Procurement Flow Chart

Identify the need to Procure & estimate the total value of the contract
Contract Value: annual value x contract length
e.g. £40k spend per annum x 5 year contract = £200,000 total value of contract

Total Value less than **£25,000**

Competitive quotations are not required. Review available frameworks (ESPO, OGC etc). A direct approach to a single supplier is acceptable. A local supplier should be engaged where possible

Total Value exceeds **£25,001** but is under the **EU Threshold for Goods & Services**

Four quotations must be requested via the Request for Quotation documentation. The process should be conducted electronically utilising the electronic procurement portal (currently Delta e-sourcing). The Client Procurement Officer must be consulted prior to the commencement of the process. Where possible at least two of the quotes should be obtained from a local supplier. Review available frameworks (ESPO, OGC etc)

Total Value exceeds **EU Threshold for Goods & Services but is less than EU Threshold for Works**

Five quotations must be requested via the Invitation to Tender (Open) documentation. The process should be conducted electronically utilising the electronic procurement portal. The Client Procurement Officer must be consulted prior to the commencement of the process. Where possible at least two of the quotes should be obtained from a local supplier. Review available frameworks (ESPO, OGC etc)

Total Value exceeds **EU thresholds**

Full Tender Process must be adhered to unless using a compliant framework. Use of the Electronic Vault is required. The Client Procurement Officer should be informed prior to the commencement of any procurement activity.

As part of the evaluation process a Financial Standing appraisal of the company **must be** undertaken (please contact Financial Services).

Where a framework agreement is being used it is advisable for a mini competition between the approved suppliers to be undertaken to ensure VFM.

The potential for collaborative working will be reviewed prior to the commencement of any procurement exercise.

Full details of contract award need to be held on the Contracts Register (please inform the Client Procurement Officer).

A thorough review of whether there is TUPE implications should be undertaken prior to commencing on any procurement activity and this should be undertaken in consultation with Legal Services and Human Resources.

Where the contract value is in excess of the EU threshold please ensure that a contract award notice is published and that the standstill period is adhered to.

Legal Services must review any variation to the standard terms & conditions within contracts prior to being agreed by the Contract Manager

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