



# 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	<b>Mandatory</b> (for organisations where spend is £100m+ PA) 12-month forward-look at planned procurements £2m+ value	N/A	<ul style="list-style-type: none"> <li>Private utilities</li> <li>Contracts awarded by transferred Northern Ireland (NI) authorities</li> </ul>
Define	UK2	Preliminary market engagement notice	<b>Mandatory</b> where pre-market engagement is anticipated or has taken place ( <b>or</b> , explain in the tender notice reason for not publishing)	N/A	Private utilities
Procure	UK3	Planned procurement notice	<b>Optional and best practice</b> advises the market of an upcoming procurement. A <b>qualifying</b> 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	<b>Mandatory</b> 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"> <li>• Below-threshold tender notice</li> <li>• Tender notice: open procedure</li> <li>• Tender notice: competitive flexible</li> <li>• Tender notice: frameworks</li> <li>• 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)</li> <li>• Tender notice: utilities dynamic markets</li> </ul>	Qualifying utilities dynamic markets ( <b>existing members of the market may be invited directly</b> )
Procure	UK5	Transparency notice	<b>Mandatory</b> 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	<b>Mandatory</b> 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"> <li>• Contract award notices except those published by private utilities</li> <li>• Contract award notices published by private utilities</li> <li>• Contract award notices published by private utilities: direct awards</li> <li>• Contract award notices published by private utilities: frameworks</li> </ul>	<ul style="list-style-type: none"> <li>• Direct award: user choice contracts</li> <li>• Defence and security contracts awarded under a defence and security framework</li> </ul>

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

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

Procurement lifecycle	Reference	Notice name	Requirement	Purpose / variations	Exemptions
Manage	UK10	Contract change notice	<b>Mandatory</b> 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"> <li>• Defence and security contracts</li> <li>• Private utilities</li> <li>• Light touch contracts</li> <li>• 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)</li> <li>• 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)</li> </ul> <p>- <b>exempt from publishing modified contract only</b></p>

Procurement lifecycle	Reference	Notice name	Requirement	Purpose / variations	Exemptions
Manage	UK11	Contract termination notice	<b>Mandatory</b> when a public contract ends	N/A	<ul style="list-style-type: none"> <li>Private utilities</li> <li>Direct award: user choice contracts</li> </ul>
Procure	UK12	Procurement termination notice	<b>Mandatory</b> 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	<b>Mandatory</b> when advertising, establishing, changing or terminating a dynamic market	<ul style="list-style-type: none"> <li>Utilities dynamic market notice</li> <li>Qualifying utilities dynamic market notice</li> </ul>	<ul style="list-style-type: none"> <li>Private utilities are not required to update the dynamic market notice when the market ceases to operate</li> <li>A qualifying utilities dynamic notice must be provided to members of the market and is not required to be published</li> </ul>
Manage	UK17	Payments compliance notice	<b>Mandatory</b> details of contracting authority performance against 30-day payment terms (twice annually)	N/A	<ul style="list-style-type: none"> <li>Private utilities</li> <li>Concessions contracts</li> <li>Contracts awarded by a transferred NI Authority</li> <li>Contracts awarded by a school</li> </ul>