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OCDS data quality checklist

These quality checks are based on common [use cases](#) and the OCDS fields needed to meet them. Some checks might not be relevant to your publication; for example, if a check involves a field that you do not publish, skip it. Some checks can apply to more fields than listed below; if you are publishing fields that are not listed, please add the fields to the checklist, and apply the checks to them as well.

As you work through the list, check the box for each check that passes. If a check fails and cannot be resolved, add any notes to assist in its resolution.

Data has no structural errors

- The [OCDS Data Review Tool](#) reports no structural errors for the OCDS data.
- Any additional fields, codes, or extensions reported by the Data Review Tool are [correctly documented](#).

Fields are included and [not null or empty](#)

- | | |
|---|--|
| <input type="checkbox"/> ocid | <input type="checkbox"/> ../title |
| <input type="checkbox"/> ../id | <input type="checkbox"/> tender/title |
| <input type="checkbox"/> buyer/id | <input type="checkbox"/> awards/title |
| <input type="checkbox"/> tender/id | <input type="checkbox"/> ../description |
| <input type="checkbox"/> tender/procuringEntity/id | <input type="checkbox"/> tender/description |
| <input type="checkbox"/> tender/tenderers/id | <input type="checkbox"/> tender/items/description |
| <input type="checkbox"/> tender/items/id | <input type="checkbox"/> ../startDate |
| <input type="checkbox"/> tender/items/classification/id | <input type="checkbox"/> tender/tenderPeriod/startDate |
| <input type="checkbox"/> awards/id | <input type="checkbox"/> contracts/period/startDate |
| <input type="checkbox"/> awards/suppliers/id | <input type="checkbox"/> ../endDate |
| <input type="checkbox"/> awards/items/id | <input type="checkbox"/> tender/tenderPeriod/endDate |
| <input type="checkbox"/> awards/items/classification/id | <input type="checkbox"/> contracts/period/endDate |
| <input type="checkbox"/> contracts/id | <input type="checkbox"/> awards/date |
| <input type="checkbox"/> contracts/items/id | <input type="checkbox"/> contracts/dateSigned |
| <input type="checkbox"/> contracts/items/classification/id | <input type="checkbox"/> ../amount |
| <input type="checkbox"/> contracts/awardID | <input type="checkbox"/> planning/budget/amount/amount |
| <input type="checkbox"/> ../name | <input type="checkbox"/> tender/value/amount |
| <input type="checkbox"/> buyer/name | <input type="checkbox"/> awards/value/amount |
| <input type="checkbox"/> tender/tenderers/name | <input type="checkbox"/> contracts/value/amount |
| <input type="checkbox"/> tender/procuringEntity/name | <input type="checkbox"/> ../currency |
| <input type="checkbox"/> awards/suppliers/name | <input type="checkbox"/> planning/budget/amount/currency |
| <input type="checkbox"/> ../items/classification/scheme | <input type="checkbox"/> tender/value/currency |
| <input type="checkbox"/> tender/items/classification/scheme | <input type="checkbox"/> awards/value/currency |

- | | |
|---|---|
| <input type="checkbox"/> awards/items/classification/scheme | <input type="checkbox"/> contracts/value/currency |
| <input type="checkbox"/> .../status | <input type="checkbox"/> planning/rationale |
| <input type="checkbox"/> tender/status | <input type="checkbox"/> planning/documents/url |
| <input type="checkbox"/> awards/status | <input type="checkbox"/> tender/procurementMethod |
| <input type="checkbox"/> contracts/status | <input type="checkbox"/> tender/numberOfTenderers |

Unique identifiers are present

- The ocid is [correctly formatted](#) using the ocid prefix [assigned to you](#).
- Each release has a unique [release id](#), and the release id is not identical to the ocid.
- [parties/identifier](#) is populated with both id and scheme, and the scheme is a publicly available list.

[Internal ids](#) are unique within the scope of the contracting process they are part of.

- | | |
|--|--|
| <input type="checkbox"/> tender/tenderers/id | <input type="checkbox"/> awards/id |
| <input type="checkbox"/> tender/items/id | <input type="checkbox"/> awards/suppliers/id |
| <input type="checkbox"/> contracts/id | <input type="checkbox"/> awards/items/id |
| <input type="checkbox"/> contracts/items/id | |

Field values are realistic

All [dates](#) are realistic; they are not unrealistically far into the future or the past.

- | | |
|--|---|
| <input type="checkbox"/> date | <input type="checkbox"/> contracts/period/startDate |
| <input type="checkbox"/> tender/tenderPeriod/startDate | <input type="checkbox"/> contracts/period/endDate |
| <input type="checkbox"/> tender/tenderPeriod/endDate | <input type="checkbox"/> contracts/dateSigned |
| <input type="checkbox"/> awards/date | |

All time period objects are consistent, with the end date occurring after the start date.

- | | |
|--|---|
| <input type="checkbox"/> tender/tenderPeriod | <input type="checkbox"/> contracts/period |
|--|---|

The contracting process timeline is temporally consistent. The date given for the first field in each of these pairs occurs before the date in the second field.

- tender/tenderPeriod/endDate and contracts/period/startDate
- tender/tenderPeriod/endDate and awards/date
- awards/date and contracts/period/startDate

All monetary values are non-negative and realistic; they are not unrealistically high or low.

- | | |
|--|---|
| <input type="checkbox"/> tender/value/amount | <input type="checkbox"/> contracts/value/amount |
| <input type="checkbox"/> awards/value/amount | |

- No placeholder values are present in the dataset, for example: "n/a", "test", "1970-01-01T00:00:00Z", etc.

Internal references are used and are consistent

Roles are set in the `parties` array for the 'buyer', 'procuringEntity', 'supplier', and 'tenderers'.

- 'buyer'
- 'supplier'
- 'procuringEntity'
- 'tenderers'

For each `role` of each organization in the `parties` array, there is a referencing object. For example if a party has the `role` 'supplier', it is referenced by at least one award's `suppliers` entry.

- 'buyer'
- 'supplier'
- 'procuringEntity'
- 'tenderers'

For each `tag` in a release, there is corresponding data. For example if 'award' is included in the `tag` array the `awards` section is populated with data.

- 'tender'
- 'contract'
- 'award'

Names of organizations are referenced consistently across the entire dataset using the same spelling, acronyms or contractions.

- 'buyer'
- 'supplier'
- 'procuringEntity'
- 'tenderers'

- For each `contracts/awardID` there is a matching `awards/id`.

Next steps

Once completed you can share this checklist with the [OCP data support team](mailto:data@open-contracting.org) for revision and support in resolving any outstanding issues. You should then update your publication policy to include any notable exclusions or unresolvable data quality issues. The data team can also provide a thorough data quality review and reviews focusing on the usability of your data.