



Table of transparency notices

Fact sheet

Please note the following regarding the ‘purpose / variation’ and ‘exemptions’ columns in the table.

■ Purpose / variation

In the regulations, some notices are listed as having separate versions, depending on the procedure you follow. For example, there is an open, competitive flexible and below-threshold “version” of the tender notice (amongst others). However, these are not different notices; in practice, what this means for you is that you must complete different fields in the tender notice, and / or submit different information alongside it, depending on the nature of your procurement.

■ Exemptions

Organisations and / or contracts that are exempt from publishing a particular notice and / or associated documents.

Table

Procurement lifecycle	Reference	Notice name	Requirement	Purpose / variations	Exemptions
Plan	UK1	Pipeline notice	Mandatory (for organisations where spend is £100m+ PA) 12-month forward-look at planned procurements £2m+ value	N/A	<ul style="list-style-type: none"> Private utilities Contracts awarded by transferred Northern Ireland (NI) authorities
Define	UK2	Preliminary market engagement notice	Mandatory where pre-market engagement is anticipated or has taken place (or , explain in the tender notice reason for not publishing)	N/A	Private utilities
Procure	UK3	Planned procurement notice	Optional and best practice advises the market of an upcoming procurement. A qualifying planned procurement notice can reduce tender timescales to 10 days	N/A	N/A

Procurement lifecycle	Reference	Notice name	Requirement	Purpose / variations	Exemptions
Procure	UK4	Tender notice	Mandatory when undertaking an open or competitive flexible procedure (including to establish a framework and award a contract under an existing dynamic market) or a regulated below-threshold procedure	<ul style="list-style-type: none"> • Below-threshold tender notice • Tender notice: open procedure • Tender notice: competitive flexible • Tender notice: frameworks • Tender notice: dynamic markets (for procurements awarding a contracting using an existing dynamic market or utilities dynamic market - not to establish a new dynamic market) • Tender notice: utilities dynamic markets 	Qualifying utilities dynamic markets (existing members of the market may be invited directly)
Procure	UK5	Transparency notice	Mandatory when undertaking a direct award (publish prior to award)	N/A	Direct award: user choice contracts

Procurement lifecycle	Reference	Notice name	Requirement	Purpose / variations	Exemptions
Procure	UK6	Contract award notice	Mandatory communicates the outcome of the procurement and (commences standstill prior to awarding a contract open or competitive flexible procedure)	<ul style="list-style-type: none"> • Contract award notices except those published by private utilities • Contract award notices published by private utilities • Contract award notices published by private utilities: direct awards • Contract award notices published by private utilities: frameworks 	<ul style="list-style-type: none"> • Direct award: user choice contracts • Defence and security contracts awarded under a defence and security framework

Procurement lifecycle	Reference	Notice name	Requirement	Purpose / variations	Exemptions
Procure	UK7	Contract details notice	Mandatory details of the awarded contract (including the redacted contract, for public contracts £5m+ and KPI information)	<ul style="list-style-type: none"> • Contract details notice: open or competitive flexible procedure • Contract details notice: frameworks • Contract details notice: public contracts awarded in accordance with frameworks • Contract details notice: direct award • Contract details notice: below-threshold contracts 	<ul style="list-style-type: none"> • Private utilities • Direct award: user choice contracts • Contracts awarded by a devolved Welsh authority or transferred NI authority (unless awarded under a reserved procurement arrangement) - exempt from publishing contract documents only • Contracts awarded under a devolved Welsh or transferred NI procurement arrangement - exempt from publishing contract documents only • Framework contract - exempt from KPIs • Light touch - exempt from KPIs • Concession contracts - exempt from KPIs

Procurement lifecycle	Reference	Notice name	Requirement	Purpose / variations	Exemptions
Manage	UK8	Contract payment notice	Mandatory details of payments over £30,000 made under a public contract (quarterly)	N/A	<ul style="list-style-type: none"> Utilities contracts awarded by a private utility Concessions contracts Contracts awarded by a school Contracts awarded by a transferred NI authority / under a transferred NI procurement arrangement (unless awarded under a reserved procurement arrangement or devolved Welsh procurement arrangement)
Manage	UK9	Contract performance notice	Mandatory to report: <ul style="list-style-type: none"> a. annual KPI scores for public contracts valued £5m+ b. poor supplier performance / breach of contract (within 30 days of event) 	<ul style="list-style-type: none"> Performance against KPIs Notification of supplier poor performance / breach of contract 	<ul style="list-style-type: none"> Private utilities - exempt from both Light touch - exempt from both Concession contracts - exempt from publishing KPIs only

Procurement lifecycle	Reference	Notice name	Requirement	Purpose / variations	Exemptions
Manage	UK10	Contract change notice	Mandatory prior to a qualifying modification taking place (copy of modified contract for public contracts over £5m)	Convertible contracts: contract change notice	<ul style="list-style-type: none"> • Defence and security contracts • Private utilities • Light touch contracts • Contracts awarded by a transferred NI authority / under a transferred NI procurement arrangement (unless awarded as part of a procurement under a reserved procurement arrangement or devolved Welsh procurement arrangement) • Contracts awarded by a devolved Welsh authority or under a devolved Welsh procurement arrangement (unless awarded as part of a procurement under a reserved procurement arrangement) <p>- exempt from publishing modified contract only</p>

Procurement lifecycle	Reference	Notice name	Requirement	Purpose / variations	Exemptions
Manage	UK11	Contract termination notice	Mandatory when a public contract ends	N/A	<ul style="list-style-type: none"> Private utilities Direct award: user choice contracts
Procure	UK12	Procurement termination notice	Mandatory where, after publishing a tender or transparency notice, the process is terminated without awarding a contract	N/A	Private utilities
Procure	UK13 to 16	Dynamic market notice	Mandatory when advertising, establishing, changing or terminating a dynamic market	<ul style="list-style-type: none"> Utilities dynamic market notice Qualifying utilities dynamic market notice 	<ul style="list-style-type: none"> Private utilities are not required to update the dynamic market notice when the market ceases to operate A qualifying utilities dynamic notice must be provided to members of the market and is not required to be published
Manage	UK17	Payments compliance notice	Mandatory details of contracting authority performance against 30-day payment terms (twice annually)	N/A	<ul style="list-style-type: none"> Private utilities Concessions contracts Contracts awarded by a transferred NI Authority Contracts awarded by a school