



Government  
Commercial  
Function

# GCF Data Standards

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 **OVERVIEW** 

 **MENU** 

The Government Commercial Function within the HM Cabinet Office has prepared this document to support the enhancement of data quality through agreed principles and definitions.

The document was created with cross-governmental support, consultation and contributions from Central Departments, Crown Commercial Services and the Office for National Statistics.

Please note this document is up to date as of March 2021.

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# Purpose and Objectives



The purpose of this document is to improve the quality of Contract, Supplier and KPI (social value KPIs, as well as general performance KPIs) data across the Government Commercial Function by providing a consistent and centralised view of commercial data standards and the data quality principles supporting them.



The provision of clear and distinct data quality principles and data field definitions have the objective of improving the input data quality and the interpretability of information by the end users who rely on data to make decisions.



This document is intended as a guideline based on best practice principles, i.e. suggested practices which support effective data management. This document is designed to complement existing standards or policies such as those published by the Office for National Statistics<sup>1</sup>.

<sup>1</sup> <https://www.ons.gov.uk/aboutus/transparencyandgovernance/lookingafterandusingdataforpublicbenefit/dataandsecurityprinciples/dataprinciples>



### In Scope

The scope of the data dictionary covers:

- ✓ Supplier data
- ✓ Contract data
- ✓ KPI data

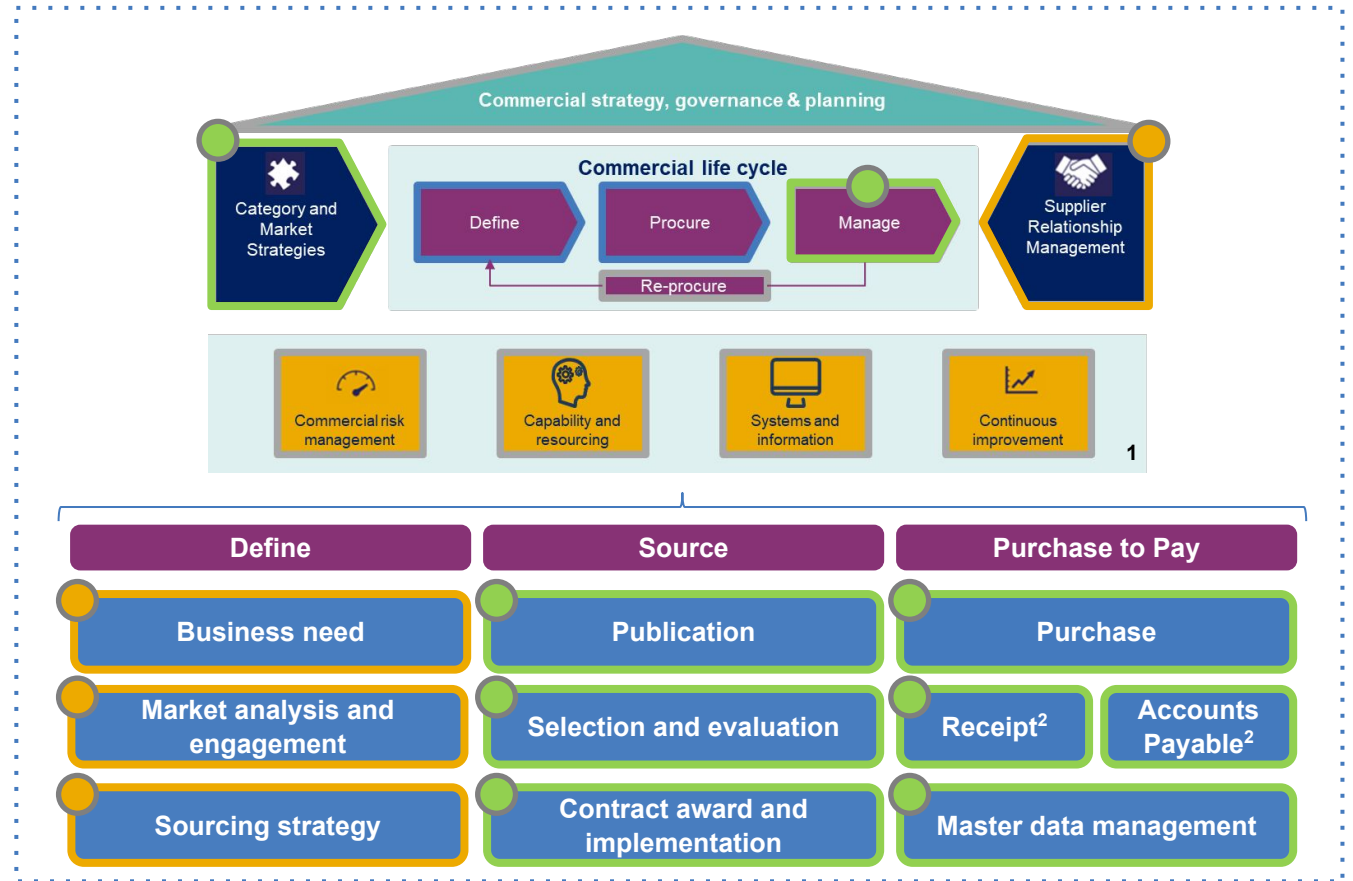
It provides **business descriptions** for each of the data fields pertaining to these 3 categories of data.

### Not in scope

The scope of the data dictionary does not cover:

- ☐ Any other data categories
- ☐ The technical data source descriptions

# Scope



● Data dictionary defines data fields that have direct implications on these areas

● Data dictionary defines data fields that indirectly affect these areas

<sup>1</sup> Source: Government Commercial Functional Standard – version 2019

<sup>2</sup> Out of scope as per the Source to Contract Global Design Principles work



# Principles

## Rationale



The key to good quality data is integrity, which is underpinned by six guiding data quality principles and supported by two key enablers. These apply to all data fields maintained in the data dictionary.



## Enablers



### ACCOUNTABILITY

- Need clear data owners.
- Data owners will be held to account for quality of the data they create / own.
- Strong leadership and sponsorship.



### ACCESSIBILITY

- Data needs to be accessible and available to use.
- However, in some cases accessibility may need to be limited to protect data.



# Principles

## Timeliness

- Data is up to date and accurately reflects the current status.
- The age of data is known and reported, i.e. meaning old data can be monitored and corrective action taken as required.



## Accuracy

- Data is entered correctly and to a high standard, ensuring the values stored are accurate both in content and form.
- There are user appropriate views of data set up based on user requirements.



# Principles

## Relevance

- Data is applicable and can be used to meet current business needs.
- The data's purpose is defined and clear.



## Completeness

- All data fields are complete and meet the minimum required thresholds.
- There is no missing data.
- Where relevant, data coverage is 100%.





# Principles

## Descriptive

- Data has a level of richness that can be used to provide insights.
- Data is unique.
- Data is explicit and unambiguous.

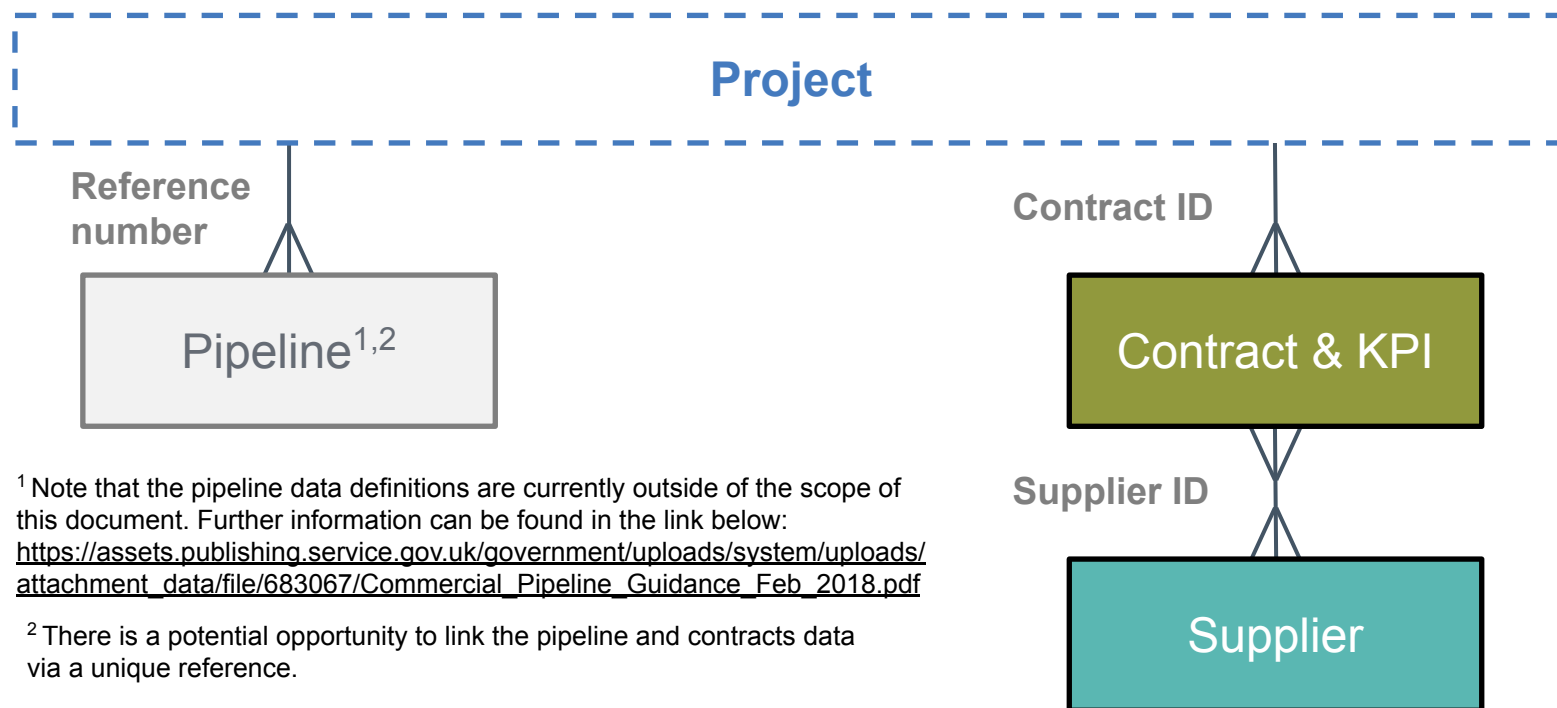


## Consistency

- Links are maintained throughout the life-cycle of the data, ensuring there are no broken links.
- Data formats are consistent and therefore comparable across systems.

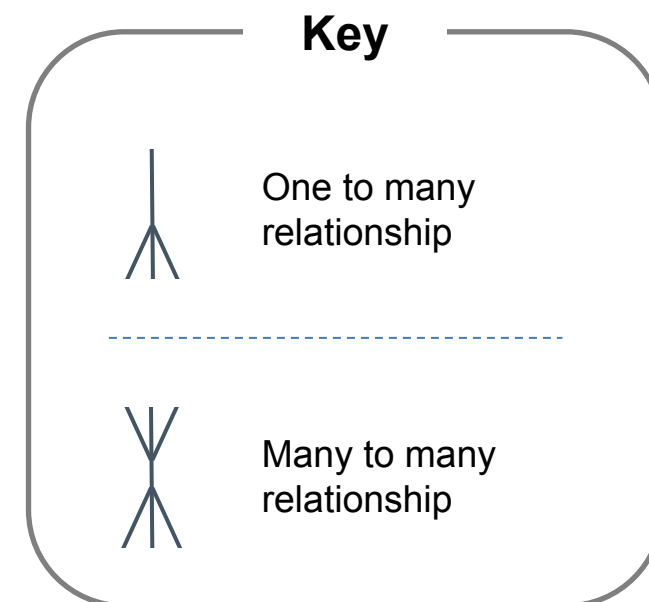
# Conceptual Data Model

This model is a high level structured business view of the data required to support the Pipeline and Contract Management process with clear data links established in order to monitor and track commercial performance from initiation to delivery.



<sup>1</sup> Note that the pipeline data definitions are currently outside of the scope of this document. Further information can be found in the link below:  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/683067/Commercial\\_Pipeline\\_Guidance\\_Feb\\_2018.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/683067/Commercial_Pipeline_Guidance_Feb_2018.pdf)

<sup>2</sup> There is a potential opportunity to link the pipeline and contracts data via a unique reference.



# Data Dictionary



Traditionally, a data dictionary is a centralised repository of information about data including meaning, relationships to other data, origin, usage, and format. The main purpose of the data dictionary is to provide metadata, or information about data. This data dictionary has been collated based on information provided by Government Departments and presents a summary view of data at a business (not technical) level.

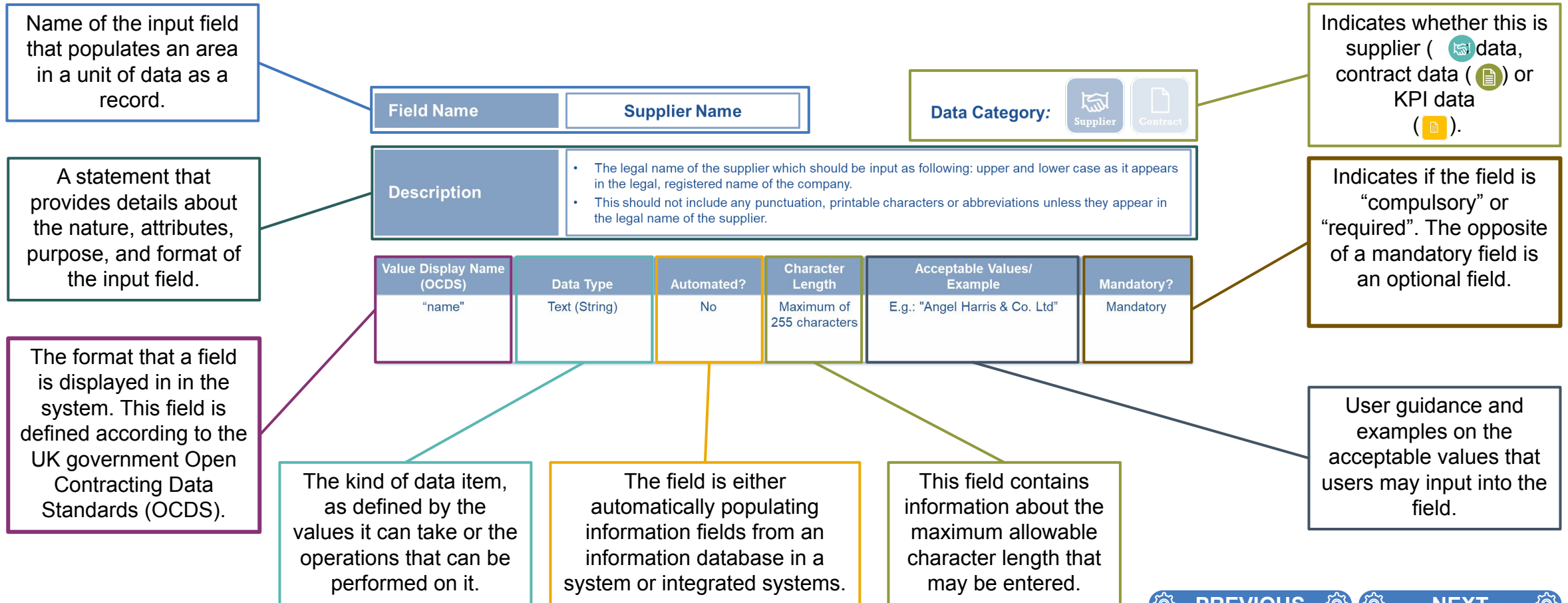


As such, the data dictionary includes the names and descriptions of the tables and the fields contained in each table, and documents information about the data type, the field length, the acceptable values etc. The complete set of metadata recorded for each data field is explained in more detail on the next page.



The data dictionary provides useful guidelines for the users of the data both with regards to correctly entering data and on how to interpret it, and is a key reference point and driving force for sustaining effective data management practices across the business.

## Descriptions of the columns used in the data dictionary for both supplier and contract data



# Supplier Data - Index



Supplier Name	Supplier Scheme / Register	Supplier ID	VAT Number	DUNS Number
Supplier Address	Supplier Postcode	Is Supplier SME?	Is Supplier VCSE?	Supplier Website
Supplier Phone Number	Supplier E-mail	Supplier Main Contact Name	Supplier Main Contact E-mail	Supplier Main Contact Phone Number
Supplier Immediate Parent	Supplier Ultimate Parent			

# Contract Data - Index



Contract ID	Contract Finder ID	Contract Title / Name	Contract Start Date	Contract End Date
Extension Period	Contract Value	Revenue Generating Contract Value	Contract Dispute Status	Spend Category
Category Code	Category Description	Contract Description	Buying Organisation	Main Supplier
Main Contact from Supplier	Main Supplier ID	Procurement Manager	Contract Manager	Senior Responsible Officer
Contract Classification	Expected Commercial Strategy	Project Code	Project Title	Procurement Sourcing Route
Is Framework	Framework ID	Framework Lot		

# KPI Data - Index



Supplier Name	Contract Title / Name	Contract ID	Buying Organisation	
KPI Contact	KPI Name	KPI Contractual Target	KPI Approaching Target Threshold	KPI Requires Improvement Threshold
KPI Inadequate Threshold	KPI Year	KPI Quarter	KPI Performance	KPI Rating
KPI Commentary				

## Field Name

## Supplier Name

## Data Category:



## Description

- The legal name of the supplier which should be input as following: upper and lower case as it appears in the legal, registered name of the company.
- This should not include any punctuation, principal characters or abbreviations unless they appear in the legal name of the supplier.
- For KPI, this is mandatory if stored separately from core contract data.

Supplier

Value Display Name (OCDS)	Data Type	Automated?	Character Length	Acceptable Values/ Example	Mandatory?
"name"	Text (String)	No	Maximum of 255 characters	E.g.: "Angel Harris & Co. Ltd"	Mandatory

## Implications if field is not completed/ accurate

- ❑ Inability to find the appropriate supplier, potentially leading to confusion around what different acronyms/abbreviation mean.
- ❑ Creation of inexplicit and ambiguous data, with difficulty in re-tracing past supplier performance.
- ❑ Inability to manage supplier exposure risk due to potential duplication of suppliers.





Supplier

## Field Name

## Supplier Scheme/Register

## Description

- The scheme from which the ID of the supplier originates.
- This is an unique ID.
- When Open Identifiers are available they should be prioritised.
- This might not be valid for some companies, particularly if not based in the UK/EU/US.

Value Display Name (OCDS)	Data Type	Automated?	Character Length	Acceptable Values/ Example	Mandatory?
Organisation ("scheme")	Drop Down Option	Yes	Not Applicable	Choose from: <ul style="list-style-type: none"> <li>• Company House ("COH")</li> <li>• Charity Commission Reference</li> <li>• Scottish Charity Register</li> <li>• Charity Commission for Northern Ireland</li> <li>• No reference- sole trader</li> <li>• Not Applicable</li> </ul>	Mandatory

## Implications if field is not completed/ accurate

- ❑ Difficulty in finding appropriate corresponding supplier and therefore in linking together information for the same supplier – potential for inconsistent or duplicated data.
- ❑ Misalignment with Government Transparency Agenda.



## Field Name

**Supplier ID**

## Description

- The ID of the supplier used when logging onto the system.
- A supplier's registration ID may not be the same as company ID- e.g. SRS ID.
- Data should be entered in the following format: "GB-COH-xxxx": where "GB" represents the country, "COH" represents the scheme/register (Company House in this example) and "xxx" represents the number. For more information on Companies House click [here](#).

Supplier

Value Display Name (OCDS)	Data Type	Automated?	Character Length	Acceptable Values/ Example	Mandatory?
"id"	Searchable based on supplier name	Yes	Not applicable	E.g.: If "Company House" was chosen previously, then please choose the corresponding ID (e.g.: "GB-COH-1234567844" )	Mandatory

## Implications if field is not completed/ accurate

- ❑ Inability to see any of the risks associated with that particular supplier.
- ❑ Failure of compliance standards through lack of transparency and openness.
- ❑ Reduced interdepartmental and intersystem transparency of the same supplier data, resulting in lower visibility of supplier risk.



## Field Name

**VAT Number**

## Description

- This should be completed if the company has a VAT number. If not, please enter "Not applicable".
- Click [here](#) to see the definition of VAT number.

Supplier

Value Display Name (OCDS)	Data Type	Automated?	Character Length	Acceptable Values/ Example	Mandatory?
-	Alphanumeric	No	Maximum of 15 characters	E.g.: "GB999 9999 73" (for UK) and "AAGB860519G31" (for Mexico)	Optional

## Implications if field is not completed/ accurate

- ❑ Incorrect identification or no identification of the supplier entity.
- ❑ Inability to obtain records of any financial risk associated with the potential supplier entity.
- ❑ Inability to account for VAT correctly in transactions with suppliers.



Supplier

## Field Name

**DUNS Number**

## Description

- This should be completed if the company has a DUNS number. If not, please enter "Not applicable".
- Click [here](#) to see the definition of DUNS number.

Value Display Name (OCDS)	Data Type	Automated?	Character Length	Acceptable Values/ Example	Mandatory?
-	Numeric	No	Maximum of 9 characters	E.g.: "150483782"	Optional

## Implications if field is not completed/ accurate

- ❑ Incorrect identification or no identification of the supplier entity.
- ❑ Inability to obtain records of any financial risk associated with the potential supplier entity.
- ❑ Increased third party risk in the supplier portfolio.



## Field Name

## Supplier Address

## Description

- The address of the main office/headquarters of the supplier, including building number and/or name, street, city and country (excludes postcode).
- Each of the items should be separated by a comma.

Supplier

Value Display Name (OCDS)	Data Type	Automated?	Character Length	Acceptable Values/ Example	Mandatory?
"address" (includes "street address", "locality", "region", "countryName")	Text (string)	Yes	Maximum of 255 characters, minimum of 10	E.g.: "61 Wellfield Road, Roath, Cardiff, United Kingdom"	Mandatory

## Implications if field is not completed/ accurate

- ❑ Inability of identifying the supplier organisation.
- ❑ Inability of ensuring that an address is valid/exists therefore creating uncertainty around the potential risks in relation to a supplier organisation.
- ❑ Difficulty in returning damaged or unsatisfactory goods to the supplier.



## Field Name

**Supplier Postcode**

## Description

- The main postcode of the supplier organisation.

Supplier

Value Display Name (OCDS)	Data Type	Automated?	Character Length	Acceptable Values/ Example	Mandatory?
"address" ("postalCode")	Text	Yes	Maximum of 10 characters	E.g.: • "CF24 3DG" for a UK-based company • "2900–3199" for South-African based company	Mandatory if applicable

## Implications if field is not completed/ accurate

- Inability of identifying the supplier organisation.
- Inability of ensuring that an address is valid/exists therefore creating uncertainty around the potential risks in relation to a supplier organisation.



Supplier

## Field Name

**Is Supplier SME?**

## Description

- This refers to the SME status of the main supplier company. Please enter "yes" if supplier is SME or "no" if not.
- Click [here](#) for the definition of SME.

Value Display Name (OCDS)	Data Type	Automated?	Character Length	Acceptable Values/ Example	Mandatory?
-	Drop Down Option	Yes	Not Applicable	Choose from: "Yes" and "No"	Mandatory

## Implications if field is not completed/ accurate

- ❑ Lack of transparency in relation to the status of the supplier company.
- ❑ Failure to comply with government's agenda of allowing SME companies to bid for contracts.
- ❑ Reduces data availability and accuracy that supports key SME reporting and statistical analytics.



Supplier

## Field Name

**Is Supplier VCSE?**

## Description

- This refers to the VCSE status of the supplier company. Please enter "yes" if supplier is VCSE or "no" if not.
- Click [here](#) for the definition of VCSE.

Value Display Name (OCDS)	Data Type	Automated?	Character Length	Acceptable Values/ Example	Mandatory?
-	Drop Down Option	Yes	Not Applicable	Choose from: "Yes" and "No"	Mandatory

## Implications if field is not completed/ accurate

- ❑ Lack of transparency in relation to the status of the supplier company.
- ❑ Failure to comply with government's agenda of allowing VCSE companies to bid for contracts.
- ❑ Reduces data availability and accuracy that supports key VCSE reporting and statistical analytics.





Supplier

<b>Field Name</b>	<b>Supplier Website</b>
<b>Description</b>	<ul style="list-style-type: none"> <li>The main website of the supplier organisation.</li> </ul>

Value Display Name (OCDS)	Data Type	Automated?	Character Length	Acceptable Values/ Example	Mandatory?
"url"	Text (String)	Yes	Maximum of 255 characters	E.g.: "www.supplier.com"	Optional

<b>Implications if field is not completed/ accurate</b>	<ul style="list-style-type: none"> <li>Non-compliance in relation to the Open Contracting Data Standards (click <a href="#">here</a> for further information).</li> <li>Inability to collect/obtain any additional information with the supplier entity such as reliability and potential legitimacy of the supplier organisation.</li> <li>Reduces the commercial department's ability to rapidly conduct supplier assessments and market scans for goods and services.</li> </ul>
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## Field Name

**Supplier Phone Number**

## Description

- The main phone number of the main office/headquarters organisation. This should always include the country code.

Supplier

Value Display Name (OCDS)	Data Type	Automated?	Character Length	Acceptable Values/ Example	Mandatory?
"parties" ("telephone")	Text (String)	No	Maximum of 15 digits	E.g.: "Please enter "+" "country code" and "phone number" with no spaces."+440711222222"	Mandatory

## Implications if field is not completed/ accurate

- Inability to contact the supplier entity in relation to any potential contractual matters or to reorder or obtain support for good and services.
- Lack of transparency and misalignment with government standards.



## Field Name

**Supplier E-mail**

## Description

- The main e-mail address of the main office/headquarters of the supplier organisation.

Supplier

Value Display Name (OCDS)	Data Type	Automated?	Character Length	Acceptable Values/ Example	Mandatory?
"parties" ("email")	Text (String)	No	Maximum of 255 characters	E.g.: "supplieremail@domain.com"	Mandatory

## Implications if field is not completed/ accurate

- Inability to contact the supplier entity in relation to any potential contractual matters.
- Lack of transparency and misalignment with government standards.
- Reduces our ability to automate communication to the supplier or automate transactions in future dealings with the supplier.



## Field Name

**Supplier Main Contact Name**

## Description

- Includes the first name and last name of the main point of contact from the supplier organisation.

Supplier

Value Display Name (OCDS)	Data Type	Automated?	Character Length	Acceptable Values/ Example	Mandatory?
"parties" ["contactPoint" ( "name")]	Text (String)	No	Maximum of 50 characters	E.g.: "First Name Last Name"	Mandatory

## Implications if field is not completed/ accurate

- ❑ Increases the lack of transparency by government standards.
- ❑ Inability to identify an individual who might have knowledge of the contract should any risks/issues occur with the supplier company (e.g. bankruptcy).



Supplier

**Field Name** **Supplier Main Contact E-mail**

**Description**

- The e-mail address of the main point of contact from within the organisation.

Value Display Name (OCDS)	Data Type	Automated?	Character Length	Acceptable Values/ Example	Mandatory?
"parties" ["contactPoint" ("email")]	Text (String)	No	Maximum of 255 characters	E.g.: "contactname@domain.com"	Mandatory

**Implications if field is not completed/ accurate**

- Increases the lack of transparency by government standards.
- Inability to identify an individual who might have knowledge of the contract should any risks/issues occur with the supplier company (e.g. bankruptcy).



Supplier

## Field Name

**Supplier Main Contact Phone Number**

## Description

- The phone number of the main point of contact from within the organisation.

Value Display Name (OCDS)	Data Type	Automated?	Character Length	Acceptable Values/ Example	Mandatory?
"parties" ["contactPoint" ("telephone")]	Text (String)	No	Maximum of 15 digits	E.g.: "Please enter "+" "country code" and "your mobile phone number" with no spaces. E.g.: +447111222333 (For the UK)"	Mandatory

## Implications if field is not completed/ accurate

- Increases the lack of transparency by government standards.
- Inability to identify an individual who might have knowledge of the contract should any risks/issues occur with the supplier company (e.g. bankruptcy).



## Field Name

**Supplier Immediate Parent**

## Description

- The immediate legal parent company of the organisation.

Supplier

Value Display Name (OCDS)	Data Type	Automated?	Character Length	Acceptable Values/ Example	Mandatory
-	Text (String)	Yes	Maximum of 255 characters	E.g.: For example, the company "Facebook" is the immediate parent of "Instagram"	Optional

## Implications if field is not completed/ accurate

- Lack of accountability in relation to the supplier company – i.e. if the supplier company were to face financial difficulties or litigation, there would be no way of identifying the overarching entity which could answer any queries in relation to that particular supplier.



Supplier

<b>Field Name</b>	<b>Supplier Ultimate Parent</b>
<b>Description</b>	<ul style="list-style-type: none"> <li>The overarching authority of the supplier.</li> </ul>

Value Display Name (OCDS)	Data Type	Automated?	Character Length	Acceptable Values/ Example	Mandatory?
-	Text (String)	Yes	Maximum of 255 characters	For example, the company "Google" is the ultimate parent for various companies, such as "YouTube" and "Waze", as it hold the majority of the shares within those companies and represent the highest node in the process. For more details and examples, click on this link: <a href="https://www.investopedia.com/terms/p/parentcompany.asp">https://www.investopedia.com/terms/p/parentcompany.asp</a>	Optional

<b>Implications if field is not completed/ accurate</b>	<p>❏ Lack of accountability in relation to the supplier company – i.e. if the supplier company were to face financial difficulties or litigation, there would be no way of identifying the overarching entity which could answer any queries in relation to that particular supplier.</p>
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## Field Name

**Contract ID**

## Description

- The identifier for the contract. It must be unique within a single buying organisation and must not change over the life of the contract.
- For KPI, this is mandatory if stored separately from core contract data.

Contract

Value Display Name (OCDS)	Data Type	Automated?	Character Length	Acceptable Values/ Example	Mandatory?
"id"	Text (String)	No	Maximum of 255 characters	E.g.: con_1234	Mandatory

## Implications if field is not completed/ accurate

- ❑ Lack of a unique identifier in relation to a contract.
- ❑ Inability to see any of the details of the particular contract and to link purchase orders to contracts to ensure contract coverage and reduce uncontracted spend. Inability to link to other relevant data.
- ❑ Failure of compliance standards leading to lack of transparency and openness.



Contract

**Field Name** Contract Finder ID

**Description**

- The URL of the contract on the Contracts Finder website ( <https://www.contractsfinder.service.gov.uk/Search> ).

Value Display Name (OCDS)	Data Type	Automated?	Character Length	Acceptable Values/ Example	Mandatory?
-	Text (String)	No	Maximum of 255 characters	E.g.: <a href="https://www.contractsfinder.service.gov.uk/Notice/6b130145-43a7-4ea8-bda1-1211684957f3">https://www.contractsfinder.service.gov.uk/Notice/6b130145-43a7-4ea8-bda1-1211684957f3</a>	Mandatory

**Implications if field is not completed/ accurate**

- Failure to comply with government standards as contracts must be registered in Contracts Finder.
- Lack of transparency and openness.
- Inability to see any details in relation to the particular contract.



## Field Name

**Contract Title / Name**

## Description

- The title (name) that is given to the contract.
- For KPI, this is mandatory if stored separately from core contract data.

Contract

Value Display Name (OCDS)	Data Type	Automated?	Character Length	Acceptable Values/ Example	Mandatory?
"title"	Text (String)	No	Maximum of 255 characters; minimum of 10	E.g.: "Contract to build new cycle lanes in the centre of town"	Mandatory

## Implications if field is not completed/ accurate

- ❑ Lack of transparency in relation to the particular contract.
- ❑ Inability to correctly identify the particular contract.
- ❑ Inability to adequately communicate the contract to commercial users leading to low adoption of the contract.



## Field Name

**Contract Start Date**

## Description

- The date on which the contract becomes effective or is executed.
- Include this in the following format: "YYYY-MM-DD" (for date)" and the following format: "hh:mm" (for time).

Value Display Name (OCDS)	Data Type	Automated?	Character Length	Acceptable Values/ Example	Mandatory?
"contractPeriod" ("startDate")	Date/Time	No	Maximum of 100 characters	E.g.: "2014-10-21 T09:30:00Z " - 9:30 am on the 21st October 2014, UTC	Mandatory

## Implications if field is not completed/ accurate

- ❑ Lack of transparency and failure to comply with government standards.
- ❑ Lack of starting point for contract impedes any analysis related to the life of the particular contract.
- ❑ Inability to calculate the duration of the contract, leading to gaps and potentially loss of funds.
- ❑ Incorrect formatting leads to inconsistency across the date/time fields.



Contract

## Field Name

**Contract End Date**

## Description

- The date on which the contract is due to end (does not include extensions).
- Include this in the following format: "YYYY-MM-DD" (for date)" and the following format: "hh:mm" (for time).

Value Display Name (OCDS)	Data Type	Automated?	Character Length	Acceptable Values/ Example	Mandatory?
"contractPeriod" ("endDate")	Date/Time	No	Maximum of 100 characters	E.g.: "2014-10-21 T09:30:00Z " - 9:30 am on the 21st October 2014, UTC	Mandatory

## Implications if field is not completed/ accurate

- ❑ Lack of transparency and failure to comply with government standards.
- ❑ Lack of ending point for contract impedes any analysis related to the life of the particular contract.
- ❑ Inability to calculate the duration of the contract, leading to gaps and potentially loss of funds.
- ❑ Incorrect formatting leads to inconsistency across the date/time fields.



## Field Name

## Extension Period

## Description

- The extension period of the contract.
- Please enter this in a format expressed as months. If there was an extension given after the first one, please enter the former as an addition to the original duration. See example field for more details and guidance.

Contract

Value Display Name (OCDS)	Data Type	Automated?	Character Length	Acceptable Values/ Example	Mandatory?
-	Text (String)	No	Maximum of 255 characters	E.g.: "12+12" (refers to a contract which received a year long extension primary and then an additional year after) "24+12" (refers to a contract which received a two year long extension primary and then an additional year after)	Mandatory if applicable

## Implications if field is not completed/ accurate

- Lack of transparency and openness in relation to the particular contract.
- Inability to analyse the relation between the given extension and the duration of the contract (e.g. is the extension longer than the contract duration?).



## Field Name

**Contract Value**

## Description

- This field refers to the value of the contract awarded at this moment in time, taking into account all given extensions or additions to the date. This amount should be in GBP. This should be introduced as an absolute value. There should be no comma or currency formatting for this field, please enter it as a number.
- This field excludes revenue generating contracts. If the contract is revenue generating please refer to the next row, focusing on the "Revenue Generating" field.

Contract

Value Display Name (OCDS)	Data Type	Automated?	Character Length	Acceptable Values/ Example	Mandatory?
"contracts" ["value" (includes "amount" and "currency")]	Numeric	No	Maximum of 25 characters	E.g.: "11199599999"	Mandatory

## Implications if field is not completed/ accurate

- ❑ Lack of transparency in relation to the contract.
- ❑ Failure to comply with the government financial standards.
- ❑ Inability to draw any insights related to value (e.g. contract value for money etc.).
- ❑ Inhibits accuracy of financial spend forecasts and visibility of liabilities and financial commitments.



## Field Name

## Revenue Generating Contract Value

## Description

- This refers to agreements whose primary purpose is generating revenue for the contracting organisation and are typically awarded to the offer or proposing the most advantageous or highest monetary return.
- This amount should be in GBP. There should be no comma or currency formatting for this field, please enter it as an absolute number. If the contract incurs a cost a net value should be introduced.

Contract

Value Display Name (OCDS)	Data Type	Automated?	Character Length	Acceptable Values/ Example	Mandatory?
-	Numeric	No	Maximum of 25 characters	E.g.: "-200000"	Mandatory only if applicable

## Implications if field is not completed/ accurate

- Lack of transparency in relation to the contract.
- Failure to comply with the government financial standards.
- Inability to draw any insights related to value (e.g. contract value for money etc.).
- Inability to budget for or forecast revenue projections making financial planning a challenge.





## Field Name

## Contract Dispute Status

## Description

- This field indicates if the contract is under dispute or challenge.
- A dispute is where the issue resolution clause of the contract has been invoked.
- A challenge is a formal commencement of the Litigation Process where a Claim Form has been issued to Court and the Issue Fee is paid. A challenge is not a request for information/documents from an aggrieved bidder or a letter of complaint.

Contract

Value Display Name (OCDS)	Data Type	Automated?	Character Length	Acceptable Values/ Example	Mandatory?
"status"	Drop Down Option	No	Not applicable	Choose from: "Under Challenge", "Under Dispute", "No Dispute/Challenge", "Dispute Closed" and "Challenge Closed"	Optional

## Implications if field is not completed/ accurate

- ❑ Failure to comply with the Commercial Pipeline standards. Click [here](#) for more information.
- ❑ Uncertainty and inability to fully analyse the "life" of the contract.
- ❑ Lack of transparency in relation to the contract.



## Field Name

## Spend Category

## Description

- The procurement classification which is attributed to the commercial activity.
- This can be from any system your Department uses as a standard practice, including CAS, CPV, UNSPSC. If there are multiple categories on a contract please enter the main one. The codes for the CAS spend category are available here: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/694155/Procurement\\_CAS\\_Definition\\_Release\\_7\\_v1.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/694155/Procurement_CAS_Definition_Release_7_v1.pdf)
- The codes for the UNSPSC spend category are available here: <https://www.unspsc.org/search-code>
- If CPV spend category was chosen, the codes available here: <https://www.bipsolutions.com/news-and-resources/cpv-codes/>

Contract

Value Display Name (OCDS)	Data Type	Automated?	Character Length	Acceptable Values/ Example	Mandatory?
"scheme"	Drop Down Option	No	Not applicable	Choose from: "CAS", "CPV" and "UNSPSC"	Mandatory

## Implications if field is not completed/ accurate

- ❑ Inability to identify the spend category of the contract.
- ❑ Failure to comply with the Commercial Pipeline standards. Click [here](#) for more information.
- ❑ Inability to draw insights on department spend in that particular spend category.



## Field Name

## Category Code

## Description

- This refers to the alphanumeric identifier relating to the main spend category (if there are multiple ones for the contract).

Contract

Value Display Name (OCDS)	Data Type	Automated?	Character Length	Acceptable Values/ Example	Mandatory?
-	Text (String)	No	Maximum of 30	If CPV spend category was chosen, look for the applicable one and introduce it in the following format: "72000000"	Mandatory

## Implications if field is not completed/ accurate

- ❑ Failure to comply with the Commercial Pipeline standards. Click [here](#) for more information.
- ❑ Inability to draw spend analytics for the category.



Contract

<b>Field Name</b>	<b>Category Description</b>
<b>Description</b>	<ul style="list-style-type: none"> <li>This refers to the description of the main spend category as per the scheme that was used.</li> </ul>

Value Display Name (OCDS)	Data Type	Automated?	Character Length	Acceptable Values/ Example	Mandatory?
-	Text (String)	No	Maximum of 100 characters	"IT services: consulting, software development, internet and support"	Mandatory

<b>Implications if field is not completed/ accurate</b>	<ul style="list-style-type: none"> <li>Failure to comply with the Commercial Pipeline standards. Click <a href="#">here</a> for more information.</li> <li>Inconsistent category taxonomy makes it difficult to conduct meaningful spend analytics and makes drawing meaningful insights from spend analytics a challenge.</li> <li>Inability to link category spend to contract coverage to mitigate off contract spend.</li> </ul>
---	--



## Field Name

## Contract Description

## Description

- A brief description of the contract. This should be in a very simple form, no acronyms or abbreviations should be used.

Contract

Value Display Name (OCDS)	Data Type	Automated?	Character Length	Acceptable Values/ Example	Mandatory?
"contracts" ("description")	Text (String)	No	Maximum of 4000 characters; minimum of 50	E.g.: "A contract has been signed between the Council and AnyCorp Ltd for construction of new cycle lanes..."	Mandatory

## Implications if field is not completed/ accurate

- ❑ Lack of transparency in relation to the contract.
- ❑ Inability to identify the purpose of the contract.
- ❑ Enhances contract adoption and ability to communicate contract status to commercial community.



## Field Name

**Buying Organisation**

## Description

- This refers to the contracting authority, including their division and department (if applicable). This should be the full legal name.
- If it is a Central Government organisation click [here](#) for the list of options.
- If it is an organisation outside the Central Government, click [here](#).
- For KPI, this is mandatory if stored separately from core contract data.

Contract

Value Display Name (OCDS)	Data Type	Automated?	Character Length	Acceptable Values/ Example	Mandatory?
"parties" ["identifier" ("contactPoint" ("name"))]	Text (String)	No	Maximum of 255 characters	E.g.: "Attorney's General Office"	Mandatory

## Implications if field is not completed/ accurate

- Lack of transparency in relation to the contract.
- Failure to comply with government standards.
- Inability to identify the authority with regards to the contract.



## Field Name

**Main Supplier**

## Description

- This refers to the name of the organisation/company/individual to whom the contract was awarded to.

Contract

Value Display Name (OCDS)	Data Type	Automated?	Character Length	Acceptable Values/ Example	Mandatory?
"parties" ["identifier" ("contactPoint" ("name"))]	Text (String)	Yes	Maximum of 50 characters	E.g.: "Contractor Name"	Mandatory

## Implications if field is not completed/ accurate

- Inability to find the appropriate supplier, potentially leading to confusion around what different acronyms/abbreviation mean.
- Creation of inexplicit and ambiguous data, with difficulty in re-tracing past supplier performance.
- Inability to link contracts to purchase order transactions impacting contract coverage analytics.



## Field Name

**Main Contact from Supplier**

## Description

- The e-mail address of the main point of contact from the supplier side, responsible for the day to day management of the contract.

Contract

Value Display Name (OCDS)	Data Type	Automated?	Character Length	Acceptable Values/ Example	Mandatory?
-	Text (String)	No	Maximum of 50 characters	E.g.: "firstnamelastname@domain.com"	Mandatory

## Implications if field is not completed/ accurate

- Increases the lack of transparency by government standards.
- Inability to identify an individual who might have knowledge of the contract should any risks/issues occur with the supplier company (e.g. bankruptcy).





Contract

## Field Name: Main Supplier ID

**Description**

- The unique ID of the supplier and its register. This ID must match the corresponding ID that a supplier has within the system.
- Data should be entered in the following format: "GB-COH-xxxx": where "GB" represents the country, "COH" represents the scheme/register (Company House in this example) and "xxx" represents the number. For more information on Companies House click [here](#).

Value Display Name (OCDS)	Data Type	Automated?	Character Length	Acceptable Values/ Example	Mandatory?
"id"	Alphanumeric	Yes	Maximum of 255 characters	E.g.: If "Company House" was chosen previously, then please choose the corresponding ID (e.g.: "GB-COH-1234567844" )	Mandatory

**Implications if field is not completed/ accurate**

- Inability to see any of the risks associated with that particular supplier.
- Failure of compliance standards through lack of transparency and openness.
- Inability to link procurement transactions to the correct supplier and contract impeding contract analytics and contract compliance.



## Field Name

**Contract Manager**

## Description

- This refers to the e-mail address of the main contact who is responsible for managing and delivering any aspects of contracts within their business area.
- This also includes anyone who interacts with a supplier, whether as part of another 'day job' or as a full-time dedicated Contract Manager.

Contract

Value Display Name (OCDS)	Data Type	Automated?	Character Length	Acceptable Values/ Example	Mandatory?
-	Text (String)	No	Maximum of 255 characters	E.g.: "firstnamelastname@domain.com"	Mandatory

## Implications if field is not completed/ accurate

- ▢ Inability to hold anyone accountable in the case of any issues occurring with the contract.



Contract

## Field Name

**Procurement Manager**

## Description

- This refers to the e-mail of the contact involved in the upfront procurement of a contract from the commercial team within the buying organisation but does not manage the contract on a day to day basis.

Value Display Name (OCDS)	Data Type	Automated?	Character Length	Acceptable Values/ Example	Mandatory?
-	Text (String)	No	Maximum of 255 characters	E.g.: "firstnamelastname@domain.com"	Optional

## Implications if field is not completed/ accurate

☐ Inability to hold anyone accountable in the case of any issues occurring with how the contract was procured.



## Field Name

**Senior Responsible Officer**

## Description

- This refers to the e-mail address of the senior responsible owner/business owner who is ultimately accountable for a programme, project or business areas meeting its objectives, delivering the projected outcomes and realising the required benefits. They are the owner of the business deliverables and accountable for all aspects of governance.

Value Display Name (OCDS)	Data Type	Automated?	Character Length	Acceptable Values/ Example	Mandatory?
-	Text (String)	No	Maximum of 255 characters	E.g.: "firstnamelastname@domain.com"	Optional

## Implications if field is not completed/ accurate

Inability to hold anyone accountable in the case of any issues occurring with the contract.



## Field Name

## Contract Classification (Tier/Type)

## Description

- The tier of the commercial activity i.e. the level of importance of the contract in achieving Department objectives classified as "Bronze", "Silver" and "Gold" as per the Contract Management Classification Tool. For more information about how to categorise, follow this link:

[https://khub.net/group/gcfcommunity/grouplibrary/document\\_library/Sz8Ah1O1ukgg/view\\_file/70330206?\\_com\\_liferay\\_document\\_library\\_web\\_portlet\\_DLPortlet\\_INSTANCE\\_Sz8Ah1O1ukgg\\_redirect=https%3A%2F%2Fkhub.net%3A443%2Fgroup%2Fgcfcommunity%2Fgrouplibrary%2F%2Fdocument\\_library%2FSz8Ah1O1ukgg%2Fview%2F70329062%3F\\_com\\_liferay\\_document\\_library\\_web\\_portlet\\_DLPortlet\\_INSTANCE\\_Sz8Ah1O1ukgg\\_navigation%3Dhome%26\\_com\\_liferay\\_document\\_library\\_web\\_portlet\\_DLPortlet\\_INSTANCE\\_Sz8Ah1O1ukgg\\_orderByCol%3DmodifiedDate%26\\_com\\_liferay\\_document\\_library\\_web\\_portlet\\_DLPortlet\\_INSTANCE\\_Sz8Ah1O1ukgg\\_orderByType%3Ddesc%26\\_com\\_liferay\\_document\\_library\\_web\\_portlet\\_DLPortlet\\_INSTANCE\\_Sz8Ah1O1ukgg\\_fileEntryType%3D-1](https://khub.net/group/gcfcommunity/grouplibrary/document_library/Sz8Ah1O1ukgg/view_file/70330206?_com_liferay_document_library_web_portlet_DLPortlet_INSTANCE_Sz8Ah1O1ukgg_redirect=https%3A%2F%2Fkhub.net%3A443%2Fgroup%2Fgcfcommunity%2Fgrouplibrary%2F%2Fdocument_library%2FSz8Ah1O1ukgg%2Fview%2F70329062%3F_com_liferay_document_library_web_portlet_DLPortlet_INSTANCE_Sz8Ah1O1ukgg_navigation%3Dhome%26_com_liferay_document_library_web_portlet_DLPortlet_INSTANCE_Sz8Ah1O1ukgg_orderByCol%3DmodifiedDate%26_com_liferay_document_library_web_portlet_DLPortlet_INSTANCE_Sz8Ah1O1ukgg_orderByType%3Ddesc%26_com_liferay_document_library_web_portlet_DLPortlet_INSTANCE_Sz8Ah1O1ukgg_fileEntryType%3D-1)

Contract

Value Display Name (OCDS)	Data Type	Automated?	Character Length	Acceptable Values/ Example	Mandatory?
-	Drop Down Option	No	Not applicable	Choose from: "Bronze", "Silver", "Gold"	Mandatory

## Implications if field is not completed/ accurate

- Failure to comply with government standards.
- Lack of transparency and openness in relation to the particular contract.
- Inability to draw insights regarding department spending history.



Contract

## Field Name

**Expected Commercial Strategy**

## Description

- This refers to the potential next steps in relation to the contract.

Value Display Name (OCDS)	Data Type	Automated?	Character Length	Acceptable Values/ Example	Mandatory?
-	Drop Down Option	No	Not applicable	Choose from: <ul style="list-style-type: none"> <li>Re-procurement (same scope)</li> <li>Re-procurement (different scope) <ul style="list-style-type: none"> <li>Extension</li> <li>Not known</li> <li>Cease</li> </ul> </li> </ul>	Mandatory

## Implications if field is not completed/ accurate

- Failure to comply with the Commercial Pipeline. Click [here](#) for further information.
- Lack of transparency and openness in relation to the contract.
- Lack of clarity on how to address the next steps in the contract could lead to incorrect action taken (e.g. renewals when re- procurement was necessary) .



Contract

**Field Name** Project Code

**Description**

- This refers to the project/programme ID that the contract is linked to (if applicable).

Value Display Name (OCDS)	Data Type	Automated?	Character Length	Acceptable Values/ Example	Mandatory?
-	Text (String)	No	Maximum of 255 characters	E.g.: prj_123	Optional

**Implications if field is not completed/ accurate**

- Lack of transparency.
- Failure to comply with government standards.
- Reduces the ability to run project related financial analytics e.g. overspend or time overruns.



Contract

**Field Name** Project Title

**Description**

- The title of the project linked with the contract (if applicable).

Value Display Name (OCDS)	Data Type	Automated?	Character Length	Acceptable Values/ Example	Mandatory?
"documents" ("title")	Text (String)	No	Maximum of 255 characters	E.g.: Category 1	Optional

**Implications if field is not completed/ accurate**

- Lack of transparency.
- Failure to comply with government standards.
- Reduces ability to run project related analytics.





## Field Name

## Procurement Sourcing Route

## Description

- The procurement vehicle being used to source the contract.
- Options include Framework, OJEU, below OJEU and Dynamic. Click [here](#) for the definitions.
- Purchasing Systems. If framework sourcing route is selected, refer to the next row, focusing on the "Framework ID".

Contract

Value Display Name (OCDS)	Data Type	Automated?	Character Length	Acceptable Values/ Example	Mandatory?
-	Drop Down Option	No	Not applicable	Choose from: Open procedure (OJEU), Restricted procedure (OJEU), Competitive procedure with negotiation (OJEU), Competitive dialogue (OJEU), Negotiated procedure without prior publication (OJEU), Innovation partnership (OJEU), Open (non-OJEU), Competitive quotation (non-OJEU), Call off from a Framework Agreement, Call off from a Dynamic Purchasing System, Catalogue purchase, Single tender action (non-OJEU), other	Mandatory

## Implications if field is not completed/ accurate

- ❑ Failure to comply with the Commercial Pipeline. Click [here](#) for further information.
- ❑ Inability to draw procurement-related insights (i.e. most used procurement source, suppliers etc.).



Contract

## Field Name

**Is Framework**

## Description

- A flag to identify if the contract relates to a framework agreement (note that this does not include call off contracts from a framework).

Value Display Name (OCDS)	Data Type	Automated?	Character Length	Acceptable Values/ Example	Mandatory?
N/A	Boolean (True or False)	No	1	1 or 0 relating to True of False respectively	Mandatory

## Implications if field is not completed/ accurate

- Inability to split frameworks from their respective contracts leading to double-counting on key reporting metrics
- Inability to associate parent framework agreements to their 'child' call-offs. This prevents analysis on framework usage.



## Field Name

**Framework ID**

## Description

- The ID of the framework that is being used, e.g. framework Id under the Crown Commercial Services. This also includes frameworks by any other providers.
- Note that if the contract is a framework agreement then this ID should be populated with the ID of the framework itself.

Contract

Value Display Name (OCDS)	Data Type	Automated?	Character Length	Acceptable Values/ Example	Mandatory?
-	Alphanumeric	No	Maximum of 255 characters	E.g.: "RM3799"	Mandatory if framework or call off

## Implications if field is not completed/ accurate

- ❑ Failure to comply with government standards.



## Field Name

**Framework Lot**

## Description

- If a lot was used please enter its name as it appears on the Crown Commercial website ( <https://www.crowncommercial.gov.uk/> ).

Contract

Value Display Name (OCDS)	Data Type	Automated?	Character Length	Acceptable Values/ Example	Mandatory?
-	Text (String)	No	Maximum of 255 characters	E.g.: "Lot 7 : Radioactive Materials (Class 7)"	Mandatory only if applicable

## Implications if field is not completed/ accurate

- ❑ Failure to comply with government standards.



## Field Name

**KPI Contact**

## Description

- Departments will organise their KPI work differently. If we need to contact them about KPI reporting, rather than any other aspect of contract management, then it would be useful to know who to talk to e.g. if the performance rating has not been updated recently.
- This can be recorded per contract.

Value Display Name (OCDS)	Data Type	Automated?	Character Length	Acceptable Values/ Example	Mandatory?
-	Text (email address)	No	Maximum of 255 characters	e.g. <u>Duncan.budd@cabinetoffice.gov.uk</u>	Optional

## Implications if field is not completed/ accurate

- ❑ Lack of current KPI data in relation to the contract
- ❑ Failure to comply with government standards
- ❑ Inability to get or query KPI data from the buying organisation



## Field Name

## KPI Name

## Description

- This is the description of the KPI which has been selected for external publication.
- It should be meaningful to a member of the public without further explanation needed.
- Recorded once [Note: there is a possibility it could change during the life of the contract].

KPI

Value Display Name (OCDS)	Data Type	Automated?	Character Length	Example	Mandatory?
-	Text (String)	No	Maximum of 511 characters	E.g.: “Availability of KPI Reporting System“ or “Average time taken to answer a call to the KPI Reporting helpdesk”	Mandatory

## Implications if field is not completed/ accurate

- Lack of transparency in relation to the contract.
- Failure to comply with government standards.
- Inability to easily identify the KPI for internal and external audiences.



## Field Name

## KPI Contractual Target

## Description

- This is the contractual target for the KPI which has been selected for external publication.
- It is the threshold which must be met for performance to be rated as 'Good'.
- Recorded once.

KPI

Value Display Name (OCDS)	Data Type	Automated?	Character Length	Example	Mandatory?
-	Text (String)	No	Maximum of 255 characters	E.g.: ">= 99% system availability" or "average call is answered within 20 seconds of becoming available"	Mandatory

## Implications if field is not completed/ accurate

- ❑ Lack of transparency in relation to the contract.
- ❑ Failure to comply with government standards.
- ❑ Inability to manage contract performance effectively



## Field Name

## KPI Approaching Target Threshold

## Description

- This is the threshold for the KPI which has been selected for external publication to be rated as 'Approaching Target' i.e. performance is just below the contractual target but not particularly worrying.
- Recorded once.

Value Display Name (OCDS)	Data Type	Automated?	Character Length	Example	Mandatory?
-	Text (String)	No	Maximum of 255 characters	E.g.: "98 – 99% system availability" Or "average call is answered between 20 and 25 seconds of becoming available"	Mandatory

## Implications if field is not completed/ accurate

- ❑ Lack of transparency in relation to the contract.
- ❑ Failure to comply with government standards.
- ❑ Inability to manage contract performance effectively





## Field Name

## KPI Requires Improvement Threshold

## Description

- This is the threshold for the KPI which has been selected for external publication to be rated as 'Requires Improvement'.
- At this level of performance, the contract manager may be asking the supplier for a formal improvement plan.
- Recorded once.

Value Display Name (OCDS)	Data Type	Automated?	Character Length	Example	Mandatory?
-	Text (String)	No	Maximum of 255 characters	E.g.: "96-98% system availability" or "average call is answered between 25 and 35 seconds of becoming available"	Mandatory

## Implications if field is not completed/ accurate

- ❑ Lack of transparency in relation to the contract.
- ❑ Failure to comply with government standards.
- ❑ Inability to rate the KPI performance correctly.



## Field Name

## KPI Inadequate Threshold

## Description

- This is the threshold for the KPI which has been selected for external publication to be rated as 'Inadequate'.
- At this level of performance, the buying authority may be reviewing its contractual rights to remedy, step-in or termination.
- Recorded once.

Value Display Name (OCDS)	Data Type	Automated?	Character Length	Example	Mandatory?
-	Text (String)	No	Maximum of 255 characters	E.g.: "<96% system availability" or "average call is answered more than 35 seconds after becoming available"	Mandatory

## Implications if field is not completed/ accurate

- ❑ Lack of transparency in relation to the contract.
- ❑ Failure to comply with government standards.
- ❑ Inability to rate the KPI performance correctly on a quarterly basis.



## Field Name

**KPI Year**

## Description

- This is the year within which quarterly performance for KPI is being reported.
- Reported quarterly.
- Used along with [KPI Quarter] to uniquely identify a reporting period.

KPI

Value Display Name (OCDS)	Data Type	Automated?	Character Length	Example	Mandatory?
-	Numeric	No	4 digits	E.g.: "2020"	Mandatory

## Implications if field is not completed/ accurate

- Lack of transparency in relation to the contract.
- Failure to comply with government standards.
- Inability to identify the year to which the KPI performance data and relate.



## Field Name

**KPI Quarter**

## Description

- This is the quarter within which KPI performance is being reported.
- Recorded quarterly.
- Used along with [KPI Year] to uniquely identify a reporting period.

Value Display Name (OCDS)	Data Type	Automated?	Character Length	Acceptable Values	Mandatory?
-	Text (String)	No	11 digits	"Jan-Feb-Mar" "Apr-May-Jun" "Jul-Aug-Sep" "Oct-Nov-Dec"	Mandatory

## Implications if field is not completed/ accurate

- ❑ Lack of transparency in relation to the contract.
- ❑ Failure to comply with government standards.
- ❑ Inability to identify the quarter to which the KPI performance data and relate.



## Field Name

**KPI Performance**

## Description

- Recorded performance for KPI in the quarter.
- Could be percentage, time, count, other simple metric or something more complex / hybrid measure.
- Recorded quarterly.

## Value Display Name (OCDS)

### Data Type

### Automated?

## Character Length

### Example

### Mandatory?

-

Text (String)

No

Maximum 255 characters

E.g. 95%, 22 seconds

Mandatory

## Implications if field is not completed/ accurate

- ❑ Lack of transparency in relation to the contract.
- ❑ Failure to comply with government standards.



## Field Name

## KPI Rating

## Description

- Recorded rating for KPI in the year-quarter versus thresholds which should be agreed with supplier.
- Whilst it would be nice to calculate this automatically, the complex nature of some KPIs make this unlikely in all cases.
- Recorded quarterly.

## Value Display Name (OCDS)

## Data Type

## Automated?

## Character Length

## Acceptable Values

## Mandatory?

-

Text (String)

No / Maybe

Maximum 20 characters

“Good”  
“Approaching Target”  
“Requires Improvement”  
“Inadequate”

Mandatory

## Implications if field is not completed/ accurate

- Lack of transparency in relation to the contract.
- Failure to comply with government standards.
- Inability to publish a performance rating for the KPI for the quarter.



## Field Name

## KPI Commentary

## Description

- This field should include a supporting commentary for the quarterly rating which should be agreed with the supplier. In cases of relatively poor performance, the supplier can explain extenuating circumstances and both supplier & contracting authority can state improvement actions proposed or taken.
- Recorded quarterly.

Value Display Name (OCDS)	Data Type	Automated?	Character Length	Example	Mandatory?
-	Text (String)	No	Maximum 1023 characters	“No performance issues” or “Performance dipped in Feb but robust action by supplier has addressed issue at source”	Mandatory

## Implications if field is not completed/ accurate

- ❑ Lack of transparency in relation to the contract.
- ❑ Failure to comply with government standards.
- ❑ Inability of supplier or buying authority to ‘tell the story’ around performance, reducing transparency

# Data Dictionary Update Process



## Initiate Change Request

- Identify the proposed changes to data field/s and consider the value / impact of change



## Review Change Request

- CO review in conjunction with departments and other relevant stakeholders
- Agree decision



## Implementation

- If approved, changes will be made in the next deployment cycle



## Send Change Request

- Send the request with clear justification and impact / benefit to Cabinet Office (CO)



## Communicate change

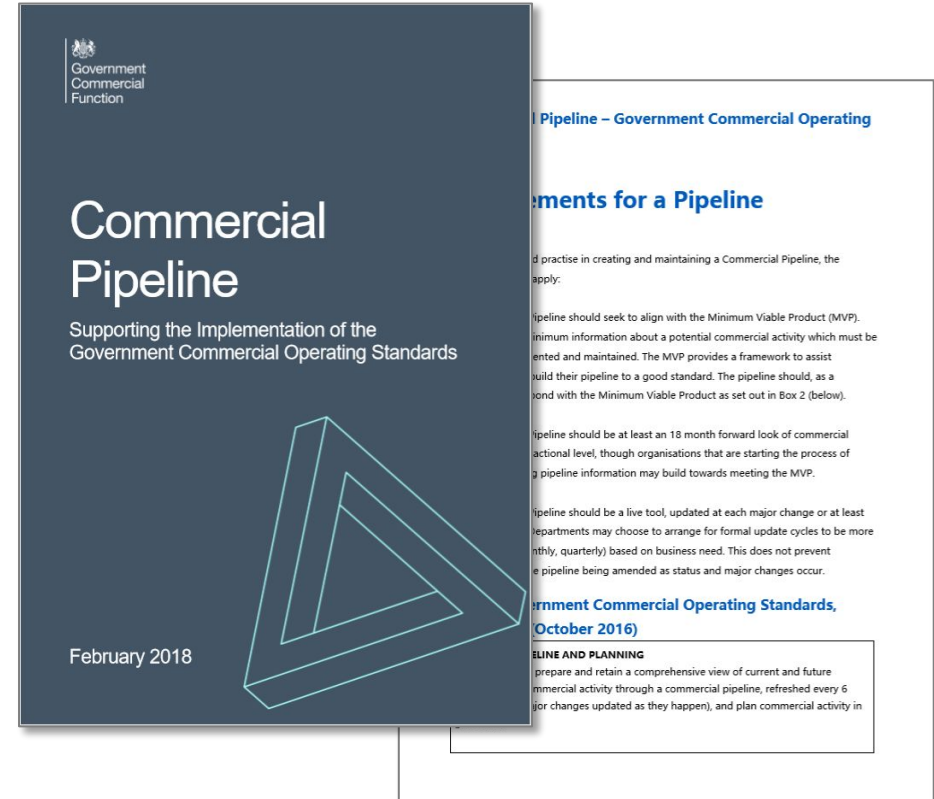
- Communication to requestor and stakeholders informing of change and final decision



As part of the implications of inaccurately entering data, the data dictionary references failure to comply with the Commercial Pipeline standards.

These are part of published guidance by the Government Commercial Function on Commercial Pipelines and Minimum Viable Product (MVP).

The document is available at the following link:  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/683067/Commercial\\_Pipeline\\_Guidance\\_Feb\\_2018.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/683067/Commercial_Pipeline_Guidance_Feb_2018.pdf)





# Glossary (1 of 2)

TERM	DEFINITION
Below OJEU	A contract which has not been procured via an OJEU or Framework.
Buyer	A buyer is an entity whose budget will be used to pay for goods, works or services related to a contract. This may be different from the procuring entity who may be specified in the tender data.
CAS - <b>Common Areas of Spend</b>	For procurement, CAS addresses the following elements: <ul style="list-style-type: none"> <li>• Market facing categorisation of procurement expenditure</li> <li>• Identification of suppliers</li> <li>• Information on contracts</li> <li>• Spend with SME and VCSE</li> </ul>
Company House	The UK's registrar of companies and is an executive agency and trading fund of HM's Government. For more information visit <a href="https://www.gov.uk/government/organisations/companies-house">https://www.gov.uk/government/organisations/companies-house</a>
Contract Tiering	The tier of the commercial activity i.e. the level of importance of the contract in achieving a Department's strategy.
CPV - <b>Common Procurement Vocabulary</b>	CPV codes have been developed by the European Union specifically for public procurement. Their main purpose is to help procurement personnel to classify their contract notices consistently and correctly and to help suppliers find the notices which are of interest to them by using a standardised vocabulary.
DUNS (number)	The Dun & Bradstreet (D-U-N-S) Number is a unique nine-digit identifier for businesses. A DUNS number must be requested from the private business credit reporting agency Dun & Bradstreet. Business owners may establish their own DUNS number. A DUNS number can also be created for a business when a third-party supplier or financial institution requests information about the business through Dun & Bradstreet.
Dynamic Purchasing System	This is a public sector sourcing tool for services and goods. It is similar to an electronic framework, but new suppliers can join at any time.
Extension	The current contract is being extended and has provision to do so (note if no provision exists and the intention is to negotiate or adopt previous terms with a supplier, this should be considered a "direct award").
Framework	This is a contract which is being procured via a framework. A procurement framework is an agreement put in place with a provider or range of providers that enables buyers to place orders for services without running lengthy full tendering exercises.
OJEU	This is a contract whose value is above current OJEU thresholds. OJEU stands for the Official Journal of the European Union (previously called OJEC - the Official Journal of the European Community). This is the publication in which all tenders from the public sector which are valued above a certain financial threshold according to EU legislation, must be published. The legislation covers organisations and projects that receive public money. Organisations such as Local Authorities, NHS Trusts, MOD, Central Government Departments and Educational Establishments are all covered by the legislation. Refer to the link below for more details on the OJEU thresholds values: <a href="https://www.ojec.com/thresholds.aspx">https://www.ojec.com/thresholds.aspx</a>



## Glossary (2 of 2)

TERM	DEFINITION
Open Contracting Data Standards (OCDS)	A global set of standards that enables disclosure of data and documents at all stages of the contracting process by defining a common data model. Click <a href="#">here</a> for further information.
Re-procurement (different scope)	The re-procurement of a good or service but with a different scope to the current contract.
Re-procurement (same scope)	The re-procurement of a good or service with the same scope to the current contract.
SME	Enterprises qualify as micro, small and medium-sized enterprises (SMEs) if they fulfil the criteria laid down by the European Commission and outlined in the table below <sup>1</sup> . In addition to the staff headcount ceiling, an enterprise qualifies as an SME if it meets either the turnover ceiling or the balance sheet ceiling, but not necessarily both.
UNSPSC - United Nations Standard Products and Services Code	The UNSPSC offers a single global classification system that can be used for: <ul style="list-style-type: none"> <li>• Company-wide visibility of spend analysis</li> <li>• Cost-effective procurement optimisation</li> <li>• Full exploitation of electronic commerce capabilities</li> </ul>
VAT (number) - Value added tax identification number	A value added tax identification number or VAT* identification number (VATIN) is an identifier used in many countries, including the countries of the European Union, for value added tax purposes.
VCSE - Voluntary, Community and Social Enterprise (sector)	The VCSE sector comprises of “Non-governmental organisations that are value-driven and which principally reinvest their surpluses to further social, environmental or cultural objectives” This includes a diverse range of organisations, however these can broadly be categorised as: <ul style="list-style-type: none"> <li>• Charities - organisations which are established for exclusively charitable purposes in accordance with the law of England and Wales. Most charities with an annual income of over £5,000 have to register with the Charity Commission: <a href="http://www.charitycommission.gov.uk/showcharity/registerofcharities/registerhomepage.aspx?&amp;=&amp;">http://www.charitycommission.gov.uk/showcharity/registerofcharities/registerhomepage.aspx?&amp;=&amp;</a></li> <li>• Voluntary and Community organisations - independent organisations, which are established for purposes that add value to the community as a whole, or a significant section of the community, and which are not permitted by their constitution to make a profit for private distribution. Voluntary organisations do not include local government or other statutory authorities.</li> <li>• Social Enterprises – businesses with primarily social objectives whose surpluses are principally reinvested for that purpose in the business or community, rather than being driven by the need to maximise profit for shareholders and owners.</li> </ul>

### <sup>1</sup>European Commission SME Categorisation

Enterprise	Headcount	Turnover	Or	Balance Sheet total
Medium-sized	<250	≤ € 50 million		≤ € 43 million
Small	<50	≤ € 10 million		≤ € 10 million
Micro	<10	≤ € 2 million		≤ € 2 million

Source: Cabinet Office