The Decision Tree below should be used to identify the correct supplier selection process for your needs to a maximum value of £25,000. For Purchases that are likely to exceed this amount over their lifetime (or over a 4 year period if this is not easily defined) then you should contact Procurement and Commercial Services.

*Section references below refer to the relevant section of the Purchasing Policy

**How to find the right supplier upto £25,000**

**Step:**

1. **Is there a nominated supplier or is supplier on e-market place?**
   - **Value of purchase £0 - £5,000**
     - **Use the nominated supplier or e-market place supplier for purchase. For some nominated suppliers the **Budget Holder** can judge business need cannot be met or VFM achieved (see table in section A1.1.1)**
   - **Value of purchase £5,001 - £25,000**
     - **Use the nominated supplier or e-market place supplier for purchase. For some nominated suppliers the **HOS/DPS** can judge business need cannot be met or VFM achieved (see table in section A1.1.1)**

2. **Is there a supplier on a framework?**
   - **Value of purchase £0 - £5,000**
     - **Use framework supplier unless **Budget Holder** judges process is inefficient balanced with achievable VFM**
   - **Value of purchase £5,001 - £25,000**
     - **Use framework supplier for purchase unless **HOS/DPS** judges business need cannot be met**

3. **Use an approved supplier or find a new supplier**
   - **Value of purchase £0 - £5,000**
     - **Use the approved supplier or get quotes from the approved supplier and other potential supplier(s). **Budget Holder** judges number of quotes balancing efficiency with achieving VFM**
   - **Value of purchase £5,001 - £25,000**
     - **Obtain three written quotes from different suppliers including existing approved suppliers. (except where **HOS/DPS** judges VFM can be achieved with fewer or one)**