



xi. Guidelines for opening data in the public procurement systems for the INGP members

The national governments of the member countries of the INGP recognize the importance of implementing the open data initiative for the public procurement system to improve its accountability, transparency, and competitiveness and to carry on initiatives for its continuous improvement. These governments highlight the opportunity to establish cooperation mechanisms among countries to implement, evaluate, and continuously improve this initiative.

To that effect, we propose the following guidelines, related within the publication [“Towards a policy on open data of the public procurement system for the member countries of the INGP”](#) (pag. 25-27), which are applicable to all national offices of public procurement of the member states of the INGP.

Guideline 1. The national offices of public procurement of the member countries of the INGP shall endeavor to grant universal and free access to public procurement data in their portals either by allowing the data to be downloaded in bulk or through open APIs that meet the required security conditions.

Guideline 2. The national offices of public procurement of the member countries of the INGP shall endeavor to capture the following information about the public procurement system and to grant access to it in accordance with the guideline 1:

Fields of the public procurement process:

- Identificación de la entidad compradora.
- Name of the purchasing entity.
- Method for selecting the supplier or contractor, including if it is awarded through a framework agreement.
- Estimated contract value stipulated before selecting the supplier.
- Number of bids in the calls for tenders. o Award’s value.
- Number of comments received regarding the terms and conditions of the call for bids.
- Identification of the parties to the contract.
- Deadlines and dates for the procurement process. o Date of signature of the contract.
- Contract period. o Contract value.
- Advance payments or payments of advances or prepayments. o Amendments to the contract period. o Amendments to the contract value. o Assurance of compliance.
- Existence of claims, fines, or sanctions



The previous fields should allow calculating the following indicators:]

- Number of public procurement procedures per year.
- Value of the public procurement procedures per year.
- Number of aggregated public procurement procedures per year in initial or main operation under a framework agreement.
- Number of aggregated public procurement procedures per year in secondary operation.
- Value of aggregated acquisitions per year in secondary operation (framework agreements and other mechanisms of aggregate procurement).
- Number of suppliers per year.
- Number of public procurement procedures per year for which a call for bids took place.
- Number of public procurement procedures per year for which a call for bids took place and there was only one bidder.
- Number of bidders per procurement process.
- Number of public procurement procedures per year for which the price was the only award criteria.
- Number of public procurement procedures per year in which the price was not among the award criteria.
- Number of public procurement procedures per year in which some the following award criteria were considered: (i) participation of women; (ii) participation of vulnerable people such as victims or disabled people; (iii) participation of small or medium-sized enterprises; (iv) environmental sustainability; or (v) any other criteria in accord with each country's policies for inclusion or the protection of the environment.
- Number of public procurement procedures per year in which the award criteria include the price and other factors.
- Number of purchasing agencies or entities per year.
- Number of procurement plans published per year and average date of publication.
- Average time frame for each competitive modality between (i) opening and closing (or deadline to receive offers), (ii) closing and award, (iii) award and signature, (iv) signature and start, and (v) length of the contract.
- Classification of procurements per year (goods, works, and services or any other classification including UNSPSC).

Guideline 3. The national offices of public procurement of the member countries of the INGP shall endeavor to perform the following actions to guarantee the opening of the countries' public procurement data:



- Structure the public procurement data in a way that allows the user to identify the type of data and to order, process, and analyze them.
- Create tags and unique identifiers for the data to enable communication among different databases of the public procurement system and establish search filters.¹
- Organize datasets or collections of structured data of the public procurement system according to their identifiers.
- Create a data dictionary.
- Offer an open data handbook or guide for universal use containing instructions so that civil society organizations, the private sector, watchdog agencies, and the public know how to access public procurement open data, how to do searches and follow-ups, and how to visualize the data. The handbook or guide must be written in a clear language to enable civil society, market agents, public officials of all administrative levels, and watchdog agencies to access the data and to use them and reuse them.
- Adopt a standard for open data of the public procurement system which includes a management system for query, revision, evaluation, and update.
- Create mechanisms to check the quality of the data and to improve them continuously.
- Promote universal access through open data in real time (when the purchasing agencies, entities, or units, the suppliers or bidders, and the contractors communicate their decisions) to public procurement information, except for information that is confidential or restricted by national legislation.

Guideline 4. The national offices of public procurement of the member countries of the INGP shall endeavor to forge alliances with the private sector, civil society, and the academia to use the data of the public procurement system to monitor and evaluate the system, to develop interventions aimed at improving it, and to document the transformation processes that may take place in the system as a result of using the data (especially those processes in which the private sector participates in the public procurement system thanks to the availability and use of data). The national offices of public procurement shall also endeavor to create venues and mechanisms for collaboration and co-creation regarding the use of public procurement open data.

Guideline 5. The national offices of public procurement of the member countries of the INGP shall endeavor to include in the SDGs progress reports, particularly in those related to targets 16.5, 16.6, 16.7, and 16.10, information about the progress on the opening of public procurement data.

¹ This implies standardizing the data in the different informatic platforms used by the countries in their public procurement systems.



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Guideline 6. The national offices of public procurement of the member countries of the INGP shall endeavor to develop manuals and handbooks collecting the best practices and lessons learned in structuring the data and to disseminate success stories on the use of open data

The study "[*Sub-regional diagnosis of public procurement and contracting system data*](#)", prepared collaboratively by the OAS as the technical secretariat of the RIGG, CAF and the Universidad de los Andes, within the framework of the cooperation project "Prevention of corruption through transparency and data analytics in public procurement systems", analyzes and determines, based on these guidelines, the level of quality, structure and reusability of the data produced by the national public procurement and contracting systems of four countries in the region: Colombia, Ecuador, Panama and Paraguay.

