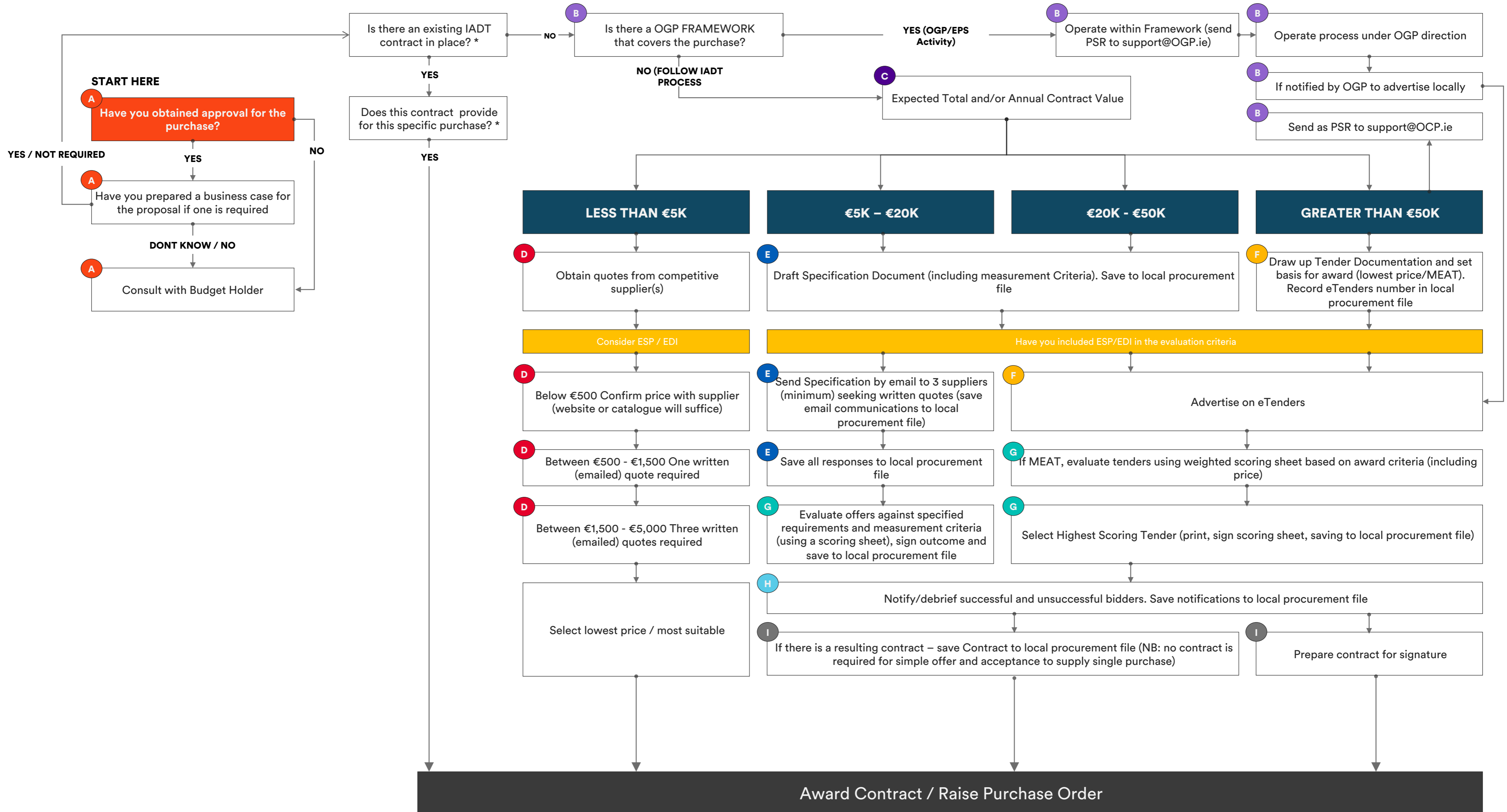


# Procurement Decision Tree



| Stage  | Documents Required   | Initial / Date |
|--|--|----------------|
| Have you obtained approval for the purchase?                               | E-mail Approval<br>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<br>Catalogue retained   |                |
| Specification  | Specification Documentation  |                |
| Responses from suppliers   | All correspondence from suppliers kept on Procurement File   |                |
| 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  |                |