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Overview Of Conducting A Procurement Process

Process, including activities	Budget Holder	Budget Holder's Nominee	Evaluation Team	Procurement & Contracts Office	Buildings & Estates	Head of Insurance	Requisitioner	Accounts Payable
Determine need	A/R	R						
Confirm Approved Purchaser Status (certified by PCO on completion of Foundation Course training) valid	A/R	R	R				R	
If don't have Approved Purchaser Status, then Undertake Procurement Foundation Course	A/R	R	R	C			R	
Conduct market research	A/R	R	C					
Identify value of requirement, applying the rule of aggregation (i.e. by taking account of the value of all other and/or future requirements which are of a similar nature and/or would be available from the same suppliers).	A/R	R						
Confirm budget availability	A/R	R						
Consult procurement Step by Step Guide to determine correct procurement process	A/R	R						

Check to see if there is any existing centralised contract from which requirement can be procured.	A/R	R						
If the requirement can be procured from a centralised contract, then follow drawdown instructions for the relevant contract on PCO webpage (each contract operates differently)	A/R	R	C					
For a goods, services or works contract valued <€5,000 which is not available to buy through a centralised contract, then run a quotation process (minimum of one written quote to be sought)	A/R	R						
If a goods, services or works contract valued >€5,000 can only be awarded to a single economic operator, then follow sole source process	A/R	R		C				
For a goods or services contract valued ≥€5,000 <€50,000 which is neither available to buy through a centralised contract, nor a sole source, then run a quotation process (minimum of three written quotes to be sought)	A/R	R	C					
For a works contract valued ≥€5,000 <€200,000 which is neither available to buy through a	A/R	R	C		R			

centralised contract, nor a sole source, then run a quotation process (minimum of five written quotes to be sought)								
For a goods or services contract valued $\geq\text{€}50,000 <\text{€}215,000$ which is neither available to buy through a centralised contract, nor a sole source, then run a national tendering process	A/R	R	C			C		
For a works contract valued $\geq\text{€}200,000 <\text{€}5,382,000$ which is neither available to buy through a centralised contract, nor a sole source, then run a national tendering process	A/R	R	C		R	C		
For a goods or services contract valued $\geq\text{€}215,000$ which is neither available to buy through a centralised contract, nor a sole source, then run an EU tendering process	A/R	R	C			C		
For a works contract valued $\geq\text{€}5,382,000$ which is neither available to buy through a centralised contract, nor a sole source, then run an EU tendering process	A/R	R	C		R	C		

On completion of the procurement process, follow Supplier Setup Process, if required	A/R	R		C		C	R	C
For any contract valued \geq €5,000, complete a Contract Award Notification Form to upload to the requisition.	A/R	R					R	
For any contract valued \geq €25,000, submit a copy of the Contract Award Notification Form to the Procurement & Contracts Office.	A/R	R		I			R	
Raise and issue Purchase Order to successful supplier	A/R	R		C (for contracts valued over €25,000)			R	
Manage the contract with the successful supplier	A/R	R						
Answer audit queries relating to the procurement process in a timely fashion.	A/R	R		I				

Note: All thresholds quoted are ex VAT.