



# Procurement Policy Checklist

September 2023

---

Authors:

Betina Bergmann Madsen  
Dennis Lars Olof Steffensen



The project has received funding from the European Union's Horizon 2020 research and innovation programme under Grant Agreement n. 101000812

---

# Checklist

## Development and implementation of procurement policy

- Step 1: Conduct initial market research
- Step 2: Engage with interest organizations
- Step 3: Involve experts/professionals
- Step 4: Plan workshop for experts/professionals
- Step 5: Conduct workshop for experts/professionals
- Step 6: Prepare summary/draft based on dialogue with interest organizations and experts/professionals
- Step 7: Involve the administrations/departments with the first draft for review
- Step 8: Submit draft to the mayor
- Step 9: Present draft from the mayor and administrations/departments to the Economic Committee
- Step 10: Send draft for consultation to specialized committees
- Step 11: Processing of consultation responses
- Step 12: Final draft is submitted for approval to the Economic Committee
- Step 13: Send to the City Council for final approval
- Step 14: Implementation of the new procurement policy