



PROPERTY SERVICES
REGULATORY AUTHORITY

Corporate Procurement Plan

2025-2027

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1. Introduction

The Property Services Regulatory Authority (PSRA) was established on 3 April 2012 pursuant to the Property Services (Regulation) Act 2011 (the Act) and is the statutory body with responsibility for licensing and regulating the property services sector in Ireland.

The PSRA is committed to its responsibility to operate its procurement activities in compliance with EU and national procurement legislation ([Appendix 1](#)). The Code of Practice for the Governance of State Bodies 2016 (the Code) requires state bodies to prepare a Corporate Procurement Plan as set out in section 8.20 of the Code.

“8.20 Corporate Procurement Plan: The Office of Government Procurement Policy framework requires that all non-commercial State bodies complete a Corporate Procurement Plan. This plan is underpinned by analysis of expenditure on procurement and 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 should be implemented.”

This plan sets out how the PSRA will fulfil its procurement functions in compliance with section 8.20 of the Code.

2. Objective of the plan

The Property Services Regulatory Authority’s Corporate Procurement Plan (CPP) is a 3-year strategy. The primary objective of this plan is to ensure the PSRA’s compliance with EU and national procurement legislation. The plan will be reviewed and approved by the Senior Management Team (SMT).

The plan promotes the use of central procurement frameworks and contracts established by the Office of Government Procurement (OGP). There are many benefits achieved through the use of OGP central arrangements including compliance with procurement legislation, achieving value for money, greater procurement expertise and administrative savings on the tendering process.

The PSRA Procurement Team continues to keep abreast of relevant procurement policies to ensure the provision of support to all staff within our organisation. This is achieved by attending procurement training and conference events, including the OGP Procurement Officer Network events. In addition, it is the Procurement Team’s responsibility to circulate new and updated procurement legislation, circulars, policies and procedures to all staff and ensure that PSRA policies and procedures are fully compliant.

The PSRA Procurement Team coordinate the procurement processes in conjunction with the unit requiring the goods/services. Assistance is provided by the Procurement Team in identifying the appropriate procurement methods, preparing the request for tender (RFT) documents, evaluating tenders and quotes received and preparing final documentation.

3. Procurement Expenditure Analysis

The OGP recommends that the development of any CPP should be informed by an analysis of expenditure in an organisation over a selected preceding period. The non-pay expenditure from the draft accounts from 2024 was examined for this purpose. Specifically, the expenditure analysed only includes payments for goods and services related to non-pay activity. This amounts to €1,455,453 or 41% of all expenditure. Other expenditure areas are excluded (e.g. wages & salaries, PRSI; travel and subsistence for staff).

There were 70 suppliers engaged by the PSRA in 2024, with 52 suppliers receiving less than €5,000 per annum, 9 suppliers receiving between €5,000 and €25,000 per annum and 9 suppliers receiving above €25,000 per annum ([Appendix 2](#)).

The PSRA utilises central arrangements established by the OGP when procuring a range of commonly acquired goods and services. Where no central arrangement is available, the PSRA operates in accordance with national and EU Procurement Directives.

Many OGP frameworks have been utilised over the years, including the appointment of legal advisers, electricity provision and health and safety services. The PSRA publishes quarterly details of relevant procurement activity on its website in accordance with its responsibilities under the Freedom of Information Act 2014.

Additionally, the PSRA publishes a full set of financial statements annually on the PSRA website following certification by the Comptroller and Auditor General.

4. Implementation of the Plan

4.1 Management of Procurement

The Corporate Affairs unit has responsibility for the procurement functions of the PSRA which includes

- effective management of PSRA procurement by ensuring that all procurement is in line with EU and national directives, legislation and circulars
- management of policies and procedures including the procurement plan
- management of finance and purchase management systems and procedures,
- training for staff on procurement policies and procedures,
- support to staff on procurement which includes assistance with identifying appropriate procurement methods, the preparation of RFTs (requests for tender) and contracts, conducting evaluations, and providing feedback.

4.2 Procurement policy and procedures

The PSRA's procurement policy and procedures comprise of the following elements:

- Procurement policy: this outlines the principles that govern the PSRA's procurement activities and is published on the PSRA's website, www.psr.ie.
- Procurement procedures this provides guidance on approval procedures, threshold levels, use of frameworks templates and contracts, purchase management and contract management.
- Contract register: this records the PSRA's current contracts it has in place with suppliers, recording the procurement method used, description of service supplied, initial duration, extension option and expiry date

4.3 Oversight of the PSRA's procurement

To ensure appropriate oversight of the PSRA's procurement, the following corporate governance is in place:

- Annual expenditure and budgets are prepared by the PSRA SMT and presented to the PSRA Board for approval.
- Approval by the PSRA Board is required for the award of any one contract over €100,000 (ex VAT).
- Ministerial approval is required for any expenditure above €55,000 (ex VAT) on consultants or advisers in accordance with Section 12 of the Pensions Act.
- Appropriate prior approval is required for all procurement and purchasing activities.
- End of year draft accounts are submitted to the Department of Housing, Local Government and Heritage.
- Annual independent internal and Comptroller and Auditor General audits are conducted
- Payments made to suppliers where there is non-competitive procurement are reported in the PSRA Financial Statements as part of the Statement of Internal Control.

4.4 Procurement templates

The PSRA will use Office of Government Procurement (OGP) frameworks where available and appropriate. Where an OGP framework is not available or deemed appropriate, the PSRA will procure goods and services in accordance with OGP guidelines.

For the procurement of services, the PSRA will use its own suite of templates for RFTs (requests for tender) and contracts that are based on OGP templates.

4.5 Review

The PSRA Corporate Procurement Plan will be reviewed annually by the Procurement Team and approved by the Senior Management Team (SMT). The Procurement Action plan sets out practical, time limited measures the Procurement Team will undertake to improve the procurement processes ([Appendix 3](#)).

Appendix 1 - Procurement legislation and guidance

Included here is a list of relevant legislation and guidance that applies to procurement by the PSRA

Name	Source	Description	Links
EU Directives			
EU Directive on public procurement	EU Directive and Irish regulations	The current EU directive on public procurement implemented in Ireland via SI 284 of 2016.	SI 284 of 2016 and Directive 2014/24/EU
EU Directive on procedures concerning the award of public contracts (the “Remedies Regulations”)	EU Directive and Irish regulations	These Regulations apply to all contracts above the EU threshold and oblige contracting authorities to provide minimum information to unsuccessful tenderers and to allow for a “standstill period” of 14 days before execution of contracts. Under these Regulations, suppliers may challenge contract award decisions in the High Court.	SI 130 of 2010 and Directive 2007/66/EC
OGP guidance			
National Public Procurement Policy Framework	OGP	This document sets out the overarching policy framework for public procurement in Ireland.	National Public Procurement Policy Framework (November 2019)
Template RFTs and Contracts for Goods and Services	OGP	OGP templates designed for tenders for low to medium risk goods and services that are above the EU threshold.	OGP Templates for Goods and General Services
Public Procurement Guidelines for Goods and Services	OGP	This document provides comprehensive guidance on procurement processes for contracts, frameworks, above and below EU thresholds.	Public Procurement Guidelines for Goods and Services (October 2023)
OGP Information Notes	OGP	These notes issued by the OGP provide guidance on specific matters such as Covid-19, Brexit, GDPR etc.	OGP Information Notes (ongoing)

Irish government circulars and guidance			
Name	Source	Description	Links
Code of Practice for the Governance of State Bodies	DPENDR	<p>Sections 8.16 to 8.21 set out requirements for the Board and Chairperson in relation to procurement governance including:</p> <ul style="list-style-type: none"> • procurement policies and procedures • corporate procurement plan • contracts database • procedures to detect non-compliance • obligation on Chairperson to report non-compliance. 	Code of Practice for the Governance of State Bodies and associated documents
The Public Spending Code	DPENDR	All Irish public bodies are obliged to treat public funds with care, and to ensure that the best possible value for money is obtained whenever public money is being spent or invested. The Public Spending Code is the set of rules and procedures that ensure that these standards are upheld across the Irish public service.	Public Spending Code
Freedom of Information Model Publication Scheme	DPENDR – FOI Central Policy Unit	This document includes the requirements to publish procurement information under the FOI Act, 2014.	Freedom of Information Model Publication Scheme (July 2016)
Determining Insurance Requirements for Goods & Services RFTs & Contracts	State Claims Agency	This document provides guidance on the appropriate types and levels of insurance cover for contractors in the performance of public contracts for goods and services.	SIG 02: Determining Insurance Requirements for Goods & Services RFTs & Contracts
Arrangements for Oversight of Digital and ICT-related initiatives in the Civil and Public Service	DPENDR	This circular sets out the arrangements for oversight of digital and ICT initiatives in the Civil and Public Service and the additional arrangements that are in place in relation to Peer Review of digital and ICT Initiatives of significant scale, risk or strategic importance being undertaken in the Civil and Public Service.	Circular 14/2021

Name	Source	Description	Links
Promoting the use of Environmental and Social Considerations in Public Procurement	DPENDR	The purpose of this Circular is to promote the wider use of environmental and social considerations in public procurement with specific regard to the Climate Action Plan 2019	Circular 20/19
Arrangements for digital and ICT-related expenditure in the Civil and Public Service	DPENDR	The purpose of this Circular is to simplify the arrangements for approval and oversight of ICT expenditure through greater alignment with the Estimates Process, relevant strategies and strategic objectives. This circular supersedes previous circulars 02/09 and 02/11.	Circular 02/16

Appendix 2 – Analysis of Expenditure and Suppliers in 2024

<i>Expenditure</i>	<i>Number of Suppliers</i>
<i>Below €5,000</i>	52
<i>€5,000 - €25,000</i>	9
<i>Above €25,000</i>	9

Appendix 3 – Procurement Action Plan 2025-2027

<i>Number</i>	<i>Action</i>	<i>Output</i>	<i>Responsibility</i>	<i>Timeframe</i>
1	Review the Contract Register monthly to ensure: - Contracts are renewed on time or new contracts put in place - Expenditure is in line with estimates	-Contracts are extended or re-tendered in a timely manner - Expenditure under a contract does not exceed the estimated value of the contract or breach thresholds	Procurement Team	Monthly
2	Remind units when a contract is reaching its expiry or up for renewal	Contracts put in place in a timely manner with no loss of supply/service	Procurement Team	Ongoing
3	Publish list of all contracts awarded with a value over €25,000 on the PSRA website with associated details	Increased transparency with compliance and Freedom of Information Model Scheme Publication	Procurement Team	Quarterly
4	Publish a list of all purchase orders over €20,000 on the PSRA website with associated details	Increased transparency and compliance with Public Sector Reform Plan	Procurement Team	Quarterly
5	Publish award notices for above threshold contracts on eTenders	- Publication of award notices for all PSRA tenders are up to date - Tenders are closed as appropriate	Procurement Team	Ongoing
6	Review the PSRA Procurement Policy	The PSRA procurement policy published on the PSRA website is up to date	PSRA SMT	Annually
7	Review the PSRA's Procurement procedures	The PSRA's procurement procedures are up to date	Procurement Team	Annually
8	Review the PSRA's Corporate Procurement Plan	The Corporate Procurement Plan published on the PSRA's website is up to date	PSRA SMT	Annually

(Version 1 – 08/25)