

PUBLIC CONTRACTS REGULATIONS 2015

GUIDANCE FOR COMPLETION OF PUBLIC PROCUREMENT REGULATIONS 2015 FORMS AND NOTICES IN THE TRANSITION PERIOD BEFORE NEW SIMAP FORMS ARE AVAILABLE

Revised 21st March 2015

Crown Commercial Service, Customer Service Desk: 0345 410 2222 | <u>www.gov.uk/ccs</u> | follow us on <u>Twitter</u> | connect with us on <u>LinkedIn</u>

Contents

Background

Aim of guidance

Summary and Index of Forms and Notices

Forms

Background

Directive 2014/24/EU on public procurement (the "Directive") sets out the information that must be included on certain forms and notices. The Directive will be transposed in the UK (excluding Scotland) on 26 February 2015, however the Commission is not expected to make the new Official Journal European Union (OJEU) standard forms and notices ready for use until after the UK transposition date. Consequently, in order to ensure that the information required by the Directive is included in their notices, UK contracting authorities and e-senders should include the information required by the new Directive on the current forms published by the Commission.

The subject of this paper is the forms and notices for the public sector (classic) Directive, as implemented in the Public Contracts Regulations 2015 (the "Regulations"). The Utilities and Concessions directives will be transposed later after the adoption of the new OJEU forms so we anticipate that no similar transitional arrangements will be required.

This guidance will remain current until the new OJEU forms have been adopted and coded into esenders systems. CCS will issue further guidance at that point

Aim

The Regulations require contracting authorities to include specified information in each contract notice. It is the responsibility of each contracting authority to ensure that each contract notice contains the required information. This guidance is not mandatory. It has been created to ensure consistency across contracting authorities and e-senders. It is not legal advice. Contracting authorities should obtain specific legal advice where necessary.

Summary and Index

This table sets out a summary of the forms that are required in order to undertake one of the procedures set out in the Regulations, and a link to the specific guidance for completing the form and notice for that procedure.

New Form/Notice	Public Sector Directive Standard Form to use	New information requirement (i.e. Missing field(s) on standard forms)	Summary
Prior Information Notice (PIN)	Prior Information Notice (PIN)	NUTS code	Use standard PIN and use text boxes for additional information
PIN call for competition	Prior Information Notice (PIN)	New Form	Use standard PIN and use text boxes as explanation and for additional information
Contract Notice	Contract Notice	Minor changes to reflect new procedures, NUTS and e-procurement	Use standard contract notice and use text boxes as explanation.
Contract Award Notice	Contract Award Notice	Changes required to reflect light touch, add procedures, additional stats on SME, MS and electronic procurement, and the status of the winner i.e. SME or a group of operators.	Use standard contract award notice and use text boxes for additional text
Design Contest Notice	Design Contest Notice	NUTS code	Use standard Design Contest Form and add NUTS code to free text box
Design award Notice	Design award Notice	Criteria applied, number SMEs, status of winner and date of Jury decision to be added	Use standard design award notice and use text boxes for additional information
Buyer Profile	Buyer Profile	NUTS codes	Use standard form and add NUTS code to free text box
Modifications to contract	Contract Award Notice	New form	Use standard contract award notice use text boxes for additional information
Contract Notice Social & Specific Services	Contract Notice	New form	Use standard contract notice and use text boxes as explanation
PIN Social & Specific Services	Prior Information Notice (PIN)	New form	Use standard PIN and use text boxes for additional information
PIN as call for competition: Social and	Prior Information Notice (PIN	New Form	Use standard PIN and use text boxes for additional information

Specific Services			
Award Social & Specific Services	Contract Award Notice	New form	Use standard contract award notice and use text boxes as explanation
Voluntary ex ante transparency notice	Voluntary ex ante transparency notice	NUTS code, new procedures, additional stats on SME, MS and electronic procurement, status winner	Use standard form and use text boxes for additional information
Corrigendum	Corrigendum	NUTS code	Use standard form and use text boxes for additional information

Prior Information Notice (PIN)

Reference: Regulation 48 Directive: Section I of Part B of Annex V

Form to use: Prior Information Notice

Complete fields on the current form and add the following information

Required on all ?	Information to be included:	Where to include the information:	What to add
Y	NUTS code	Contact point(s) box	NUTS code ¹
Y	Estimated date of publication of contract notice	II.8) Additional Information	State the estimated date the contract notice will be published 'Estimated date of publication of contract notice is'

¹ NUTS Code –This is a code that provide geographical information for the European Union. The Nomenclature of Territorial Units for Statistics (<u>NUTS</u>) was established by Eurostat in order to provide a single uniform breakdown of territorial units for the production of regional statistics for the European Union. A list of NUTS codes can be found <u>here</u>

Prior Information Notice used as a call for competition

Reference: Regulation 48(5) Directive: Both sections of Part B of Annex V

Form to use: Prior Information Notice

Required on all ? Y/N	Information to be included:	Where to include the information:	What to add
Y	NUTS code	Contact point(s) box	NUTS code ²
Y	Contracting Authority details	Section 1 Contracting authority	Complete PIN fields
Y	Statement that the Notice is acting as a call for competition	II.4 Short description of nature and quantity or value of works, supplies or services	Add 'This notice is a call for competition in accordance with Directive 2014/24/EU Article 48(2)'
Y	The contact details/url of where tenders or requests to participate must be sent	II.4 Short description of nature and quantity or value of works, supplies or services	Add contact details/url where tenders or requests to participate must be sent. State 'Tenders or requests to participate are to be sent to'
Y	Information about variants	II.4 Short description of nature and quantity or value of works, supplies or services	State if variants are accepted or not
Y	Whether or not a dynamic purchasing system will be used	II.4 Short description of nature and quantity or value of works, supplies or services	State whether or not the notice involves the setting up of a dynamic purchasing system or not AND if the DPS might be used by additional purchasers
Y	Whether or not a framework will be used	II.3 Information on framework agreements and II.4 Short description of nature and quantity or value of works, supplies or services	State whether or not the notice involves the setting up of a framework or not AND if the framework would be with a single operator or several operators. If several operators state the envisaged maximum number of participants
Y	Information about renewal of contract	II.4 Short description of nature and quantity or value of works, supplies or services	State if the contract is subject to renewals and give description of renewals
As required	Information on type of the contract, framework or DPS	II.4 Short description of nature and quantity or value of works,	Provide the duration of the agreement in months, or days or start and end dates.

² NUTS Code –This is a code that provide geographical information for the European Union. The Nomenclature of Territorial Units for Statistics (<u>NUTS</u>) was established by Eurostat in order to provide a single uniform breakdown of territorial units for the production of regional statistics for the European Union. A list of NUTS codes can be found <u>here</u>

		supplies or services	
As required	Justification if a framework exceeds 4 years	II.4 Short description of nature and quantity or value of works, supplies or services	Provide justification
As required	Information about division in Lots	II.4) Lots and Annex B: Information about Lots: Short Description	State if contract is divided into Lots – yes or no. State if tenders may be submitted for one lot only or provide the maximum number of lots. State the maximum number of lots that may be awarded to one tenderer. State if the Contracting authority reserves the right to award contracts combining the lots or group lots
Y	Scheduled date for start of award procedures	II.6 Scheduled date for start of award procedures	Complete PIN fields
If required	Information about reserved contracts (sheltered workshops)	III.2.1 Information about reserved contracts	Complete PIN fields
lf required	Information about contracts reserved for organisations pursuing a public service mission	VI.2 Additional information	State that 'Participation in the procedure is reserved to organisations pursuing a public service mission and fulfilling the conditions set in Article 77 Directive 2014/24/EU
If required	If contract is reserved for a particular profession	VI.2 Additional information	State that 'the execution of the service is reserved to a particular profession'. Reference the relevant law, regulation or administrative provision
Y	Type of procedure	VI.2 Additional information	State 'the type of procedure' options are Restricted procedure or Competitive procedure with negotiation
Y	Award criteria	VI.2 Additional information	 State award criteria. Options are Best price-quality ratio assessed on the basis of price/cost and The criteria stated in the procurement documents or The criteria stated here – criterion/weighting Price Cost
Y	Information about	VI.2 Additional	State if an electronic auction

	electronic auction	information	will be used and provide any additional information about the auction or url for further information
Y	Time limits for receipt of expressions of interest	VI.2 Additional information	Add 'The time limits for receipt of expressions of interest are : <i>Date</i> and <i>local time</i>

Contract Notice

Reference: Regulations 49, Directives Part C Annex V

Form to use: Contract Notice

Complete fields on the current form and add the following information

Required on all ?	Information to be included:	Where to include the information:	What to add
Y	NUTS code	Contact point(s) box	NUTS code ³
Y	Availability of electronic procurement documents	I.1 Name and addresses – add to Electronic access to information	Add URL where the electronic documents are located. If electronic access to documents is not available see below.
Y	Information on type of contract, framework or DPS	II.1.5 Short description of the contract or purchase	Provide the duration of the agreement in months, or days or start and end dates, and if it will be open to other purchasers.
Y	If electronic access to documentation is not available provide details of where they can be obtained	<i>II.1.5 Short description of the contract or purchase</i>	State where procurement documentation can be accessed from.
If following Competitive procedure with negotiation or Innovation partnership	Type of procedure: use if contract notice for Competitive procedure with negotiation or Innovation partnership.	II.1.5 Short description of the contract or purchase and IV.1.1 Type of procedure IV.1.2 Limitations on the number of operators.	In Type of procedure box tick Negotiated. In free format box at II.1.5 <i>Short description of the</i> <i>contract or purchase and</i> <i>IV.1.2 Limitations on the</i> <i>number of operators</i> Add 'Type of procedure: Competitive procedure with negotiation <i>or</i> Innovation partnership'
If following Competitive procedure with negotiation	If Competitive procedure with negotiation is to be run with possibility that contract is awarded on the basis of the initial tender without negotiations taking place	II.1.5 Short description of the contract or purchase and IV.1.2 Limitations on the number of operators	Add 'The contracting authority reserves the right to award the contract on the basis of the initial tenders without conducting negotiations'
If required	If electronic ordering,	VI.3 Additional	Add as appropriate -

³ NUTS Code –This is a code that provide geographical information for the European Union. The Nomenclature of Territorial Units for Statistics (<u>NUTS</u>) was established by Eurostat in order to provide a single uniform breakdown of territorial units for the production of regional statistics for the European Union. A list of NUTS codes can be found <u>here</u>

	invoicing and or payment will be used this is to be stated	information	Electronic ordering will be used and/or Electronic invoicing will be accepted and/or Electronic payment will be used.
Information about Lots	Indicate if there will be any limitation of the number of Lots awarded to one tenderer; any reason why contract is not subdivided into lots where relevant	Annex B 5) Information about Lots	Add as appropriate if there will be any limitation of the number of Lots awarded to one tenderer; any reason why contract is not subdivided into lots where relevant -

Contract Award Notice

Reference: Regulation 50 Directive Part D Annex 5

Form to use: Contract Award Notice

Complete fields on the current form and add the following information

Required on all ?	Information to be included:	Where to include the information:	What to add
Y	NUTS code	Contact point(s) box	Add NUTS code ⁴
If following Competitive procedure with negotiation or Innovation partnership	Type of procedure if Competitive procedure with negotiation or Innovation partnership used.	II.1.4 Short description of the contract or purchases or if possible add in IV.1.1 Type of Procedure if free text allowed	Add the type of procedure if Competitive procedure with negotiation or Innovation partnership
Ŷ	SME information	VI.2 Additional Information	Add 'Number of tenders received from SMEs ='
Y	Location of tenderers	VI.2 Additional Information	Add: Number of tenders received from other EU Member States =, Number of tenders received from non-EU States =
Y	Whether tenders received electronically	VI.2 Additional Information	Add Number of tenders received by electronic means =

⁴ NUTS Code –This is a code that provide geographical information for the European Union. The Nomenclature of Territorial Units for Statistics (<u>NUTS</u>) was established by Eurostat in order to provide a single uniform breakdown of territorial units for the production of regional statistics for the European Union. A list of NUTS codes can be found <u>here</u>

Design Contest Notice

Reference: Regulations 78 Directive Part E Annex V

Form to use: Design Contest Notice

Complete fields on current forms and add following information

Required on all ?	Information to be included:	Where to include the information:	What to add
Y	NUTS code	Contact point(s) box	NUTS code⁵
Y	Availability of electronic procurement documents	I.1 Name and addresses –	Electronic access to information: add 'URL where electronic documents are located'

⁵ NUTS Code –This is a code that provide geographical information for the European Union. The Nomenclature of Territorial Units for Statistics (<u>NUTS</u>) was established by Eurostat in order to provide a single uniform breakdown of territorial units for the production of regional statistics for the European Union. A list of NUTS codes can be found <u>here</u>

Design award Notice

Reference Regulations 79 (4) Directives Part F Annex V

Form to use: Design award Notice

Complete fields on current forms and add following information

Required on all ?	Information to be included:	Where to include the information:	What to add
Y	NUTS code	Contact point(s) box	NUTS code ⁶
Y	SME information	VI.2 Additional Information	Add 'Number of tenders received from SMEs ='
Y	Location of tenderers	VI.2 Additional Information	Add 'Number of tenders received from other Countries ='

⁶ NUTS Code –This is a code that provide geographical information for the European Union. The Nomenclature of Territorial Units for Statistics (<u>NUTS</u>) was established by Eurostat in order to provide a single uniform breakdown of territorial units for the production of regional statistics for the European Union. A list of NUTS codes can be found <u>here</u>

Buyer Profile

Reference Regulation 52 Directive Part A Annex V

Form to use : Buyer Profile

Complete fields on current forms and add following information

Required on all ?	Information to be included:	Where to include the information:	What to add
Y	NUTS code	Contact point(s) box	NUTS code ⁷

⁷ NUTS Code –This is a code that provide geographical information for the European Union. The Nomenclature of Territorial Units for Statistics (<u>NUTS</u>) was established by Eurostat in order to provide a single uniform breakdown of territorial units for the production of regional statistics for the European Union. A list of NUTS codes can be found <u>here</u>

Modifications to contract

Reference Regulation 72 Directive Part G Annex V

Form to use: Contract Award Notice

Required on all ?	Information to be included:	Where to include the information:	What to add
Y	NUTS code	Contact point(s) box	NUTS code ⁸
Y	Type of Contract and place of performance	II.1.2 Type of Contract and place of performance	Complete Contract Award Notice fields
Y	That Notice is a Modification to a Contract	<i>II.1.4) Short description of the contract or purchase</i>	Add 'This Notice is a Modification to a Contract in accordance with Article of Directive 2014/24/EU Art 72 quote details of contracts, Contract Award Notice title and OJEU publication date'
Y	Information on duration of the contract, framework or DPS	II.1.4 Short description of the contract or purchase	Provide the duration of the agreement in months, or days or start and end dates.
Y	Contract award notice concerning this contract	IV.3.2 Previous publications concerning the same contract: Other previous publications	Notice number in OJS
Y	Details of contract	Section V Award of Contract	Complete Contract Award Notice fields
Y	Information about EU Funds	VI.1 Information about EU Funds	Complete Contract Award Notice fields
Y	Description of procurement after modifications	VI.2 Additional information	 Add Main CPVcode: NUTS Code Description of the procurement – nature and quantity of goods Duration of the agreement Total value of the contract/lot ex VAT Contact details of Contractor If Contractor is an SME If Contract awarded to a group of

⁸ NUTS Code –This is a code that provide geographical information for the European Union. The Nomenclature of Territorial Units for Statistics (<u>NUTS</u>) was established by Eurostat in order to provide a single uniform breakdown of territorial units for the production of regional statistics for the European Union. A list of NUTS codes can be found <u>here</u>

			economic operators
Y	Information about the modifications	VI.2 Additional information	 Add Description of the modifications – nature and extent Reasons for modification – need for additional works, services or supplies (see reasons in Reg 72.1.b) OR Need for modification brought about by circumstances which a diligent contracting authority could not foresee (see Reg 72.1.c) and provide a description of the circumstances
Y	Increase in price	VI.2 Additional information	 Add the contract value before the modification Value ex VAT and currency and the contract value after the modifications ex VAT, and currency. Increase in price caused by the modification
Y	Procedure for review	VI.3 Procedures for appeal	Complete Contract Award Notice fields

Contract Notice Social & Specific Services

Reference: Regulation 75 Directives Part H Annex V

Form to use: Contract Notice

As this form was originally designed for procurements governed by the main rules, it necessarily refers to various main rule provisions (time limits, procedures, framework agreements and so on). Completing this form in respect of LTR contracts does not imply that those main rule provisions bite on contracts in the new light touch regime. Please refer to the CCS guidance on the Light Touch Regime for further information on the flexibilities available in LTR contracts

Required on all ?	Information to be included:	Where to include the information:	What to add
Y	NUTS code	Contact point(s) box	NUTS code ⁹
Y	Contracting Authority Details	Section 1 Contracting authority	Complete all fields on Contract Notice
Y	Type of contract	II.1.2 Type of contract and location of works, place of delivery or of performance	Complete fields on Contract Notice
Y	Quantity or scope of the contract	II.2 Quantity or scope of the contract	Complete Contract Notice fields
Y	Information on type agreement *	II.1.3 Information about a public contract, a framework or a DPS	Complete Contract Notice fields.
lf required	Information on frameworks*	II.1.4 Information about a framework	Complete Contract Notice fields
Y	Indication that this is notice for social and specific services	II.1.5) Short description of the contract or purchase(s):	State 'This is a notice for social and specific services in accordance with Directive 2014/24/EU Article 74' Then state what type of service is required e.g. educational, hotel and restaurant services.

⁹ NUTS Code –This is a code that provide geographical information for the European Union. The Nomenclature of Territorial Units for Statistics (<u>NUTS</u>) was established by Eurostat in order to provide a single uniform breakdown of territorial units for the production of regional statistics for the European Union. A list of NUTS codes can be found <u>here</u>

^{*} Authorities have the flexibility to use any process or procedure they choose to run the procurement, as long as it respects the other obligations detailed in the CCS Light Touch Regime guidance (e.g. publication of a contract notice or prior information notice, publication of a contract award notice, time limits must be reasonable and proportionate, conduct the procurement in conformance with the information provided in the OJEU advert). There is no requirement to use the standard EU procurement procedures that are available for other (non-LTR) contracts. Authorities can use those procedures if helpful, or tailor those procedures according to their own needs, or design their own procedures altogether. See the Light Touch Regime guidance for further detail.

Y	CPV codes	II.1.6 Common	Complete Contract Notice fields
•		procurement vocabulary	
lf	Information about	II.1.8 Lots	Complete Contract Notice fields
required	lots*	Annex B	
Υ	Description of the	II.1.5 Short description of	Complete Contract Notice fields
	contract or	the contract	
	purchase		
lf	Conditions for	III.2.1 Conditions for	Complete Contract Notice fields
required	participation	participation	
lf	Information about	III.2.4 Information about	Complete Contract Notice fields
required	reserved	reserved contracts	
	contracts		
	(sheltered		
16	workshops)		
lf	Information about	III.1.4 Other particular	State 'Participation in the
required	contracts	conditions	procedure is reserved to
	reserved for		organisations pursuing a public
	organisations		service mission and fulfilling the conditions set in Article 77 of the
	pursuing a public service mission		Public Contracts Directive'
Y	Duration of the	II.3 Duration of the contract	Complete duration field
	Contract	or time limit for completion	
lf	If contract is	III.3.1 Information about a	Complete Contract Notice fields
required	reserved for a	particular profession.	
	particular	III.3.2 staff responsible for	
	profession	the execution of the	
		service	
Υ	Type of	IV.1) Type of procedure	Complete Contract Notice fields.
	procedure*		Tick the box that best describes
			the procedure being used. For
			procedure involving negotiations
			complete either Negotiated or
			Competitive Dialogue box. *
Y Y	Award procedure	IV.2.1 Award procedure	Complete Contract Notice fields
ľ	Date of start of	IV.3 Additional information	Insert the scheduled date for start
	award		of award procedures as far as it is known
lf	procedures If electronic	VI.3 Additional information	
required	ordering,		State whether any of the following apply:
required	invoicing and or		(a) Electronic ordering will be
	payment will be		used and/or
	used this is to be		b) Electronic invoicing will be
	stated		accepted and/or
			c) Electronic payment will be
			used
Y	Administrative	IV.3.2 Previous	Complete Contract Notice fields
	information	publications	
Y	Time limits*	IV.3.4 <i>Time limit for receipt</i>	Complete Contract Notice fields
		of tenders or request to	
		participate	
Υ	Languages	IV.3.6 Languages in which	Complete Contract Notice fields
		tenders or requests to	

		participate may be drawn	
		ир	
Y	Information about EU Funds	VI.2 Information about EU Funds	Complete Contract Notice fields
Y	Procedures for appeal	VI.4 Procedures for appeal	Complete Contract Notice fields

PIN Social & Specific Services and PIN as call for competition: Social and Specific Services Reference: Regulation 75 Directive Part I Annex V

Form to use: PIN

As this form was originally designed for procurements governed by the main rules, it necessarily refers to various main rule provisions (time limits, procedures, framework agreements and so on). Completing this form in respect of LTR contracts does not imply that those main rule provisions bite on contracts in the new light touch regime. Please refer to the CCS guidance on the Light Touch Regime for further information on the flexibilities available in LTR contracts

Required on all ?	Information to be included:	Where to include the information:	What to add
Y	NUTS code	Contact point(s) box	NUTS code ¹⁰
Y	Details of contracting authority	Section 1 Contracting authority	Complete all PIN fields
Y	Type of contract*	II.2 Type of contract and, place of delivery or of performance	Complete fields on PIN
Y	Information on frameworks*	II.3 Information about a framework	Complete PIN fields
Y	Indication that this is a PIN notice as a call for competition for social and specific services	II.4 Short description of nature and quantity	State 'This is a PIN notice as a call for competition for social and specific services in accordance with Directive 2014/24/EU Article 74" Then state what type of service is required e.g. educational, hotel and restaurant services.
Y	Short description and quantity of services	II.4 Short description and quantity of services	Complete PIN fields
Y	Statement that interested parties are to advise the contracting authority of that interest, and contact details	II.4 Short description and quantity of services	State 'Interested parties shall advise the contracting authority of their interest in the contract' Provide contact address to which expressions of interest should be transmitted if different to that provided

¹⁰ NUTS Code –This is a code that provide geographical information for the European Union. The Nomenclature of Territorial Units for Statistics (<u>NUTS</u>) was established by Eurostat in order to provide a single uniform breakdown of territorial units for the production of regional statistics for the European Union. A list of NUTS codes can be found <u>here</u>

			in Section1
Y	Estimated total	II.4 Short	Complete PIN fields
-	value or order of	description and	
	magnitude	quantity of services	
lf	Information about	II.4 Lots	Complete PIN fields
required	lots	Annex B	
Y	Common	II.5 Common	Complete PIN fields
	procurement	procurement	
	vocabulary	vocabulary	
Y	Scheduled date for	II.6 Scheduled date	Complete PIN fields
	start of award	for start of award	
	procedures	procedure	
Y	Time frames-	II.8 Additional	Duration in months or working days
	duration of the	information	from the conclusion of the contract or
	agreement		start and end dates. If framework the
			justification for any duration
V			exceeding 4 years.
Y	Conditions for	III.1.1 Main financing	Complete PIN fields
	participation	conditions III.2	
		information about	
Y	Information about	reserved contracts	Complete DIN fields
r	EU Funds	about EU Funds	Complete PIN fields
lf	Information about	VI.2 Additional	State that Participation in the
required	contracts reserved	information	procedure is reserved to
roquirou	for organisations	mornation	organisations pursuing a public
	pursuing a public		service mission and fulfilling the
	service mission		conditions set in Article 77 of the
			Public Contracts Directive
lf	If contract is	VI.2 Additional	State that 'execution of the contract is
required	reserved for a	information	reserved for a particular profession'
	particular profession		and provide relevant law, regulation
			or administrative provision
Y	Details about the	VI.2 Additional	State type of procedure that will be
	procurement	information	followed.
	procedure*		State the hyperlink to where
			guidance on the UK's national rules is
			available:
			https://www.gov.uk/transposing-eu-
			procurement-directives
Y	Features of the	VI.2 Additional	Provide main features of award
X	award procedure	information	procedure
Y	Time limit for receipt	VI.2 Additional	Provide Date and local time
	of tender or request	information	
V	to participate		
Y	Languages tenders	VI.2 Additional	Provide language tenders or requests
	are to be submitted	information	to participate are to be in
L	in	y process or procedure the	

* Authorities have the flexibility to use any process or procedure they choose to run the procurement, as long as it respects the other obligations detailed in the CCS Light Touch Regime guidance (e.g. publication of a contract notice or prior information notice, publication of a contract award notice, time limits must be reasonable and proportionate, conduct the procurement in conformance with the information provided in the OJEU advert). There is no requirement

to use the standard EU procurement procedures that are available for other (non-LTR) contracts. Authorities can use those procedures if helpful, or tailor those procedures according to their own needs, or design their own procedures altogether. See the Light Touch Regime guidance for further detail

Reference Regulations 75(3) Directive Part J Annex V

Form to use: Contract Award Notice

As this form was originally designed for procurements governed by the main rules, it necessarily refers to various main rule provisions (time limits, procedures, framework agreements and so on). Completing this form in respect of LTR contracts does not imply that those main rule provisions bite on contracts in the new light touch regime. Please refer to the CCS guidance on the Light Touch Regime for further information on the flexibilities available in LTR contracts

Required on all ?	Information to be included:	Where to include the information:	What to add
Y	NUTS code	Contact point(s) box	NUTS code ¹¹
Y	Details of contracting authority	Section 1 Contracting authority	Complete Contract award Notice fields
Y	Type of contract	II.1.2 Type of contract and, place of delivery or of performance	Complete Contract award Notice fields
lf relevant	Information about a framework agreement	II.1.3 Information about a framework agreement	Complete the framework question,
Y	Indication that this is notice for social and specific services	II.1.4 Short description of the contract	State 'This is a notice for social and specific services in accordance with Directive 2014/24/EU Article 74' Then state what type of service is required e.g. educational, hotel and restaurant services
Y	Total final value of the procurement	II.2.1 Total final value of the procurement	Complete Contract award Notice fields
Y	Type of procedure*	IV.1.1) Type of procedure	Complete Contract Award Notice fields. Tick the box that best describes the procedure being used. For procedure involving negotiations complete either Negotiated or Competitive Dialogue box.
Y	Award procedure	IV.2.1 Award criteria	Complete Contract award Notice fields
Y	Administrative	IV.3.2 Previous	Complete Contract Award Notice

¹¹ NUTS Code –This is a code that provide geographical information for the European Union. The Nomenclature of Territorial Units for Statistics (<u>NUTS</u>) was established by Eurostat in order to provide a single uniform breakdown of territorial units for the production of regional statistics for the European Union. A list of NUTS codes can be found <u>here</u>

	information	publications	fields
Y	Award details	Section V. Award of Contract	Complete Contract award Notice fields
lf required	When a PIN as a call for competition has been placed and the award has completed the process	VI.2 Additional information	State that 'The contracting authority will not award any further contracts based on the above prior information notice'
lf required	Reason for incomplete procedure	VI.2 Additional information	State 'this procedure has been discontinued giving Notice reference' or 'this procedure has been declared unsuccessful'
lf required	Type of contractor – if SME or group	VI.2 Additional Information	State if contractor is an SME or if contract has been awarded to a group of economic operators
Y	SME information	VI.2 Additional Information	State 'Number of tenders received from SMEs = '
Y	Location of tenderers	VI.2 Additional Information	State' Number of tenders received from other EU Member States= ', 'Number of tenders received from non-EU States = '
Y	Whether tenders received electronically	VI.2 Additional Information	State 'Number of tenders received by electronic means = '
Y	Procedures for review	VI.3 Procedures for appeal	Complete Contract award Notice fields
Y	Date of dispatch	VI.4 Date of dispatch of this notice	Complete Contract award Notice fields

* Authorities have the flexibility to use any process or procedure they choose to run the procurement, as long as it respects the other obligations detailed in the CCS Light Touch Regime guidance (e.g. publication of a contract notice or prior information notice, publication of a contract award notice, Time limits must be reasonable and proportionate, Conduct the procurement in conformance with the information provided in the OJEU advert). There is no requirement to use the standard EU procurement procedures that are available for other (non-LTR) contracts. Authorities can use those procedures if helpful, or tailor those procedures according to their own needs, or design their own procedures altogether. See the Light Touch Regime guidance for further detail

Voluntary ex ante transparency notice

Reference Regulation 99, Directive 2007/66/EC Article 3a

Form to use: Voluntary ex ante transparency notice

Complete fields on the current forms and add following information

Required on all ?	Information to be included:	Where to include the information:	What to add
Υ	NUTS code	Contact point(s) box	NUTS code ¹²
Y	Procedure	II.1.4 short description of the contract	 State type of procedure Negotiated procedure without prior publication Negotiated procedure without prior call for competition Negotiated procedure without publication of a contract notice Award of a contract without prior publication of a call for competition in OJEU Complete relevant Annex D
lf required	Type of contractor – if SME or group	VI.2 Additional Information	State if contractor is an SME or if contract has been awarded to a group of economic operators

¹² NUTS Code –This is a code that provide geographical information for the European Union. The Nomenclature of Territorial Units for Statistics (<u>NUTS</u>) was established by Eurostat in order to provide a single uniform breakdown of territorial units for the production of regional statistics for the European Union. A list of NUTS codes can be found <u>here</u>

Corrigendum

Form to use: Corrigendum

Complete fields on the current forms and add following information

Required on all ?	Information to be included:	Where to include the information:	What to add
Y	NUTS code	Contact point(s) box	NUTS code ¹³

¹³ NUTS Code –This is a code that provide geographical information for the European Union. The Nomenclature of Territorial Units for Statistics (<u>NUTS</u>) was established by Eurostat in order to provide a single uniform breakdown of territorial units for the production of regional statistics for the European Union. A list of NUTS codes can be found <u>here</u>