

ORE Catapult Procurement Process

Tier 1 - Supplies/Services/Works – all requirements where ORE Catapult Framework exists
(this process is driven by the initiator, with support from the procurement team, as appropriate)

Tier 1 - Supplies/Services/Works – under £9,999 (ex VAT)
(this process is driven by the initiator. NB: Speak to procurement for further guidance regarding ERDF / ESIF / Horizon 2020 funded projects for spend greater than £2,500, as specific rules apply)

Tier 1 - Supplies/Services/Works – £10k to £24,999 (ex VAT) (this process is driven by the initiator. NB: Speak to procurement for further guidance regarding ERDF / ESIF / Horizon 2020 funded projects)

1 to 2 days
(estimated timeline to go through PR process, except for mini-competition where procurement resource will be required)

1. Use appropriate [Framework Agreement](#)

2. Raise [Purchase Requisition](#), get appropriate approval as per delegated powers table below.

NB: email approval acceptable

3. Forward to orec.approval@ore.catapult.org.uk for approval.

NB: Procurement will action within one (1) working day.

4. Procurement to forward to Finance for PO action.

NB: Finance will action within one (1) working day, sending PO to supplier and copy to initiator.

5. Initiator to follow up on delivery.

NB: procurement over £25k, is likely to require a mini competition and advice is to be sought from the procurement team.

1 to 2 days
(estimated timeline to go through PR process)

1. Identify appropriate supplier by obtaining quotation.

NB: only one quotation required.

Procurement not to be deliberately disaggregated to avoid PCR2015 aggregation rules.

2. Raise [Purchase Requisition](#), get appropriate approval as per delegated powers table below.

Attach evidence of value for money exercise to PR for audit purposes.

3. Forward to orec.approval@ore.catapult.org.uk for approval.

NB: Procurement will action within one (1) working day.

4. Procurement to forward to Finance for PO action.

NB: Finance will action within one (1) working day, sending PO to supplier and copy to initiator.

5. Initiator to follow up on delivery.

1/2 Weeks
(estimated minimum timeline to go through process)

1. Obtain quotations from at least **three (3)** suppliers to justify value for money.

Initiator to consider risk mitigation strategy, consulting with the Procurement Team as appropriate.

Procurement not to be deliberately disaggregated to avoid PCR2015 aggregation rules.

2. Raise [Purchase Requisition](#) (attach evidence of value for money search for audit purposes), get appropriate approval as per table below.

3. Forward to orec.approval@ore.catapult.org.uk for approval.

NB: Procurement will action within one (1) working day.

4. Procurement to forward to Finance for PO action.

NB: Finance will action within one (1) working day, sending PO to supplier and copy to initiator.

5. Initiator to follow up on delivery.

NB: Where only one (1) supplier genuinely exists and value for money principles can be justified, the negotiated process with one supplier can be carried out without further approvals, except for ERDF/ESIF/Horizon 2020 projects; seek guidance from Procurement Team.

Further detailed information is available in the [Procurement Manual](#) which is published on the intranet

Reference: BP-12000

Issue: 2

Procurement Process - Flow Diagram

Tier 2 - Supplies/Services/Works

£25k to £59,999 (ex VAT)

(this process is driven by the procurement team, unless agreed otherwise)

3 / 4 Weeks
(estimated timeline to go through process)

1. Initiator to draft [scope of works](#) / evaluation criteria & agree with Procurement rep, who will simultaneously issue request for quotation (RFQ) to a minimum of **five (5)** suppliers, agreed with initiator via the e-tender portal, as appropriate.
2. Procurement receives responses and sends to initiator for evaluation against the previously advertised evaluation criteria.
3. Procurement gains appropriate approvals via Contract Authorisation Report.
4. Procurement simultaneously issue award / decline notifications to suppliers, providing feedback as appropriate.
5. Procurement publish contract award notice on e-tender portal and [Contracts Finder](#) in compliance with PCR2015.
6. Procurement raises [Purchase Requisition](#) & forwards to Finance for action, who will action within one (1) working day, sending PO to supplier and copy to initiator.
7. **NB:** Where only one (1) supplier genuinely exists and the negotiated process can be justified, a [single tender justification](#) report must be completed by initiator and approved as per delegated powers table below.
8. Initiator to liaise with procurement, if necessary, regarding delivery queries.

Tier 3 - Supplies/Services

£60K to £180k

Works £60k to £4.5m (ex VAT)

(this process is driven by the procurement team)

6 / 8 Weeks
(estimated minimum timeline to go through process, depending on complexity)

1. Initiator to communicate with Head of Procurement at earliest opportunity to allocate resource and establish timescales.
2. Initiator to draft [scope of works](#) & evaluation criteria & agree with Procurement rep, who will build remaining ITT document and share with initiator for final approval.
3. A contract notice is published on the e-tender portal / [Contracts Finder](#) by the procurement team.
4. Procurement receives responses and sends to initiator for evaluation against the previously advertised evaluation criteria.
5. Procurement gains appropriate approvals via Contract Authorisation Report.
6. Procurement simultaneously issue award / decline notifications to suppliers, providing feedback as appropriate.
7. Procurement publish contract award notice on e-tender portal and [Contracts Finder](#) in compliance with PCR2015.
8. Procurement raises [Purchase Requisition](#) & forwards to Finance for action, who will action within one (1) working day, sending PO to supplier and copy to initiator.
9. Initiator / procurement liaise regarding delivery queries.

Tier 3 - Supplies/Services **over**

£180k

Works **over £4.5m (ex VAT)**

(this process is driven by the procurement team)

12 / 14 Weeks
(estimated minimum timeline to go through process, depending on complexity. NB: timescales for receipt of tenders is legislated in Public Contracts Regulations 2015)

1. Initiator to communicate with Head of Procurement at earliest opportunity to allocate resource and establish timescales.
2. Initiator & procurement rep to agree appropriate over threshold tender process.
3. Initiator to draft [scope of works](#) & evaluation criteria & agree with Procurement rep, who will build remaining ITT document and share with initiator for final approval.
4. A contract notice is published on "Find a Tender" by the procurement team.
5. Procurement receives responses and sends to initiator for evaluation against the previously advertised evaluation criteria. Carry out clarification process, as appropriate.
6. Procurement gains appropriate approvals via Contract Authorisation Report.
7. Procurement simultaneously issue intent to award / decline letters to suppliers, providing feedback as appropriate.
8. Observe 10 day mandatory standstill period, then procurement to issue contract award letter.
9. Publish contract award notice on "Find a Tender" within 30 days of award and [Contracts Finder](#) in compliance with PCR2015.
10. Procurement raises [Purchase Requisition](#) & forwards to Finance for action, who will action within one (1) working day, sending PO to supplier and copy to initiator.
11. Initiator / procurement liaise regarding delivery queries.