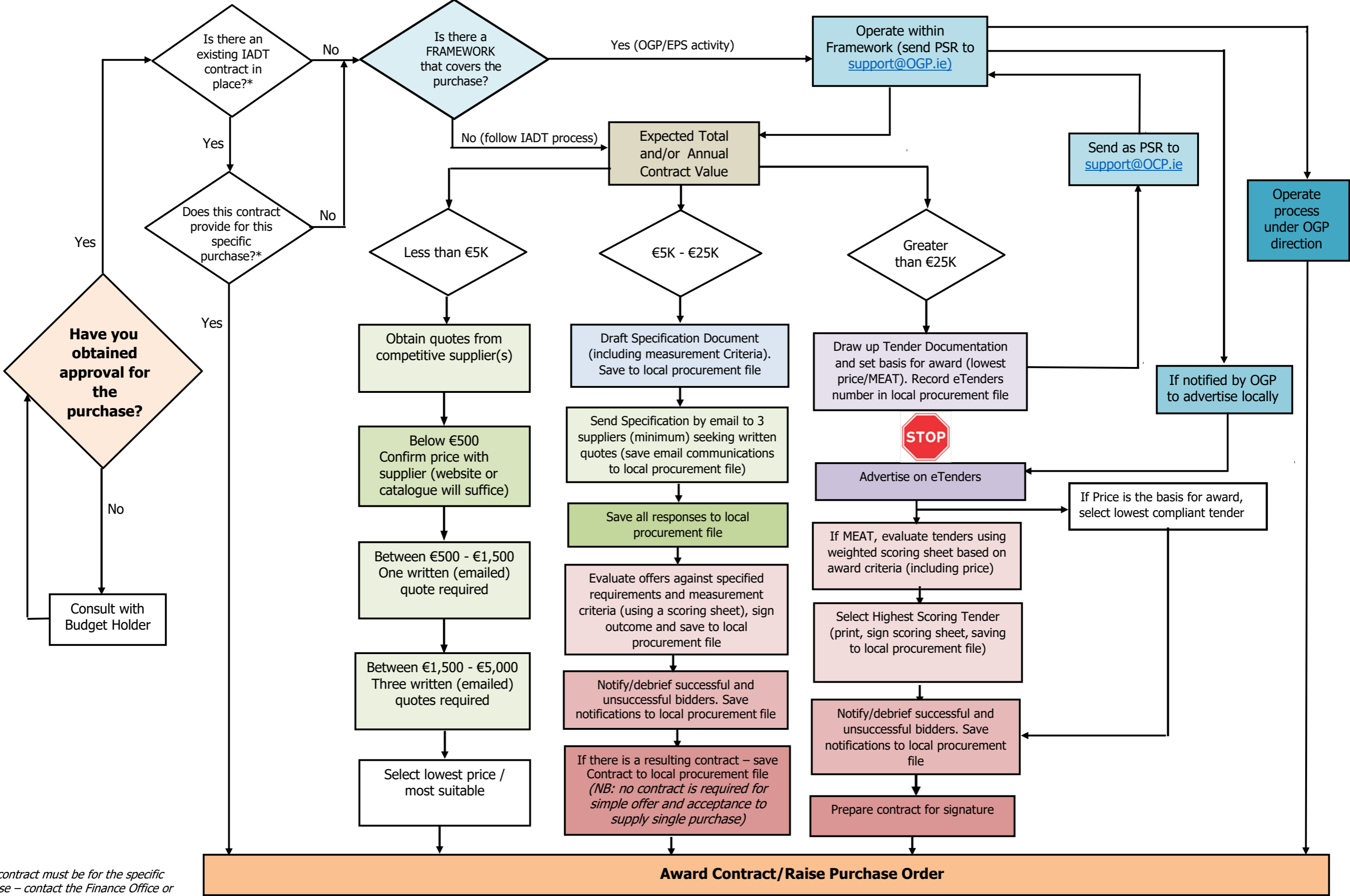


# PROCUREMENT DECISION TREE



\* The contract must be for the specific purchase – contact the Finance Office or relevant Manager if unsure

## Checklist of Documents and Records required:

Stage	Documents Required	Date of Document	Initials
Have you obtained approval for the purchase?	E-mail Approval Internal Departmental Approval Form		
Is there a FRAMEWORK that covers the purchase?	Search Screenshot from OGP Website		
Procurement Sourcing Request	Procurement Sourcing Request and e-mails to and from <a href="mailto:support@ogp.ie">support@ogp.ie</a>		
Where OGP runs the process	All correspondence to and from OGP		
If notified by OGP to advertise locally	e-mail from OGP/EPS		
Expected Total and/or Annual Contract Value	Documentary Analysis: Prior spend, published prices, professional evaluation. Documentary Analysis to be consistent with level of expenditure.		
Obtain quotes from competitive supplier(s)	E-mails to and from potential suppliers, including confirmations from suppliers not to provide a price or proposal.		
Below €500 Confirm price with supplier (website or catalogue will suffice)	Webpage Screenshot Catalogue retained		
Responses from suppliers	All correspondence from suppliers kept on Procurement File		
Specification	Specification Documentation		
Evaluation/Scoring Sheet	Evaluation Sheet, signed and dated by all persons involved in evaluation		
Supplier Notifications	Copies of letters on headed paper and e-mails to all potential suppliers		
Contract Documentation	Signed Contracts kept on File		
Tender Document	Tender Documents held on e-tenders and in IADT files		
e-Tenders advertisement	Screenshots kept on File		
Award Contract	Purchase Orders		