European Bank
for Reconstruction and Development

**EBRD UNCITRAL Public Procurement Reform Initiative**

Restricted procedure Blueprint

FINAL DRAFT

April 2022

Table of Contents

LIST OF FIGURES

ABBREVIATIONS

Term	Description
API	Application Programming Interfaces
BPMN	Business Process Model Notation
CAN	Contract Award Notice
CN	Contract Notice
DoI	Declaration of Interest
EoI	Expression of Interest
NEPP	Networking Electronic Procurement Platform
OCDS	Open Contracting Data Standard
PE	Procuring Entity
SME	Small or medium-sized enterprise
UNCITRAL	United Nations Commission on International Trade Law

1   Introduction

The Open Contracting Digital Procurement System (OCDPS) has been conceptualised and developed by the EBRD UNCITRAL Public Procurement Initiative. It aims at providing an innovative approach to digital procurement.

The OCDPS meets most of the recommendations and best practices identified in international standards and has already been highlighted as a major development on a global basis. It also guarantees compliance with international legal frameworks such as the UNCITRAL Model Law and is aligned with the World Trade Organization Government Procurement Agreement while being also enriched with the knowledge acquired in previous successful implementations in different jurisdictions such as Ukraine or Moldova.

1.1   Aim of the document

The main purpose of this document is to provide a detailed technical design for the Networking Electronic Procurement Platforms (NEPPs) to implement all the necessary processes and functionalities related to the restricted procedure in their platforms.

The restricted procedure is a public procurement procedure regulated by the 2011 UNCITRAL Model Law on Public Procurement. Any interested supplier can submit a request to respond to a call for competition (the first stage of the procedure). However, only those suppliers who have been qualified and/or shortlisted based on the information provided are invited by the Procurement Entity (PE) to submit a tender (second stage of the procedure).

First, the qualification requirements are set out in a contract notice and expressions of interest are received from potential bidders. Based on expressions of interest received, interested suppliers are qualified or preselected to rank those most qualified to be invited to bid for the Contract.

The qualification requirements cover eligibility and general qualification requirements (minimum qualification requirements), and the selection criteria are specified according to the nature of the procurement contract. For example, the selection criteria may address the supplier's capacity to fulfil tender specifications, including technical and management competence, financial viability, relevant skills, experience, and availability of key personnel. A shortlist is created following a request for expression of interest or a pre-qualification process.

The second step involves an invitation to bid or request a proposal sent only to pre-qualified or shortlisted bidders.

2   Technical design

2.1 Business process model

The following BPMN reflects the general process for a restricted procedure as prescribed by the 2011 UNCITRAL Model Law on Public Procurement, on which the system is based:
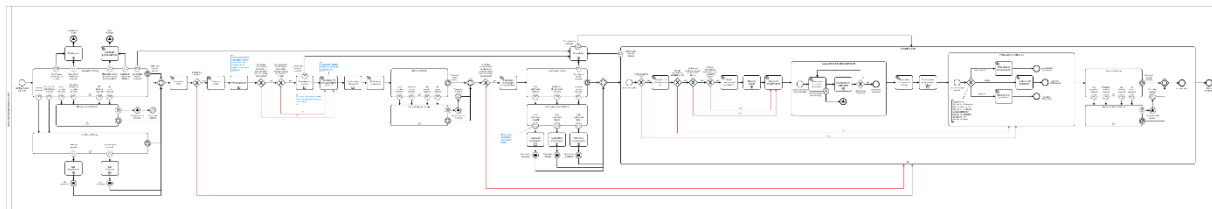
Figure 1 - BPMN for a general restricted procedure[1]

2.2 State-chart diagram

The following image presents the sequence of stages applicable for a restricted procedure:
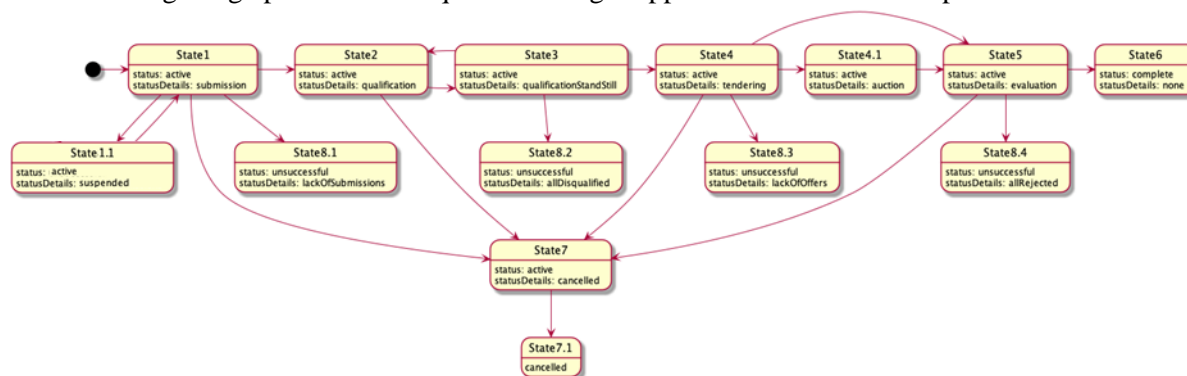
Figure 2 - State-chart diagram for a restricted procedure

More detail on the different statuses is provided in section "2.4 OCDS dataflow" of this document.

2.3 OCDS building blocks applied

2.3.1 Tender - Call for Expressions of Interest

With a tender block, all the data describing an aspect of the competitive part of the tendering process can be designed and structured. The general scope of data needed to publish a Contract Notice (CN) for this type of procurement method is not the same as for a single stage procedure (e.g. open tender), since in two-stage procedures the Contract Notice is not a call for bids, but a call for expressions of interest (EoI) instead. Invitations to bid will be generated in a later stage of the process and only shortlisted suppliers will be invited to submit their bid.

Along with all the common information prescribed by Open Contracting Data Standard (OCDS) 1.1 for a tender building block (https://standard.open-contracting.org/latest/en/schema/reference/#tender), some specifics can also be designed as follows:

---

[1] https://cawemo.com/share/69ce87fa-e520-4868-bee8-82022d0bac70 /
https://my.huddle.net/workspace/36712039/files/#/folder/49506928/list

2.3.1.1 Targets

Where a PE intends to achieve particular quantifiable results within the competitive part of the tendering process, such targets can be designed with a targets building block. The block is built according to ocds_metrics_extension[2].

The targets building block can be used at:

- the planning stage, for forecasts for the procurement process;

- the tender stage, for stating the targets for the procurement process;

- the award and signature of the contract stages, for establishing of the targets agreed with the successful supplier;

- the contract management stage (execution of the Contract by the awardee) controls the actual performance information (including KPIs).

2.3.1.2 Criteria

To prescribe a scope of qualification and conditions for participation (exclusion grounds, selection and qualification criteria), a criteria building block should be used inside the tender. In the same way, qualification and evaluation check-points for the PE itself can be included in the criteria array: e.g. request for a declaration of absence of the conflict of interests. The block is built according to an eOCDS_structuredAwardCriteria[3].

2.3.1.3 Conversions

Once quantitative criteria have to be included in the CN and applicable options and weights, a separate extension must be applied to allow the PE to include all the conversions needed for future qualification and evaluation. Conversions are built on eOCDS-conversions[4], which is a tool that enables the describing of the conversions used and their applicable coefficients.

2.3.1.4 SecondStage

Building block adds a secondStage object to the tender and lot objects to describe the second stage of a two-stage procedure. More specifically, it adds two fields to describe the limits on the number of candidates to be invited. If there is an exact limit on the number of candidates, minimumCandidates and maximumCandidates are set to the same number. If maximumCandidates is set, the selectionCriteria is used to describe how the selection criteria will invite candidates for the second stage. The block is built according to ocds_secondStageDescription_extension[5].

2.3.1.5 Enquiries

The enquiries extension can be used to record questions raised by the PE during a tendering process and the answers provided by the supplier. The ocds_enquiry_extension[6] adds an enquiries array to tender, consisting of one or more enquiry objects, each with fields for a question and an answer.

---

[2] https://github.com/open-contracting-extensions/ocds_metrics_extension

[3] https://github.com/eOCDS-approaches/eOCDS-structuredAwardCriteria

[4] https://github.com/eOCDS-Extensions/eOCDS-conversions

[5] https://github.com/open-contracting-extensions/ocds_secondStageDescription_extension

[6] https://github.com/open-contracting-extensions/ocds_enquiry_extension

2.3.2 Pre-qualification

The pre-qualification phase can be designed using ocds_qualification_extension[7]. This extension also extends the code list for party roles with qualifiedBidders and disqualifiedBidders.

For the pre-qualification phase, qualification requirements are evaluated by the PE based on evidences provided by suppliers. Qualification requirements are divided into[8]:

- Qualification requirements linked to exclusion grounds, with the purpose to determine whether a supplier is allowed to participate in a procurement procedure. These qualification requirements linked to exclusion grounds are pass/fail.

- Qualification requirements not linked to exclusion grounds, which are selection criteria and can be either pass/fail or be weighted. When selection criteria are weighted, it is possible to rank the suppliers that qualify and only those suppliers who have been qualified and/or shortlisted based on the information provided are invited to submit a bid.

Qualification requirements can be managed through two different files:

- Request, which is generated by the PE during the pre-tendering phase of the procurement process. The PE should able to select those specific qualification requirements (both exclusion grounds and selection criteria) that apply for a given procurement procedure. The Request will be published together with the Contract Notice.

- Response, which is a self-declaration of the businesses' financial status, abilities and suitability for a public procurement procedure. It is generated by the supplier in response to the Request and will be provided together with the supplier's Expression of Interest when the EoI is submitted, within the tendering phase of the procurement process.

The information that the supplier will be requested to provide in the Response depends on the role of the supplier in this specific procurement procedure:

- If the supplier is a sole contractor (that is, is not participating with others in the procurement procedure), then no information regarding other entities or groups will be required and the supplier will need to produce a complete Response, this is, will be required to provide information for all parts of the Response, in particular for exclusion grounds and selection criteria.

- If the supplier is a lead entity (that is, it is participating with others (as a member of a group, or together with other entities that are not part of a group) in the procurement procedure), then the supplier will need to:
    - In case the supplier is participating in the procurement procedure in a group (Consortium, Joint Venture or others), the supplier will need to provide the name of the group and data about all other members of the group.
    - In case the supplier relies on the capacities of other entities in order to meet the selection criteria, the supplier will need to provide data about all the entities the supplier relies on (name, type of ID, ID and activity for this specific procedure).
    - In case the supplier intends to subcontract any share of the contract to third parties, the supplier will need to provide data about all subcontractors.

    In any of the previous cases, when the supplier is a lead entity, it will need to:

---

[7] open-contracting-extensions/ocds_qualification_extension

[8] Functionality based on the European Single Procurement Document defined in Article 59 of the Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on public procurement

- o Produce a complete Response, this is, will be required to provide all information, in particular for exclusion grounds and selection criteria.

- o Provides in his Response information regarding all other suppliers it is participating together with in the procurement procedure.

- o Ensure that all other suppliers it is participating together with in the procurement procedure provide a separate Response.

- If the supplier is a group member, but not the leader of the group (Consortium, Joint Venture or other), then the supplier will need to produce a complete Response (in particular, exclusion grounds and selection criteria) but no information regarding neither the group nor other entities will be required (since this information is provided only by the lead entity).

- If the supplier is an entity the lead supplier relies on in order to meet the selection criteria, then the supplier will need to produce a complete Response (in particular, exclusion grounds and selection criteria) but no information regarding groups or other entities will be required.

- If the supplier is a subcontractor on whose capacity the lead supplier does not rely, then the supplier will not need to produce a complete Response but only a simplified version with the basic information of the supplier and the part regarding exclusion grounds. No information regarding selection criteria will be requested.

2.3.3 Submission

To express their interest in participating in a specific procurement process, suppliers can submit a request - submission. Such an expression of interest includes self-declaration on eligibility criteria (both exclusion grounds and selection criteria) expressed by the PE in accordance with a notation prescribed by a criteria building block (see above) in a CN:

```
{
  "properties": {
    "submissions": {
      "title": "Submissions",
      "description": "",
      "type": "object",
      "properties": {
        "details": {
          "title": "Submission details",
          "description": "Requests to participate sent by interested parties",
          "type": "array",
          "items":{
            "$ref": "#/definitions/Submission"
          }
        }
      }
    }
  }
},
"definitions": {
  "Submission": {
    "title": "Submission",
    "description": "For representing an interest in response to the qualification call",
    "type": "object",
    "properties": {
      "id": {
        "title": "ID",
        "description": "A local identifier for this submission",
        "type": [
```

```
          "string"
        ]
      },
      "date": {
        "title": "Date",
        "description": "The date when this submission was received",
        "type": [
          "string",
          "null"
        ],
        "format": "date-time"
      },
      "status": {
        "title": "Status",
        "description": "The status of the submission, drawn from the bidStatus codelist",
        "type":"string",
        "enum":[
          "pending",
          "disqualified",
          "valid",
          "withdrawn"
        ]
      },
      "statusDetails": {
        "title": "Status Details",
        "description": "The status details of the submission from bidStatusDetails codelist",
        "type":"string",
        "enum":[
          "disqualified",
          "valid",
          "withdrawn"
        ]
      },
      "candidates": {
        "title": "Tenderer",
        "description": "Reference for party or parties, responsible for this qualification.",
        "type": [
          "array",
          "null"
        ],
        "items": {
          "$ref": "#/definitions/OrganizationReference"
        }
      },
      "documents": {
        "title": "Documents",
        "description": "Any documents and attachment related to the submission",
        "type": "array",
        "items": {
          "$ref": "#/definitions/Document"
        },
        "uniqueItems": true
      },
      "requirementResponses": {
        "type": "array",
        "description": "A set of the relevant requirementResponses",
        "items": {
          "$ref": "#/definitions/RequirementResponse"
        }
      }
    }
  }
}
```

```
    }
}
```

Figure 3 – Code for expression of interest submitted by a supplier

2.3.3.1 State-chart diagram - requests to participate sent by interested parties
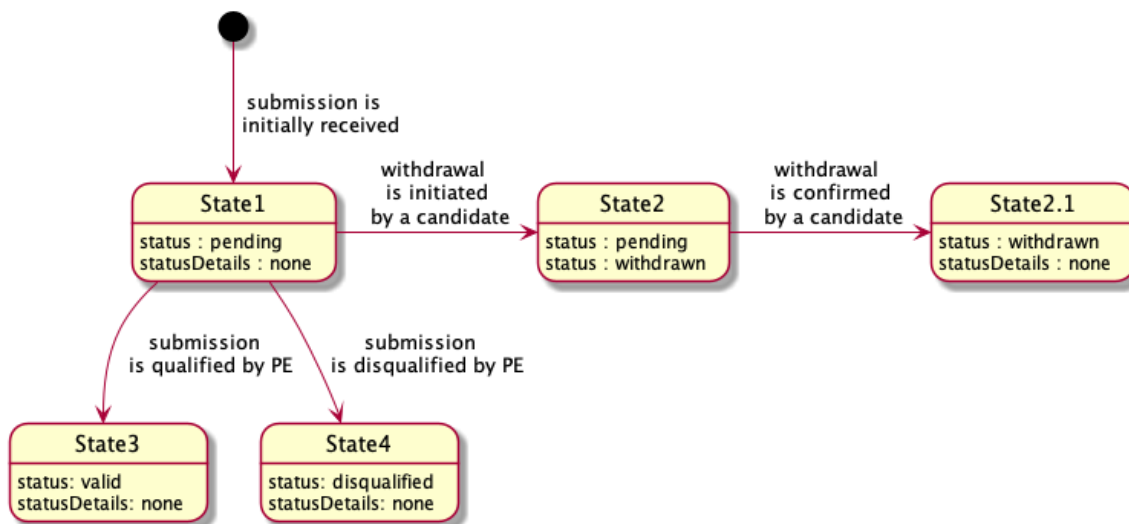
Figure 4 - State-chart diagram for a 'submission' object

2.3.4 Qualifications

As previously explained, the PE will generate the Request during the pre-tendering phase of the procurement process, which will be published together with the Contract Notice. Afterwards, the suppliers participating in the tendering process will provide their Responses together with their Expressions of Interest.

The PE will then review the evidences against the self-declarations provided by the suppliers, taking into account that different specific rules apply depending on the role of the supplier (sole contractor, lead entity of a group, subcontractor on whose capacity the lead EO does not rely, etc.).

To reflect the qualify/does not qualify conclusions or a result of automated eligibility checks (where applicable), PEs can form qualifications. Each such object includes a result of the pre-qualification/pre-selection for each submission received against the eligibility criteria (both exclusion grounds and selection criteria) expressed by the PE in the CN. The resulting status for each submission received is selected from a predefined code list, and values not included in this predefined code list are not allowed in any case.

Mentioned qualifications can be designed with the following OCDS-structure:

```
{
  "properties": {
    "qualifications":
      "title": "Qualifications",
      "description": "Qualification conclusions by Procuring Entities or a result of automated
eligibility check (where applicable)",
      "type":"array",
      "items"{
```

```
                "$ref": "#/definitions/Qualification"
            }
        }
    },
    "definitions": {
        "Qualification": {
            "title": "Qualification",
            "description": "For reflection qualification conclusions or a result of automated
eligibility check (where applicable) for the specific submission received",
            "type": "object",
            "properties": {
                "id": {
                    "title": "ID",
                    "description": "A local identifier for this qualification",
                    "type": "string"
                },
                "date": {
                    "title": "Date",
                    "description": "The date when this qualification concluded",
                    "type": "string",
                    "format": "date-time"
                },
                "internalId": {
                    "title": "",
                    "description": "",
                    "type": "string"
                },
                "status": {
                    "title": "Status",
                    "description": "The status of the qualification, drawn from the codelist",
                    "type": "string",
                    "enum":[
                        "pending",
                        "active",
                        "unsuccessful",
                        "cancelled"
                    ]
                },
                "statusDetails":{
                    "title": "Status details",
                    "description": "The status details of the qualification, drawn from the codelist",
                    "type": "string",
                    "enum":[
                        "pending",
                        "active",
                        "unsuccessful",
                        "cancelled"
                    ]
                },
                "description": {
                    "title": "Description",
                    "description": "Description or justification for the qualification conclusion made",
                    "type": "string",
                    "format": "date-time"
                },
                "relatedSubmission": {
                    "title": "Related submission",
                    "description": "",
                    "type": "string"
                },
                "candidates": {
                    "title": "Candidates",
                    "description": "The Organization Reference for party of this qualification",
                    "type": "array",
```

```
          "items": {
            "$ref": "#/definitions/OrganizationReference"
          }
        },
        "documents": {
          "title": "Documents",
          "description": "Any documents and attachment related to the submission",
          "type": "array",
          "items": {
            "$ref": "#/definitions/Document"
          }
        },
        "requirementResponses": {
          "type": "array",
          "description": "A set of the relevant requirementResponses",
          "items": {
            "$ref": "#/definitions/RequirementResponse"
          }
        }
      }
    }
  }
}
```

Figure 5 – Code for qualification

2.3.4.1 State-chart diagram - qualifications
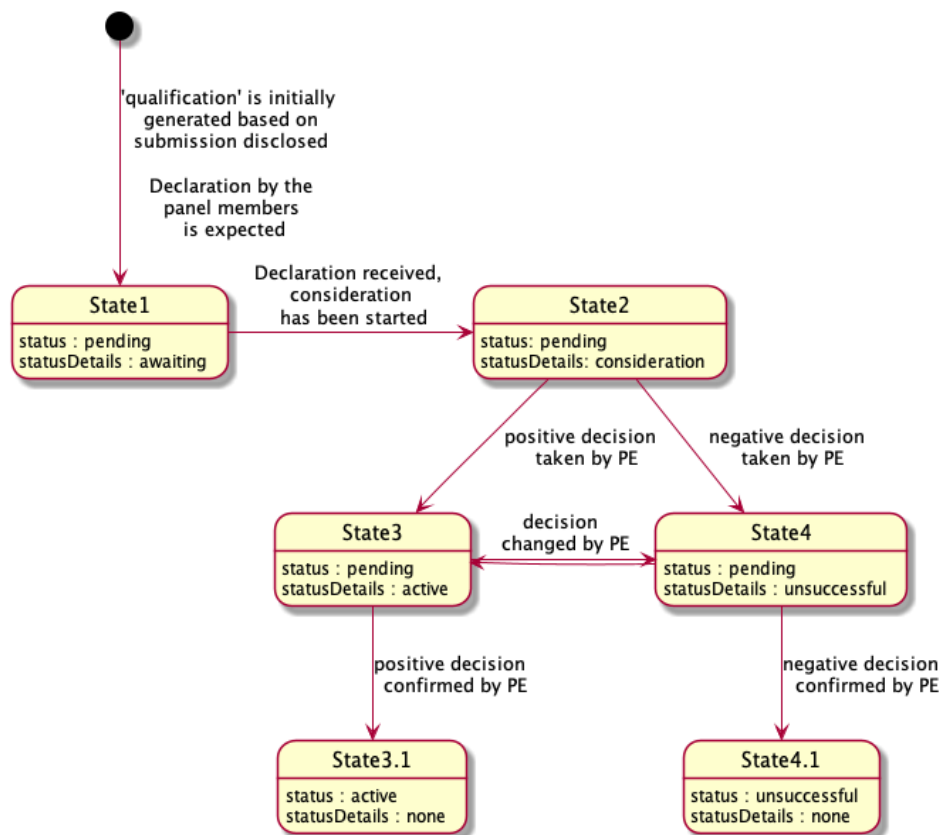
Figure 6 - State-chart diagram for a 'qualification' object

2.3.5 Invitations

To invite those who passed the pre-qualification/pre-selection exercise to submit their technical and financial tenders, PEs publish invitations. These invitations can be designed with the following OCDS-structure:

```
{
  "properties": {
    "invitations": {
      "title": "Invitations",
      "description": "Invitations to participate for those candidates whose submissions were
eligible and therefore confirmed by PE or passed automated eligibility check (where
applicable)",
      "type":"array",
      "items':{
        "$ref": "#/definitions/invitation"
      }
    }
  },
  "definitions": {
    "Invitation": {
      "title": "Invitation",
      "description": "invitation published against eligible submission qualified previously by
PE",
      "type": "object",
      "properties": {
        "id": {
          "title": "ID",
          "description": "A local identifier for this invitation",
          "type": [
            "string"
          ]
        },
        "date": {
          "title": "Date",
          "description": "The date when this invitation was sent",
          "type": [
            "string",
            "null"
          ],
          "format": "date-time"
        },
        "status": {
          "title": "Status",
          "description": "The status of the invitation, drawn from the bidStatus codelist",
          "type": "string",
          "enum":[
            "active",
            "unsuccessful"
          ]
        },
        "statusDetails":{
          "title":"",
          "description":"",
          "type":"string",
          "enum":[
            "expired",
            "withdrawn"
          ]
        },
        "tenderers": {
          "title": "Tenderer",
          "description": "The OrganizationReference for the party, or parties, responsible for
```

```
this qualification. This should provide a name and identifier, cross-referenced to an entry in
the parties array at the top level of the release.",
          "type": "array",
          "items": {
            "$ref": "#/definitions/OrganizationReference"
          }
        },
        "documents": {
          "title": "Documents",
          "description": "Any documents related to the qualification",
          "type": "array",
          "items": {
            "$ref": "#/definitions/Document"
          },
          "uniqueItems": true
        },
        "relatedQualification": {
          "title": "Related lot(s)",
          "description": "",
          "type": "string"
        }
      }
    }
  }
}
```

Figure 7 – Code for invitations

2.3.6 Tenders

Information on bids submitted as part of a procurement process. An array of submitted bids can be designed using the ocds_bid_extension[9]

2.3.7 Awards

The award section[10] is used to announce any awards issued for a tender. There can be multiple awards made. Releases can contain all or a subset of these awards.

2.3.8 Contracts

The contract section[11] is used to provide details of contracts that have been entered into. Every Contract must have a related award linked via the awardID field.

2.3.9 Parties

Each party (organisations or other participants) referenced in a release must be included in the parties section.

2.3.9.1 Organisations

The specific details prescribed by an Organisation Schema[12] can be provided for each party. Organisation identifiers should be taken exclusively from an existing code list (containing not the name of the Organisation but an identifier instead).

---

[9] https://github.com/open-contracting-extensions/ocds_bid_extension

[10] https://standard.open-contracting.org/latest/en/schema/reference/#award

[11] https://standard.open-contracting.org/latest/en/schema/reference/#contract

[12] https://standard.open-contracting.org/latest/en/schema/reference/?highlight=organization#organization

2.3.9.2 Persons

Specific information related to a person representing a particular organisation can also be described according to eOCDS-persons[13].

2.3.9.3 Details

Additional details on a particular organisation can be expressed with ocds_organizationClassification_extension[14] and ocds_partyDetails_scale_extension[15].

2.4 OCDS dataflow

2.4.1 State 0: Announcement of the initiation

2.4.1.1 Contract Notice

The general scope of data needed to publish a CN for this procurement method is the same as a single-stage procedure (e.g. open tender).

2.4.1.1.1 Subject of procurement

According to a PE strategy, the goods and/or services to be purchased are broken into line items and lots.

A tender process can be divided into lots, where suppliers can submit for one or more lots. Details of each lot can be provided according to (ocds_lots_extension[16]). Items, documents and other features may then reference the lot they are related to, using relatedLot. Where no relatedLot identifier is given, the values should be interpreted as applying to the whole tender.

2.4.1.1.2 Awarding methodology

The PE prescribes a methodology for the further qualification of submissions and evaluation of the tender based on the following techniques:

For a qualification process, the PE describes:

- Qualification method –how the qualification decision will be taken:
  - manual - where the PE intends to undertake a qualification process involving an evaluation panel;
  - automated - where the PE transfers the qualification process to a system based on the criteria prescribed by a CN.
- Reduction criteria – The PE prescribes criteria for the reduction of the number of candidates to be invited to submit a tender:
  - scoring - where there is a limitation on the number of candidates to be invited
  - none - where there is no limit for the number of candidates to be invited to submit a tender

---

[13] https://github.com/eOCDS-Extensions/eOCDS-persons

[14] https://github.com/open-contracting-extensions/ocds_organizationClassification_extension

[15] https://github.com/open-contracting-extensions/ocds_partyDetails_scale_extension

[16] https://extensions.open-contracting.org/en/extensions/lots/v1.1.5

Both attributes are to be described and included in a structure of the CN in accordance with ocds_otherRequirements_extension.

For an evaluation process, the PE describes:

- Awarding criterion – a general indicator on which the award decision will be based:
    - priceOnly - where awardCriteria: priceOnly - only bid. value to be compared to identify the most suitable tender – Cheapest goes first.
    - costOnly - where awardCriteria: costOnly - assumption that all the tenderers have the same bid.value equal to lot.value. This means that the normalised price must be calculated based on the lot.value for each tender received. The cheapest goes first.
    - qualityOnly - where awardCriteria: qualityOnly - assumption that the price doesn't matter and the only valuable part of the tender is the quality - meaning the set of values of criteria selected by the supplier while submitting a tender. This means that the normalised price needs to be calculated for each tender received, based on '1'. Most qualified goes first.
    - ratedCriteria - where awardCriteria: ratedCriteria - assumption that both price and quality matter. This means that the normalised price needs to be calculated for each tender received, based on bid.value. The cheapest goes first.
- The awarding criterion is applied for the initial scoring of the tenders received – using a separate tender.awardCriteriaDetails attribute, the PE prescribes how all the tenders received shall be scored (by a system) for further evaluation:
    - automated - the awarding will be approached automatically based on 'awardCriteria' and a set of relevant requirementResponses received from the tenderers against `requirements` applied by the PE.
    - manual - the awarding will be approached manually.

2.4.1.1.3 Criteria and requirements

A separate criteria array can be added into the tender building block schema to describe:

- Qualification and evaluation criteria and its minimum requirements;

- specific requirements related to a procurement subject;

- specific requirements related to delivery/performance;

- general and specific essential conditions of the future Contract;

- requirements related to the PE;

- criteria for future advanced evaluation by the committee.

```
{
  "tender": {
    "criteria": [
      {
        "id": "001",
        "title": "Participation in a criminal organisation",
        "description": "Has the economic operator itself or any person who is a member of its
administrative, management or supervisory body or has powers of representation, decision or
```

```
control therein been the subject of a conviction by final judgment for participation in a
criminal organisation, by a conviction rendered at the most five years ago or in which an
exclusion period set out directly in the conviction continues to be applicable?",
        "source": "tenderer",
        "type":"CRITERION.EXCLUSION.CONVICTIONS.PARTICIPATION_IN_CRIMINAL_ORGANISATION",
        "classification": {
          "scheme": "EU-ESPD-1.0.2",
          "description":"PARTICIPATION_IN_CRIMINAL_ORGANISATION",
          "id": "0.2.1.1"
        },
        "relatesTo": "tenderer",
        "requirementGroups": [
          {
            "id": "001-1",
            "requirements": [
              {
                "id": "001-1-1",
                "title": "The economic operator has not been the subject of a conviction.",
                "description": "The economic operator itself or any person who is a member of
its administrative, management, or supervisory board or has powers of representation, decision
or control therein has not been the subject of a conviction by final judgement for
participation in a criminal organisation, by a conviction rendered at the most five years ago
or in which an exclusion period set out directly in the conviction continues to be applicable
as defined in Article 2 of Council Framework Decision 2008/841/JHA of 24 October 2008 on the
fight against organised crime (OJ L 300, 11.11.2008, p. 42)",
                "dataType": "boolean",
                "expectedValue": false


              }
            ]
          },
          {
            "id": "001-2",
            "requirements": [
              {
                "id": "001-2-1",
                "title": "The economic operator has been the subject of a conviction.",
                "description": "The economic operator itself or any person who is a member of
its administrative, management, or supervisory board or has powers of representation, decision
or control therein has been the subject of a conviction by final judgement for participation in
a criminal organisation, by a conviction rendered at the most five years ago or in which an
exclusion period set out directly in the conviction continues to be applicable as defined in
Article 2 of Council Framework Decision 2008/841/JHA of 24 October 2008 on the fight against
organised crime (OJ L 300, 11.11.2008, p. 42)",
                "dataType": "boolean",
                "expectedValue": true
              },
              {
                "id": "001-2-2",
                "title": "Date of conviction",
                "description": "Provide the date of conviction",
                "dataType": "text"
              },
              {
                "id": "001-2-3",
                "title": "Reason of the conviction",
                "description": "Provide the reason of the conviction",
                "dataType": "text"
              },
              {
                "id": "001-2-4",
                "title": "Name of the convicted persons",
                "description": "Provide the name of the convicted persons.",
```

```
            "dataType": "text"
          },
          {
            "id": "001-2-5",
            "title": "Length of the period of conviction",
            "description": "Provide the reason of the conviction",
            "dataType": "text"
          },
          {
            "id": "001-2-6",
            "title": "Have measures been taken to demonstrate the self-cleaning?",
            "description": "",
            "dataType": "boolean"
          },
          {
            "id": "001-2-7",
            "title": "Description of the measures taken to demonstrate 'self-cleaning'",
            "description": "",
            "dataType": "text"
          }
        ]
      }
    ]
  }
  ]
  }
  }
}
```

Figure 8 – Code for tender criteria

2.4.1.1.4 Conversions - weightings for a scoring function

A separate conversions array can be added into the tender building block:

- To describe conversions used and their applicable coefficients, either as a list of precise values or as a mathematical formula for calculation of the value of a particular coefficient in this particular case (depending on the value received within requirementResponse related to a specific requirement) to be applied;

- to relate each conversion used (together with coefficients) with used criteria or targets (where applicable);

- to include applicable options to used criteria or observations for targets.

```
{
  "conversions": [
    {
      "relatesTo": "requirement",
      "relatedItem": "001-1-1",
      "rationale": "Domestic bidders receive a 20% price preference",
      "coefficients": [
        {
          "value": true,
          "coefficient": 0.8
        },
        {
          "value": false,
```

```
            "coefficient": 1
          }
        ]
      }
    ]
  }
}
```

Figure 9 – Code for tender conversions

2.4.1.1.5 Limit of number of participants

The PE is allowed to limit the number of candidates to be invited to submit financial and technical offers. Where this is a case, pre-selection instead of pre-qualification will be applied to evaluate candidates.

The secondStage building block can be included in the tender or even a specific lot to limit the number of candidates, as shown below.

For tender

```
{
 "tender": {
 "secondStage": {
   "minimumCandidates": 2,
   "maximumCandidates": 5
   }
 }
}
```

Figure 10 – Code for limiting the number of candidates at tender level

For specific lot

```
{
  "tender": {
  "lots": [
    {
      "secondStage": {
        "minimumCandidates": 2,
        "maximumCandidates": 5
        }
      }
    ]
  }
}
```

Figure 11 – Code for limiting the number of candidates at lot level

2.4.1.2 Call for enquiries

To indicate the start of the explanatory phase of a procurement process, the PE shall establish a start date as an enquiry session.

Such an indication shall be done by adding a separate enquiryPeriod object into the tender building block, which will reflect an end date of the explanatory phase prescribed by the PE and its start date, reflected as a system moment of initiation of the explanatory phase:

```
{
  "tender": {
  "enquiryPeriod": {
    "startDate": "",
    "endDate": ""
    }
  }
}
```

Figure 12 – Code for stating an enquiry period

2.4.1.3 Pre-qualification modality

Along with starting the restricted procedure, a pre-qualification phase shall also be launched to receive requests for participation from suppliers.

2.4.1.3.1 Pre-qualification establishment

A separate preQualification block shall be included in the CN, where preliminary qualification or selection of the candidates to be invited to submit a tender is needed.

```
{
  "preQualification": {
    "id": "",
    "procuringEntity":{}
  }
}
```

Figure 13 – Code for pre-qualification establishment

2.4.1.3.2 Call for expression of interest

A call for expression of interest (EoI) is used in limited tendering to invite suppliers to qualify themselves. Submission of EoIs is only allowed during a specified period, determined by a stage of pre-qualification. A separate period object can be added into a preQualification block to reflect such a period. The specific timeframe for expressions is determined.

```
{
  "preQualification": {
    "period": {
      "startDate": "",
      "endDate": ""
    }
  }
}
```

Figure 14 – Code for stating a pre-qualification period

2.4.2 State 1 - Submission phase (active.submission)

2.4.2.1 Enquiries - requests and clarifications

Within a call for clarifications tender.enquiryPeriod, any interested supplier is allowed to send enquiries - requests for clarification. Such requests remain anonymous. Once tender.enquiryPeriod.endDate is achieved, no more enquiries can be received.

Enquiries

```
{
  "tender": {
    "enquiries": [
      {
        "id": "",
        "title": "",
        "description": "",
        "relatedLot": ""
      }
    ]
  }
}
```

Figure 15 – Code for enquiries

All the enquiries received within tender.enquiryPeriod are disclosed immediately as enquiries array items. All the enquiries' authors remain confidential until the start of the evaluation.

Answers

During the enquiryPeriod, the PE can submit an answer to a question received:

```
{
  "tender": {
    "enquiries": [
      {
        "id": ""
        "answer": "",
        "dateAnswered": ""
      }
    ]
  }
}
```

Figure 16 – Code for answers to enquiries

2.4.2.2 Submission - expression of interests

The submission of EoIs is only allowed during a specific period, determined by a pre-qualification stage. A separate period object can be added into a preQualification block to reflect this period, where the specific timeframe for EoIs is determined. Thus, within a given preQualification.period, any interested supplier is allowed to send submissions - requests for participation or EoI. Each request shall fulfil all the requirements prescribed by the criteria related to tenderers, with a relevant list of the responses by the supplier (confirmative or quantifiable), providing an array of requirementResponses.

> *Having a set of requirements predefined by the PE and several values available, tenderers preparing their submissions include values for each requirement and fulfil general corporate profiles' data, as requested by the PE or required by the Legal Framework of a particular jurisdiction.*

Thus, each submission includes:

1.   An organisation profile according to the extended organisation model;

2. A set of documents of the tender, specified with relevant types of documents for their future splitting into the different "envelopes";

3. A set of requirementResponses according to criteria specified by the PE within the CN:

- Commitment on exclusion grounds;

- commitment on selection criteria (including absolute values if required);

- commitment on minimum technical requirements (including absolute values if required).

```json
{
  "submission": {
    {
      "id": "1",
      "requirementResponses": [
        {
          "id": "",
          "value": "true",
          "requirement": {},
          "relatedCandidate": {}
        },
        {
          "id": "",
          "value": "true",
          "requirement": {},
          "relatedCandidate": {}
        }
      ],
      "candidates": [
        {}
      ]
    }
  }
}
```

Figure 17 – Code for submissions

All the submissions received remain confidential and closed until the end of the submissions period - preQualification.period.endDate. Once a deadline for submissions is reached, no submissions can be received, withdrawn or corrected.

2.4.3 State 1.1 - Suspension due to non-clarification

Where initiation is suspended, a particular value for tender.statusDetails is used:

```json
{
  "tender":{
    "statusDetails": "suspended"
  }
}
```

Figure 18 – Code for suspension

2.4.4 State 8.1 - Unsuccessful completion of submission

Where not enough submissions were collected during the EoI period, the pre-qualification phase will end unsuccessfully, with no future actions by the PE. The procurement initiation shall be moved to a phase of preparation of negative award notice.

2.4.4.1 Reflection of an unsuccessful submission period completion

The character of a result of the pre-qualification to be reflected with preQualification.status is:

- complete where enough candidates were selected for future invitation to submit a tender;
- unsuccessful where pre-qualification is unsuccessfully completed due to lack of submissions or because all the submissions were disqualified.

```
{
  "preQualification": {
    "status": ""
  }
}
```

Figure 19 – Code for pre-qualification status

2.4.4.2 Indication of the unsuccessful outcome of a procurement initiation

For lots

A negative character of procurement under a specific lot is reflected with lot.status: unsuccessful, where the lot is closed unsuccessfully due to a lack of submissions for pre-qualification or tenders for evaluation, or where all the tenders were rejected.

```
{
  "lots": [
    {
      "status": "unsuccessful"
    }
  ]
}
```

Figure 20 – Code for unsuccessful outcome of a procurement initiation at lot level

For entire initiation

A negative character of procurement under an entire initiation (procurement process) is reflected with tender.status: unsuccessful, where initiation is closed unsuccessfully due to a lack of submissions for pre-qualification or tenders for evaluation, or all the tenders were rejected. Details of a negative closure are reflected in tender.statusDetails.

- lackOfSubmissions
- allDisqualified
- lackOfOffers
- allRejected

```
{
  "tender": {
    "status": "unsuccessful",
    "statusDetails": ""
  }
}
```

Figure 21 – Code for unsuccessful outcome of a procurement initiation at tender level

2.4.5 State 2 - Qualification phase (active.qualification)

2.4.5.1 Initiation of the qualification phase

Disclosure of submissions

All the submissions are disclosed as a submissions array according to the relevant schema where there are enough submissions. All the submissions' authors are added into parties as organisations with a role: candidate.

```
{
  "submissions": {
    "details": [
      {
        "id": "1",
        "requirementResponses": [
          {
            "id": "",
            "value": "true",
            "requirement": {},
            "relatedTenderer": {}
          },
          {
            "id": "",
            "value": "true",
            "requirement": {},
            "relatedTenderer": {}
          }
        ],
        "tenderers": [
          {}
        ]
      }
    ]
  }
}
```

Figure 22 – Code for disclosure of submissions

Establishment of a period for qualification by the CA

Start date must be established to indicate the start of the qualification phase of a procurement process. Such an indication shall be done by adding a separate qualificationPeriod object into the preQualification building block, which will reflect a start date of the qualification phase as a system moment:

```
{
  "preQualification": {
   "qualificationPeriod": {
    "startDate": ""
   }
  }
}
```

Figure 23 – Code for stating a qualification period

Qualification envelopes

Along with establishing preQualification.qualificationPeriod.startDate, a set of qualifications is established against each submission received to allow the PE to reflect its decision on each submission. Such objects are initially established with status: pending and statusDetails: awaiting (State1 of a relevant state-chart diagram of a qualification object). Since no order is prescribed for the pre-qualification sequence, the PE can evaluate submissions received randomly.

```
{
  "qualifications": [
  {
    "id": "",
    "status": "pending",
    "statusDetails": "awaiting",
    "candidates": [],
    "relatedSubmission": ""
    }
  ]
}
```

Figure 24 – Code for qualifications' initial status

2.4.5.2 Declaration of non-conflict of interest

Before starting qualification, each declared member of the evaluation panel shall respond with a confirmation of the absence of conflict of interest against each candidate from each qualification by sending requirementResponses.

2.4.5.3 Qualification of submissions

Once evaluation committee members submit all the non-conflict of interest declarations, the qualification for review is switched into qualification.statusDetails: consideration (State 2 of a relevant state-chart diagram of a qualification object).

Consideration

The PE shall update the qualifications with all the required meta-data. By updating, the PE reflects its decision on each submission received. The PE is allowed to:

- Add any qualification.documents if needed;
- add qualification.requirementResponses if any relevant requirements related to the PE within the pre-qualification phase prescribed by tender.criteria is applied;
- add text qualification.descriptions where any justification is needed;

- add qualification.date when any decision was taken;
- add qualification.internalID, if any.

Indication of a decision

Once consideration of a specific submission is complete, and the related qualification is fully updated with all relevant data, the PE shall change the qualification state, reflecting a positive or negative decision in this regard:

- qualification.statusDetails: active - state 3 of a relevant state-chart diagram of a qualification object. This means the submission is qualified, and a candidate(s) will be invited to submit a commercial tender.

- qualification.statusDetails: unsuccessful - state 4 of a relevant state-chart diagram of a qualification object. This means the submission is disqualified.

```
{
  "qualifications": [
    {
      "id": "",
      "internalid":"",
      "date":"",
      "status": "pending",
      "statusDetails":"active",
      "documents":[],
      "requirementResponses":[],
      "candidates": [],
      "relatedSubmission": ""
    },
    {
      "id": "",
      "internalid":"",
      "date":"",
      "status": "pending",
      "statusDetails":"unsuccessful",
      "description": "This is why this submission was rejected",
      "documents":[],
      "requirementResponses":[],
      "candidates": [],
      "relatedSubmission": ""
    }
  ]
}
```

Figure 25 – Code for qualifications

As soon as the PE has completed the qualification and all the submissions received are updated with the relevant meta-data, the PE indicates the end of qualification.

2.4.6 State 3 - Standstill period for pre-qualification

In this state, no one can take any action except the PE to switch the process to State4 or back to State2. No other actions can be prescribed for the system - all review procedures go offline, and the time tracking is up to the PE.

2.4.6.1 Completion of the qualification period

Suppose no blockers are indicated during the standstill period. In that case, the PE can initiate the end of the qualificationPeriod and the entire pre-qualification phase. Additional values of the endDate can be added into the preQualification.qualificationPeriod as an indication of pre-qualification completion.

```
{
  "preQualification": {
    "qualificationPeriod": {
      "endDate": ""
    }
  }
}
```

Figure 26 – Code for completion of the qualification period

2.4.6.2 Finalisation of pre-qualification

Finalisation of the qualifications

A system shall move all the qualifications into relevant final statuses:

- qualification.status: pending / statusDetails: active → qualification.status: active / statusDetails: none (State 3 to State 3.1 of a relevant state-chart diagram of a qualification object. Means that the submission is qualified and the candidate(s) is invited to submit a tender).

- qualification.status: pending / statusDetails: unsuccessful → qualification.status: unsuccessful / statusDetails: none (State4 to State4.1 of a relevant state-chart diagram of a qualification, see state-chart diagram). This means the submission is disqualified).

Finalisation of the submissions

All the related submissions are assigned the relevant statuses:

- submission.status: pending where relevant qualification.status: active → submission.status: valid (State1 to State3 of a relevant state-chart diagram of a submission).

- submission.status: pending where relevant qualification.status: unsuccessful → submission.status: disqualified (State1 to State4 of 2.3.3.1 state-chart diagram of a submission).

2.4.6.3 Completion of pre-qualification

The character of a result of the pre-qualification to be reflected with preQualification.status is:

- complete where enough candidates were selected for future invitation to submit a tender;
- unsuccessful where pre-qualification is unsuccessfully completed due to a lack of submissions or because all submissions were disqualified.

```
{
  "preQualification": {
    "status": ""
  }
}
```

Figure 27 – Code for pre-qualification status

2.4.7 State 8.2 - Unsuccessful completion of pre-qualification

All the submissions collected during the EoI period were disqualified. The pre-qualification phase will end unsuccessfully with no future actions by the PE. Procurement initiation shall be moved to a phase of preparation of negative award notice.

2.4.7.1 Completion of the qualification period

Suppose no blockers are indicated during the standstill period. In that case, the PE can initiate the end of the qualificationPeriod and the entire pre-qualification phase.

An additional value of endDate is added into preQualification.qualificationPeriod as an indication of pre-qualification completion.

```
{
  "preQualification": {
    "qualificationPeriod": {
      "endDate": ""
    }
  }
}
```

Figure 28 – Code for completion of the qualification period

2.4.7.2 Completion of pre-qualification

The character of a result of the pre-qualification is reflected with preQualification.status. It is:

- complete where enough candidates were selected for future invitation to submit a tender;
- unsuccessful where pre-qualification is unsuccessful due to a lack of submissions or because all the submissions were disqualified.

```
{
  "preQualification": {
    "status": ""
  }
}
```

Figure 29 – Code for pre-qualification status

2.4.7.3 Indication of the unsuccessful outcome of procurement initiation

For lots

A negative character of procurement under a specific lot is reflected with lot.status: unsuccessful, where the lot is closed unsuccessfully due to a lack of submissions for pre-qualification or tenders for evaluation, or where all the tenders were rejected.

```
{
  "lots": [
    {
      "status": "unsuccessful"
    }
  ]
}
```

Figure 30 – Code for unsuccessful outcome of procurement initiation at lot level

For entire initiation

A negative character of procurement under entire initiation (procurement process) is reflected with tender.status: unsuccessful, where initiation is closed unsuccessfully due to a lack of submissions for pre-qualification or tenders for evaluation, or where all the tenders were rejected. Details of a negative closure are reflected in tender.statusDetails.

- lackOfSubmissions
- allDisqualified
- lackOfOffers
- allRejected

```
{
  "tender": {
    "status": "unsuccessful",
    "statusDetails": ""
  }
}
```

Figure 31 – Code for unsuccessful outcome of procurement initiation at tender level

2.4.8 State 4 - Tendering (active.tendering)

2.4.8.1 Invitations for selected candidates

Once pre-qualification and the following standstill period are over. The PE initiates the tendering session. To disclose a shortlist of invited candidates, a separate array of invitations is generated with separate elements for each invited candidate (those whose submissions are affiliated with qualification.status: active).

The authors of valid submissions are reflected in the parties section with an additional role: invitedCandidate. Only those tenderers indicated in invitations are allowed to submit their financial and technical offers. All the others are refused automatically.

```
{
```

```
  "invitations": [
    {
      "id": "",
      "date": "",
      "tenderers":[],
      "relatedQualification": ""
    }
  ]
}
```

Figure 32 – Code for invitations

2.4.8.2 Call for proposals

To indicate the start of a tendering phase of a procurement process, the PE shall establish a start date as a call for tendering of the commercial tenders. This indication shall be done by adding a separate tenderPeriod object into the tender building block, which will reflect an end date of the tendering phase prescribed by the PE and its start date reflected as a system moment of initiation of the tendering phase:

```
{
  "tender": {
    "tenderPeriod": {
      "startDate": "",
      "endDate": ""
    }
  }
}
```

Figure 33 – Code for stating the tender period

2.4.8.3 Tendering

Each invited candidate is allowed to submit a financial and technical tender within the given tender.tenderPeriod indicated with any call for tenders. Each tender is based on a Bids schema. Each tender shall fulfil all the requirements prescribed by the criteria related to items or lots, with a relevant list of the responses by the suppliers and providing an array of requirementResponses.

With requirements predefined by the PE and several values available, tenderers preparing their submissions include values for each requirement and fulfil the general corporate profiles data as requested by the PE or required by the Legal Framework of a particular jurisdiction.

Thus, each tender includes:
- Reference on organisation profile sent previously while submitting an expression of interest;
- set of documents of the tender, specified with relevant types of documents for their future splitting into the different "envelopes";
- the absolute financial value of a tender- bids[*].value;
- decomposed array of unit prices (if requested by the PE) - bids[*].items.unit.value;
- set of requirementResponses according to criteria specified by the PE within the CN related to the financial part of the tender:
  - reflections on requirements characterise the nature of the subject of procurement;

o   reflections on requirements characterise the nature of the delivery and post-
   delivery.

```
{
  "bid": {
    "id": "",
    "status": "",
    "relatedLots": [],
    "tenderers":[],
    "items": [
      {
        "id": "",
        "description": "",
        "quantity": "",
        "unit": {},
        "relatedLot":""
      }
    ],
  "requirementResponses":[]
  }
}
```

Figure 34 – Code for bids

All the tenders collected remain confidential and closed until the end of the period for tendering -
tender.tenderPeriod.endDate. Once tender.tenderPeriod.endDate is reached, no tenders can be received,
withdrawn or corrected.

2.4.9 State 8.3 - Unsuccessful completion of tendering

Where not enough tenders were collected during the tendering period for all the announced lots, the
evaluation phase will end unsuccessfully with no future actions by the PE. The procurement process
shall be moved to a phase of preparation of negative award notice.

2.4.9.1 Indication of the unsuccessful outcome of the procurement process

For lots

A negative character of procurement under a specific lot is reflected with lot.status: unsuccessful, where
the lot is closed unsuccessfully due to a lack of submissions for pre-qualification or tenders for
evaluation, or where all the tenders were rejected.

```
{
  "lots": [
    {
      "status": "unsuccessful"
    }
  ]
}
```

Figure 35 – Code for the unsuccessful outcome of the procurement process at lot level

> For the entire initiation (tender)

Where all the lots are unsuccessful, the entire procurement initiation goes to State8.3. A negative character of procurement under the entire initiation (procurement process) is reflected with tender.status: unsuccessful, where the initiation is closed unsuccessfully due to a lack of submissions for pre-qualification or tenders for evaluation, or where all the tenders were rejected. Details of a negative closure are reflected in tender.statusDetails.

- lackOfSubmissions
- allDisqualified
- lackOfOffers
- allRejected

```
{
  "tender": {
    "status": "unsuccessful",
    "statusDetails": ""
  }
}
```

Figure 36 – Code for unsuccessful outcome of the procurement process at tender level

2.4.10 State 5 - Evaluation (active.evaluation)

2.4.10.1 Initiation of the evaluation phase

Disclosure of the proposals

Where enough tenders are received, all the tenders are disclosed as a tenders array according to the relevant schema. All the authors (bid.tenderers) are updated into parties as an organisation with a role: tenderer.

```
{
  "bids": {
    "details":[
      {
        "id": "",
        "status": "pending",
        "statusDetails":"",
        "relatedLots": [],
        "tenderers":[],
        "items": [
          {
            "id": "",
            "description": "",
            "quantity": "",
            "unit": {},
            "relatedLot":""
          }
        ],
        "requirementResponses":[]
      }
    ]
  }
}
```

Figure 37 – Code for disclosure of proposals

Establishment of a period for evaluation

A separate object awardPeriod is added into a tender block where the specific startDate for awarding is determined automatically.

```
{
  "tender": {
    "awardPeriod": {
      "startDate": ""
    }
  }
}
```

Figure 38 – Code for initiation of the evaluation period

Evaluation envelopes

Such objects are based on an awards schema and initially established with status:pending with statusDetails:none for all.

```
{
  "awards": [
    {
      "id": "",
      "status": "pending",
      "suppliers": [],
      "relatedLots": [],
      "relatedBid": ""
    }
  ]
}
```

Figure 39 – Code for initiating the evaluation of proposals

Disclosure of the enquirers

Together with the initiation of the evaluation phase, all the enquirers (tender.enquiries[*].author) are reflected into the parties with a role: enquirer once tender.enquiryPeriod.endDate is reached.

2.4.10.2 Initial ranking on award criteria

Depending on tender.awardCriteria and tender.AwardCriteriaDetails, initial automated ranking can or cannot be done, as described in Annex: Ranking for evaluation:

Depending on previously established or not established eligibility checks, the resulting state may be:

- award.statusDetails: consideration - where an eligibility check took place previously
- award.statusDetails: awaiting – where an eligibility check was not conducted by the PE previously

2.4.10.3 evaluation

To evaluate the tender, the PE shall update the related award with all the required meta-data. In these updates, the PE is allowed to:

- Add any documents if needed;
- Add requirementResponses if there are any relevant requirements related to the PE within the evaluation phase prescribed by tender.criteria;
- Add text descriptions where any justification is needed;
- Add date when the decision was taken;
- Add internalID, if any.

Indication of a decision

Once the evaluation of a specific tender is complete and the related award is fully updated with all relevant data, the PE shall switch the award to one of the following states, reflecting a positive or negative decision:

- award.statusDetails: active - means the related tender is selected as a winning tender to be awarded;
- award.statusDetails: unsuccessful - means the related tender is rejected.

```
{
  "awards": [
    {
      "id": "",
      "description": "",
      "status": "pending",
      "date": "active",
      "suppliers": [],
      "relatedLots": [],
      "relatedBid": "",
      "documents": [],
      "requirementResponses": [],
      "indernalId": ""
    }
  ]
}
```

Figure 40 – Code for evaluation of proposals

As soon as the PE has completed the evaluation and the winning candidates for a particular lot are identified, or all the proposals under this lot are rejected, the PE indicates the end of evaluation for the lot by publishing an intention to award a contract (award decision).

2.4.10.4 Award decision

The PE prepares a Notice on Award Decision to reflect a decision regarding each specific lot and the proposal selected to be awarded a contract (award.statusDetails:active). This data entity is based on a contract schema and included in a contracts array.

Since it is a standstill period for evaluation, initially, these contracts are established with a status: pending and statusDetails, which reflects a decisions' character:

- **contract.statusDetails: active** where the decision regarding the lot is positive (winner is identified);
- **contract.statusDetails: unsuccessful** where the decision regarding the lot is negative (all the tenders were rejected).

```
{
  "contracts": [
    {
      "id": "",
      "date": "",
      "awardId": "",
      "status": "pending",
      "statusDetails": "awaiting",
    }
  ]
}
```

Figure 41 – Code for the award decision

2.4.10.5 Standstill period

In this state, no one can take any actions except the PE, which switches the process to State4 or back to State2. No other actions can be prescribed for the system - all review procedures go offline, and the time tracking is up to the PE.

2.4.10.6 Cancellation of the award decision

To reflect a decision to cancel a specific award previously taken under a particular lot, the PE shall switch the relevant contract object into the Contract.status: cancelled.

```
{
  "contracts": [
    {
      "status": "cancelled"
    }
  ]
}
```

Figure 42 – Code for cancellation of the award decision

2.4.10.7 Confirmation of the award decisions

Suppose no blockers are indicated during the standstill period. In that case, the PE can initiate contract preparation for the awarded lot or finalisation of an unsuccessful output of a lot where all the proposals were rejected during the evaluation phase.

Confirmation of a negative award decision

Confirmation of a negative award decision requires switching the relevant contract object to final status: unsuccessful, with a parallel indication of the reason for a negative outcome as a statusDetails:

```
{
  "contracts" : [
    {
      "id":"",
```

```
        "awardId":"",
        "status":"unsuccessful",
        "statusDetails": "allOffersRejected"
    }
  ]
}
```

Figure 43 – Code for confirmation of a negative award decision

Confirmation of a positive award decision

Confirmation of a positive decision requires reflecting the subsequent contract initiation into a relevant contract object by indicating statusDetails, provided that the object remains intermediate status: pending:

```
{
  "contracts" : [
    {
      "id":"",
      "awardId":"",
      "status":"pending",
      "statusDetails": "contractPreparation"
    }
  ]
}
```

Figure 44 – Code for confirmation of a positive award decision

2.4.10.8 Contract initiation

A parallel data stream will be initiated to describe and reflect the scope of a contract to be concluded on a positive award decision. This stream is a separate OCDS-record where all the information related to future contracts is collected from a current procurement process. To establish the relation with this parallel stream, the relevant Contract reflects a positive award decision. It shall be extended with a relatedProcess.relationship: [x_contracting]:

```
{
  "contracts" : [
    {
      "id":"",
      "awardId":"",
      "status":"pending",
      "statusDetails": "contractPreparation",
      "relatedProcesses": [
        {
          "id": "",
          "relationship": [
            "x_contracting"
          ],
          "scheme": "ocid"
        }
      ]
    }
  ]
}
```

Figure 45 – Code for contract initiation

2.4.10.9 Contract preparation and activation

According to a common flow of the Open Contracting Digital Procurement System, the preparation of a contract is concluded.

2.4.11 State 8.4 - Unsuccessful completion of the evaluation

Where all the tenders collected during the tendering period were rejected, the evaluation phase will end unsuccessfully with no future actions by the PE.

2.4.11.1 Indication of the unsuccessful outcome of procurement initiation

For lots

A negative character of procurement under a specific lot is reflected with lot.status: unsuccessful, where the lot is closed negatively due to a lack of submissions for pre-qualification or tenders for evaluation, or where all the tenders were rejected.

```
{
  "lots": [
    {
      "status": "unsuccessful"
    }
  ]
}
```

Figure 46 – Code for unsuccessful outcome of procurement initiation at lot level

For the entire initiation (tender)

A negative character of procurement under the entire initiation (procurement process) is reflected with tender.status: unsuccessful, where the initiation is closed negatively due to a lack of submissions for pre-qualification or tenders for evaluation, or where all the tenders were rejected. The details of a negative closure are reflected in tender.statusDetails.

- lackOfSubmissions
- allDisqualified
- lackOfOffers
- allRejected

```
{
  "tender": {
    "status": "unsuccessful",
    "statusDetails": ""
  }
}
```

Figure 47 – Code for unsuccessful outcome of procurement initiation at tender level

2.4.12 State 6 - Completion of procedure

2.4.12.1 Indication of a successful outcome of a procurement initiation

For lots

A positive character of procurement under a specific lot is reflected with lot.status: complete

```
{
  "lots": [
    {
      "status": "complete"
    }
  ]
}
```

Figure 48 – Code for successful outcome of procurement initiation at lot level

For entire initiation

A positive character of procurement under an entire initiation (procurement process) is reflected with tender.status: complete.

```
{
  "tender": {
    "status": "complete"
  }
}
```

Figure 49 – Code for successful outcome of procurement initiation at tender level

2.4.13 State 7 - Cancellation of procedure

State 7 is a cancellation of the procedure. The cancellation flow is common to any procurement method and is described separately (the API guide for NEPPs).

3 Annexes

3.1 Annex 1 – Pre-selection and Evaluation. Coefficients for conversion

3.1.1 Background

Pre-selection of the candidates and future evaluation of the tenders submitted by invited candidates is critical for the procurement process. For this reason, care must be taken to ensure that the outcome is the right one and that it has been decided fairly and transparently.

3.1.1.1 Pre-qualification questionnaire (PQQ)

If it intends to have a shortlist of tenderers, then this must be done by fair and transparent means giving equal treatment to all. Thus, PEs should indicate beforehand in the CN or tender documents a set of minimum requirements, in particular:

- The minimum requirements which characterise the nature of the procurement (which should not be changed in the negotiations or evaluation);

- Minimum eligibility and qualification requirements to be fulfilled by any tenderer.

along with:

- The values available for each applied requirement;

- The relative weighting of each option is available under each applied requirement.

3.1.1.2 Scoring matrix for evaluation

Tender evaluation should:

- Have award criteria that are weighted to reflect importance/priority and are focused on the requirements of the specification (judging on quality rather than price);

- Be relevant to the subject matter of the Contract;

- Preferably be based on a model that considers a balance between price and quality where the price is the dominant criteria in %. Care must be taken to ensure that the price/quality split reflects the requirements of the Contract;

- Have approval for the award criteria and the evaluation model (including weightings of each criterion); and

- Use an Evaluation Committee made up of appropriate and relevant representation having the necessary experience, technical skills and knowledge.

3.1.2 Technical design

A separate conversions array is added into tender building block according to a Conversions schema ⌹'Conversions', which allows describing used conversions and their applicable coefficients.

- To describe used conversions and their applicable coefficients, either as a list of precise values or as a mathematical formula for calculating the value of a particular coefficient in this particular case (depending on the value received within requirementResponse related to a specific requirement) to be applied.

- To relate each conversion used (together with coefficients) with used criteria or targets (where applicable).

- To include applicable options to used criteria or observations for targets.

```json
{
  "tender": {
    "conversions": [
      {}
    ]
  }
}
```

Figure 50 – Code for conversions

3.1.2.1 True/false requirement and its coefficients of conversion

The PE can use this simple criterion that requires only a true/false answer. For example, suppose the currently submitting supplier is a domestic tenderer. In that case, his/her tender will get a ratio that increases the advantage of its price by 20%:

```json
{
  "criteria": [
    {
      "id": "001",
      "title": "Benefits",
      "description": "Benefits domestic bidders",
      "source": "tenderer",
      "relatesTo": "tenderer",
      "requirementGroups": [
        {
          "id": "001-1",
          "requirements": [
            {
              "id": "001-1-1",
              "title": "Is supplier domestic bidder?",
              "description": "",
              "dataType": "boolean"
            }
          ]
        }
      ]
    }
  ]
}
```

Figure 51 – Code for boolean criteria

Using criteria, we can describe this criterion as such. But using conversions, we can also describe applicable coefficients:

```json
{
  "conversions": [
    {
      "relatesTo": "requirement",
      "relatedItem": "001-1-1",
      "rationale": "Domestic bidders receive a 20% price preference",
      "coefficients": [
        {
          "value": true,
          "coefficient": 0.8
        },
        {
          "value": false,
          "coefficient": 1
        }
      ]
    }
  ]
}
```

Figure 52 – Code for criteria with coefficient

Therefore, if the supplier responds that his/her company is a domestic tenderer, using cross-reference through requirement.id we can extract an applicable coefficient - 0.8.

3.1.2.2 Requirement with a predefined set of coefficients of conversion for a specific criterion value

The PE can use the criterion that requires a precise answer with digitalisation. For example, when a minimum product warranty of 1 year is required for all tenders but warranties of 2 years receive a 15% advantage and warranties of 3 years or more receive a 30% advantage:

```json
{
  "criteria": [
    {
      "id": "002",
      "title": "Product warranty",
      "description": "A minimum product warranty of 1 year is required for all bids. Warranties of 2 years receive a 15% advantage. Warranties of 3 years or more receive a 30% advantage.",
      "source": "tenderer",
      "relatesTo": "item",
      "relatedItem": "1",
      "requirementGroups": [
        {
          "id": "002-1",
          "requirements": [
            {
              "id": "002-1-1",
              "title": "A minimum product warranty of 1 year is guaranteed",
              "dataType": "boolean",
              "expectednValue": true
```

```
      },
      {
       "id": "002-1-2",
       "title": "The number of years for proposed product warranty",
       "dataType": "integer",
       "minValue": 1,
       "maxValue": 3
      }
     ]
    }
   ]
  }
 ]
}
```

Figure 53 – Code for criteria with a predefined set of coefficients

Using criteria, we can describe this criterion as such where the supplier is required to confirm that s/he guarantees at least 1 year of product warranty (002-1-1) and specify a precise number of years for this guarantee for the proposed product (002-1-2). Using conversions, we can also describe applicable coefficients:

```
{
 "conversions": [
  {
   "relatesTo": "requirement",
   "relatedItem": "002-1-2",
   "rationale": "Number of years for product guarantee",
   "description": "",
   "coefficients": [
    {
     "value": 1,
     "coefficient": 1
    },
    {
     "value": 2,
     "coefficient": 0.85
    },
    {
     "value": 3,
     "coefficient": 0.7
    }
   ]
  }
 ]
}
```

Figure 54 – Code for criteria using conversions

Depending on the supplier's response, we will have an applicable coefficient for future conversion.

3.2 Annex 2 - Ranking for evaluation

Depending on tender.awardCriteria and tender.awardCriteriaDetails, initial automated ranking can or cannot be done:

awardCriteria	awardCriteriaDetails	formula
priceOnly	automated	bid.value
	manual	-
costOnly	automated	bid.requirementResponses * lot.value
	manual	-
qualityOnly	automated	bid.requirementResponses * 1
	manual	-
ratedCriteria	automated	bid.requirementResponses * bid.value
	manual	-

Table 1 Ranking for evaluation

As shown in the above table, automated ranking can be undertaken automatically using a set of criteria and the relevant conversions applied by the PE for each available value of each applied requirement and published in a CN, on the one hand; and the bid.requirementResponses submitted by each supplier against published criteria on the other hand. These two data sets allow the normalised value for each bid based on the same approach to be calculated.

3.2.1 Normalised price

Where normalised price must be calculated, the following formula is applied for each tender to identify which one is most suitable by normalised price:

$$P_n = P * C_1 * C_2 * ... C_n$$

where:

- P_n - the value of normalised price
- P - basic price taken from bid.value or lot.value or equal to '1' depending on awardCriteria
- $C_1 ... C_n$ - values of the coefficients to be applied (related with values of requirements, available for supplier and indicated in requirementResponses)

3.2.2 Ranking approach

3.2.2.1 priceOnly

Where awardCriteria: priceOnly - only bid.value is compared to identify the most suitable tender. The cheapest goes first.

3.2.2.2 costOnly

Where awardCriteria: costOnly – the assumption is that all the tenderers have the same bid.value equal to lot.value. It means that the normalised price needs to be calculated for each bid received based on lot.value as a basis. The cheapest goes first.

3.2.2.3 qualityOnly

Where awardCriteria: qualityOnly – the assumption is that the price doesn't matter and the only valuable part of the tender is quality - meaning set of values of criteria selected by the supplier while submitting a bid. It means that the normalised price needs to be calculated for each bid received, based on '1'. Most qualified goes first.

3.2.2.4 ratedCriteria

Where awardCriteria: ratedCriteria – the assumption is that both price and value matter. It means that the normalised price needs to be calculated for each bid received based on 'bid.value'. The cheapest goes first.

Where automated ranking is the case, all the awards are ranked into order for evaluation. The first award (most suitable according to the prescribed evaluation function) will be switched to the next state 'available for evaluation' by the PE.