REVISED PROCUREMENT GATEWAY PROCESS v0.4 OFFICERS MUST CONSULT IN LINE WITH THEIR SCHEME OF DELEGATION AS PRESCRIBED BY THEIR ASSISTANT DIRECTOR AND/ OR DMT BEFORE UNDERTAKING EITHER A CATEGORY A OR CATEGORY B DMT CAN MAKE A RECOMMENDATION TO STRATEGIC PROCUREMENT TO UPSCALE A CLASS 3 LOW RISK PROCUREMENT TO EITHER A CLASS 4 MEDIUM RISK OR A CLASS 5 HIGH RISK PROCUREMENT VHERE IT IS FELT THAT DESPITE BEING LOW VALUE, THE PROJECT SHOULD BE BROUGHT TO THE ATTENTION OF EITHER THE PROCUREMENT BOARD AND ℓ OR CABINET OMT CAN MAKE A RECOMMENDATION TO THE PROCUREMENT BOARD TO DESCALE A CLASS 4 MEDIUM RISK PROCUREMENT TO A CLASS 3 LOW RISK PROCUREMENT EITHER AS A WHOLE OR AT A PECIFIC STAGE, WHERE IT IS FELT THAT THERE ARE NO MAJOR RISKS OTHER THAN PROCUREMENT VALUE PROCUREMENT BOARD AND / OR CABINET WILL, WITH GUIDANCE FROM STRATEGIC PROCUREMENT, REVIEW DMT RECOMMENDATIONS AND WILL MAKE THE FINAL DECISION IN RELATION TO RISK ATEGORISATION. ANY SUCH FINAL DECISION BY THE ROCUREMENT BOARD AND / OR CABINET WILL BE FINAL AND BINDING. UPON OFFICERS AND THEIR CONTRACTS/PROJE CATEGORY A PROCUREMENTS BELOW £100K (GOODS / CATEGORY B PROCUREMENTS ABOVE £100K (GOODS/SERVICES/WORKS) - OFFICERS MUST SUBJECT CONTRACTS/PROJECTS TO THE PROCUREMENT GATEWAY PROCESS SERVICES / WORKS) Managed by Client Department based upon Strategic Strategic Management by Strategic Procurement, Procurement Board and Cabinet and Operational **Procurement's guidance and Contract Procedure Rules Management by Client Department** RISK CLASS **RISK CLASS RISK CLASS RISK CLASS INCONSEQUENTIAL RISK** INSIGNIFICANT RISK MEDIUM RISK **LOW RISK HIGH RISK ** Strategic Strategic Strategic Procurements of total value Procurements of total value Management by Procurement Board Management by Management by Strategic **Procurement Board** (Goods/Services/Works) (Goods/Services/Works) Procurement and Cabinet Using Invitation to Quote Using Invitation to Quote Document available on Document available on ny Goods / Service Goods / Services / Goods / Services / / Works Connections, obtain 1 written Connections, obtain 3 written **Norks Procurements Vorks Procurement** Procurements of any value deemed as quote (minimum) quotes (minimum) of total contract of total contract value exceeding alue between £100k High Risk by £250k £250k Procurement Boar Client Department undertakes Client Department undertakes legal, insurance and finance legal, insurance and finance formalities formalities Advertise and Advertise and Advertise and Client Department Engages Client Department Engages Formally tender in Formally tender in Formally tender in Supplier line with new line with new line with new Contract Rules using ontract Rules using ontract Rules using the relevant Invitatio the relevant he relevant Invitatio If a termed contract then end If a termed contract then send to Tender document **Invitation to Tender** to Tender documen Contract details to Strategic Contract details to Strategic available on available on document available Procurement for Contracts **Procurement for Contracts** Connections on Connections Connections Register Register OR OR OR (Decision made by (Decision made by (Decision made by Procurement Board **Procurement Board Procurement Board** based on quidance based on guidance based on guidance from Strategic from Strategic from Strategic Procurement) Procurement) Procurement) Using Invitation to Using Invitation to Using Invitation to **Tender Document Tender Document Tender Document** available on available on available on onnections, obtain a Connections, obtain Connections, obtair a minimum of 5 minimum of 5 written minimum of 5 writter tenders tenders OR OR OR (Decision made by (Decision made by (Decision made by **Procurement Board Procurement Board** Procurement Board based on guidance based on guidance based on guidance from Strategic from Strategic from Strategic Procurement) Procurement) Procurement) Use OJEU processes Jse OJEU processes se OJEU processe for procurements for procurements for procurements above or below EU above or below EU thresholds and thresholds and thresholds and dvertise in OJEU via dvertise in OJEU v dvertise in OJEU via Strategic Strategic Strategic Procurement **Procurement Procurement** Procurement Board / Cabinet Decision Point for each stage of the GATEWAY process **GATEWAY 1 DECISION** Managed by Procurement Board Options Appraisal and approval to commence **GATEWAY 2** OR DECISION Strategic Procurement QA and Sign-Off Procurement Documentation (including Lega Procurement Board QA and Sign-Off **Contract Terms and Conditions) Quality Assurance and Sign Off GATEWAY 3 DECISION** OR Managed by Procurement Board **Contract Award GATEWAY 4 DECISION** OR Managed by Procurement Board Post-project appraisal OR **GATEWAY 5 DECISION** a GATEWAY 5 report will be presented to ocurement Board or Procurement Board plus Annual contract management review binet by the Client Department as frequently p