

# Appendix 4: Procurement Routes

System Generated	Fully advertised to all Providers registered within the procurement category group									Not advertised
<b>Quick Quote</b> £25,000 - £100,000	<b>A) Request for Quote</b> £25,000 - £100,000	<b>B) Invitation to Tender</b> Goods, Works and Services £100,000 - £181,302	<b>C) Invitation to Tender</b> Works £181,302- £4,551,413	<b>D) Invitation to Tender Social and other specific services</b> £181,302- £615,278	<b>E) EU Tender Open Procedure over Threshold</b> Goods £181,302 Services £181,302 Works £4,551,413 Social £615,278	<b>F) EU Tender Restricted Procedure over Threshold</b> Goods £181,302 Services £181,302 Works £4,551,413 Social £615,278	<b>G) Competitive Dialogue over Threshold</b> Goods £181,302 Services £181,302 Works £4,551,413 Social £615,278	<b>H) Competitive Negotiated Procedure</b> Goods £181,302 Services £181,302 Works £4,551,413 Social £615,278	<b>I) EU Tender Social and other specific services over Threshold</b> £615,278	<b>Negotiated Procedure under Threshold</b> £25,000 to: <ul style="list-style-type: none"> <li>£181,302 (Goods Services)</li> <li>£4,551,413 (Works)</li> <li>£615,278 (Social)</li> </ul>
<b>QQ Stage</b> Quick Quote facility generates random selection of suppliers from Pro Contract database to publish the opportunity to. Documentation carry out question and answer facility and Download Submissions. Note no SQ selection to be included. Price only route. <b>1 to 4 Days</b>	<b>A1) RFQ Stage (Including Advertise on Contract Finder over £25k,</b> Publish and Advertise on Pro Contract / Upload Quotation Documentation carry out question and answer facility and Download Submissions. Note no SQ selection to be included. We can ask 'suitability' question that obtains information to help us make an assessment as to whether bidders meet the minimum standards of suitability, capability Legal status or financial standing <b>14 Days</b>	<b>B1) ITT Stage (Including Advertise on Contract Finder,</b> Publish and Advertise on Pro Contract / Upload Tender Documentation carry out question and answer facility and Download Submissions Note no SQ selection to be included. We can ask 'suitability' question that obtains information to help us make an assessment as to whether bidders meet the minimum standards of suitability, capability Legal status or financial standing <b>21 Days</b>	<b>C1) ITT Stage (Including Advertise on Contract Finder,</b> Publish and Advertise on Pro Contract / Upload Tender Documentation carry out question and answer facility and Download Submissions SQ to be included for this route. <b>21 Days</b>	<b>D1) ITT Stage (Including Advertise on Contract Finder,</b> Publish and Advertise on Pro Contract / Upload Tender Documentation carry out question and answer facility and Download Submissions SQ to be included for this route. <b>21 Days</b>	<b>E1) Publish Contract Notice</b>  <b>E2) – EU Tender Stage (Including Advertise on Contract Finder,</b> Publish and Advertise on Pro Contract / Upload EU Tender Documents carry out question and answer facility and Download Submissions. Lotting must be considered or we must say why not in our documents. SQ to be included for this route. <b>35 days</b>	<b>F1) Publish Contract Notice</b>  <b>F2) EU Tender Two Stage (Including Advertise on Contract Finder,</b> Publish and Advertise on Pro Contract / Upload the SQ and the draft ITT document pack. Carry out Question and answer facility and Download SQ Submissions Lotting must be considered or we must say why not in documents  <b>F3) SQ Evaluation 14 Days</b>  <b>F4) SQ Selection Decision Notifications</b>	<b>G1) Publish on Contract Finder,</b> Publish a Notice and call for competition <b>30 Days</b>  <b>G2) Open a dialogue</b> with accepted operators keep information confidential unless agreed by all parties  <b>G3) Eliminate tenders</b> based on award criteria  <b>G4) Continue dialogue</b> with remaining bidders until we find a solution that meets our needs. Inform participants that the dialogue is over	<b>H1) Publish Contract Notice</b>  <b>H2) EU Tender Two or more Stages (Including Publish on Contract Finder,</b> Publish and Advertise on Pro Contract / Upload Selection Document carry out question and answer facility and Download Submissions <b>30 days</b>  <b>H3) Selection Evaluation</b> for successful tenderers only <b>14 days</b>  <b>H4) Selection decision</b> and notifications  <b>H5) ITT Stage</b> (Including Upload Tender Documents carry out question and answer facility and download submissions  <b>H6) Negotiate Tenders</b> to improve all given information equally. Eliminate tenders based on award criteria  <b>H7) Final Tenders</b> submitted and agree deadline  <b>H8) Final Tender Evaluations</b>  <b>H9) Award Decision</b> (including Story Board and Contract Award Notifications). Incorporate a mandatory Alcatel 10 day stand still period. If applicable, request either a DD (Key/Non-Key) or Cabinet approval to award. Alcatel following Scrutiny Call-in. Award on Contract Finder  <b>H10) Prepare Contract Award Notice</b> (publish within 30 days)	<b>I1) Publish Contract Notice</b>  <b>I2) EU Tender Stage (Including Publish on Contract Finder,</b> Publish and Advertise on Pro Contract Upload Tender Documents carry out question and answer facility and Download Submissions <b>30 Days</b>  <b>I3) Tender Evaluation 14 Days</b>  <b>I4) Award Decision</b> (including Story Board and contract award notifications. Incorporate a mandatory Alcatel 10 day stand still period. If applicable, request either a Delegated Decision (key/non-key) or Cabinet approval to award the contract. Alcatel period starts following Scrutiny Call-in. Award on Contract Finder  <b>I5) Prepare Contract Award Notice</b> (publish within 30 days)	Negotiation with provider  <b>Award Decision 11 Days</b> (including Story Board and Contract Award Notifications. Incorporate a mandatory Alcatel 10 day stand still period If applicable, request either a DD Key or non-key) or Cabinet approval to award. Alcatel starts following the Scrutiny call-in. Award on Contract Finder  Prepare Contract Award Notice (publish within 30 days)
<b>Quotation evaluation 1 day</b>	<b>A2) Quotation Evaluation 5 Days</b>	<b>B2) Tender Evaluation 7 Days</b>	<b>C2) Tender Evaluation .</b> Evaluate SQ for successful tenderers only. <b>7 Days</b>	<b>D2) Tender Evaluation .</b> Evaluate SQ for successful tenderers only. <b>7 Days</b>	<b>E3) EU Tender Evaluation.</b> Evaluate SQ for successful tenderers only. <b>14 Days</b>	<b>F5 – EU ITT Stage</b> (Including upload final Tender Documents (30 days) / Download Submissions	<b>G5) Operators upload</b> and submit their final bids <b>30 Days</b>	<b>H6) Negotiate Tenders</b> to improve all given information equally. Eliminate tenders based on award criteria	<b>I2) EU Tender Stage (Including Publish on Contract Finder,</b> Publish and Advertise on Pro Contract Upload Tender Documents carry out question and answer facility and Download Submissions <b>30 Days</b>	
<b>Award Decision 1 Day</b> (Including Contract Award Notifications and award on Contract Finder)	<b>A3) Award Decision 2 Days</b> (Including Story Board, Contract Award Notifications and award on Contract Finder)	<b>B3) Prepare contract.</b> Award Decision <b>11 Days</b> (including Story Board, Contract Award Notifications, (Incorporate a 10 day voluntary standstill period), and award on Contract Finder)	<b>C3) Prepare contract.</b> Award Decision <b>11 Days</b> (including Story Board Contract Award Notifications, (Incorporate a 10 day voluntary standstill period), and award on Contract Finder)	<b>D3) Prepare contract.</b> Award Decision <b>11 Days</b> (including Story Board Contract Award Notifications, (Incorporate a 10 day voluntary standstill period), and award on Contract Finder)	<b>E4) Award Decision 11 Days</b> (including Story Board and Contract Award Notifications). Incorporate a mandatory Alcatel 10 day stand still period. If applicable, request either a Delegated Decision (key or non-key) or Cabinet approval to award the contract. If Cabinet approval needs to be sought, or key DD the Alcatel period starts following the Scrutiny Call-in period. Award on Contract Finder	<b>F6) EU Tender Evaluation 14 Days</b>	<b>G6) Evaluations</b>	<b>H7) Final Tenders</b> submitted and agree deadline	<b>I3) Tender Evaluation 14 Days</b>	
					<b>E5) Prepare Contract Award Notice</b> (publish within 30 days) of the award	<b>F7) Award Decision 11 Days</b> (including Story Board and Contract Award Notifications). Incorporate a mandatory Alcatel 10 day stand still period If applicable, request either a DD Key or non-key) or Cabinet approval to award. Alcatel starts following the Scrutiny call-in. Award on Contract Finder	<b>G7) Award Decision</b> (Including Storey Board and Contract Award Notifications). <b>Award on Contract Finder</b>	<b>H8) Final Tender Evaluations</b>	<b>I4) Award Decision (including Story Board and contract award notifications.</b> Incorporate a mandatory Alcatel 10 day stand still period. If applicable, request either a Delegated Decision (key/non-key) or Cabinet approval to award the contract. Alcatel period starts following Scrutiny Call-in. Award on Contract Finder	
						<b>F8) Prepare Contract Award Notice</b> (publish within 30 days)	<b>G8) Final Negotiations</b> with winning bidder	<b>H9) Award Decision</b> (including Story Board and Contract Award Notifications). Incorporate a mandatory Alcatel 10 day stand still period. If applicable, request either a DD (Key/Non-Key) or Cabinet approval to award. Alcatel following Scrutiny Call-in. Award on Contract Finder		