical and strategic aims, objectives for improved procurement outcomes and appropriate measures to achieve these aims.

This Corporate Procurement Plan sets out how An Rialálaí Agraibhia (Agri-Food Regulator) (Regulator) undertakes its procurement functions in compliance with the OGP Framework and the 2016 Code of Practice. The Agri-Food Regulator Strategy Statement 2024 - 2026 identifies good corporate governance and controls as a key driver for the achievement of the organisation's strategic goals.

This plan has been prepared and will be reviewed annually to demonstrate commitment to achieving value for money and implementing the most effective procurement processes within the Agri-Food Regulator.

Under the Terms of Reference for the Board of the Agri-Food Regulator, all procurements over €150,000 must be approved by the Board.

2. Objective of the plan

The Agri-Food Regulator's Corporate Procurement Plan (CPP) is a three-year strategy which sets out the organisation's strategic approach to procurement. It aims to identify procurement priorities as well as addressing risk and planning the Regulator's future procurement needs. The primary objective of this plan is to ensure the Agri-Food Regulator's ongoing compliance with EU and national procurement legislation, circulars and guidelines (see Appendix 1). The plan will be reviewed annually.

The plan promotes the use of central procurement frameworks and contracts established by the OGP. The benefits to the Regulator of using these frameworks and contracts includes full compliance with procurement regulations, best value for money, administrative savings from reduced duplication of tendering, greater procurement expertise, improved consistency, enhanced service levels and legal certainty.

The Agri-Food Regulator utilises appropriate systems, available staff resources and, from February 2026, the services of a Procurement Consultancy provider in order to ensure value for money purchasing in line with the organisation's strategic priorities and budget limits, with probity and accountability and in compliance with government policies as outlined in the National Public Procurement Policy Framework (NPPPF).

3. Procurement expenditure analysis

As a public body, the Agri-Food Regulator utilises OGP central contracts when procuring a range of commonly acquired goods and services. Where no central contract is available, the Regulator operates in accordance with European Union (EU) Procurement Directives. A number of OGP frameworks have been utilised since establishment and details of all procurements are available on the Regulator's website [here](#). Appendix 2 provides an analysis of the Agri-Food Regulator's procurement in the last financial year. In addition, the Regulator's financial statements are published annually on its website following certification by the Comptroller and Auditor General.

4. Procurement structures

4.1 Agri-Food Regulator procurement model

Due to the size of our organisation, the Corporate Services team of the Agri-Food Regulator, in consultation with the procurement consultancy provider, carries out all procurement on behalf of the organisation. All procurement must be approved in advance by the CEO or in her absence, by the Head of Corporate Services.

4.2 Agri-Food Regulator procurement systems

A procurement contracts database is maintained by the Corporate Services unit in the Regulator's office. All members of the Corporate Services team have access to this database, which lists all goods/services procured and paid by the Regulator, total cost paid to each supplier for described goods/services, procurement method used and expiry dates of contract, where applicable. This database is used to monitor contract costs in line with procurement methods used and upcoming contract expiry dates.

All documentation and correspondence relating to a procurement process is saved to the Regulator's internal systems. Correspondence and documentation maintained includes but is not limited to, emails to suppliers requesting quotes, responses received from potential and successful contractors, Requests for Tender (RFTs), Requests for Quotes (RFQs), evaluation forms and scoring sheets and final signed contracts.

4.3 Procurement processes

All proposed procurement must be approved by the CEO, or as appropriate by the Board. The type of process used for individual procurement depends on the value and nature of the requirement. The stages in the procurement process are summarised below:

Planning - Where goods/services are identified as being required, Corporate Services staff, in consultation with the procured consultancy service, will identify the most appropriate procurement method to be used.

Selecting - When quotes are received, they are evaluated as per method of procurement selected;

- Quotes <€5k are selected on the basis of quotes from at least one supplier.
- Quotes > €5k require a comprehensive evaluation to be conducted, using scoring sheets and criteria set out in the RFQ and RFT documents.
- Where an OGP framework is used, evaluation takes place by Regulator staff and the successful tenderer selected based on the most economically advantageous tender (MEAT) award criteria.
- Quotes received via eTenders are selected on the most economically advantageous tender (MEAT) award criteria.

Evaluating – The Regulator will establish an Evaluation Committee chaired by a member of the Regulator staff and will endeavour to have an outside member for all procurement exercises.

Control – Corporate Services staff, in conjunction with relevant Regulator colleagues, will monitor the contract and ensuring duties are carried out as set out in the contract's schedule. In particular, the Corporate Services team is responsible for monitoring contract dates to ensure adequate time to extend contract where applicable or conduct a new procurement.

Closing - It is the responsibility of the staff involved in procuring goods/services to ensure appropriate documentation is held within the Regulator's internal systems.

- Where a RFQ has been issued, completed evaluation sheets must be saved accordingly and signed off by each member of the evaluation team.
- Where a quotation in response to a written RFQ is received from more than one supplier, outcome emails must be issued to all suppliers and saved to the Regulator's internal systems, demonstrating transparency in our procedures.

- Closing documentation where a contract and/or confidentiality agreement has been signed is saved to the Regulator's internal systems.
- The Procurement Officer (Head of Corporate Services) during quarterly procurement database checks will review documentation on file to ensure relevant documentation is held.

4.4 Staff roles and responsibilities regarding procurement

It is the responsibility of each member of staff to familiarise themselves with the Regulator's Procurement Plan.

It is the Head of Corporate Services' responsibility to monitor costs and expiration of contracts using the Regulator's procurement database. This monitoring is carried out on a monthly basis and the procurement database is updated with a timestamp when monitoring has taken place.

5. Review

The Corporate Procurement Plan will be reviewed annually by the Executive Management Team. The CPP will continue to promote and support procurement policies and procedures to standards of best practice and consistency in the application of public procurement rules in relation to the purchase of goods and services.

The Procurement Action Plan set out in Appendix 3 will be monitored and reviewed regularly by the Corporate Services team to ensure goals and targets are achieved. Such reviews will consider whether the Agri-Food Regulator's procurement activities are delivering value for money, whilst adhering to national and EU procurement directives and guidelines outlined at Appendix 1. Appendix 4 sets out the envisaged procurement activity in 2026.

Appendices

Appendix 1 - National and EU procurement directives and guidelines

Name	Source	Description
Directive 2014/24/EU	EU Directive	Current EU directive on public procurement (goods, services and works)
Public procurement guidelines for goods and services	OGP	Comprehensive guidance on procurement processes for frameworks and above and below EU thresholds.
National Public Procurement Policy Framework	OGP	Sets out the overarching policy framework for public procurement in Ireland.
Code of Practice for the Governance of State Bodies	DPENDR	Includes the requirement to publish a Corporate Procurement Plan.
Circular 13/13	DPENDR	The public spending code: expenditure planning, appraisal and evaluation in the Irish Public Service – standard rules and procedures
Corporate Governance Standard for the Civil Service	DPENDR	Guide to the development of each Department and Office's individual governance frameworks
Code of Practice Freedom of Information	DPENDR – FOI Central Policy Unit	Includes the requirement to publish quarterly details of public contracts awards (including mini-competitions under existing framework agreements)
Freedom of Information Model Publication Scheme	DPENDR – FOI Central Policy Unit	Includes the requirement to publish procurement information under FOI Act, 2014.
Commission Notice — Guidance on Innovation Procurement	European Commission	Includes practical information on how to start and develop procurement of innovation projects
Arrangements for Digital and ICT-related Expenditure in the Civil and Public Service	DPENDR	Arrangements for digital and ICT related expenditure in the Civil and Public Service

Additional Arrangements for ICT Expenditure in the Civil and Public Service	DOF	Additional ICT requirements
Circular 20/19	DPENDR	Promoting the use of Environmental and Social Considerations in Public Procurement (Green Public Procurement) with special regard to Climate Action Plan 2019 and further reiterated in Climate Action Plan 2021 and Climate Action Plan 2023
Circular 20/19	DPENDR	Annual report must detail the number & value of contracts including Green Public Procurement (GPP) criteria
Circular 20/19	DPENDR	CPP must state where GPP criteria will be used in upcoming procurements
Revision of arrangements concerning the use of Central Contracts put in place by the National Procurement Service	DPENDR	Revision of arrangements concerning the use of central contracts put in place by the OGP
Procurement of Legal Services and Managing Legal Costs	DPENDR	Procurement of legal services and managing legal costs.
Circular 40/02	DPENDR	Revision of existing procedures for approval of certain contracts in the central government sector: Annual report to be submitted to C&AG in respect of contracts >25k awarded without a competitive process.
Circular 05/23	DPENDR	Initiatives to assist SMEs in Public Procurement

Appendix 2 – Expenditure profile

The Agri-Food Regulator’s total administrative expenditure in 2025 amounted to €1.949m, of which €1.22m related to staff costs and €0.729 related to non-pay expenditure.

Total non-pay expenditure can be broken down as follows:

Item	Expenditure subject to procurement €	% of total
Communications and PR services	65,765	9.0
Legal services	77,573	10.6
Accounting and UTP-related services	90,449	12.4
HR services	19,605	2.7
Market Research	37,023	5.1
Translation services	4,569	0.6
Data Protection services	1,107	0.2
Development of dashboards	28,074	3.8
Event management services	14,852	2.0
	339,017	46.5

Item	Expenditure not subject to procurement	% of total
ICT costs	46,500	6.4
Utilities	45,690	6.3
Annual conference	65,770	9.0
Board costs	56,943	7.8
Training	21,920	3.0
Advertising	98,295	13.5
Other	55,111	7.6
	390,229	53.5

Procurement contracts signed to date subject to renewal clauses

- PR and Communications
- DPO services
- HR services
- Legal services
- Financial accounting
- Translation services

Other services procured since establishment

- Market research
- Graphic Design
- Board meeting platform
- Printing
- Event Management

Appendix 3 – Procurement action plan 2025 – 2027

	Action	Output	Timeframe
1.	<p>Review the corporate procurement register monthly to ensure:</p> <ul style="list-style-type: none"> plans are in place for any upcoming contract renewals expenditure is in line with estimates. 	<p>Contracts are extended or re-tendered in a timely manner</p> <p>Expenditure under a contract does not exceed the estimated value of the contract or breach of thresholds</p>	Quarterly
2.	Prepare an annual procurement activity plan	<ul style="list-style-type: none"> identify planned tendering requirements for the following year prepare estimated costs and proposed procurement methods plans actions required (e.g. decisions re extensions or procurement) 	Annual
3.	Publish a list of all contracts awarded with a value over €25,000 on website and eTenders with associated details	Increased transparency and compliance with the Freedom of Information Model Publication Scheme and Circular 05/2023	Quarterly
4.	Publish a list of all purchases over €20,000 on website with associated details	Increased transparency and compliance with the Public Sector Reform Plan	Quarterly
5.	Publish award notices for tenders on eTenders	Publication of award notices for all tenders are up to date and that tenders are closed as appropriate	On-going
6.	Provide details of significant procurements, regardless of size, to Regulator's Board	CEO updates to Board for Board meetings	On-going
7.	Review the Corporate Procurement Plan	Up to-date Corporate procurement plan published	Annually

Appendix 4 – Planned procurement activity in 2026

The following list provides an overview of significant procurement activity envisaged for 2026:

These contracts will reach the end of their current contract term during 2026 and are subject to renewal

Goods/service procured	Procurement method used
Legal services	OGP Framework
HR services	OGP Framework
Data Protection services	OGP Framework
PR and communication services	OGP Framework
Financial accounting service	OGP Framework
Translation services	OGP Framework

The following goods or services may be procured during 2026

Goods/services required	Procurement method	Estimated cost
Graphic Design	Three quotes	Less than €5,000
Printing	Three quotes	Less than €5,000
IT software	Three quotes	Less than €5,000
IT licenses	Three quotes	Less than €5,000
CRM system	Three quotes	Less than €50,000
Enterprise Architect	OGP Framework	More than €50,000
IT Contractor	OGP Framework	More than €50,000
New website development	Three quotes/OGP platform	Less than €50,000
Internal audit	Three quotes/OGP platform	Less than €50,000

The Agri-Food Regulator will promote the use of green public procurement options in criteria set out in Request for Quotes (RFQs) where possible.

The Regulator will also ensure consideration in how social and environmental issues can appropriately be integrated into each procurement process in line with Goal 12 of the Sustainable Development Goals (SDGs): *Target 12.7, Promote public procurement practices that are sustainable, in accordance with national policies and priorities.*