



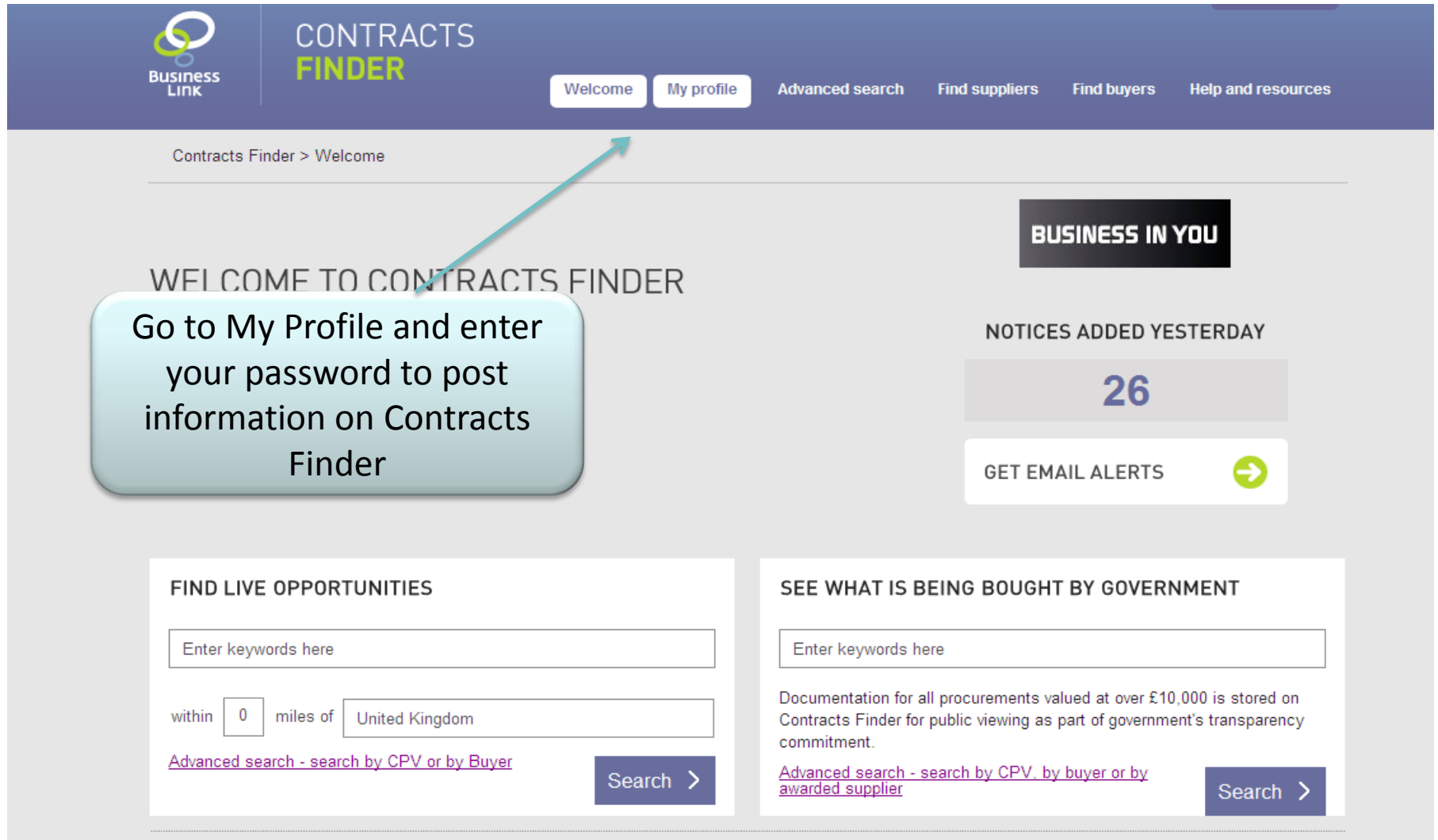
# CabinetOffice

Strategic Communication

## Pipeline

How to Publish a project/requirement on a Sector Pipeline

# 1<sup>st</sup> Stage of Pipeline project/requirement



The screenshot shows the Contracts Finder website interface. At the top, the Business Link logo is on the left, and the 'CONTRACTS FINDER' title is in the center. A navigation bar contains links: 'Welcome', 'My profile', 'Advanced search', 'Find suppliers', 'Find buyers', and 'Help and resources'. Below the navigation bar, a breadcrumb trail reads 'Contracts Finder > Welcome'. A large callout box on the left contains the text: 'Go to My Profile and enter your password to post information on Contracts Finder'. A teal arrow points from this box to the 'My profile' button in the navigation bar. On the right side, a 'BUSINESS IN YOU' badge is present, followed by a section titled 'NOTICES ADDED YESTERDAY' showing the number '26'. Below this is a 'GET EMAIL ALERTS' button with a green arrow icon. At the bottom, there are two search sections: 'FIND LIVE OPPORTUNITIES' and 'SEE WHAT IS BEING BOUGHT BY GOVERNMENT'. Each section has a text input field for keywords, a distance filter (set to '0 miles of United Kingdom'), a link for 'Advanced search', and a 'Search >' button.

Business Link

CONTRACTS FINDER

Welcome My profile Advanced search Find suppliers Find buyers Help and resources

Contracts Finder > Welcome

WELCOME TO CONTRACTS FINDER

Go to My Profile and enter your password to post information on Contracts Finder

BUSINESS IN YOU

NOTICES ADDED YESTERDAY

26

GET EMAIL ALERTS →

FIND LIVE OPPORTUNITIES

Enter keywords here

within 0 miles of United Kingdom

[Advanced search - search by CPV or by Buyer](#)

Search >

SEE WHAT IS BEING BOUGHT BY GOVERNMENT

Enter keywords here

Documentation for all procurements valued at over £10,000 is stored on Contracts Finder for public viewing as part of government's transparency commitment.

[Advanced search - search by CPV, by buyer or by awarded supplier](#)

Search >

# Pipeline

The screenshot shows the 'Contracts Finder' interface. The top navigation bar includes links for 'Welcome', 'My profile', 'My notices' (circled in red), 'Advanced search', 'Find suppliers', 'Find buyers', and 'Help and resources'. Below the navigation bar, the breadcrumb 'Contracts Finder > My notices' is displayed. The main heading is 'MY NOTICES', followed by the instruction 'Use the options below to manage your notices'. A light blue callout box contains the text: 'Go to My Notices then click the Add a new notice link'. An arrow points from this box to the 'Add a new notice >' button, which is also circled in red. Another arrow points from the box to the 'My notices' link in the top navigation bar. Below the heading, there is a 'Hide filters' link and a grid of filter checkboxes: Contract, Contract award, Closed, Awaiting signoff, Tentative, Tender or contract, Draft, Open, Pipeline, Replaced, and Withdrawn. At the bottom, there are date selection fields for 'Created from' and 'To', and 'Published from' and 'To', each with a calendar icon.

Business Link

CONTRACTS FINDER

Welcome My profile **My notices** Advanced search Find suppliers Find buyers Help and resources

Contracts Finder > My notices

MY NOTICES

Use the options below to manage your notices

Go to My Notices then click the Add a new notice link

Hide filters

Add a new notice >

☐ Contract ☐ Contract award ☐ Closed ☐ Awaiting signoff  
☐ Tentative ☐ Tender or contract ☐ Draft ☐ Open  
☐ Pipeline ☐ Replaced ☐ Withdrawn

Created from  To

Published from:  To

# 1<sup>st</sup> Stage of Pipeline project/requirement

Business Link

CONTRACTS  
FINDER

Welcome My profile My notices Advanced search Find suppliers Find buyers Help and resources

Contracts Finder > Add a new notice

Choose the type of information you wish to publish

☐ Below OJEU  
Advertise a contract that is below the OJEU Threshold

☐ Tender or contract  
Publish documents to meet the government's transparency commitments

☐ Pipeline  
Publish details of planned future spend in a pipeline area, e.g. energy infrastructure or ICT

Choose language

☐ Cymraeg ☐ English ☐ Both

Create notice >

Select the Pipeline option. The screen will then refresh and automatically select English. Click create Notice

## 2<sup>nd</sup> Stage – Pipeline content

**Notice overview**

**Project / requirement details**

Project / requirement name: \*

Reference number: \*

Complete all fields. Those flagged \* are mandatory

**Buying organisation**

Name of the buying organisation: \*

Cabinet Office

Will automatically default to your Buying Organisation title

**What pipeline does this notice belong in? \***

☐ Adult social care

☐ Advertising and media

☐ Aid and international development

☐ Arts and culture

☐ Children's services

☐ Clinical and medical life sciences

☐ Construction

☐ Defence equipment and support

☐ Energy and utilities

☒ Energy infrastructure

☐ Fire services and equipment

☐ Flood defence

☐ Highways

☐ Housing services

☐ Information and communications technology

☐ Office solutions

☐ Police services and equipment

☐ Print and print management

☐ Probation and offender services

☐ Property and facilities management

☐ Public services broadcasting

## 2<sup>nd</sup> Stage – Pipeline content

- ☐ Office solutions
- ☐ Probation and offender services
- ☐ Rail franchising
- ☐ Telecommunications
- ☐ Waste management
- ☐ Police services and equipment
- ☐ Property and facilities management
- ☐ Rail track
- ☐ Travel
- ☐ Water
- ☐ Print and print management
- ☐ Welfare to Work

Complete all fields

**Confidence \***

Please select

If required, you can use the later Notes field to explain the context of the confidence level

**Spend profile by financial year**

If there is no spend in a particular financial year please enter 0.

2012 / 2013	2013 / 2014	2014 / 2015	2015 / 2016	2016 / 2017	2017 / 2018
£ 0	0	0	0	0	0

**Total capital cost**

## 2<sup>nd</sup> Stage – Pipeline content

Total capital cost

Complete all fields



Location where the project / requirement is to be carried out

Enter a location where the project / requirement will be supplied to. You can use town name, county, or region. You can only choose locations in the UK, so if the work is to be delivered overseas you can provide details in the 'Extra comments' box.

Find regions ★

Extra comments about the location (optional):

### Important

If the contract is overseas select your region of the UK and include specific details of where the contract is to be delivered in comments box.

[Cancel changes and exit](#)

[Save](#)

Click to save

[Save and continue >](#)



## 2<sup>nd</sup> Stage – Pipeline content

**Notice details**

**Project / requirement description**

Complete all fields

Description of the project / requirement: \*

You have the option to add documents or link to external web pages

**Supporting documents**

You can provide documents for suppliers to download, such as background on the project / requirement. You are limited to 30 documents. If you need to upload more, you can combine them in a ZIP file and upload that.

You are responsible for removing or redacting all sensitive material. For further information please [review the Cabinet Office guidance](#).

Browse... or

Document URL

Title:

Upload file >



# 3<sup>rd</sup> stage – Pipeline content – Open competition

**Additional information**

**Notes**

Any additional information not covered in the description:

Notes can be used to provide background information about the confidence level etc

**Start date for the project / requirement**

Estimated date of delivery/date that the service would go live

**Approach to market**

☒ Open competition ☐ Framework

Expected date for publication of a contract notice: \*

If open competition estimate date that the procurement will commence

**Do you want to provide contact information?**

☐ Yes ☒ No

# 3<sup>rd</sup> stage – Pipeline content – existing framework

**Additional information**

**Notes**

Any additional information not covered in the description:

**Start date for the project / requirement** ?

**Approach to market** ?

☐ Open competition ☒ Framework

Expiry date for existing framework \*

**Do you want to provide contact information?**

☐ Yes ☒ No

If requirement is to be met from an existing framework then add expiry date of proposed framework

## 3<sup>rd</sup> stage pipeline content (cont)

**Do you want to provide contact information?** ?

☒ Yes ☐ No

Public contact name: \*

Organisation: \*

Address (line 1):

Address (line 2):

Address (line 3):

If required - complete all contact detail fields

## How to apply (cont)

**Start date for the project / requirement**

**Approach to market**

☐ Open competition ☒ Framework

Expected date for publication of a contract notice: \*

**Do you want to provide contact information?**

☐ Yes ☒ No

[Cancel changes and exit](#) [Save and exit](#) [Save and continue >](#)

Complete all contact detail fields and click on the save and continue link

# Penultimate Stage before publication

Contracts Finder > Preview notice

## PREVIEW NOTICE

Created on 16/03/2012 by Siobhan Okeeffe, Cabinet Office

Pipeline: Adult social care

test

Edit this section

Reference number:

001

Confidence

Low

Spend profile by financial year

2012 / 2013	2013 / 2014	2014 / 2015	2015 / 2016	2016 / 2017	2017 / 2018
£10,000,000	£5,000,000	£3,000,000	£0	£0	£0

Total capital cost

£20,000,000

Location where the contract is to be carried out:

West Midlands

Name of the buying organisation:

Cabinet Office


▼ Description of the contract

Edit this section

add a short description of the project

### Important

Check all sections have been completed correctly and, if appropriate, that the right documents have been uploaded

 Copy

 Delete

# Sign off and Publish

Pipeline: Adult social care

test

Reference number:  
001

Confidence  
Low

Spend profile by financial year

2012 / 2013	2013 / 2014	2014 / 2015	2015 / 2016	2016 / 2017	2017 / 2018
£10,000,000	£5,000,000	£3,000,000	£0	£0	£0

Total capital cost  
£20,000,000

Location where the contract is to be carried out:  
West Midlands

Name of the buying organisation:  
Cabinet Office

> Description of the contract

> Documents

Edit this section

Edit this section

Edit this section

Edit this section

Ask colleagues to sign off and publish >

Sign off and publish >

Important  
Check all sections  
have been completed  
correctly

Important  
Pipelines will only be  
made publically  
available at the agreed  
launch

When satisfied  
that all sections  
are correct select  
the relevant  
publishing route.

UNCLASSIFIED



**CabinetOffice**