Procurement Process Flowchart

Independent ICT Procurement Advisory Service

School ICT plan approved

School receives funding for ICT and decides what it would like to purchase

School prepares procurement strategy and plan

Do you intend to invite competitive tenders or quotes for your requirements?

- ✓ → Is value of intended purchases over EC threshold?
  - ✓ → Do you intend to undertake your own independent tender exercise?
    - ✓ → Prepare and issue Call for Competition
      - Prepare and issue tender document with covering letter
        - Facilitate site inspection visits from suppliers and answer any queries
        - Keep tenders or quotations received safe until opening date
        - Open tenders or quotations on designated date
        - Assessment of tenders/quotations received and recommendation for award of contract(s)/order(s)
        - Draft and issue Contract Award Notice
      - ✗ → Does value and risk of purchase warrant issuing a tender document?
        - ✓ → Select list of tenderers
        - ✗ → Prepare and issue request for quotation
    - ✗ → Select list of tenderers from established EC-compliant framework agreement for mini-competition
  - ✗ → Assess responses to Call for Competition in accordance with criteria,and select list of tenderers
- ✗ → From framework agreement, select suppliers from whom you intend to purchase your requirements

Prepare order(s) or contract(s) as appropriate and issue.
NB: Ensure signatory has authority to commit the school

Did you issue a Call for Competition?

- ✓ → Does the contract contain provision for liquidated damages for late completion?
  - ✓ → Calculate liquidated damages due from contractor and inform contractor of your intention to deduct these
    - Contractor submits invoice. School checks for compliance with terms of contract (deducts any relevant liquidated damages and discount for prompt payment) and pays contractor if correct
      - Monitor contractor post completion (warranty and support)
  - ✗ → Was contract completed late?
- ✗ → Manage contractor prior to completion and fulfil our obligations under the contract

Contractor completes delivery, installation, commissioning, training, etc.

INDEPENDENT ipas ICT PROCUREMENT ADVISORY SERVICE

http://ipas.ngfl.gov.uk