

Procurement Process Summary Guide

Supplies/Services/up to £75k Works up to £150k

2 Weeks
(estimated minimum timeline to complete procurement process once specification is created)

1. The Service Area identify the need and ensure that appropriate budget is in place
2. The Service Area develop a concise specification that replicates the requirement
3. Procurement check existing contracts and advise if there any suitable arrangements in place currently.
4. If none are available Procurement request quotations from suppliers via the NEPO Portal using "Quick Quote" or "Pro-contract".
5. Between 1 and 3 quotations for supplies and services dependent on the value and a minimum of 3 quotations for works will be sought
6. The Service Area and Procurement evaluate the quotes to identify the best value. The winning supplier is then informed.
7. A purchase order or contract is put in place (a written contract is required when the value exceeds £100k). The NEPO system holds an audit trail for future reference.

10 Weeks
(estimated minimum timeline to complete procurement process once specification is created)

Supplies/Services £75K to £140k Works over £150k to OJEU Threshold

A Contract Strategy is created by the Procurement and Technical Staff in advance of the procurement exercise. This helps maximise the value the contract delivers and will support smooth mobilisation, risk mitigation and good communication.

1. The Service Area identify need and ensure that appropriate budget is in place
2. Service Area provide a concise specification that replicates the requirement. Procurement advise on commercial impact of choices made by Service
3. Procurement check existing contracts and advise if there any suitable arrangements in place currently. If not a tender will be required.
- 4a. For Works requirement with a value of between £150k- £500k suppliers will be selected using a tender list compiled using Construction-line
- 4b. For all other requirements, procurement will advertise the opportunity via a contract notice which is published at www.qtegov.com
5. A tender document , or pre-qualification Questionnaire (PQQ) if restricted procedure, is sent to all suppliers who express an interest (or are part of the works tender list shown in 4a above) via the e-tendering system
6. If restricted procedure is used PQQs are evaluated against the selection criteria and tender documents are then issued only to shortlisted suppliers that meet the selection criteria
7. The returned tenders are evaluated against the award criteria detailed in the tender document and an e-auction is ran if applicable. The most economically advantageous tender is selected
8. Approval to award the contract is obtained in accordance with the Council's constitution
9. Winning and successful suppliers are informed of the outcome by procurement and where a contract value is more than £100k a written contract is agreed.

20 Weeks
(estimated minimum timeline to complete procurement process once specification is created)

Supplies/Services over £140k Works over OJEU Threshold level

1. The Service Area identify need and ensure that appropriate budget is in place
2. Service Area advise procurement of need and provide specifications of the supplies, services or works required. Procurement advise on commercial impact of choices made by Service Area
3. The Procurement Service advertise the opportunity via a contract notice (which can be with/without a Prior Information Notice) which is published at <http://ted.europa.eu>
4. A tender document , or pre-qualification Questionnaire (PQQ) if restricted procedure, is sent to all suppliers who express an interest via the e-tendering system
5. If restricted procedure is used PQQs are evaluated against the selection criteria and tender documents are then issued only to shortlisted suppliers that meet the selection criteria
6. The returned tenders are evaluated against the award criteria detailed in the tender document (an e-auction is ran if applicable). The most economically advantageous tender is selected
7. Approval to award the contract is obtained accordance with the Council's constitution
8. Written contract is agreed with the successful bidder
9. Successful and unsuccessful bidders informed of outcome in writing and mandatory 10 day standstill period commences
10. Contract is awarded and a contract award is published on <http://ted.europa.eu>