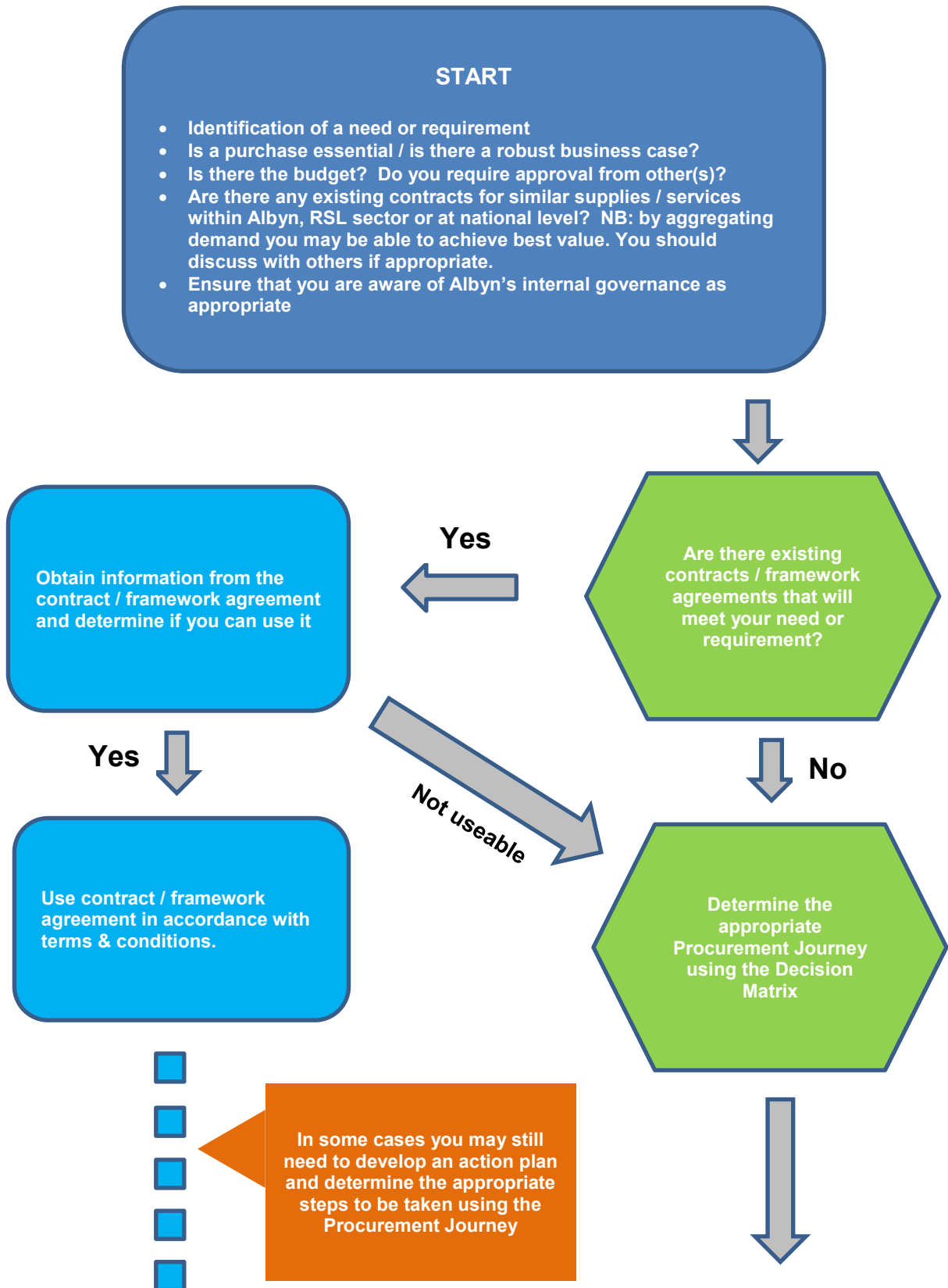


ALBYN HOUSING SOCIETY LIMITED PROCUREMENT DECISION MATRIX



These notes are intended to provide **guidance** for determining which route you should take as your procurement method.

This decision is based on the balance of costs and risk associated with your procurement exercise.

Estimated value of requirement – what is the anticipated total spend over the lifetime of this requirement e.g. acquisition cost, ongoing cost, support costs, etc.

| Points | Estimated value of requirement | |
|--------|--------------------------------|-----------------------|
| | Services | Works |
| 1 | Up to £50,000 | Up to £50,000 |
| 2 | £50,000 to £350,000 | £50,000 to £350,000 |
| 3 | Greater than £170,000 | Greater than £350,000 |

EU Procurement Limits are Services = £172,514 and Works = £4,322,012.

Potential risk – What is the level of risk associated with the delivery of this requirement?

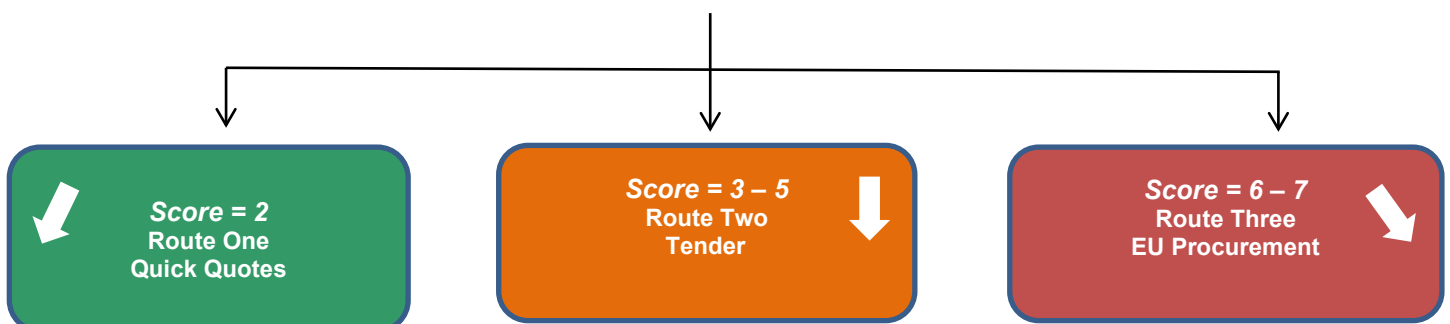
| Points | Potential Risk |
|--------|----------------|
| 1 | Low |
| 2 | Medium |
| 3 | High |

Adequate publicity – Does the requirement need to be advertised eg. identify suppliers, or attract suppliers from a wider supply base. Internal policies and procedures and/or Public Contract Scotland Regulations SPPN 04 2009 may require you to advertise.

| Points | Advertising |
|--------|-------------|
| 0 | No |
| 1 | Yes |

Determine the Procurement Journey Route – In order to determine the appropriate Procurement Journey (Route 1, 2 or 3) you should add together the points for each stage and then refer to the table below

| Total Score | Route for Procurement Journey |
|-------------|--------------------------------|
| 2 | Route 1 – Quick Quotes |
| 3 – 5 | Route 2 – Tender – Open Tender |
| 6 – 7 | Route - EU Procurement |



| |
|---------------------|
| Tender Ref : |
| Details of Tender : |

Decision For Procurement Route and other relevant information :

| | |
|---------------------------|------|
| Prepared by | Date |
| Authorised (is necessary) | Date |
| | |