

Annex 1: Procurement Dictionary

The following includes a selected list of essential terms that researchers will be expected to use in lieu of local terms used in their procurement reports. Local terms may be included in footnotes or in an annex. However, we respectfully request that researchers adopt the terminology used in OCDS to facilitate cross-country comparison and understanding. A full list of procurement terminology in OCDS is [available here](#). Another useful procurement terminology glossary can be found on page 65 of [this document](#).

Procurement Method	The tendering process used by the procuring entity. There are multiple procurement method types.
Open Tendering	Open tendering means a procurement method whereby all interested suppliers may submit a tender.
Selective Tendering	Selective tendering means a procurement method whereby only qualified suppliers are invited by the procuring entity to submit a tender.
Limited Tendering	Limited tendering means a procurement method whereby the procuring entity contacts a supplier or suppliers of its choice.
Award Criteria	Describes the basis on which contract awards will be made. Examples include: lowest cost, best proposal, best value to government, single bid only.
Submission Method	Used to identify the mechanism through which a submission may be made. Examples include: electronic auction, electronic submission, written, in person.
Tender Period	The period when the tender is open for submissions. The end date is the closing date for tender submissions.
Enquiry Period	The period during which a potential bidder or the general public may ask questions about the tender opportunity.
Evaluation Period	The period during which the procuring entity evaluates the bids and determines the winner, or whether there must be a re-bid or cancelation of the tender.
Responsive Bidder	Refers to a bidder that is qualified to bid on the tender. A bidder that is not qualified is known as being "non-responsive"
Procuring Entity	The entity managing the procurement, which may be different from the buyer who is paying / using the items being procured.
Buyer	The buyer is the entity whose budget will be used to purchase the goods. This may be different from the procuring agency who may be specified in the tender data.
Supplier	Often known as the contractor. This is the company that wins the tender.
Tenderer	Company or organization that bids on the tender.

Amendment	A change made to a contract, often changing the contract terms, possibly including the amount of payment.
Milestone	An agreed upon achievement in the timeline of a contract. Before a supplier receives a payment, it must often meet a set number of milestones.

Annex 2: OC Data & User Engagement

This section is available via [a Google spreadsheet](#). This spreadsheet contains an easy-to-use tool for assessing the **availability** and **publication** of data at all stages of the contracting process. It correlates with section 4 of the Methodology (Technical Assessment) and Interview Guide.

To use the spreadsheet, the researcher must **make a copy** and share it. Although the comments explaining the possible answer choices cannot be copied, the second page of the document contains all of the possible answer choices.

Researchers should fill out a separate spreadsheet for each data set they find. For instance, they can assess the availability of data on a public website by the procurement agency on page 1, and a private database possessed by the procurement agency on page 2. Researchers can make as many copies of the document as they like.

Annex 3: Tables Related to Section 6: Stakeholder Identification Questions

Section 6 on stakeholders contains 4 subsections related to various stakeholder groups. The table below is designed to aid data gathering on the first 3 sections of stakeholders, roughly: government officials, civil society organizations, media, donors, and international organizations. The latter table is for private sector actors.

Table Pertaining to Interview Guide Sections 6a, 6b & 6c

6.1 Stakeholder Name	
6.2 Short Description/ Ongoing Initiatives	
6.3 Level of Interest/attitudes	
6.4 Level of Influence	
6.5 Openness to Collaboration	
6.6 Capacity Strengths and Gaps	
6.7 Perceived capacity needs	
6.8 Addressing capacity needs	
6.9 Potential of increased data access	

Table Pertaining to Interview Guide Section 6d - Private Sector

6d.1 Stakeholder Name	
6d.2 Short Description/ Ongoing Initiatives	
6d.3 Level of Interest/attitudes	
6d.4 Level of Influence	
6d.5 Int'l Firms support for reform	
6d.6 Int'l Firms as partners	
6d.7 Openness to Collaboration	
6d.8 Capacity Strengths and Gaps	
6.9 Perceived capacity needs	
6.10 Addressing capacity needs	
6d.11 Which benefit most from open data	
6d.12 Potential of increased data access	

ANNEX 4: Baseline indicators

We strongly advise researchers to complete this annex in a fashion similar to that provided at [this link](#).

Indicator	Type	Establishing	Baseline	Goal
Policy context				
1a. Political context and top national priorities / strategic plans create enabling environment for advocacy around open contracting in the country.	S	Review of national policies	To be filled	Policies have explicit commitment to open contracting
1b. Key political leaders (prime minister / ministers / president) have expressed publicly visible support for open contracting or open government data;	P	Media appearance records	To be filled	Leaders' explicit visible commitment
1c. Key data owning agencies have expressed publicly visible support to open contracting or broader open data issues;	P	Official statements, media appearances	To be filled	Agencies' explicit visible commitment
1d. Key data-owning agencies have established policies for release of the information related to the: a. planning; b. procurement and c. implementation of all types of public contracts. (S)	S	Review of institutional policies	To be filled	Policies have explicit commitment to open contracting
Legal Framework				
2a. The law/regulations recognize the right of the public to access information related to the: a. planning; b. procurement and c. implementation of all types of public contracts.	S	Review of laws/regulations	To be filled	The laws enable release and access to OC information

2b. The laws and regulations governing public procurement are easily accessed by the public and clearly outline the process for the planning, procurement, and implementation of public contracts, including requirements related to disclosure of information and participations of stakeholders.	S	Review of laws/regulations	To be filled	The relevant laws are accessible and clear
2c. The law requires publication of the following: <ul style="list-style-type: none"> • Procurement Plans, • Tender Notices, • Bidding Documents, • Award Notices (including Winner, Price, Reasons and including Non-Competitively Awarded Contracts), • Full Contracts including Technical Specifications, • Implementation Details. 	S	Review of laws/regulations	To be filled	The law requires publication of the relevant information
2d. The law or relevant policy enables citizen participation, in terms of consultation, observation, and monitoring, in the a) planning; b) procurement; or c) implementation of public contracts.	S	Review of laws/regulations	To be filled	The laws enable participation
Institutions				

3a. There is a responsible agency with sufficient political weight and competency currently leading on open contracting issues. If not, existence of an agency with demonstrated potential to lead on matters of open contracting.	P	Review of laws / institutional practices	To be filled	There is responsible agency to lead on OC
3b. There is a demonstrated track-record of inter-agency mechanisms coordinating open contracting related processes.	P	Review of institutional practices	To be filled	Established track-record of mechanisms
3c. Overall government's ICT skill base among senior government leaders and civil servants is sufficient to implement open contracting initiatives.	P	Interviews, review of institutional evaluation documents	To be filled	ICT skill base is sufficient for data release and reuse capacity
Technical context				
4a. Information related to the planning, procurement, and implementation of public contracts is being published in a timely manner and in a useful format.	P	Review of websites, cases	To be filled	Information is published timely and in useful formats
4b. The information in indicator 2c is being collected and published online or offline in a timely manner.	P	Review of websites	To be filled	Information is published timely and in useful formats

4c. The published information is being published online in an open and structured machine-readable format, using unique identifiers and classifications.	P	Review of websites, cases	To be filled	Information is published in open formats, using identifiers and classifications
1e. There are existing mechanisms available for citizens, infomediaries or business to access the information related to the a. planning; b. procurement and c. implementation of all types of public contracts. Either centralized entity or individual agencies are responsible for the functioning of these mechanisms.		Review of websites, policies	To be filled	Existence of such mechanisms
User Engagement				
5a. There is a clear guidance of program being implemented by procuring entities and oversight authorities to engage with citizens and the private sector in matters of open contracting.	P	Review of practices, interviews	To be filled	The program is being implemented clearly and in open
5b. There is evidence of disclosed information being used by the government, private sector, and civil society for policy making, business development, and advocacy.	P	Review of websites, interviews	To be filled	Information is being reused by stakeholders
5c. There is a feedback redress mechanism in place for matters related to public contracting. (P)	P	Review of institutional procedures, interviews	To be filled	There is functioning feedback mechanism
Advocacy				
8e. Characteristics of the general	P	Review of	To be filled	General public

public (attitudes, perceptions, civic empowerment levels, use of social media skills etc.) enable / hinder promotion of open contracting issues		sociological surveys, media tendencies, interviews		supports open contracting
8f. Existing advocacy targets (government agencies) supports open contracting.	P	Review of public statement, institutional policies, interviews	To be filled	Agencies support open contracting
8g. International, national, local channels and mechanisms (fora, platforms, committees etc) for advocacy around open contracting (on an international level, this can be offered by country's participation at the OGP, CSTI, EITI or any other relevant international platform);	P/S	Review of agendas	To be filled	International mechanisms related to each country have OC in their agenda
Benefits of open contracting				
8h. Procurement system generates sufficient value for money	I	Interviews, review of research	To be filled	Procurement system is able to get the right goods, works, and services at the right price, and is efficient
8h. Procurement system upholds market fairness	I	Interviews, review of research	To be filled	Companies are willingness to bid, and perceive the system as fair
8h. Procurement system is integral: level of fraud and corruption levels are well-controlled	I	Interviews, review of research	To be filled	System is able to detect "red flags" and there are incidences of "red flags" detected

Annex 5: Useful Resources

Open Contracting Partnership's Open Contracting Guide:

<http://www.open-contracting.org/resources/open-contracting-guide/>

OCDS Field List:

<https://docs.google.com/spreadsheets/d/123bn2ra8FYbXdlg553oit6QhmmKUeefzEW6JuDsvp0E/edit#gid=0>

Draft OECD Methodology for Assessing Procurement Systems (MAPS):

<http://www.oecd.org/governance/ethics/Methodology-Assessment-Procurement-System-Revised-Draft-July-2016.pdf>