

***Moldova: Policy advice, legislative drafting and on-going support to the MTender Pilot in 2020.***

***MTENDER – Procurement procedures without call for competition partially conducted out of the system***

***September 2020***

**APPROVAL PAGE**

September 2020

This document for “MTender –Offline procedures based on a limited method” of the project “Moldova: Policy advice, legislative drafting and on-going support to the MTender Pilot in 2020” was first prepared as a draft and submitted on the 15th September 2020 by the Consultant: everis and uStudio. It has gone through a number of iterations, and this version 1.0 is the final version. The document has been examined by the EBRD OL and the representatives of the Government Client/Beneficiaries of Republic of Moldova and is hereby recommended for approval and acceptance.

|  |  |
| --- | --- |
| **Client/beneficiary Name** | **Ministry of Finance of the Republic of Moldova** |
| **Project title** | **Moldova: Policy advice, legislative drafting and on-going support to the MTender Pilot in 2020** |
| **Date of scheduled delivery** | 18/09/2020 |
| **Date of submission for acceptance** | 18/09/2020 |

|  |  |  |
| --- | --- | --- |
| **The output is specified in the table below and includes a list of delivered deliverables. The output is in accordance with approved specifications and complies with all conditions defined in the Contract, as per the Terms of Reference.** | | |
| **Deliverable** | **Deliverable Description** | **Acceptance Date** |
| P2-T1-A1 | *MTender – Procurement procedures without call for competition partially conducted out of the system* |  |
| **All deliverables were prepared in required quality and time and are accepted without open points.**  **Other comments [….]** | | |

|  |  |  |
| --- | --- | --- |
| **Consultancy & Report Author** | Signature: | Date: |
| **Everis Spain, SLU** |
| **Persons authorised to Sign-off** | Signature: | Date: |
| **Eliza Niewiadomska, EBRD OL** |

*Please be advised that the report has been prepared exclusively for EBRD. EBRD makes no representation or warranty, express or implied, as to the accuracy or completeness of the information set forth in this report. EBRD has not independently verified any of the information contained in the report and EBRD accepts no liability whatsoever for any of the information contained in the report or for any misstatement or omission therein. The report remains EBRD’s property.*

**DOCUMENT CHARACTERISTICS**

|  |  |
| --- | --- |
| **Property** | **Value Proposition** |
| Release date | 18.09.2020 |
| Status: | For review |
| Version: | 1.0 |
| Authors: | everis, uStudio |
| Reviewed by: |  |
| Approved by: |  |

**DOCUMENT HISTORY**

|  |  |  |
| --- | --- | --- |
| **Version** | **Description** | **Date** |
| 1.0 | Procurement procedures without call for competition partially conducted out of the system | *18.09.2020* |
| 2.0 |  |  |
| 3.0 |  |  |
| 4.0 |  |  |
| 5.0 |  |  |

Table of Contents

1. Introduction 7

2. Scope 7

3. Business processes 8

3.1 Common flow of a limited procedure 8

3.2 Preparation of invitations 8

3.3 Indication of an EO selected for direct award 9

3.4 Publication of a list of EOs whose initial offers have been selected for negotiations 9

3.5 Filling in a form about tendering result 10

3.6 Negotiations 10

3.7 Completion of negotiations / reporting 11

4. Technical design 11

4.1 Preparation of an initiation for prior publication 11

4.1.1 State-chart diagram 12

4.2 Dealing with EOs 12

4.2.1 Inclusion of the invitations into a prior publication 13

4.2.2 Publication of a list of EOs whose initial offers were selected for negotiations 13

4.2.3 Indication of an EO selected for direct award 13

4.3 Completing a form on negotiations result / awarded contract 13

4.4 Indication of negotiations result / direct award 13

4.5 Completion of negotiations 14

4.6 Initiation of a contract 14

4.7 Cancellation of a procedure or lot 14

5. Command models 14

5.1 createCNonPN.limited.offline 14

5.2 createAward 15

5.3 updateAward 15

6. Tutorial 15

6.1 Pre-conditions 15

6.2 Getting started 15

6.2.1 Create a CN 15

6.2.2 Introduce an award 18

6.2.3 Comleting a form on tender result 20

6.2.4 Completion of negotiations 22

6.2.5 Awarding and completion of a procedure 24

**LIST OF FIGURES**

[Figure 1 - BPMN for common limited procedures (interactive version) 8](#_Toc52238443)

[Figure 2 - BPMN for an inclusion of the invitations into a prior publication (interactive version) 9](#_Toc52238444)

[Figure 3 - BPMN for an indication of an EO selected for direct award (interactive version) 9](#_Toc52238445)

[Figure 4 - BPMN for publication of a list of EOs selected for negotiations (interactive version) 10](#_Toc52238446)

[Figure 5 - BPMN for filling a form on tendering result (interactive version) 10](#_Toc52238447)

[Figure 6 - BPMN for negotiations (interactive version) 11](#_Toc52238448)

[Figure 7 - BPMN for completion of negotiations / reporting (interactive version) 11](#_Toc52238449)

[Figure 8 - State-chart diagram for an offline procedure based on limited method 12](#_Toc52238450)

**LIST OF TABLES**

[Table 1 – Parameters for the initiation of a procurement process 12](#_Toc52238411)

[Table 2 – Lifecycle of offline procedures based on limited procedure methods 12](#_Toc52238412)

[Table 3 –Model for the creation of a CN in a procedure based on a limited procurement method (createCNonPN.limited.offline) 15](#_Toc52238413)

[Table 4 - Model for the creation of an award (createAward) 15](#_Toc52238414)

[Table 5 - Model for the update of an award notice (updateAward) 15](#_Toc52238415)

**ABBREVIATIONS**

|  |  |
| --- | --- |
| **Term** | **Description** |
| API | Application Programming Interfaces |
| BPE | Business Process Editor |
| BPMN | Business Process Model Notation |
| CA | Contracting Authority |
| CAN | Contract Award Notice |
| CDU | Central Database Unit |
| CN | Contract Notice |
| CP | Contracting Process |
| EO | Economic Operator |
| NEPPs | Networking Electronic Procurement Platforms |
| PMD | Procurement Method Details |

**GLOSSARY:**

|  |  |
| --- | --- |
| **Term** | **Description** |
| MTender | MTender is an end-to-end eProcurement system implemented in Moldova that aims at covering the full public procurement cycle. It is based on a multi‑platform networking digital procurement model, comprising a government‑operated web portal and the Open Data central database unit, which is networking with several commercial electronic platforms certified to support electronic tendering procedures for public sector and commercial clients. |

# Introduction

The public procurement process in Moldova includes not only competitive procedures such as open procedures, but it is also possible to conduct negotiated procedures or to conclude a direct contract. Economic Operators (EOs) do not use the MTender system (the System) for non-competitive procedures or direct contracts and this document describes how to manage the recording of details of these offline procurement procedures in the System.

In these cases, the Contracting Authority (CA):

* publishes either a prior notice (PN) or an invitation for EOs to submit an (initial) offer;
* collects offers outside the System (during negotiations or through any other method of engaging EOs);
* reports on offers received by completing tender forms in the System;
* evaluates the offers received offline;
* reports through the System on selected EO(s).

This is a procedural use-case and no individual transactions are defined. Reference is made to other use-cases, in which the transactions and the transaction information requirements are listed and defined.

# Scope

At the system level, it is necessary to implement several procedures based on the limited procurement method. These are:

Use-case 1 - Negotiated procedure without publication with a single or several EOs;

The CA has decided to establish a limited procedure and invites one or a number of EOs to participate in negotiations, sending them invitation(s):

* + The CA makes the tender documentation available to the invited EO(s);
  + The EO decides whether to participate or not in the negotiation:
    - No communication from the EO is required if the decision is not to participate;
    - If the decision is to participate, the EO sends an initial offer to the CA.
  + The CA conducts negotiations with the EO(s) and, if an agreement is reached by all parties, the CA starts the preparation of the contract by publishing the contract award decision in a Contract Award Notice (CAN(s)). If agreement is not reached, the CA terminates the procedure due to the unsuccessful (negative) outcome.

Use-case 2 - Limited procedure with all the interested EOs invited to express their interest:

* + The CA makes the tender documents available to all:
    - No communication from the EO is required if the EO decides not to participate in the negotiation;
    - If the EO decides to participate, it is necessary to send an initial offer to the CA;
  + The CA conducts negotiations with the EO(s) and, if an agreement is achieved by all parties, the CA starts the preparation of the contract by publishing the award decision in a CAN(s). If agreement is not reached, the CA terminates the procedure due to the unsuccessful (negative) outcome.

Use-case 3 - Reporting of a direct award using a contract award notice

The CA has concluded a contract offline and intends to report it in the System:

* + The CA concludes a direct contract outside of the System with a selected EO;
  + The CA prepares a contract conclusion report by publishing the initial scope and conditions of the concluded contract, as well as the information regarding the selected EO together with the justification of the choice.

# Business processes

The following diagrams show the sequence of the business processes implemented under the three use-cases described above and defines the sequence of interactions.

## Common flow of a limited procedure

This Business Process Model Notation (BPMN) covers the common flow of the procurement procedure based on a limited procurement method:

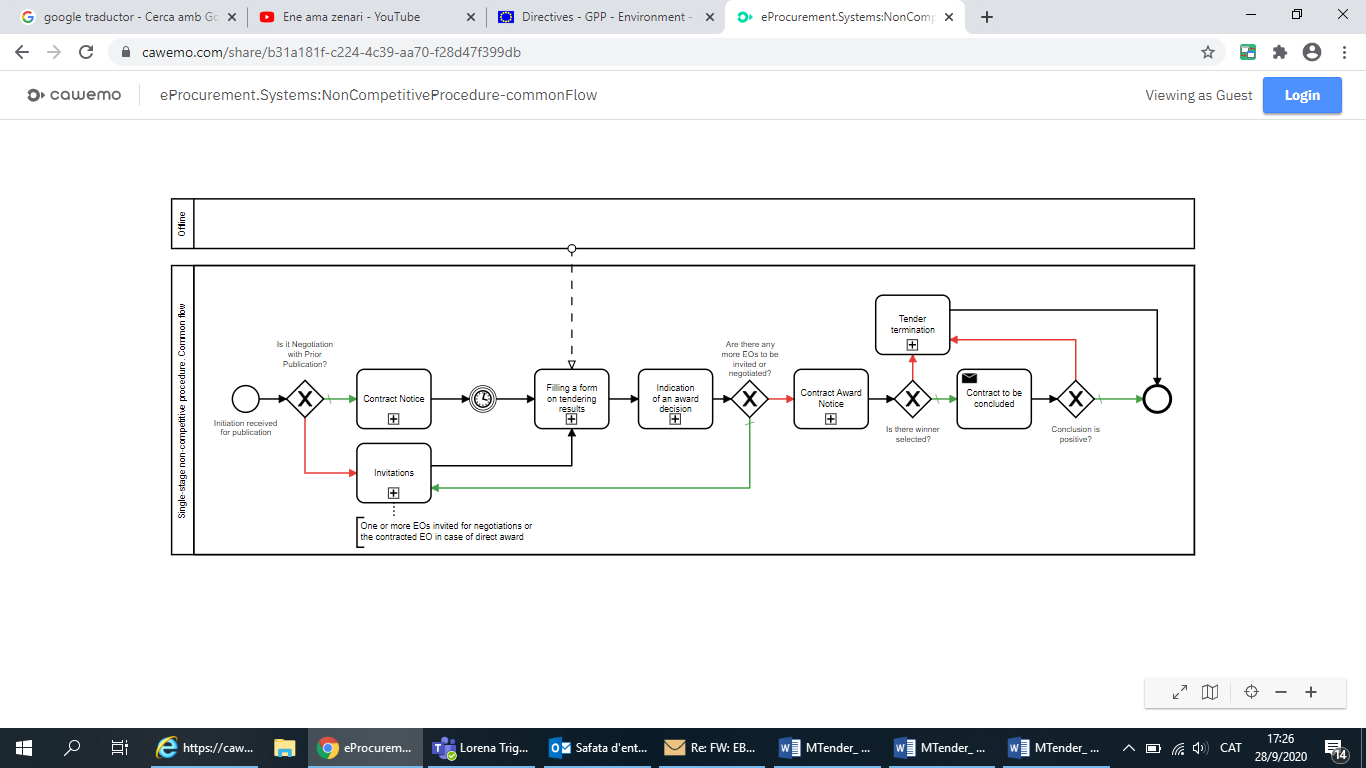


Figure 1 - BPMN for common limited procedures ([interactive version](https://cawemo.com/share/b31a181f-c224-4c39-aa70-f28d47f399db))

## Preparation of invitations

This BPMN covers the preparation and publication of information about the selected EOs to be invited to future negotiations:

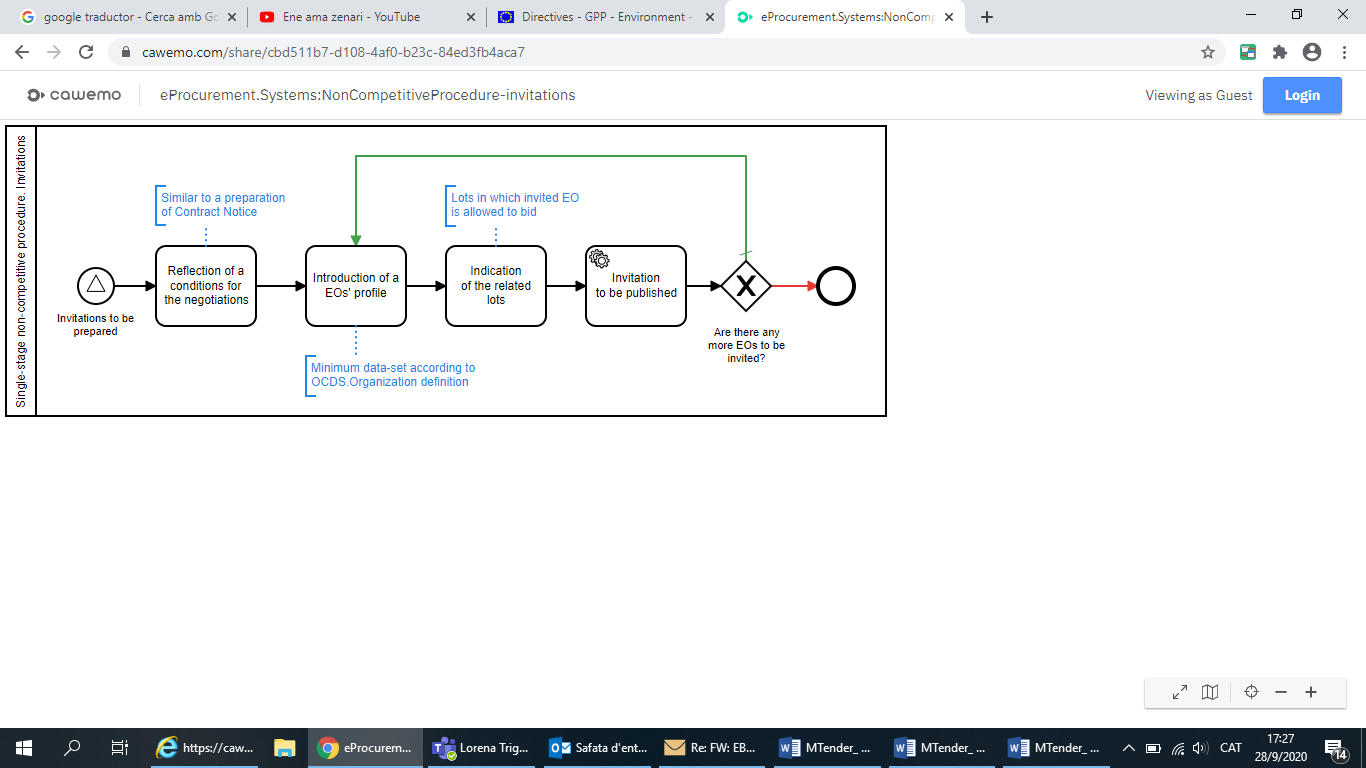


Figure 2 - BPMN for an inclusion of the invitations into a prior publication ([interactive version](https://cawemo.com/share/cbd511b7-d108-4af0-b23c-84ed3fb4aca7))

## Indication of an EO selected for direct award

This BPMN covers the preparation and publication of information about the EO selected for a direct award procedure:

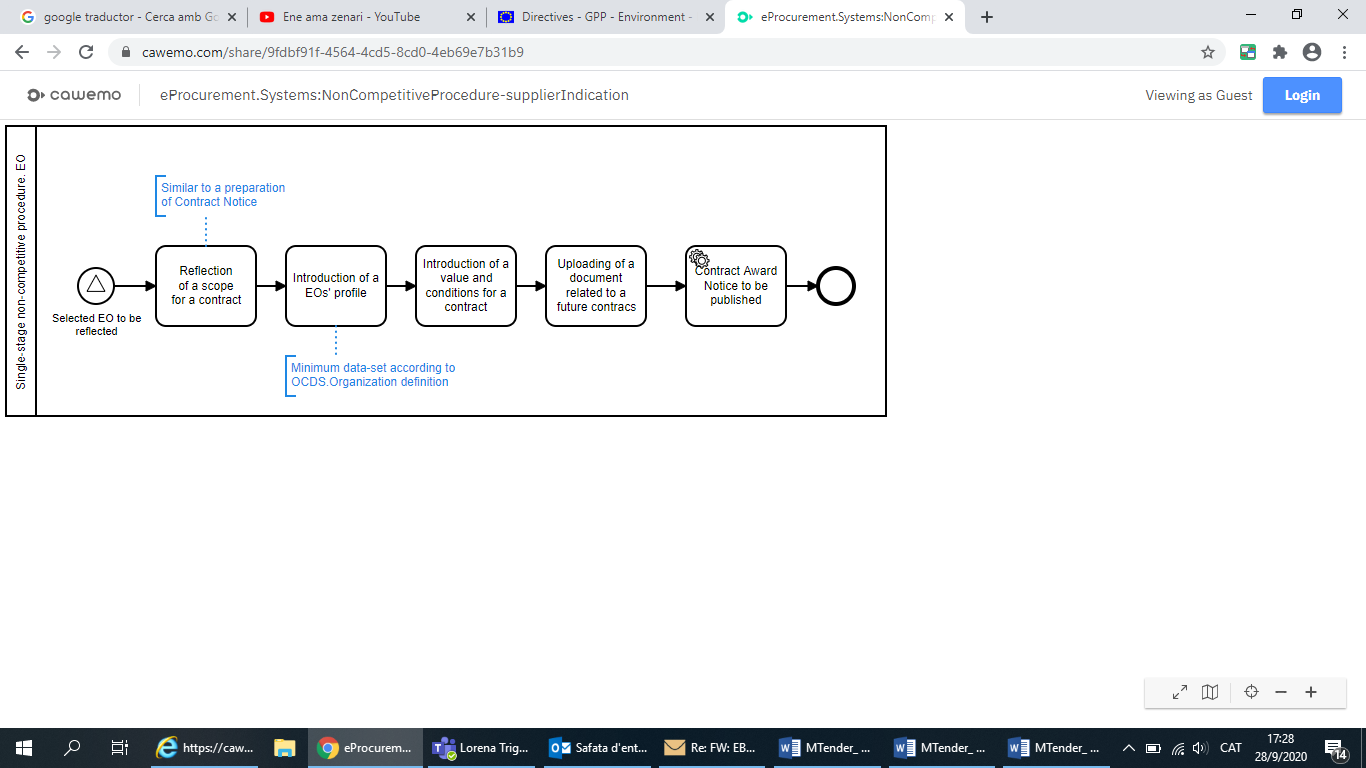


Figure 3 - BPMN for an indication of an EO selected for direct award ([interactive version](https://cawemo.com/share/9fdbf91f-4564-4cd5-8cd0-4eb69e7b31b9))

## Publication of a list of EOs whose initial offers have been selected for negotiations

The BPMN covers the preparation and publication of information about EOs whose initial offers were selected for future negotiations:

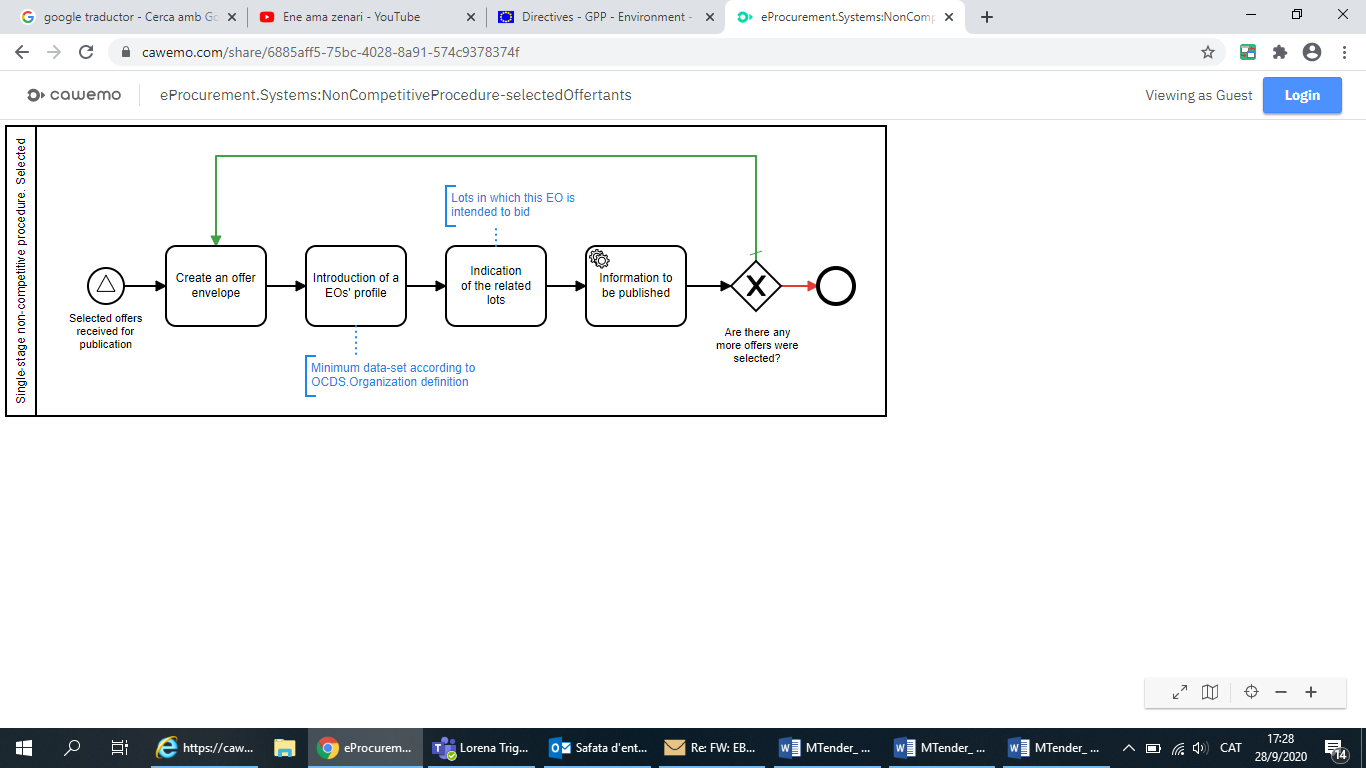


Figure 4 - BPMN for publication of a list of EOs selected for negotiations ([interactive version](https://cawemo.com/share/6885aff5-75bc-4028-8a91-574c9378374f))

## Filling in a form about tendering result

This BPMN covers the publication of the initial offers received from either all interested or invited EOs. The same BPMN covers the publication of the final offer for a contract in the case of direct award. The CA is responsible for the process here, and has the task of manually filling in a tendering report form in the System according to the tender documents published within the CN / invitation:

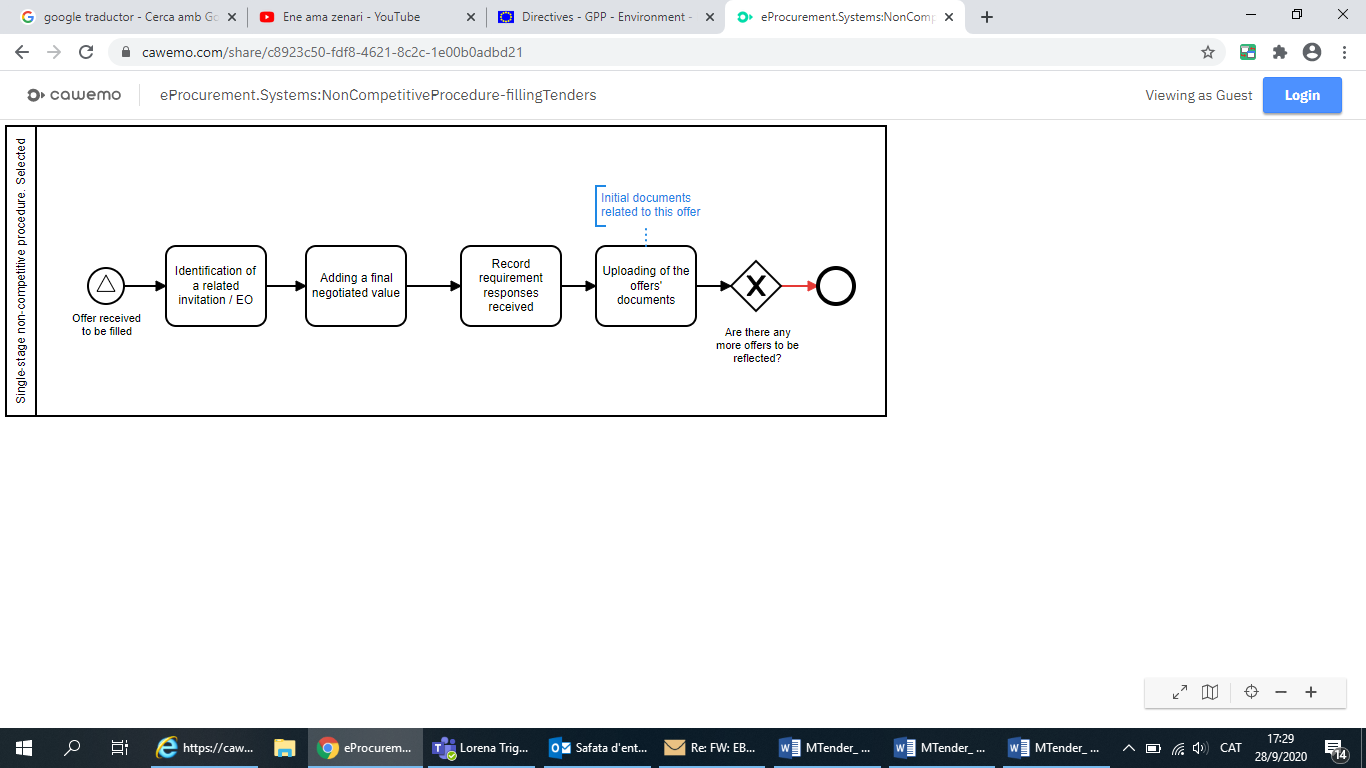


Figure 5 - BPMN for filling a form on tendering result ([interactive version](https://cawemo.com/share/c8923c50-fdf8-4621-8c2c-1e00b0adbd21))

## Negotiations

This BPMN covers the details of negotiations on the initial offers received from either all the interested or invited EOs, as well as the results of negotiations for each offer received:

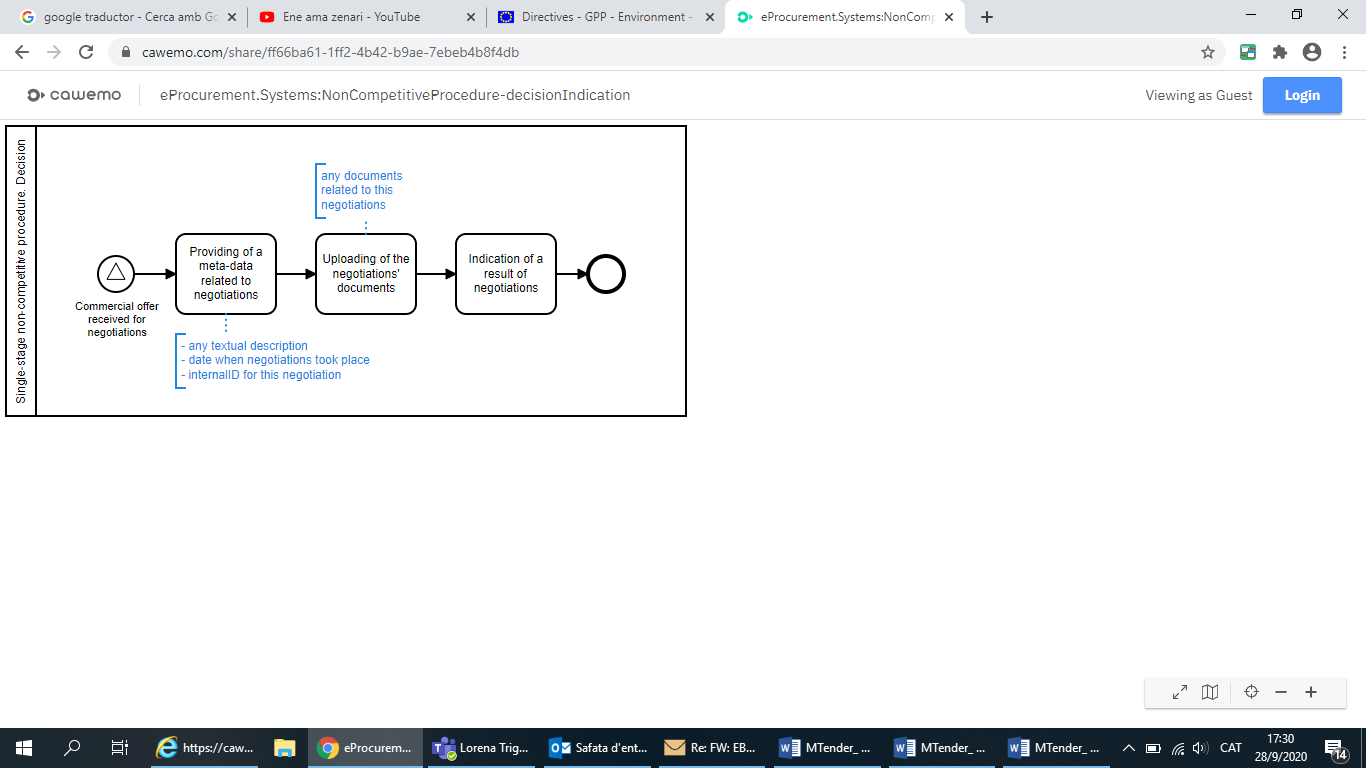


Figure 6 - BPMN for negotiations ([interactive version](https://cawemo.com/share/ff66ba61-1ff2-4b42-b9ae-7ebeb4b8f4db))

## Completion of negotiations / reporting

The BPMN reflects the results of negotiations and the final offers agreed by all the parties involved, as well as the notification by a CA that a contract has been awarded to a particular EO:

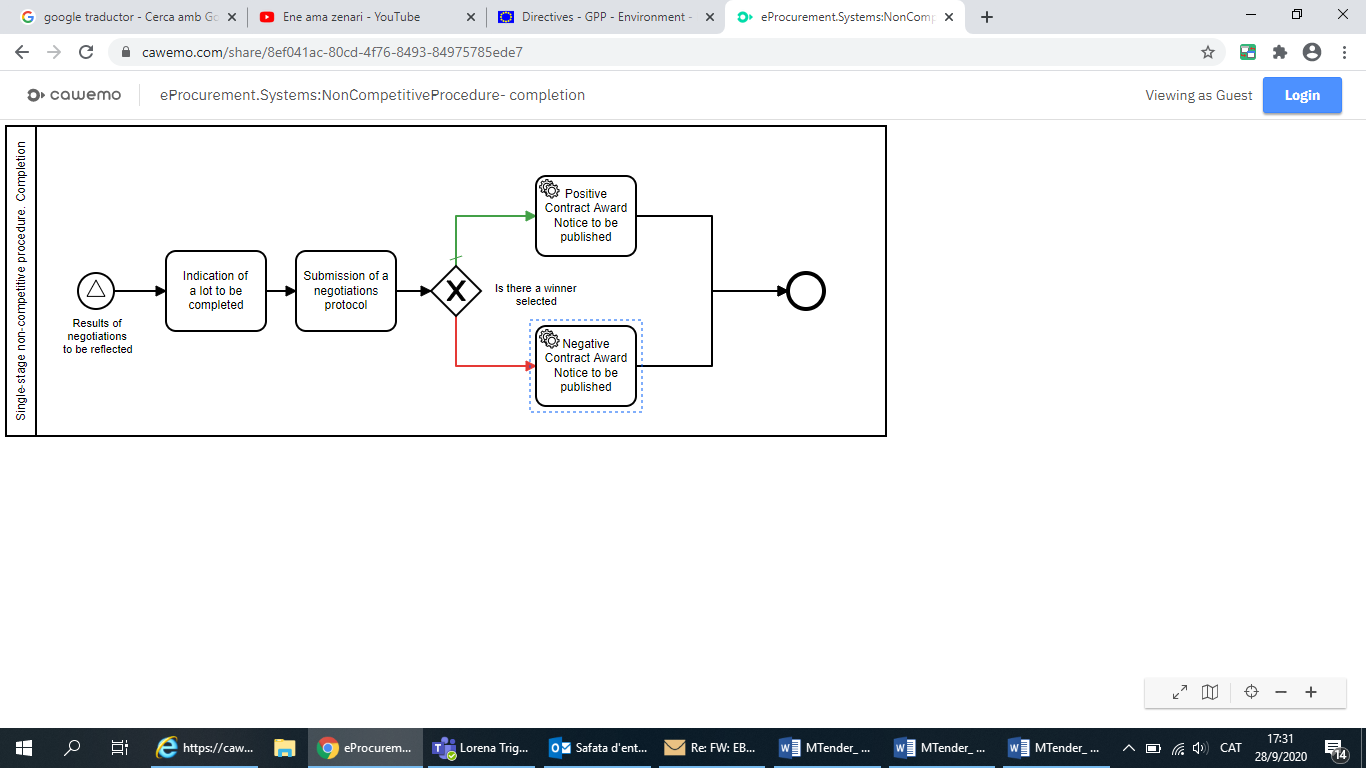


Figure 7 - BPMN for completion of negotiations / reporting ([interactive version](https://cawemo.com/share/8ef041ac-80cd-4f76-8493-84975785ede7))

# Technical design

In order to implement each use case in accordance with its’ BPMN in the System, the technical aspects described in this section should be taken into consideration.

## Preparation of an initiation for prior publication

Since the general flow of a procurement process based on a limited procurement method remains the same as for competitive procedures, the preparations for initial publication are the same.

At the same time, during the initiation of a procurement process, several crucial parameters shall be determined as follows:

|  |  |  |
| --- | --- | --- |
| **Command model attribute** | **negotiated procedure without publication with single or several EOs** | **negotiated with publication with single or several EOs** |
| tender.procurementMethod | limited | limited |
| tender.procurementMethodDetails | da | np |

Table – Parameters for the initiation of a procurement process

As mentioned above, these types of procedures are not time-driven and do not contain explicit periods for clarification or the submission of proposals via the System. In other words, the publication of a contract notice in these procedures is static and, in some cases, voluntary e.g. negotiated procedure without publication.

### State-chart diagram

The lifecycle of the procedures based on a limited procedure method consists of the following states:

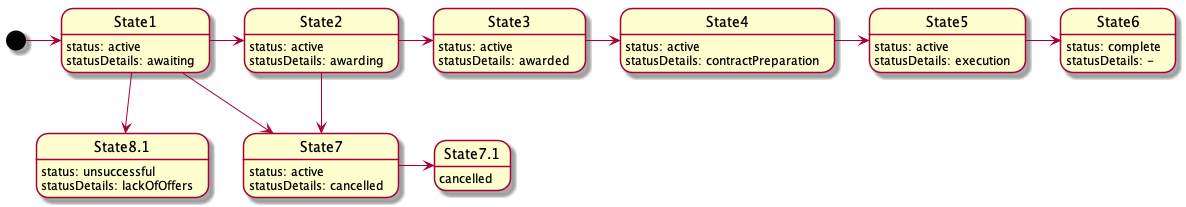


Figure 8 - State-chart diagram for an offline procedure based on limited method

|  |  |  |
| --- | --- | --- |
| **From** | **To** | **Trigger** |
| - | awaiting | Procedure is initiated and offers are expected |
| awaiting | lackofOffers | No offers received for negotiations or evaluation |
| awaiting | cancelled | Procedure cancelled by the CA before negotiations or evaluation |
| awaiting | awarding | Offers were collected and now are under negotiations or evaluation |
| awarding | awarded | A winning offer has been selected |
| awarding | cancelled | Procedure cancelled by the CA during negotiations or evaluation |
| awarded | contractPreparation | Award decision is published and the contract preparation process has started |
| contractPreparation | execution | Contract is being executed by the EO |
| execution | complete | Contract completed |

Table – Lifecycle of offline procedures based on limited procedure methods

## Dealing with EOs

A contracting process based on limited procurement methods doesn't involve any active online participation of either invited or selected EOs. This difference from the competitive procedure brings a technical difference at the implementation level, since for these procedures there will be no bids received from EOs (invited or selected) via the System, as all the information regarding communication between the CA and the EOs is offline and isolated in an award object in the System.

This means that the CA must issue an “award” envelope (or a number of these) in order to:

* invite (simultaneously or sequentially) a certain list of candidates for further negotiation;
* communicate that an EO has been selected for a future direct contract;
* publish (simultaneously or sequentially) the list of EOs whose commercial offers have been selected for negotiations.

### Inclusion of the invitations into a prior publication

In the case of a negotiated procedure without prior publication (assuming that all candidates are already briefed and ready for negotiations), the CA needs to include the invitations of selected EOs for future negotiations. To do that, after the prior publication of conditions for future negotiations has been published (see section 4.1), the CA shall add a list of awards for each such EO (BPMN 3.2) to be invited.

### Publication of a list of EOs whose initial offers were selected for negotiations

In the case of a negotiated procedure with prior publication (assuming that the CA allows any interested EO to submit their expression of interest and an initial offer for future negotiations), the CA needs to include a list of initial offers selected for future negotiations. To do that, after the prior publication of conditions for future negotiations have been published (see section 4.1), the CA shall add a list of "awards” for each such EO (BPMN 3.4) according to one of the following strategies:

* simultaneously, in case the CA wants to publish an entire list of selected EOs for future negotiations and conduct such negotiations separately with each of the selected EOs ‘one by one’;
* sequentially, in case the CA wants to add selected EOs one-by-one, conduct negotiations and, in case of a negative result, reject the EO, add following one and continue the process until a winner is selected.

### Indication of an EO selected for direct award

In the case of a direct award (assuming that a contract has already concluded), the CA needs to add information about the contracted EO together with the conditions and the value of the concluded contract in the System. In order to do that, after the prior publication of conditions for a future contract (see section 4.1), the CA shall add an *award* for the contracted EO (BPMN 3.3).

## Completing a form on negotiations result / awarded contract

In the case of a negotiated procedure, with or without prior publication, the CA shall complete a form in the System reflecting the substance of the offers either invited or selected for negotiations, for each previously issued “award”. The data added to the System is the following:

* List of responses (where applicable) by EOs against the requirements set by the CA;
* any documents related to negotiations;
* date when negotiations took place;
* an internalID for these negotiations (if applicable);
* results of negotiations: whether decision to award a contract is positive or negative.

## Indication of negotiations result / direct award

The CA can indicate the decision for each offer received (including any negotiations) by updating a relevant award in the System with the following attributes:

* any textual description;
* any documents related to negotiations;
* date when negotiations took place;
* an internalID for these negotiations (if applicable);
* results of the negotiations: whether a decision to award a contract is positive or negative.

## Completion of negotiations

The negotiations process ends with the submission of a protocol that reflects the entire results of the negotiations (BPMN 3.7). Once negotiations are completed and each negotiated offer is indicated with a state, the CA submits the negotiations protocol which, in its turn, indicates the publication of the decision. Such protocols have to be submitted for each lot awarded separately.

## Initiation of a contract

See [MTender tutorial](https://ebrd-digital-transformation-mtender.github.io/Documentation/letsGo/#h.PMPINCN)

## Cancellation of a procedure or lot

See [MTender tutorial](https://ebrd-digital-transformation-mtender.github.io/Documentation/letsGo/#h.TenderLot)

# Command models

The following command-models are to be used in order to operate with data-objects under offline procedures based on a limited procurement method.

## createCNonPN.limited.offline

In order to describe and produce a CN for a procedure based on a limited procurement method, the following structure should be used:

|  |  |
| --- | --- |
| **Attribute** | **Description** |
|
| tender.title | Title for this part of CP |
| tender.description | Description for this part of CP |
| tender.awardCriteria | Specify the award criteria for the procurement |
| tender.awardCriteriaDetails | Specify the award criteria details for the procurement |
| tender.lots | A tender process is divided into lots |
| tender.items | The goods and services to be purchased |
| tender.submissionMethod | Specify the method by which bids must be submitted |
| tender.submissionMethodRationale | A value that identifies the rationale where electronic submission method is not to be allowed |
| tender.submissionMethodDetails | Any detailed or further information on the submission method. |
| tender.documents | All documents and attachments related to the tender, including any notices. |

Table –Model for the creation of a CN in a procedure based on a limited procurement method (createCNonPN.limited.offline)

## createAward

See below the command model for the creation of a new award, based on the ocds-definition of award object:

|  |  |
| --- | --- |
| Attribute | Description |
| suppliers | The party, or parties, responsible for this award. |
| value | The total value of the award |
| description | Description of an award |
| relatedLot | Identifier of a lot related to this award |

Table - Model for the creation of an award (createAward)

## updateAward

In order to submit a decision via publication of updates of a generated award notice, the following standard data-model should be used:

|  |  |
| --- | --- |
| **Attribute** | **Description** |
| statusDetails | An attribute reflecting a character of a CA decision against an offer related |
| documents | The total value of the award |
| description | Description of an award |
| internalID | Identifier of a lot related to this award |

Table - Model for the update of an award notice (updateAward)

# Tutorial

This step-by-step tutorial in this section explains how to use both the (Central Database Unit) CDUs’ command and query APIs in order to fulfil all the aforementioned requirements and perform all the functionality covered by the use-cases.

## Pre-conditions

The contracting process for the limited procedures begins the same way as for any other procurement method: from the line in the annual procurement plan (PIN or simplified PN) based on the need described and the sources of financing declared for this need.

## Getting started

The following tutorial shows step-by-step a sequence of all actions and requests a contributor (NEPP) needs to conduct throughout the entire process covered by the use-cases.

### Create a CN

To prepare a CN for a procurement procedure based on a limited method previously created (cpPhase.PN) in order to be updated with all the data according to a relevant command model.

#### Get X-OPERATION-ID

According to the [MTender tutorial](https://ebrd-digital-transformation-mtender.github.io/Documentation/services/#h.icv7wyew6gvs), for the identification of an operation before starting and, in particular, for the preparation of a CN, a unique operations’ identifier, X-OPERATION-ID shall be requested:

|  |
| --- |
| POST HTTP/1.1 Authorization: Bearer QWxhZGRpbjpPcGVuU2VzYW1l Host: operation.HOST  201 OK Content-Type: application/json; charset=UTF-8 {  "X-OPERATION-ID": "f5c6a3c0-5ff8-463f-9c0c-d4c1f324b7fb" } |

#### Registration of documentation

According to the [MTender tutorial](https://ebrd-digital-transformation-mtender.github.io/Documentation/services/#h.brhdren4tsdi), the CA can register documents:

|  |
| --- |
| **POST** /registration HTTP/1.1  Authorization: Bearer QWxhZGRpbjpPcGVuU2VzYW1l  Content-Type: application/json  Host: storage.HOST  {  "hash": "9a0364b9e99bb480dd25e1f0284c8555"  }  201 Created  Content-Type: application/json; charset=UTF-8  {  "success": true,  "data": {  "id": "4c4f5a50-89cd-11e8-b758-dd76462396b0",  "url": "http://storage.HOST/get/4c4f5a50-89cd-11e8",  "dateModified": "2018-07-17T14:25:47Z"  }  } |

#### Send a request for the creation of a CN

To introduce a new CN for a procurement procedure based on the limited method createCNonPN.limited command, a model should be used for the preparation of POST-request for BPE with the following parameters:

|  |
| --- |
| /do/cn/cpid/ocid?country=...&pmd=... |

Where:

* cpid - OCID of parent Contracting Process (cProcess)
* ocid - OCID of a prior notice under this contracting process
* country - Identifier of country of jurisdiction according to [‘country’ codelis](https://docs.google.com/document/d/1MNLX0QObYfPwFf74iOt1E4VUozTxbKpLcObRymTOrlc/edit#heading=h.bs2kmvk44pui)
* pmd - Identifier procurementMethodDetails according to [‘pmd’ codelist](https://docs.google.com/document/d/1MNLX0QObYfPwFf74iOt1E4VUozTxbKpLcObRymTOrlc/edit#heading=h.aftn7smycjc5)

|  |  |
| --- | --- |
| **POST** /do/cn/ocds-000-00001/ocds-000-00001-pn HTTP/1.1 Authorization: Bearer QWxhZGRpbjpPcGVuU2VzYW1l X-OPERATION-ID: f5c6a3c0-5ff8-463f-9c0c-d4c1f324b7fb X-TOKEN: 2ef61fa89e8a451ba4149d2f8e31173b Content-Type: application/json Host: bpe.HOST  {} // data set based on createCNonPN command-model  202 Accepted Content-Type: application/json; charset=UTF-8 | |
|  | |
| Within this command, the information needed for future automated evaluation can be expressed:   * **Evaluation panel**   A set of CA evaluation panel could be announced. In future steps, this information could be used for the establishment of the automated evaluation flow.   * **Award criteria**   The set of criteria may include different types of requirements, used in different ways and for different reasons.   * **Conversions**   Where a scoring function is to be applied, a set of verifiable conversions might be needed for future ranking and evaluation of bids. | |

#### Feed Point Response

As a result of the command execution, a separate ocds-record is formed in the system describing the Contract Notice created. The system will inform the contributor (according to the [MTender tutorial](https://ebrd-digital-transformation-mtender.github.io/Documentation/services/)) with the following message:

|  |
| --- |
| {  "initiator": "platform",  "X-OPERATION-ID": "f5c6a3c0-5ff8-463f-9c0c-d4c1f324b7fb",  "X-RESPONSE-ID": "f5c6a3c1-5ff8-463f-9c0c-d4c1f324b7fb",  "data": {  "ocid": "ocds-t1s2t3-TEST",  "url": "http://public.HOST/tenders/ocds-000-00001/ocds-000-00001-ev",  "operationDate": "2018-08-14T13:51:06Z",  "outcomes": {  "ev": [  {  "id": "ocds-000-00001-cn"  }  ]  }  }  } |

#### Upload documentation

Having both the documents registered and the cpPhase.CN.limited created, the CA can upload documents according to the [MTender tutorial](https://ebrd-digital-transformation-mtender.github.io/Documentation/services/). Document uploading is an iterative process.

|  |
| --- |
| **POST** /upload/389684cc28c242b79c97c56be5142e25 HTTP/1.0  Authorization: Bearer QWxhZGRpbjpPcGVuU2VzYW1l  Content-Length: 58  Content-Type: multipart/form-data; boundary=----------a\_BoUnDaRy572732436472$  Host: storage.HOST  ------------a\_BoUnDaRy572732436472$  content  ------------a\_BoUnDaRy572732436472$--  201 Created  Content-Type: application/json; charset=UTF-8  {  "data": {  "url": "https://storage.HOST/get/389684cc28c242b79c97c56be5142e25"  }  } |

#### Request full result

Once all previous actions are finalised, the newly created CN is now available in a Public Point:

|  |
| --- |
| **GET** /get/tenders/ocds-000-00001/ocds-000-00001-cn?offset= HTTP/1.1  Host: public.HOST  200 OK  Content-Type: application/json; charset=UTF-8  {} // data set based on CN query-model |

### Introduce an award

#### Inclusion of the invitations into a prior publication

Having a prior publication of conditions for future negotiations published, the CA needs to add a list of awards for each EO invited. These invitations should be published together with the conditions within one single publication.

#### Publication of a list of EOs whose initial offers were selected for negotiations

In the case of a negotiated procedure with prior publication, the CA publishes a CN in order to collect expressions of interest from all the interested parties (EOs). Once initial offers are received by the CA (offline), the CA shall select the most suitable and publish them by adding a list of awards for each EO selected.

#### Indication of an EO selected for direct award

In the case of reporting on a direct award, the CA needs to indicate the EO selected to be awarded the direct contract by adding a relevant award.

#### Get X-OPERATION-ID

|  |
| --- |
| POST HTTP/1.1 Authorization: Bearer QWxhZGRpbjpPcGVuU2VzYW1l Host: operation.HOST  201 OK Content-Type: application/json; charset=UTF-8 {  "X-OPERATION-ID": "f5c6a3c0-5ff8-463f-9c0c-d4c1f324b7fb" } |

#### Add an award

In order to introduce a new award object, the standard createAward command-model should be used for the preparation of a POST-request for BPE with the following parameters:

|  |
| --- |
| do/award/cpid/ocid?lotID |

Where:

* cpid - OCID of parent Contracting Process (cProcess)
* ocid - OCID of a process phase (cpPhase)
* lotID - identifier of specific lot where award to be created

|  |
| --- |
| **POST** /do/award/ocds-000-00001/ocds-000-00001-cn?lotId=... HTTP/1.1 Authorization: Bearer QWxhZGRpbjpPcGVuU2VzYW1l X-OPERATION-ID: f5c6a3c0-5ff8-463f-9c0c-d4c1f324b7fb Content-Type: application/json Host: bpe.HOST  {} // data set based on createAward command-model  202 Accepted Content-Type: application/json; charset=UTF-8 |

#### Feed Point Response

As a result of the command execution, an award object in status:pending is created in the system describing the invitation of a specific EO to the procurement procedure. The system will inform the contributor with the following message:

|  |
| --- |
| {  "initiator": "platform",  "X-OPERATION-ID": "f5c6a3c0-5ff8-463f-9c0c-d4c1f324b7fb",  "X-RESPONSE-ID": "f5c6a3c1-5ff8-463f-9c0c-d4c1f324b7fb",  "data": {  "ocid": "ocds-000-00001-cn",  "url": "http://public.HOST/tenders/ocds-000-00001/ocds-000-0000-cn",  "operationDate": "2018-08-14T13:51:06Z",  "outcomes": [  {  "id": "ocds-000-00001-award-1",  "X-TOKEN": "c3bdd497-ac2d-4e25-bd7f-cd55111aa7b4"  }  }  } |

#### Request full result

Once an award is added, an invitation is now available in a Public Point as an attribute of a CN and it becomes available for the CA for further negotiations.

|  |
| --- |
| **GET** /get/tenders/ocds-000-00001/ocds-000-00001-cn?offset= HTTP/1.1  Host: public.HOST  200 OK  Content-Type: application/json; charset=UTF-8  {} // data set based on CN query-model including an *award* |

All other invitations can be added here in the same way at any time, depending on the methodology applied by the CA and the specifications of the procedure (with or without lots, with or without negotiations, etc.).

An award section is included to the initial query-model of the cpPhase. It will consequently include all the awards introduced with the initial status:pending according to a common flow by the [MTender tutorial.](https://ebrd-digital-transformation-mtender.github.io/Documentation/letsGo/#h.16x20ju)

The creation of the very first award:pending, moves the procedure into the awarding state (according to the state-chart of cpPhase detailed above). Thus, awardPeriod is launched.

All entities sent with the introduction of each award as EOs will be included in initial parties of the cpProcess with the role `supplier`.

### Comleting a form on tender result

In order to reflect either the results of negotiations or the intention to award a direct contract, the CA needs to switch each introduced award into one of the relevant statusDetails. If the negotiations are completed successfully and an agreement is achieved by the parties, the CA determines this award with *award.statusDetails:active*. Otherwise, the CA confirms his decision to reject the EO’s offer by sending an *award:statusDetails:unsuccessful*, and move on to the following selected EO (either previously introduced as a separate award or with the introduction of a new award object).

#### Get X-OPERATION-ID

|  |
| --- |
| POST HTTP/1.1 Authorization: Bearer QWxhZGRpbjpPcGVuU2VzYW1l Host: operation.HOST  201 OK Content-Type: application/json; charset=UTF-8 {  "X-OPERATION-ID": "f5c6a3c0-5ff8-463f-9c0c-d4c1f324b7fb" } |

#### Registration of documentation

The CA can register documents for this award update.

|  |
| --- |
| **POST** /registration HTTP/1.1  Authorization: Bearer QWxhZGRpbjpPcGVuU2VzYW1l  Content-Type: application/json  Host: storage.HOST  {  "hash": "9a0364b9e99bb480dd25e1f0284c8555"  }  201 Created  Content-Type: application/json; charset=UTF-8  {  "success": true,  "data": {  "id": "4c4f5a50-89cd-11e8-b758-dd76462396b0",  "url": "http://storage.HOST/get/4c4f5a50-89cd-11e8",  "dateModified": "2018-07-17T14:25:47Z"  }  } |

#### Request an award update

To update an *award* object, the standard *updateAward* command-model should be used for the preparation of a POST-request for BPE with the following parameters:

|  |
| --- |
| do/award/cpid/ocid/awardID |

Where:

* cpid - OCID of parent Contracting Process (cProcess)
* ocid - OCID of a process phase (cpPhase)
* awardID - identifier of specific award to be updated

|  |
| --- |
| **POST** /do/award/ocds-000-00001/ocds-000-00001-cn/ocds-000-00001-award-2 HTTP/1.1 Authorization: Bearer QWxhZGRpbjpPcGVuU2VzYW1l X-OPERATION-ID: f5c6a3c0-5ff8-463f-9c0c-d4c1f324b7fb X-TOKEN: c3bdd497-ac2d-4e25-bd7f-cd55111aa7b4 Content-Type: application/json Host: bpe.eprocurement.systems  {} // data set based on updateAward command-model  202 Accepted Content-Type: application/json; charset=UTF-8 |

#### Feed Point Response

As a result of the command execution, the relevant *award* is switched to another state, indicated by the CA in the request. The system will inform the contributor with the following message:

|  |
| --- |
| {  "initiator": "platform",  "X-OPERATION-ID": "f5c6a3c0-5ff8-463f-9c0c-d4c1f324b7fb",  "X-RESPONSE-ID": "f5c6a3c1-5ff8-463f-9c0c-d4c1f324b7fb",  "data": {  "ocid": "ocds-000-00001-cn",  "url": "http://public.HOST/tenders/ocds-000-00001/ocds-000-00001-cn",  "operationDate": "2018-08-14T13:51:06Z",  "outcomes": {  "awards": [  {  "id": "ocds-000-00001-cn"  }  ]  }  }  } |

#### Upload documentation

The CA can now upload new documents of the CN:

|  |
| --- |
| **POST** /upload/389684cc28c242b79c97c56be5142e25 HTTP/1.0  Authorization: Bearer QWxhZGRpbjpPcGVuU2VzYW1l  Content-Length: 58  Content-Type: multipart/form-data; boundary=----------a\_BoUnDaRy572732436472$  Host: storage.HOST  ------------a\_BoUnDaRy572732436472$  content  ------------a\_BoUnDaRy572732436472$--  201 Created  Content-Type: application/json; charset=UTF-8  {  "data": {  "url": "https://storage.HOST/get/389684cc28c242b79c97c56be5142e25"  }  } |

#### Request full result

Once all previous actions are finalised, the newly updated *award* is available in a Public Point as a part of a relevant cpPhase:

|  |
| --- |
| **GET** /get/tenders/ocds-000-00001/ocds-000-00001-cn?offset= HTTP/1.1  Host: public.HOST  200 OK  Content-Type: application/json; charset=UTF-8  {} data set based on cpPhase query-model including an *award* |

### Completion of negotiations

Once negotiations are completed and each negotiated offer is updated with a relevant state, the CA submits the negotiations protocol which indicates the publication of the decision.

#### Get X-OPERATION-ID

|  |
| --- |
| POST HTTP/1.1 Authorization: Bearer QWxhZGRpbjpPcGVuU2VzYW1l Host: operation.HOST  201 OK Content-Type: application/json; charset=UTF-8  {  "X-OPERATION-ID": "f5c6a3c0-5ff8-463f-9c0c-d4c1f324b7fb" } |

#### Submission of a protocol

In order to submit a negotiations protocol, a POST request with an indication of the following parameters has to be sent to BPE. Such evaluation protocol has to be submitted for each evaluated lot separately (in case of a multi-lot procedure):

|  |
| --- |
| do/protocol/cpid/ocid/lotID |

Where:

* cpid - OCID of parent Contracting Process (cProcess)
* ocid - OCID of a process phase (cpPhase)
* lotID - identifier of specific lot to be protocoled

|  |
| --- |
| **POST** /do/protocol/ocds-000-00001/ocds-000-00001-cn/lotID HTTP/1.1 Authorization: Bearer QWxhZGRpbjpPcGVuU2VzYW1l X-OPERATION-ID: f5c6a3c0-5ff8-463f-9c0c-d4c1f324b7fb X-TOKEN: c3bdd497-ac2d-4e25-bd7f-cd55111aa7b4 Content-Type: application/json Host: bpe.HOST  202 Accepted Content-Type: application/json; charset=UTF-8 |

#### Feed Point Response

As a result of the decision under each separate lot, a CAN associated with a particular lot will be automatically generated and published as an object inside the "contracts" section. Depending on the decision of the CA, different values of the statusDetails attribute will be set for the generated CANs:

* for a CAN under a lot where an EO was determined: *statusDetails:active*
* for a CAN under a lot where no EO was selected (this is, all bids were rejected): statusDetails:unsuccessful

The system will inform the contributor with the following message:

|  |
| --- |
| {  "initiator": "platform",  "X-OPERATION-ID": "f5c6a3c0-5ff8-463f-9c0c-d4c1f324b7fb",  "X-RESPONSE-ID": "f5c6a3c1-5ff8-463f-9c0c-d4c1f324b7fb",  "data": {  "ocid": "ocds-000-00001-cn",  "url": "http://public.HOST/tenders/ocds-000-00001/ocds-000-00001-cn",  "operationDate": "2018-08-14T13:51:06Z",  "outcomes": {  "contracts": [  {  "id": "ocds-000-00001-can-3", // CAN for lot with selected supplier  "status": "pending",  "statusDetails": "active"  },  {  "id": "ocds-000-00001-can-4", // CAN for lot with all offers rejected  "status": "pending",  "statusDetails": "unsuccessful"  }  ]  }  }  } |

### Awarding and completion of a procedure

The final actions by the CA in order to initiate the contract preparation and, consequently, the completion of a procedure, are described in the [MTender tutorial](https://ebrd-digital-transformation-mtender.github.io/Documentation/letsGo/#h.PMPINCN).