

**EBRD UNCITRAL Public Procurement Reform Initiative**

**Negotiated Procedure Blueprint**

*FINAL DRAFT*

***October 2021***

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**ABBREVIATIONS**

|  |  |
| --- | --- |
| **Term** | **Description** |
| API | Application Programming Interfaces |
| BPE | Business Process Editor |
| BPMN | Business Process Model Notation |
| CAN | Contract Award Notice |
| CDU | Central Database Unit |
| CN | Contract Notice |
| CP | Contracting Process |
| EBRD | European Bank for Reconstruction and Development |
| NEPP | Networking Electronic Procurement Platform |
| OCDPS | Open Contracting Digital Procurement System |
| PE | Procuring Entity |
| PMD | Procurement Method Details |
| PN | Procurement Plan |
| UNCITRAL | United Nations Commission on International Trade Law |

# Introduction

The Open Contracting Digital Procurement System (OCDPS) has been conceptualized and developed by the EBRD UNCITRAL Public Procurement Initiative and 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, and it has been enriched with the knowledge acquired in previous successful implementations in different jurisdictions such as Ukraine or Moldova.

## 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 be able to implement all the necessary processes and functionalities related to negotiated procedures.

Negotiated procedures allow the Procuring Entity (PE) to negotiate the terms of the contract with the Suppliers within strict guidelines before awarding the contract.

At the system level, it is necessary to implement several procedures based on the negotiated procurement procedure, which will be partially conducted out of the system as will be later on detailed in this document. These are:

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

The PE has decided to establish a negotiated procedure and invites one or several Suppliers to participate in the process sending them an invitation(s):

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

Use-case 2 - A negotiated procedure with publication (all interested Suppliers can express their interest):

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

# Technical design

To implement each use case in the System, the technical aspects described in this section should be taken into consideration.

The general flow of a negotiated procurement procedure remains the same as for competitive procedures. In particular, the preparation tasks for initial publication are the same.

Nevertheless, in the initiation of a procurement process, crucial parameters shall be determined as follows:

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

Table 1. Parameters for the initiation of a negotiated procurement process

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.

## Business processes

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

## The common flow of a negotiated procedure

The following Business Process Model Notation (BPMN) covers the common flow of a negotiated procurement procedure:

Diagrama

Descripción generada automáticamente

Figure 1. BPMN for the common negotiated procedure

## Preparation of invitations

The following BPMN covers the preparation and publication of information about the selected Suppliers to be invited to future negotiations:

Diagrama

Descripción generada automáticamente

Figure 2. BPMN for inclusion of the invitations into a prior publication

## Publication of a list of Suppliers whose initial offers have been selected for negotiation

The following BPMN covers the preparation and publication of information about Suppliers whose initial offers were selected for future negotiation:

Diagrama

Descripción generada automáticamente

Figure 3. BPMN for publication of a list of Suppliers selected for negotiations

## Filling in a form on tendering result

The following BPMN covers the publication of the initial offers received from either all interested or invited Suppliers. The PE is responsible for the process 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:

Diagrama

Descripción generada automáticamente

Figure 4. BPMN for filling a form on tendering result

## Negotiations

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

Interfaz de usuario gráfica, Aplicación, Word

Descripción generada automáticamente

Figure 5. BPMN for negotiations

## Completion of negotiations / reporting

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

Diagrama

Descripción generada automáticamente

Figure 6. BPMN for completion of negotiations/reporting

## State-chart diagram

The lifecycle of a negotiated procedure consists of the following states:

Diagrama

Descripción generada automáticamente

Figure 7. State-chart diagram for a negotiated procedure

|  |  |  |
| --- | --- | --- |
| **From** | **To** | **Trigger** |
| - | awaiting | The procedure is initiated and offers are expected |
| awaiting | lackofOffers | No offers were received for negotiations or evaluation |
| awaiting | cancelled | Procedure cancelled by the PE 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 PE during negotiations or evaluation |
| awarded | contractPreparation | The award decision is published, and the contract preparation process has started |
| contractPreparation | execution | The contract is being executed by the Supplier |
| execution | complete | Contract completed |

Table 2. Lifecycle of a negotiated procedure

## Negotiation with Suppliers

A contracting process based on negotiation doesn't involve any active online participation of either invited or selected Suppliers. 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 Suppliers (invited or selected) via the system, as all the information regarding communication between the PE and the Suppliers is managed out of the system.

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

* invite (simultaneously or sequentially) a certain list of candidates for further negotiation;
* publish (simultaneously or sequentially) the list of Suppliers whose commercial offers have been selected for negotiations.

### Invitations to bid

In the case of a negotiated procedure without prior publication, the invitations to bid 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':{  "$ref": "#/definitions/invitation"   }   }  },  "definitions": {  "Invitation": {  "title": "Invitation",  "description": "invitation published against eligible submission qualified previously by PE",  "type": "object",  "properties": {  "id": {  "title": "ID",  "description": "A local identifier for this invitation",  "type": [  "string"  ]  },  "date": {  "title": "Date",  "description": "The date when this invitation sent",  "type": [  "string",  "null"  ],  "format": "date-time"  },  "status": {  "title": "Status",  "description": "The status of the invitation, drawn from the bidStatus codelist",  "type": "string",  "enum":[  "active",  "unsuccessful"  ]  },  "statusDetails":{  "title":"",  "description":"",  "type":"string",  "enum":[  "expired",  "withdrawn"  ]  },  "tenderers": {  "title": "Tenderer",  "description": "The OrganizationReference for party, or parties, responsible for this qualification. This should provide a name and identifier, cross-referenced to an entry in the parties array at the top level of the release.",  "type": "array",  "items": {  "$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"  }  }  }  } } |

In a later stage, the contracting entity needs to include the invitations of selected suppliers for future negotiations. To do that, the contracting entity shall add a list of suppliers to be invited (*Figure 2. BPMN for inclusion of the invitations into a prior publication*).

### List of Suppliers whose initial offers were selected for negotiations

In the case of a negotiated procedure with prior publication (assuming that the PE allows any interested Supplier to submit their expression of interest and an initial offer for future negotiations), the PE needs to include a list of initial offers selected for future negotiations. To do that, after the prior publication of conditions for future negotiations has been published, the PE shall add a list of awards for each Supplier (*Figure 9 - BPMN for publication of a list of Suppliers selected for negotiations (*[*interactive version*](https://cawemo.com/share/6885aff5-75bc-4028-8a91-574c9378374f)) according to one of the following strategies:

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

## Completing a form on negotiations result / awarded contract

In the case of a negotiated procedure, with or without prior publication, the PE 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 Suppliers against the requirements set by the PE;
* any documents related to negotiations;
* date when negotiations took place;
* an internal ID for these negotiations (if applicable);
* results of negotiations: whether the decision to award a contract is positive or negative.

## Indication of negotiations result

The PE 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 internal ID 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 (*Figure 6. - BPMN for completion of negotiations/reporting*). Once negotiations are completed and each negotiated offer is updated with a state, the PE 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

### Contract preparation

The PE shall complete the data required for issuing the contract (its PDF version) based on a predefined template, separate for different procurement categories (goods, works or services). Required information is described by an auto-generated draft of the contract.

#### Get X-OPERATION-ID and needed data set from Form Service

|  |
| --- |
| OST ?form=update-ac&ocid=...&lang=... HTTP/1.1 Authorization: Bearer QWxhZGRpbjpPcGVuU2VzYW1l Host: operation.eprocurement.systems  201 OK Content-Type: application/json; charset=UTF-8  {  "X-OPERATION-ID": "f5c6a3c0-5ff8-463f-9c0c-d4c1f324b7fb",  "schema": {},  "data": {} } |

#### Registration Documentation

The Supplier can [register files](https://ebrd-digital-transformation-mtender.github.io/Documentation/letsGo/#h.3ws6mnt) for the future updated contract before such contract is updated. Document registration is an iterative process. Accordingly, a registration request must be made for each document added.

POST /registration HTTP/1.1  
Authorization: Bearer QWxhZGRpbjpPcGVuU2VzYW1l  
Content-Type: application/json  
Host: storage.eprocurement.systems

{  
 "hash": "9a0364b9e99bb480dd25e1f0284c8555",  
 "weight": "1024",  
 "filename": "file.txt"  
}

201 Created  
Content-Type: application/json; charset=UTF-8

{  
 "success": true,  
 "data": {  
   "id": "4c4f5a50-89cd-11e8-b758-dd76462396b0",  
   "url": "http://storage.eprocurement.systems/get/4c4f5a50-89cd-11e8",  
   "dateModified": "2018-07-17T14:25:47Z"  
 }  
}

#### Send Request

POST /do/contract/ocds-000-00001/ocds-000-00001-ac-1/ocds-000-00001-ac-1 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  
  
{}  
  
202 Accepted  
Content-Type: application/json; charset=UTF-8

#### Feed Point Response

{  
 "initiator": "platform",  
 "X-OPERATION-ID": "f5c6a3c0-5ff8-463f-9c0c-d4c1f324b7fb",  
 "X-RESPONSE-ID": "f5c6a3c1-5ff8-463f-9c0c-d4c1f324b7fb",  
 "data": {  
   "ocid": "ocds-000-00001-ac-1",  
   "url": "http://public.eprocurement.systems/tenders/ocds-000-00001/ocds-000-00001-ac-1",  
   "operationDate": "2018-08-14T13:51:06Z",  
 }  
}

#### Uploading Documentation

The Supplier can [upload files](https://ebrd-digital-transformation-mtender.github.io/Documentation/letsGo/#h.1q7ozz1) for the newly updated awarded contract. Document uploading is an iterative process. Accordingly, a registration request must be made for each document added.

POST /registration HTTP/1.1  
Authorization: Bearer QWxhZGRpbjpPcGVuU2VzYW1l  
Content-Type: application/json  
Host: storage.eprocurement.systems

{  
 "hash": "9a0364b9e99bb480dd25e1f0284c8555",  
 "weight": "1024",  
 "filename": "file.txt"  
}

201 Created  
Content-Type: application/json; charset=UTF-8

{  
 "success": true,  
 "data": {  
   "id": "4c4f5a50-89cd-11e8-b758-dd76462396b0",  
   "url": "http://storage.eprocurement.systems/get/4c4f5a50-89cd-11e8",  
   "dateModified": "2018-07-17T14:25:47Z",  
   "datePublished": null  
 }  
}

### Issuing of prepared contract

Once all updates are done, the PE indicates this contract is fully prepared for signing.

#### Get X-OPERATION-ID

POST ?form=... HTTP/1.1  
Authorization: Bearer QWxhZGRpbjpPcGVuU2VzYW1l  
Host: operation.eprocurement.systems  
  
201 OK  
Content-Type: application/json; charset=UTF-8

{  
 "X-OPERATION-ID": "f5c6a3c0-5ff8-463f-9c0c-d4c1f324b7fb"  
}

#### Send Request

POST /issue/contract/ocds-000-00001/ocds-000-00001-ac-1 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  
  
202 Accepted  
Content-Type: application/json; charset=UTF-8

#### Feed Point Response

{  
 "initiator": "platform",  
 "X-OPERATION-ID": "f5c6a3c0-5ff8-463f-9c0c-d4c1f324b7fb",  
 "X-RESPONSE-ID": "f5c6a3c1-5ff8-463f-9c0c-d4c1f324b7fb",  
 "data": {  
   "ocid": "ocds-000-00001-ac-1",  
   "url": "http://public.eprocurement.systems/tenders/ocds-000-00001/ocds-000-00001-ac-1",  
   "operationDate": "2018-08-14T13:51:06Z",  
 }  
}

The system automatically generates a PDF document of the needed contract based on received data and a standardized template. Such document will be put as a docType:contractSigned to the ‘documents’ section of a specific contract and it will be switched to ‘statusDetails:approvement’. Thereafter, the signing and validation process starts. Also, the system will include a description of required confirmations via adding a ‘confirmationRequests’ array of objects to the ‘contract’.

### Signing

Once the contract is issued and the PDF version is generated, the contract will go to ‘statusDetails:approvement’ and will be ready to be signed by the PE. To confirm that the contract is signed by the PE:

#### Get X-OPERATION-ID and needed data set from Form Service

POST ?form=... HTTP/1.1  
Authorization: Bearer QWxhZGRpbjpPcGVuU2VzYW1l  
Host: operation.eprocurement.systems  
  
201 OK  
Content-Type: application/json; charset=UTF-8

{  
 "X-OPERATION-ID": "f5c6a3c0-5ff8-463f-9c0c-d4c1f324b7fb",  
 "schema": {},  
 "data": {}  
}

#### Registration Documentation

The Supplier can [register files](https://ebrd-digital-transformation-mtender.github.io/Documentation/letsGo/#h.3ws6mnt) for the future updated contract before such contract is updated. Document registration is an iterative process. Accordingly, a registration request must be made for each document added.

POST /registration HTTP/1.1  
Authorization: Bearer QWxhZGRpbjpPcGVuU2VzYW1l  
Content-Type: application/json  
Host: storage.eprocurement.systems

{  
 "hash": "9a0364b9e99bb480dd25e1f0284c8555",  
 "weight": "1024",  
 "filename": "file.txt"  
}

201 Created  
Content-Type: application/json; charset=UTF-8

{  
 "success": true,  
 "data": {  
   "id": "4c4f5a50-89cd-11e8-b758-dd76462396b0",  
   "url": "http://storage.eprocurement.systems/get/4c4f5a50-89cd-11e8",  
   "dateModified": "2018-07-17T14:25:47Z"  
 }  
}

#### Send Request

POST /do/confirmation/buyer/ocds-000-00001/ocds-000-00001-ac-1/confirmationRequestID HTTP/1.1

POST /do/confirmation/Supplier/ocds-000-00001/ocds-000-00001-ac-1/confirmationRequestID 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  
  
{}  
  
202 Accepted  
Content-Type: application/json; charset=UTF-8

#### Feed Point Response

{  
 "initiator": "platform",  
 "X-OPERATION-ID": "f5c6a3c0-5ff8-463f-9c0c-d4c1f324b7fb",  
 "X-RESPONSE-ID": "f5c6a3c1-5ff8-463f-9c0c-d4c1f324b7fb",  
 "data": {  
   "ocid": "ocds-000-00001-ac-1",  
   "url": "http://public.eprocurement.systems/tenders/ocds-000-00001/ocds-000-00001-ac-1",  
   "operationDate": "2018-08-14T13:51:06Z",  
 }  
}

#### Uploading Documentation

The Supplier can [upload files](https://ebrd-digital-transformation-mtender.github.io/Documentation/letsGo/#h.1q7ozz1) for the newly updated awarded contract. Document uploading is an iterative process. Accordingly, a registration request must be made for each document added.

POST /registration HTTP/1.1  
Authorization: Bearer QWxhZGRpbjpPcGVuU2VzYW1l  
Content-Type: application/json  
Host: storage.eprocurement.systems

{  
 "hash": "9a0364b9e99bb480dd25e1f0284c8555",  
 "weight": "1024",  
 "filename": "file.txt"  
}

201 Created  
Content-Type: application/json; charset=UTF-8

{  
 "success": true,  
 "data": {  
   "id": "4c4f5a50-89cd-11e8-b758-dd76462396b0",  
   "url": "http://storage.eprocurement.systems/get/4c4f5a50-89cd-11e8",  
   "dateModified": "2018-07-17T14:25:47Z",  
   "datePublished": null  
 }  
}

### Validation

Not available yet in the system.

### Activation

Not available yet in the system.

### Execution

Not available yet in the system.

### Amendments and extensions

Not available yet in the system.

### Termination

Not available yet in the system.

## Cancellation of a procedure or lot

The cancellation mechanism for a tender, technically, is implemented differently from the cancellation mechanism for a separate lot.

### Cancellation of procedure

Any time before the contract is concluded, issued, signed and activated, the PE can cancel the procurement procedure. In procedures with lots, if one of the contracts resulting from the awarding of the different lots has already been signed and activated, the whole procurement procedure cannot be cancelled anymore and only lots can be cancelled, as long as they are under status "active" (see details below).

|  |
| --- |
| POST ?form=cancellation-  tender&ocid=...&lang=... HTTP/1.1  Authorization: Bearer  QWxhZGRpbjpPcGVuU2VzYW1l  Host: operations.eprocurement.systems  201 OK  Content-Type: application/json;  charset=UTF-8  {  "X-OPERATION-ID": "f5c6a3c0-5ff8-463f-  9c0c-d4c1f324b7fb",  "schema": {},  "data": {}  } |

#### Registration Documentation

The PE can [register files](https://ebrd-digital-transformation-mtender.github.io/Documentation/letsGo/#h.3ws6mnt) for the future cancellation of a contracting process before such an amendment is updated. Document registration is an iterative process.

|  |
| --- |
| POST /registration HTTP/1.1  Authorization: Bearer QWxhZGRpbjpPcGVuU2VzYW1l  Content-Type: application/json  Host: storage.eprocurement.systems  {  "hash": "9a0364b9e99bb480dd25e1f0284c8555",  "weight": "1024",  "filename": "file.txt"  }  201 Created  Content-Type: application/json; charset=UTF-8  {  "success": true,  "data": {  "id": "4c4f5a50-89cd-11e8-b758-dd76462396b0",  "url": "http://storage.eprocurement.systems/get/4c4f5a50-89cd-11e8",  "dateModified": "2018-07-17T14:25:47Z"  }  } |

#### Send Request

|  |
| --- |
| POST /cancel/cn/ocds-000-00001/ocds-000-00001-cn 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  {}  202 Accepted  Content-Type: application/json; charset=UTF-8 |

#### Feed Point Response

|  |
| --- |
| {  "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.eprocurement.systems/tenders/ocds-000-0000/ocds-000-00001-cn",  "operationDate": "2018-08-14T13:51:06Z",  }  } |

#### Feed Point Response

|  |
| --- |
| {  "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.eprocurement.systems/tenders/ocds-000-0000/ocds-000-00001-cn",  "operationDate": "2018-08-14T13:51:06Z",  }  } |

#### Uploading Documentation

The Supplier can [upload files](https://ebrd-digital-transformation-mtender.github.io/Documentation/letsGo/#h.1q7ozz1) for the newly created amendment. Document uploading is an iterative process. Accordingly, a registration request must be made for each document added.

|  |
| --- |
| POST /registration HTTP/1.1  Authorization: Bearer QWxhZGRpbjpPcGVuU2VzYW1l  Content-Type: application/json  Host: storage.eprocurement.systems  {  "hash": "9a0364b9e99bb480dd25e1f0284c8555",  "weight": "1024",  "filename": "file.txt"  }  201 Created  Content-Type: application/json; charset=UTF-8  {  "success": true,  "data": {  "id": "4c4f5a50-89cd-11e8-b758-dd76462396b0",  "url": "http://storage.eprocurement.systems/get/4c4f5a50-89cd-11e8",  "dateModified": "2018-07-17T14:25:47Z",  "datePublished": null  }  } |

### Cancellation of a single lot

Cancellation of a lot is executed within the [standard update of a Contract Notice](https://ebrd-digital-transformation-mtender.github.io/Documentation/letsGo/#h.1ljsd9k): the identifier of the lot or lots to be cancelled needs to be absent in update-payload based on CN command-model.

The PE can cancel either the whole procurement procedure or a specific lot or a set of lots any time before its completion.

# Command models

The following command-models are to be used to operate with data-objects under offline procedures based on a negotiated procedure.

## createCNonPN.negotiated.offline

To describe and produce a CN for a negotiated procedure 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 3. Model for the creation of a CN in a negotiated procedure (createCNonPN.negotiated.offline)

## createAward

See below the command model for the creation of a new award, based on the OCDS definition of an 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 4. Model for the creation of an award (createAward)

## updateAward

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 5. Model for the update of an award notice (updateAward)

# Tutorial

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

## Pre-conditions

The contracting process for the negotiated procedure begins the same way as for any other procurement procedure: 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 negotiated procedure previously created (cpPhase.PN) to be updated with all the data according to a relevant command model.

#### Get X-OPERATION-ID

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

If needed, the PE 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 negotiated procedure, createCNonPN.negotiated command, a model should be used for the preparation of post-request for a Business Process Editor (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 PE evaluation panels 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 NEPP 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.negotiated created, the PE can upload documents. 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 on 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 PE needs to add a list of awards for each Supplier invited. These invitations should be published together with the conditions within one single publication.

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

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

#### Add an award

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 Supplier to the procurement procedure. The system will inform the NEPP 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 PE 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 PE and the specifications of the procedure (with or without lots).

An award section is included in the initial query-model of the cpPhase. It will consequently include all the awards introduced with the initial status:pending.

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 with the introduction of each award as Suppliers will be included as initial parties of the cpProcess with the role `Supplier`.

### Completing a form on the tender result

To reflect the results of negotiations, the PE needs to switch each created award into one of the relevant statusDetails. If the negotiations are completed successfully and an agreement is achieved by the parties, the PE determines this award with *award.statusDetails:active*. Otherwise, the PE confirms his decision to reject the Supplier’s offer by sending an *award:statusDetails:unsuccessful* and move on to the following selected Supplier (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 PE 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 PE 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 PE 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 PE 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

To submit a negotiations protocol, a POST request with an indication of the following parameters has to be sent to the 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 PE, different values of the statusDetails attribute will be set for the generated CANs:

* for a CAN under a lot where a Supplier was determined: *statusDetails:active*
* for a CAN under a lot where no Supplier 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 PE to initiate the contract preparation and, consequently, the completion of a procedure, are the same as for any other procurement procedure.