



Grants to primary and post primary schools for the purchase of books, audio books and other material to increase the literacy resources within schools

Procurement fact sheet

1. Introduction

Payment of the one off €20m grant monies for the purchase of books, audio books and other material to increase the literacy resources within schools is being made to all primary and post-primary schools in the free education system. All schools apart from ETB schools will receive the grant monies directly. ETB school grants will be paid directly to the ETB.

The grant to schools will be paid in line with recognised pupil enrolment on 30 September 2021. The grant paid to Primary schools with an enrolment of equal to or less than 60 pupils is based on a minimum enrolment of 60 pupils. The grant rate will be €21.00 per pupil/student for all recognised primary and post-primary schools in the Free Education Scheme.

2. What the funding can be used for

The funding being provided must be used exclusively to improve the schools existing literacy resource banks. It is not intended for the purchase of textbooks and should not be used to supplement the Book Grant funding. It also cannot be used for the purchase of fixtures and fittings for a library or for software such as accelerated reading programme.

3. Support measures for schools to purchase books, audio books and other material

Support is being provided so as to ensure that schools can make best use of the grant funding in order to increase the literacy resources within their schools. In this regard the Department is working with the Public Library Service.

A Webinar <https://www.gov.ie/en/publication/9aeb8-book-grants-2022/> is available which covers

- assessing the library collection
- the practical process of selecting a meaningful book collection for each school



- reading lists and resources developed by libraries and Children's Books Ireland
- library services supporting schools, emphasising the benefits of class visits, the range of services available, including classroom sets, teachers' resources, online resources etc.

4. Procurement

There is a framework for the provision of library goods available to all schools, which may provide for your literacy resource needs. It is available from the Education Procurement Service (EPS) and may be accessed at www.educationprocurementservice.ie. The EPS may be contacted at eps.mail@ul.ie.

While use of the framework is not mandatory, it provides direct drawdown (ordering) options for materials to a value under €25,000. The Framework Agreement is divided into six (6) Lots (Lot 3 is divided into 2 sub-lots). A Lot is defined as a particular set of goods. The Framework Members (suppliers) appointed to each Lot and the individual Lot breakdown are outlined in Table 1 below.

Table 1

Lot Number & Name	Lot Description	Framework Members & Ranking
Lot 1 - English Language	This Lot is for the supply of English language monographs (excluding Irish published materials, Irish language materials and publications of Irish interest). Within this Lot Tenderers can also offer the supply of the following added value services; <ul style="list-style-type: none">• Alternative Media• Standing Orders	1. ProQuest 2. EBSCO Information Systems 3. Askews & Holts 4. O'Mahony's 5. Brown Books
Lot 2 - eBooks	This Lot is for the supply of e-books (i.e. individual title purchases)	1. ProQuest 2. EBSCO Information Systems
Lot 3a - Print Patron Driven Acquisition/Demand Driven Acquisition	This Lot is for the supply of Print Patron Driven Acquisition/Demand Driven Acquisition	1. ProQuest
Lot 3b - e-PDA/E-DDA	This Lot is for the supply of e-book PDA/DDA	1. EBSCO Information Systems 2. ProQuest



Lot 4 - Irish Published Materials	This Lot is for the supply of items published on the island of Ireland, Irish language materials and items pertaining to Irish interest, whether by subject matter or authorship. It may also include the supply of Irish language and Irish interest materials published outside of the island of Ireland. Within this Lot Tenderers can also offer the supply of the following added value services; <ul style="list-style-type: none"> • Alternative Media • Standing Orders 	<ol style="list-style-type: none"> 1. ProQuest 2. Irish Library Suppliers 3. O'Mahony's
Lot 5 - Modern European Language Materials	This Lot is for the supply of Modern European language materials. English language material published in mainland Europe may also be provided under this Lot. Irish language materials are excluded from this Lot. Within this Lot Tenderers can also offer the supply of the following added value services; <ul style="list-style-type: none"> • Alternative Media • Standing Orders 	<ol style="list-style-type: none"> 1. O'Mahony's
Lot 6 - Out of Print/Second Hand Material	This Lot is for the supply of Out of Print and Second-hand material. Suppliers must source and supply Goods from any publisher that is willing to trade via a third party supplier	<ol style="list-style-type: none"> 1. O'Mahony's 2. EBSCO Information Systems 3. Browns Books

There is a procedure to share the direct orders between the set of suppliers. To award the contract, the school shall issue/complete a Goods Contract and Confidentiality Agreement with the supplier. These documents are available at Appendix C of the User Guide for this framework to be found at www.educationprocurementservice.ie

Where the value of the goods required by the school is greater than €25,000, the EPS will run the mini-competition on behalf of the Framework Client/Contracting Authority. For EPS to run the mini-competition, a PSR (Procurement Support Request) must be completed and forwarded to support@ogp.gov.ie Full details of the mini-competition process are available in the User Guide on the EPS website.

In circumstances where a school decides not to avail of the framework to source their literacy resources, then the following matters must be considered closely:

- The board of management must establish a set of procedures governing purchasing and should set out the arrangements for tendering and buying of goods, payment of invoices and maintenance of accounting records.
- All purchases must be in compliance with public procurement procedures, which ensures best value for money. Where appropriate, written quotes should



be sought and a full record of the procurement retained for future reference and examination in accordance with public procurement rules.

- Schools Procurement Unit (SPU) will provide support to schools from the through their website www.spu.ie or by email procurementssupport@spu.ie. It is the central support resource for providing guidance to all primary and post-primary schools (except ETB schools) on any procurement-related issue. The SPU delivers free advice and practical support to schools to help them achieve improvements in their procurement processes, practices and outcomes. A helpful guide, [Guidance for Schools on Good Procurement Practices](#) is available on the SPU website.
- The Office of Government Procurement also provides support and information at www.ogp.gov.ie or by email to support@ogp.gov.ie. This includes Procurement guidelines and Request for Tender (RFT) templates.
- ETB Schools are supported in their procurement activity by their local ETB Administrative Office.
- Schools are free to choose which of the eligible literacy resources best suits their needs. They are also free to choose which suppliers to approach for these resources and can purchase from more than one supplier. It is recommended that you seek a minimum of 3 quotes (RFQ) where the value of the contract is less than €25,000. For contracts greater than €25,000 in value, then a full public procurement exercise (RFT) must be undertaken.

Schools are advised to contact the SPU for guidance and assistance, in the first instance, should they decide to embark on their own individual sourcing projects outside of the available framework.

5. Requests for Tenders/Quotations

- Every school is unique as too is the stock of books, audio books and other media available within each school. Each school needs to consider their own specific situation and the students/pupils within the school when planning the expenditure of the grants monies received. Supports to help you in this regard can be found at <https://www.gov.ie/en/publication/9aeb8-book-grants-2022/> and <https://www.librariesireland.ie/services/right-to-read/services-to-schools>
- Once you have established what literacy resources you are to purchase the specification and requirements needs to be developed. Be clear in stating what you want with no ambiguity. This is important to avoid misinterpretations, questions, getting products that you didn't want etc.



The evaluation and award process must be demonstrably objective and transparent and based solely on the criteria published in the RFT/RFQ. Your award criteria is your statement to the market about how you value the service/goods that you want. Price is an important aspect, but you must also consider quality, customer care, delivery, supports etc.

- Every tender **must include Green Public Procurement** considerations. This is a process where public authorities seek to source goods, services, or works with a reduced environmental impact throughout their life-cycle, compared to other goods, services, or works with the same function. Please see <https://www.epa.ie/publications/circular-economy/resources/GPP-Guidance-for-the-Irish-Public-Sector.pdf>

By doing this we encourage all our suppliers to be more environmentally friendly and to reduce their carbon footprint. It makes us more conscious of being greener about the things we consume as part of our education activities. This criteria can include the material used in the products such as recycled paper or the environmental impact of the delivery involved or packaging used. You should be mindful of Sustainable Procurement Tips for Schools set out in the SPU newsletter [Procurement Newsletter - SPU](#).

- Make sure you keep to timelines and deadlines as well as issuing the required communications to both successful and unsuccessful tenderers. When the procurement process is complete make sure that your procurement file is complete and file it.

Evelyn O'Connor

Evelyn O'Connor
Principal Officer
Curriculum & Assessment Policy Unit
2nd June 2022