



OC Portal User Guide

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Introduction

The Government of Makueni County (GMC), in collaboration with Development Gateway (DG) and Hivos, has sought to develop a viable programme that takes a multi-faceted approach in contributing towards improving the quality of Procurement processes for transparency and eradication of corruption. The Government of Makueni County Open Contracting Portal (OC Portal) is a key component of this programme, and focuses on implementing Open Contracting and helping Makueni to benefit from procurement analytics that are designed to address GMC's desire to improve procurement efficiency, increase value for money, and reduce corruption risk. The system allows for the collection of procurement data and maps data to the Open Contracting Data Standard (OCDS)¹ which makes the data usable at a global level. The OC Portal components detailed in this manual include:

1. A solution for collecting procurement data throughout the procurement process.
2. Visualizations using state-of-the-art analytics tools built by DG that are the M&E dashboard and corruption risk dashboard.
3. A public portal for publishing and searching individual procurements and viewing the M&E dashboard.

The OC Portal has a public facing portal. In order to access the data entry module, corruption risk dashboard, and administrative functions, users are required to login with a username and password provided by the portal administrator. Users with a login can go directly to the login page by appending **/home** to the public portal URL

Internal Functions

This section will first detail the functions for users that have login access.

FORGOT PASSWORD

When a user forgets their **password**, they can request to have it **reset** by clicking on the **Forgot Password** link. The user will be prompted to provide the email address used when he/she registered with and new login credentials will be generated and sent to the user's email address. The new credentials sent will expire within an hour from the requested time.

HOME AFTER LOGIN

Upon logging in, the user will be directed to the homepage, where different options are shown depending on the user type. The homepage has 4 main options:

- Data entry
- M&E Dashboard
- Corruption Risk Dashboard
- Data Export

Also, via the top menu Users can access:

- Forms
- User info
- Logout

¹ <https://standard.open-contracting.org/latest/en/>

Welcome to the Government of Makueni County Open Contracting Portal

Select which Open Contracting Portal Module you would like to navigate to



Data Entry



M&E Dashboard



Corruption Risk Dashboard



Data Export

The Open Contracting Portal is an initiative by the County Government of Makueni to ensure openness and transparency of the procurement process

Makueni 1.0.0-SNAPSHOT origin/develop - © Copyright 2019

Menu Items

User Info

Users can access their own info and edit it by clicking on their username in the menu. Users can edit their username, first and last name, email, title, and change their password. The Right to delete a user or change roles belongs to Administrators only.

Edit User

User name	First name	Last name
user	user	user
Email address	Title	
user@aa.com		
Departments		
Office of the Governor		
Change password		
<input type="checkbox"/> Off		

Save

CLOSE

User Roles

OCPortal supports different user roles, each associated with specific permissions for the Data Entry modules:

1. User: Able to add and edit data for the user's associated department(s) and view only for all other departments.
 - a. ROLE_PROCUREMENT_USER - The user can only add and edit data for all procurement forms
 - b. ROLE_IMPLEMENTATION_USER - The user can only add and edit data for all implementation forms
2. Validator: Able to add and edit data as well as validate forms submitted by users for their associated department(s).
 - a. ROLE_PROCUREMENT_VALIDATOR - The user can only validate all the procurement forms
 - b. ROLE_PMC_VALIDATOR - The user can only validate the PMC forms
 - c. ROLE_TECH_ADMIN_VALIDATOR - Can add, edit, and validate Inspection/Technical Report and Admin Report forms, can view all other forms.
 - d. ROLE_ME_PAYMENT_VALIDATOR - Can add, edit, and validate the M&E and Payment forms, can view all other forms.
3. Admin: ROLE_ADMIN - Has access to add and edit the metadata list, add and edit users, and other system settings.

Forms

There are 2 categories of forms:

- Procurement forms - planning, tendering and contracting forms
- implementation forms - Monitoring the implementation of projects

Procurement Forms

From the **Procurement Forms** menu item, the user can click on one of the specific data entry form types. These form types include:

1. Procurement Plan
2. Cabinet/Ministerial paper
3. Project
4. Purchase Requisition
5. Tender Document
6. Tender Quotation and Evaluation
7. Professional Opinion
8. Notification of Award
9. Acceptance of Award
10. Contract

Implementation Forms

From the **Implementation Forms** menu item, the user can click on one of the specific data entry form types. These form types include:

1. Administrator Report

2. Inspection Report
3. PMC Report
4. M&E Report
5. Payment Voucher

Once the user selects a type of procurement or the implementation form, the user will then be directed to another page which shows a list of all the forms of that type created in the system. From this page, users can **search** for a specific form by filtering by status of the form, department, fiscal year, and free text searching for the form title, tender title or project title. Clicking on the header for each column will switch the sorting for that column. By default, the lists will be sorted by most recent fiscal year, then alphabetically by title. Users are able to see the date it was last updated and select to **edit** the form. Forms that include a document that has been uploaded will also include a column that allows users to download the document.

Project List

#	Status	Department	Fiscal Year	Project Title	Last Updated Date	Actions
	Click to select ▾	Click to select ▾	Click to select ▾			
1	SUBMITTED	Roads, Transport, Energy and Public Works	2018/2019	rehabilitation of submont road	05/09/2019	EDIT
2	SUBMITTED	Office of the Governor	2018/2019	new mbba dam	05/09/2019	EDIT
3	DRAFT	Finance and Social Economic Planning	2018/2019	Project 1267676186677 autogenerated, change this text to the real title	05/09/2019	EDIT
4	SUBMITTED	Water, Sanitation, Environment and Climate Change	2018/2019	rehabilitation salt sand dam	05/09/2019	EDIT

Open Work

The Open Work option lists all the forms you currently have open and are currently working on. To edit a particular form, click on the edit button in the action column to complete working on the form.

List of forms you currently have open

Type	Label	Actions
Tender Document	2018/2019 - Design and construction of walking track, including south and north extension for various disciplines	EDIT
Professional Opinion	Professional Opinions for tender process AGRICULTURE/2019	EDIT
Procurement Plan	2018/2019 - Finance and Social Economic Planning	EDIT

DATA ENTRY

Status Overview Page

When a user clicks on the Data Entry button from the homepage, they will be directed to the **Status Overview page**. This page is a list of all the Departments that have entered a Procurement Plan for the current Fiscal Year. If a department has not entered a procurement plan for the current FY, they will not show up on this list.

Each Department has a collapsed bar by default which shows the department name, fiscal year, and number of projects entered (including draft projects).

DEPARTMENT / MINISTRIES PROCUREMENT PLANS

1 Search by Project Title 2 3 2018/2019

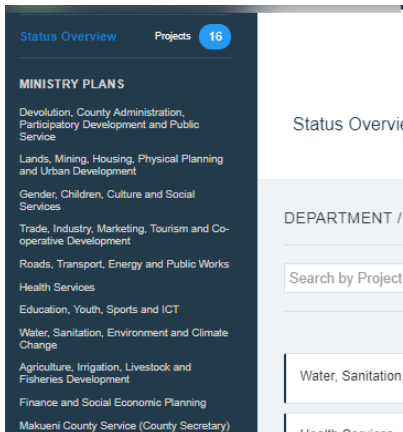
4 Draft Submitted Terminated Approved

Roads, Transport, Energy and Public Works 2018/2019 | 50 Projects

Office of the Governor 2018/2019 | 1 Projects

Top menu items of Status overview page are:

1. **Search:** Users can use the search bar to search for specific project titles. The list will shorten based on search results. Search results will only display projects that match. Notice: Department sections will remain collapsed or expanded based on whether the section was expanded or collapsed when the search was run.
2. **Export:** Export button leads to **Data Export page** explained later in this manual, where users can download data from the system.
3. **Year Filter:** The Status Overview page shows the most recent fiscal year by default. The drop down allows users to select previous fiscal years where data is available.
4. **Status Legend:**
 - a. Blue: **Draft** - This status means a form is saved as draft to be updated later before being submitted for approval.
 - b. Yellow: **Submitted** - the form has been completed and submitted for approval by users with the approval role.
 - c. Red: **Terminated** - when the procurement process has been stopped at a particular point/form.
 - d. Green: **Approved** - the approver has reviewed and approved the form. Only approved projects are available on the public portal and will show in the dashboards.



Left-side menu: Allows users to navigate from the Status Overview Page to a specific department’s Project Overview page by selecting the department’s name. The number at the top shows the total number of projects that have been added by all departments.

Departments will have a collapsed bar by default which shows the department name, fiscal year, and number of projects entered (including draft projects).

Project Name	Tender Process	Award Process	Implementation Process
SUPPLY AND DELIVERY OF A MOTOR VEHICLE TRUCK	1 ✓	✓	Implementation Process
CONSULTANCY SERVICES ON REGISTRATION	✓	2 ✓	Implementation Process ⚠
SUPPLY AND DELIVERY OF MOTOR VEHICLE	✓	✓	Implementation Process
IMPLEMENTATION OF TOP COUNTY MANAGEMENT ON REG	✓	✓	Implementation Process ✓
SUPPLY AND DELIVERY OF OFFICE EQUIPMENT	✓	✓	3 Implementation Process 4
GENERAL SUPPLIES	✓	✓	Implementation Process ⚠
PROVISION OF STAFF MEDICAL COVER	✓	✓	Implementation Process

If the user clicks on the drop down arrow button next to the Department name, or on the rest of the “button” itself, an area will expand below the name of the department to show a list of all projects for that year with a light indicating what process the project is for three key steps :

- 1. Project Process:** Shows the project name and the status of the Project form. The status will be displayed by a traffic light color icon described in the legend above. Clicking on the project title will direct users to that project within the Department Overview page.
- 2. Tender Process:** Aggregates the status of the **purchase requisition form, tender document, opening/evaluation, and professional opinion forms**. If any of these forms are in draft it will show draft (blue), if all forms are submitted, it will show submitted (yellow), once all forms are validated it will show validated (green). If any step has been terminated it will show as terminated (red). If the process has not been started, then the Tender Process label will be grayed out. Note: multiple tender processes can be added for each project. The "Start New Tender Process" button is always enabled, which will open a new Purchase Requisition form to be filled.
- 3. Award Process:** Aggregates the status of the **award notification, acceptance, and contract forms**. If any of the forms are in draft it will show draft (blue), if all forms are submitted, it will show submitted (yellow), once all forms are validated it will show validated (green). If any step has been terminated it will show as terminated (red). If the process has not been started, then

the Award Process label will be grayed out. Note: there can be multiple entries for award notification and acceptance/rejection

- 4. Implementation Process:** Aggregates the status of the **Administrator Report, Inspection Report, PMC Report, M&E Report and the Payment Voucher**. If any of the forms are in draft it will show draft (blue), if all forms are submitted, it will show submitted (yellow), once all forms are validated it will show validated (green). If any step has been terminated it will show as terminated (red). If the process has not been started, then the Award Process label will be grayed out.

Department Overview Page

The Department Overview page allows users to view, add, and edit all forms available in the system. Users access the Department Overview page by either selecting a department from the left side panel of the Status Overview page, or by clicking a specific project from the Status Overview page, which would open to the specific project in the Department Overview page.

The forms follow a set process:

- The Procurement Plan must be entered before any other data can be entered.
- Cabinet and Ministerial papers must be added before they can be added to a Project.
- Fiscal Year Budget - can only be one budget per department per FY. Users can add or edit the current FY year budget.
- Multiple projects can be in draft mode at the same time.
- Multiple Purchase Requisitions can be in draft mode at the same time.
- Within a single tender process, starting with purchase requisition, the forms that follow must be submitted before starting the next form. For example, the Purchase Requisition must be submitted before adding the Tender Document, and the Tender Document must be submitted before the Quotation and Evaluation form can be started, etc.
- Can add the implementation forms in any order, except the payment voucher that takes data from other forms - these are the administrator report, inspection report, PMC report, M&E report and payment voucher.

The screenshot displays the Department Overview page for 'Agriculture, Irrigation, Livestock and Fisheries Development'. At the top right, there is a 'CREATE NEW PROCUREMENT PLAN' button with a plus icon, highlighted by callout 1. Below this, a list of forms is shown: '2019/2020 - Agriculture, Irrigation, Livestock and Fisheries Development' (highlighted by callout 2), '2019/2020 - Cabinet / Ministerial Paper' (highlighted by callout 3), and '2019/2020 - Fiscal Year Budget' (highlighted by callout 4). Each form entry includes a plus icon for adding and a pencil icon for editing. Below the list is a 'MINISTRY PROJECTS' section (highlighted by callout 5) with an 'ADD NEW PROJECT' button. At the bottom, there is a search bar labeled 'Search by Project Title' (highlighted by callout 6) and a date selector set to '2019/2020'.

1. Add new **Procurement Plan**

- a. This would add a new Procurement Plan for the next fiscal year. The Procurement plan input can be done manually or imported from Excel file. Please note that the excel upload will only accept the excel template below - as downloaded on IFMIS

Operating Unit		Number of Items	
Department		Procurement Plan Total	
Plan		Financial Year	
Plan Number		Status	

No	Item Type	Item/Service Code	Item/Service Description	Estd Cost KES	Unit	Qty	Proc Method	Account	Timing of Activities (Quarterly Basic)				Citizen Contractor	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
									Youth	Women	PWD						
1	Goods						Request for Quotation		0	0	0	100	0	0	4	0	
2	Goods						Request for Quotation		0	0	0	100	0	0	4	0	

- b. There can only be one procurement plan per department per fiscal year
- c. This form allows users to add information for each item by clicking “Add a New Item”
- d. The group of fields will collapse to show only the Item Number and Item Description for a quick reference, and can be expanded or edited as needed.
- e. When a user tries to add a new item, it will check that all required fields are completed and check that the Item Description is unique. It will not allow users to add a new item if previous items have errors and will give a red message that “item has the following errors: *Lorem ipsum dolor sit amet*” and will indicate where there are errors with red box around the fields.
- f. User can filter for specific Procurement Plan Items within the form to reduce the time spent finding certain items.

2. Edit current **Procurement Plan**

- a. The current procurement plan will have a status indicator next to it to indicate if the form is in draft, submitted, or approved.

3. Add or Edit **Cabinet/Ministerial Paper**

- a. When edit is clicked there will be a list of all Cabinet and Ministerial Papers and their ID number and the document name, which allows users to download the document.
- b. By default they are shown in the order they were uploaded, but can be filtered or sorted by department, fiscal year, or cabinet/ministerial paper number.
- c. Cabinet/Ministerial Papers do not need to be approved.

4. Add the **Fiscal Year Budget**

- a. When edit is clicked users can add or edit the current FY year budget.

5. Add a new **Project**

- a. A new project can be added at any time, even if other projects are still in draft or pending approval.
 - b. The associated Cabinet or Ministerial Paper needs to be added in the relevant form prior to adding it to the Project form.
6. Users are able to search and filter the list of projects the same way as on the Status Overview page.

GENERAL SUPPLIES 2018/2019 | ✔ ✘ 1

2 + ADD NEW TENDER PROCESS

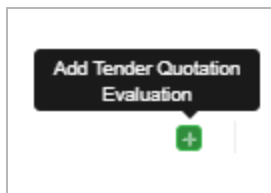
1 TENDER PROCESS 1

<p>3 PURCHASE REQUISITION ✔ ✘</p>	<p>4 TENDER DOCUMENT 400000.00 ✔ ✘</p>	<p>5 QUOTATION AND EVALUATION ✔ ✘</p>
<p>6 PROFESSIONAL OPINION ✔ ✘</p>	<p>7 NOTIFICATION ✔ ✘</p>	<p>8 ACCEPTANCE ✔ ✘</p>
<p>9 CONTRACTS ✔ ✘</p>	<p>10 ADMINISTRATOR REPORT ✔ ✘ ! ✘</p>	<p>11 INSPECTION REPORT ! ✘</p>
<p>12 PMC REPORT ! ✘</p>	<p>13 M&E REPORT ! ✘</p>	<p>14 PAYMENT VOUCHER ! ✘</p>

1. The Department Overview page includes a collapsed list of all the **projects** for that department for the current fiscal year.
 - a. The collapsed bar will show the project title, fiscal year, and the status traffic light showing the status for the project form.
 - b. Clicking on any part of the bar will expand the project to display the associated tenders and forms.
2. Add a new **Tender Process** within each Project. Once a project has been created a new tender process can be added. Multiple **Tender Processes** can be added for each Project. Tender Processes will be numbered in the order that they were added, and collapsed by default.
3. Once you click on “ADD NEW TENDER PROCESS”, you can add multiple **Purchase Requisitions** for each Project. Once added the **Purchase Requisition** title and total cost will display, along with the form status and an edit button.
4. **Tender Document:** Will show the following data that has been entered into the form: Tender Title, Tender ID, Tender Value. Plus the traffic light showing the status for the form, and an edit button.
5. **Tender Quotation and Evaluation:** Will show the following data that has been entered into the form: Tender Evaluation Number, the traffic light showing the status for the project form, and an edit button.

6. **Professional Opinion:** Will show the following data that has been entered into the form: Awardee, Recommended Amount. Plus the traffic light showing the status for the project form, and an edit button.
7. **Award Notification:** Will show the following data that has been entered into the form: Winning Supplier Name, Value. Plus the traffic light showing the status for the project form, and an edit button.
8. **Award Acceptance:** Will show the following data that has been entered into the form: Winning Supplier Name, Value. Plus the traffic light showing the status for the project form, and an edit button.
9. **Contract:** Will show the following data that has been entered into the form: Supplier name, Value. Plus the traffic light showing the status for the project form, and an edit button.
10. **Administrator Report:** Will show the following data that has been entered into the form: Report Name, Date , Authorized flag. Plus the traffic light showing the status for the project form, and an edit button.
11. **Inspection Report:** Will show the following data that has been entered into the form: Report Name, Date , Authorized flag. Plus the traffic light showing the status for the project form, and an edit button.
12. **PMC Report:** Will show the following data that has been entered into the form: Report Name, Date , Authorized flag. Plus the traffic light showing the status for the project form, and an edit button.
13. **M&E Report:** Will show the following data that has been entered into the form: Report Name, Date , Authorized flag. Plus the traffic light showing the status for the project form, and an edit button.
14. **Payment Voucher:** Will show the following data that has been entered into the form: Report Name, Date , Authorized flag. Plus the traffic light showing the status for the project form, and an edit button.

Adding new elements:



Each Element and sub-element will show an “Add [element name]” button if it has not been added yet.

This will be grayed out unless the step before it is either “Pending Validation” or “Approved.” The only exception is for the Purchase Requisition as multiple could be added and thus the “add new Purchase Requisition” button will always be available, and this rule would apply for the sub-elements for each tender.

Form Locking

Form locking is a feature developed to ensure only one person can actively edit a form at a particular time. This prevents duplicate versions of the same form. Form locking involves assigning a draft form to a user who is editing the form, and locking the form to not allow any other person to edit that form till the current user saves their work.

- When a user opens a draft form, a popup will show: "Would you like to start editing the form or just view? When the user selects EDIT, the form will be assigned to that user, until the user saves and the user can continue editing or saving a form. The Open Work option in the main menu lists all these forms assigned to the user.

Would you like to start editing the form or just view? Editing the form will assign this form for editing to your user until you save.



- if the user clicks on VIEW, the form will display a read-only version of the draft, with all field editing disabled. The form will not be assigned to that user when the user selects VIEW
- When the user clicks "Save as Draft", the form will be saved as a draft, closed and the user will be unassigned from the form, thus other users can continue working on the same draft.
- If another user tries to edit another form currently assigned and in use by another user, they will not be able to edit that form until the other user saves the form. They will get the following error:

Procurement Plan

This form is currently being edited by TesterChar. If you would like to edit the form, please try later.

Department

Finance and Social Economic Planning

Fiscal Year

2018/2019

- A user with 'ADMIN' roles can manually unassign a form, in cases where another user will need to update and edit the form.

Form Status

The screenshot displays the 'Form Status' interface. At the top, the 'Current Status' is 'SUBMITTED' (marked with a blue circle '1') and 'Display Change Log' is set to 'YES' (marked with a blue circle '2'). Below this is a table with columns: '#', 'Status change', 'Comment', 'User', and 'Date & Time'. The table contains one row with the value '0' in the '#' column, 'SUBMITTED' in the 'Status change' column, an empty 'Comment' column, 'admin' in the 'User' column, and '7/22/19 12:00 AM' in the 'Date & Time' column. Below the table is an 'Update Comment' field (marked with a blue circle '3') which is currently empty. At the bottom, there is a row of action buttons: 'DELETE', 'APPROVE', 'REJECT TO DRAFT', 'TERMINATE', and 'CLOSE' (marked with a blue circle '4').

1. At the bottom of each form it notes the status
2. Off by default, users can choose to “Display Change Log” which shows the history of a form’s status, the date it was changed and by what user. It also shows comments added.
3. When changing the status of a form (submitting, approving, terminating, or reverting to draft) user can add a comment to explain the action.
4. Users have a number of options when they are editing or approving a form.
 - a. When editing users have the following options:
 - i. Delete
 - ii. Save as draft
 - iii. Save and Submit (this will go to the approver for review)
 - iv. Save and Next (this will submit the form for approval and open the next form in the tender process for editing)
 - v. Terminate (this will terminate the whole tender process and no other forms can be added or edited)
 - vi. Close (this will close the form without saving any changes)
 - b. When approving users have the following options:
 - i. Delete
 - ii. Approve (once approved the project will appear in the public portal)
 - iii. Reject to draft (the form will become draft again)
 - iv. Terminate (this will terminate the whole tender process and no other forms can be added or edited)
 - v. Close (this will close the form without saving any changes)
 - c. When already approved, users have the following options:
 - i. Delete
 - ii. Reject to draft (the form will become draft again). If a project is rejected to draft and edited after it has been validated, it can either be saved as draft or saved and submitted for re-validation.
 - iii. Close (without saving any changes)
 - d. Every form is auto-saved every X minutes while being edited. The form will be saved as draft if a user loses connectivity or closes the page without clicking the save button.

CORRUPTION RISK DASHBOARD

The Corruption Risk Dashboard (CRD) allows for real-time flagging of procurements based on a series of indicators to alert government officials to review these procurements and identify if there were any incidents of corruption. These analytics identify various issues such as:

- a. How many tenders have a short bidding period?
- b. How many open tenders feature just one bidder?
- c. How many tenders that have a short bid period ALSO feature just one bidder?
- d. Are certain suppliers winning multiple competitive contracts from a single procuring entity?
- e. Is there evidence of split bids to evade legal requirements?

The system will check procurements for any corruption risk flags weekly. The flag are categorized into Process Rigging and Collusion flags. Certain charts might show up in both categories if they are relevant to each.

Process rigging refers to “an effort to rig the bidding, awarding, contracting or implementation process in favor of a particular player or entity to the exclusion of other legitimate participants.”

Collusion - [IFI Guidelines](#) define a collusive practice as: “...an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party.” Here, we focus on collusive behavior between and among bidders; not between bidders and government officials (for this type of collusion, visit the process rigging page).

Filters

The CRD charts can be filtered by the following categories:

1. Organizations
 - a. Department
 - b. Procuring Entity
 - c. Supplier
2. Procurement Method
3. Amounts
 - a. Tender Value
 - b. Award Value
4. Date
 - a. Filter by Year (tender end Date)
 - b. Filter by Month (from tender end date)

ORGANIZATIONS ▾ PROCUREMENT METHOD ▾ VALUE AMOUNT ▾ DATE ▾

Tender Value

Min Max

Award value

Min Max







Left-side Menu

Users can navigate through the different categories on the left hand menu. The overview page shows the overall number of flags recorded by corruption type.

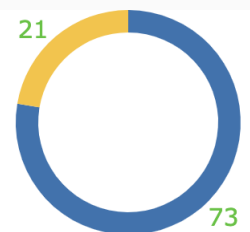
Following the chart pages are four different types of tables:

1. Suppliers
2. Procuring Entities
3. Buyers, and
4. Contracts.

Each of these tables shows an overview of relevant tenders, the number of flags, and allows users to drill down further. These pages are explained in more detail later in this section.

	Process Rigging (8)
	Collusion (5)
	Suppliers
	Procuring entities
	Buyers
	Contracts

Total Procurements	160
Total Flags:	94



Red Flag Notifications

Registered Approvers and Users will receive a weekly email if any tenders in their department are flagged by one of the corruption flags. Admins receive a weekly email of flagged tenders for all departments.

Charts

Each chart is first displayed as a thumbnail to give the viewer a quick look at each of the charts, as seen in the image below. Click on each chart to get more details and view a larger version of the chart.



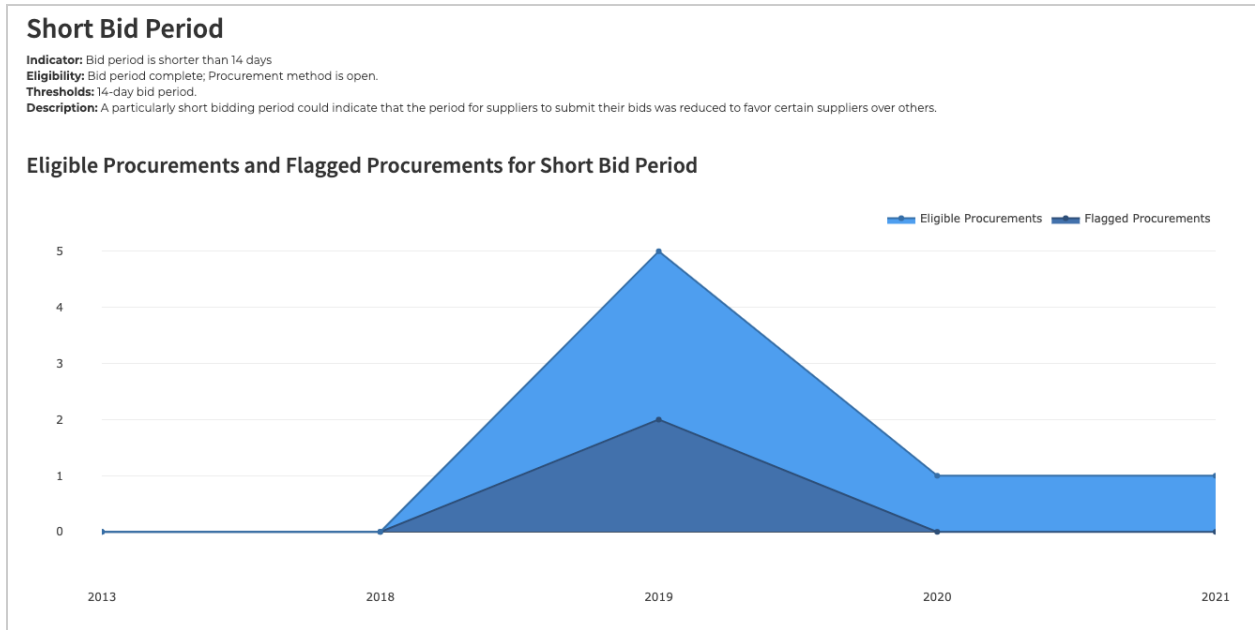
Once users click the thumbnail the following information is displayed beneath the chart title:

1. **Indicator:** Brief synopsis of what the corruption risk chart is flagging.
2. **Eligibility:** Before being flagged, there are certain characteristics of a tender that must be in place for each indicator to be considered for this metric. This lists what those characteristics must be. For example, some indicators are only looking at open tenders, while others are only looking at direct ones.
3. **Thresholds:** Describes the point at which a tender is flagged. For example, a bid period is considered short if it's less than 14 days.
4. **Description:** Goes into more detail of the indicator and gives an explanation for why this could point to corruption.

The chart itself will have two lines. One is labeled as "Eligible Procurements." This line shows the number of procurements that fit the eligibility requirements mentioned above. The second line is labeled "Flagged procurements." This line shows the number out of the total eligible procurements, how many were flagged based on the indicator metrics for each chart. Clicking the legend allows users to remove each of the lines from the chart.

Hover over points on the chart to display a pop-up which shows the number of procurements flagged, number of eligible procurements, the percent of all eligible procurements that were flagged, and the percent of procurements that were eligible, out of all procurements in the system.

User can click and drag their mouse on the chart to zoom into any section. Double click to return to the default view.



Beneath each chart is a table that shows the following information:

1. **Status:** If the tender is active or closed.
2. **Contract ID:** The OCDS ID assigned to the Tender.
3. **Title:** Tender title
4. **Procuring Entity:** The organization that is managing the procurement.
5. **Tender Amount:** The amount expected for the tender.
6. **Awarded amount:** The amount that was awarded to the chosen supplier.
7. **Tender date:** The start and closed dates for the tender.
8. **Number of [type] of flags:** How many other of a specific type of flags this tender has been flagged for.

List of Procurements Flagged for Short Bid Period

20 ▾ 1

Status	Contract ID	Title	Procuring Entity	Tender Amount	Awards Amount	Tender Date	No. of Process Rigging Flags
active							4
active							3

20 ▾ 1

Clicking on the Contract ID or Title from this chart opens the Contracts Dashboard, which can also be accessed via the left menu. This page is described in the following section.

The following charts are available in the Corruption Risk Dashboard

Chart Title	Description
Supplier wins disproportionate number of contracts of the same type	Flags if a supplier wins 3+ awards from the same buyer, for the same item in the past 2 years.
Difference between the contract price and winning bid	Flags if the difference between the contract value is more than 30% than the award value.
Purchase splitting to avoid procurement thresholds	Flags if a supplier receives 2+ awards from the same buyer using selective procurement for the same item.
Lowest evaluated bidder is considered non-responsive	Flags if the supplier with the lowest quoted price in the Tender Quotation and Evaluation form is marked as "failed" for Supplier Responsiveness.
The same companies always bid, the same companies always win, and the same companies always lose	Flags when the exact same tenderers bid AND the same supplier wins at least 2 times in the last 2 years.
Short Bid Period	Flags if bid period is shorter than 14 days. A particularly short bidding period could indicate that the period for suppliers to submit their bids was reduced to favor certain suppliers over others.
Bid near estimate	Flags when the winning bid is within 1% of the estimated price. In most instances, the estimated price of a good or work is

	<p>7%-12% higher than the actual competitive price. If a contract is awarded within 1% of the estimated price, there is a possibility that the supplier was aware of the estimated price (by accessing inside information). The presence of shadow bidding, in which the winning supplier is bidding on behalf of a clandestine entity, is another possible cause.</p>
Whole % Bid Prices	<p>Flags if the difference between bid prices is an exact percentage (a whole number). It is extremely rare that two bids will be exactly a whole-number percentage apart (eg. exactly 3% apart). The presence of two such bids in a contracting process could signal collusion, in that one bidder cast an invalid bid to buffer the bid proposal of another bidder, or fraud, in that a fake bid was submitted for a similar purpose.</p>
Single Bidder Only	<p>Flags if competitive (open or request for proposal) tender receives only a single bid only, and is awarded. The presence of a single bidder only in a competitive process could suggest that the bidding process has been altered to favor an individual bidder or to exclude others.</p>
Multiple Direct Awards	<p>This flag identifies instances in which a single supplier receives multiple direct contracts during a one-year period. This could be an indication of split bidding, where a larger award is split into two or more smaller awards to avoid breaching the competitive threshold, or of a preference for an individual supplier, which may provide kickbacks to individuals involved in the award process.</p>
Contract Negotiation Delay	<p>Flags if there are more than 60 days between the date the tender is closed and the date it is awarded. A long delay in the negotiation of a contract or signing of an award could indicate that malfeasance is taking place in the form of bribery or other illicit behaviors.</p>
Multiple Contract Winner	<p>Flags if 4+ awards were made to the same supplier by the same department when the procurement method is competitive (not direct), in a single year.</p>
High Winning Bid	<p>Flagged if the winning supplier's bid is at minimum 25% higher than the next competitor. If the winning supplier's bid is substantially higher than those of its competitors, but it wins anyway, it could be a sign of cooperation between the winning bidder and evaluators making the purchasing decision. It could also signal that the lower bids are fictitious, planted to give the appearance of a competitive process.</p>

Tables and Entity Specific Dashboards

Contracts Dashboard

This page can be accessed by either clicking on the Contracts menu and clicking on one of the contracts in the table, or by clicking on one of the contracts in one of the tables for each Corruption Risk Charts.

Search within contracts **1** **2** Click box to perform exact phrase search

Contract ID

Status **planning, tender, contract, award**

6 Flags **3**

Contract title **4**

Procuring Entity Name <input type="text"/>	Buyer Gender, Children, Culture and Social Services	Suppliers <input type="text"/>
--	---	--------------------------------

Tender Amount 68888 KES	Tender Open/Close Dates 8/9/2019-8/9/2019
Award Amount 43534543 KES	Award Date 8/22/2019
Contract Amount 444 KES	Date Signed 5/29/2019

Contract Statistics **5**



Number of bidders vs average



Number of contracts between this supplier and this procuring entity



% of procuring entity spending to this supplier

The contracts dashboard has the following features and functions:

1. Search through all contracts to see the dashboard outputs for that contract.
2. Limit the search to only show results that match exactly what is typed.
3. This indicator shows how many different flags this tender has been flagged for.
4. Basic information about the tender.
5. Three charts show the following:
 - a. The number of bidders that this tender had vs. the average number of bidders that tenders have.
 - b. Number of contracts between this supplier and this procuring entity out of the total number of contracts the procuring entity has supplied.
 - c. The percent of the total amount of spending for this procuring entity that has gone to this supplier.

Flag analysis (Click a cell on the charts below to release detailed information)

Collusion Risk

This is 1 of 1 procurements (8.33% of all procurements) with 2 collusion flags

	# Flags	The same companies always bid, the same companies always win	Supplier wins disproportionate number of contracts of the same type
The same companies always bid, the same companies always win	4	—	50.00 %
Supplier wins disproportionate number of contracts of the same type	4	50.00 %	—

Risk of Process Rigging

This is 1 of 1 procurements (8.33% of all procurements) with 4 process rigging flags

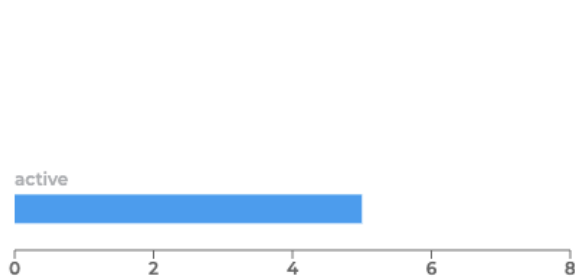
	# Flags	Contract price is different than the award price	Short Bid Period	Single Bidder Only	Contract Negotiation Delay
Contract price is different than the award price	9	—	22.22 %	33.33 %	55.56 %
Short Bid Period	2	100.00 %	—	50.00 %	50.00 %
Single Bidder Only	3	100.00 %	33.33 %	—	100.00 %
Contract Negotiation Delay	5	100.00 %	20.00 %	60.00 %	—

For each contract a matrix for each applicable type of corruption flag will show at the bottom. The matrix shows the total number of flagged tenders there are for each chart, then shows how often a single tender has those two flags. For example, in the image above, 33.33% of all tenders in the system were flagged for both Single Bidder Only and Short Bid Period. This is helpful in identifying if there are certain issues that tend to occur at the same time or are correlated.

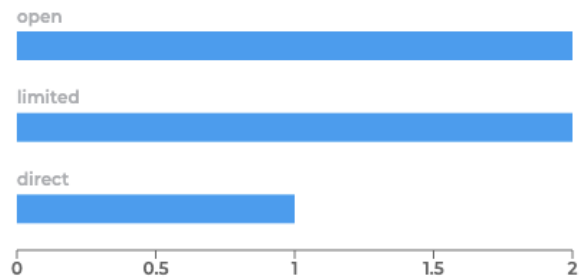
Buyer and Procuring Entity Dashboards

After going to the Buyer or Procuring Entity table from the menu, and clicking on one of the Buyer or Procuring Entity names, a dashboard shows some of the same information as the Contract Dashboard, as well as the following unique charts.

General Statistics



No. of Procurements by Contract Status

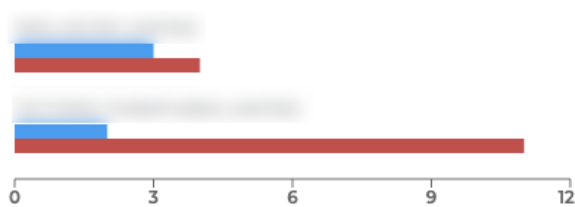


Number of procurements by procurement method.



Flag analysis

Wins Flags



Wins & flags by supplier



Process Rigging Collusion

Contract price is different than the award price



Short Bid Period



Contract Negotiation Delay



Supplier wins disproportionate number of contracts of the sam



The same companies always bid, the same companies always w



No. of flags per indicator in procurements by this PE



General Statistics Charts:

1. Number of procurements by contract status (active or closed) for this buyer or procuring entity.
2. Number of procurements by procurement method (open, direct, limited, etc.) for this buyer or procuring entity.

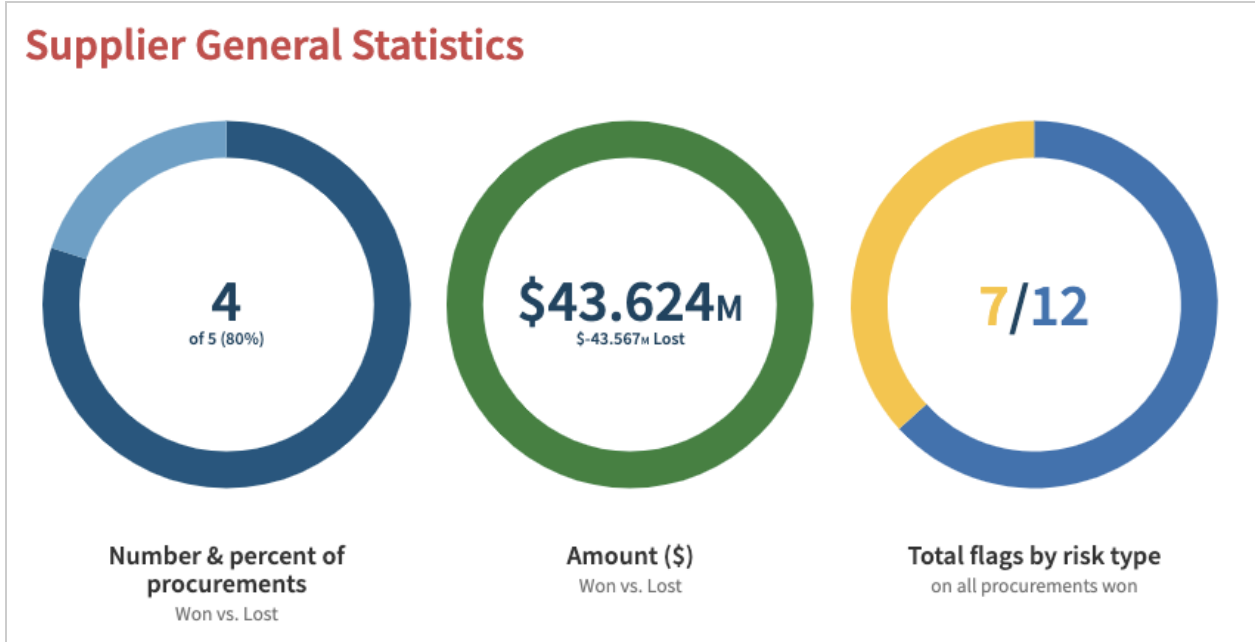
Flag Analysis:

1. Wins & Flags by Supplier shows the breakdown of the suppliers this buyer or procuring entity has awarded to and the number of wins and the number of flags that supplier has received.
2. Number of flags per specific indicator this buyer or procuring entity has received.

Supplier Dashboard

In addition to the general information on the supplier dashboard, it has the following unique charts.

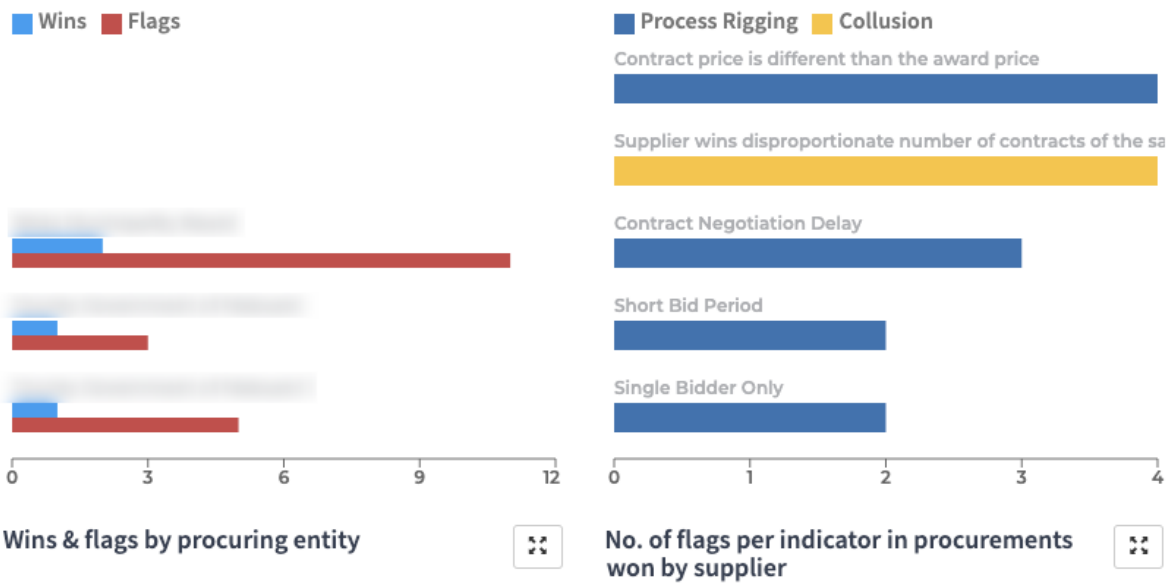
Supplier General Statistics



The Supplier General Statistics has the following charts:

1. The number of tenders this supplier has won out of the total amount applied to, and the percent of how many they've won.
2. The tender amount that they've won and the amount that they've applied for but didn't win.
3. How many flags their won tenders have been flagged for categorized by type of flag.

Flag analysis



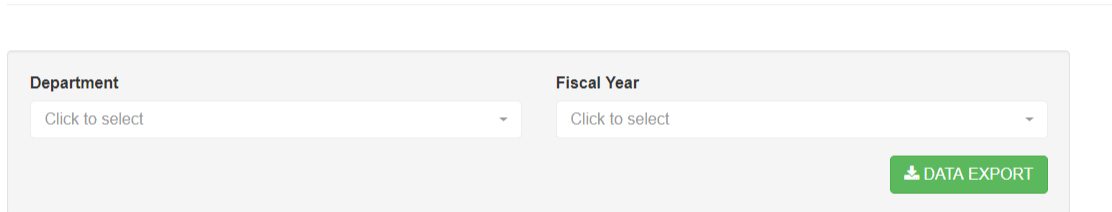
The supplier dashboard also has the following two charts:

1. The number of tenders this supplier has won from each procuring entity, and the number of flags those tenders had.
2. Number of flags for each indicator the tenders they've won have received.

DATA EXPORT

From the Open Contracting Portal home screen, users can navigate to the data export page. Here users can select which department and fiscal year desired and then click to export the data into Excel.

Data Export

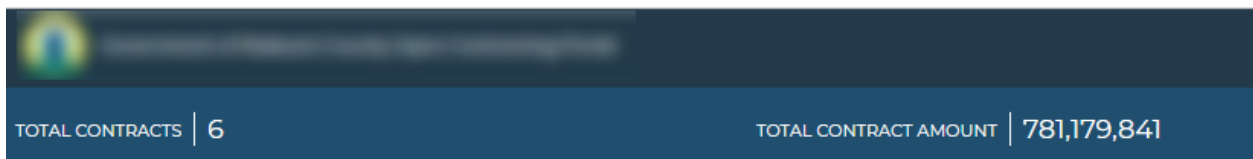


The screenshot shows a form with two dropdown menus. The first is labeled 'Department' and the second is labeled 'Fiscal Year'. Both dropdown menus have the text 'Click to select' and a downward arrow. To the right of the dropdown menus is a green button with a white download icon and the text 'DATA EXPORT'.

PUBLIC PORTAL

The public portal allows the public to access information that has been entered into the system. In addition to viewing the entire procurement process for each tender, it also allows users to download data and provides access to the M&E dashboards. The M&E dashboards are also accessible when users are logged in through the home page for logged in users, which will open the public facing dashboards in a new window.

The menu bar for the public portal shows the total number of contracts and total contract amount that has been entered and approved in the system.



The menu also includes options to download in XLS or in JSON (the later formatted in OCDS).



Tenders

Makueni Tenders

20 ▾ 1

Tender Title	Department	Fiscal Year	Closing Date	Tender Value	Project	Tender Documents
[Link]	[Department]	[Fiscal Year]	[Closing Date]	[Tender Value]	[Project]	[Documents]
[Link]	[Department]	[Fiscal Year]	[Closing Date]	[Tender Value]	[Project]	[Documents]

The default page shows all the tenders with basic information and allows users to click on the associated project and download a hardcopy of the tender document.

If users click on a tender title it takes users to a read-only view of the tender form. From the tender page, there will be different tabs for the user to view data for the following information for the selected tender:

- Tender
- Purchase Requisition
- Tender Evaluation
- Professional Opinion
- Notification of Award
- Acceptance Letter
- Contract
- Administration Reports
- Inspection Reports
- PMC Reports
- M&E Reports
- Payment Vouchers

Procurement Plans

Users can navigate to the Procurement Plan page from the top right menu. Here users can view information about each department’s annual procurement plan. Click “More Details” to see the whole procurement plan or download the original hardcopy of the procurement plan.

TOTAL CONTRACTS | 6 TOTAL CONTRACT AMOUNT | 781,179,841 DOWNLOAD THE DATA

Filter your data

Departments

Fiscal Year

Makueni Procurement Plans

20 ▾ 1

ID	Department	Fiscal Year	Procurement Plan Files
[Link]	[Department]	[Fiscal Year]	[Files]
[Link]	[Department]	[Fiscal Year]	[Files]
[Link]	[Department]	[Fiscal Year]	[Files]
[Link]	[Department]	[Fiscal Year]	[Files]
[Link]	[Department]	[Fiscal Year]	[Files]

20 ▾ 1

M&E DASHBOARDS

The Monitoring & Evaluation Dashboard is a real-time analytics tool focused on procurement competitiveness, efficiency, value for money, and other relevant analytics. These charts help answer critical questions such as:

- Is OCPortal meeting its AGPO requirements?
- Which procuring entities are receiving the highest average number of bidders per competitive bid process?
- Are some procurement methods better at achieving value for money than others?
- Are procurement processes more efficient for certain procurement types?
- Number of contracts not completed on expected end date



1. The charts are categorized into five groups:
 - Overview: Provides general information such as number of tenders and awards each year, and top ten largest suppliers, tenders, and awards.
 - Tender Map: An interactive map of tenders based on Ward or Sub-county locations
 - Competitiveness: Charts that indicate how competitive tender processes are.
 - Implementation Charts: Charts that highlight indicators in the implementation process such as contract delays
 - Efficiency: Charts that indicate how efficient the procurement processes are.

2. The M&E charts can be filtered by using the following filters on the left panel:
 - Organizations
 - Department
 - Procuring Entity
 - Supplier
 - Procurement Method
 - Fiscal Year
 - Amounts
 - Tender Value

- Award Value
- Date
 - Filter by Year
 - Filter by Month

3. Each chart can be downloaded into a PNG image.

Charts

Chart Category	Title	Description
Overview	Procurement Activity by Year	Shows number of awards and number of tenders issued per year.
Overview	Top 10 Suppliers	Shows the supplier name, number of awards won, number of buyers from which an award has been received, and the total awarded value.
Overview	Top 10 Largest Tenders	Shows the invitation to tender date, closing date, buyer, and the tender value.
Overview	Top 10 Largest Awards	Shows the award date, supplier name, and awarded value.
Tender Map	Location of Tenders.	Shows tenders on a map at the Sub-county level (default view) and the ward level. The circles on the map are at the centroid point for each location with the number of how many tenders are at each location. The tenders will be shown on map based on lat & lon of the parent Project
Competitiveness	Tender amount vs Award amount (estimated amount- award amount)	Shows the planned tender value next to the awarded values for each year. Note: a tender may be awarded in the following year, and thus might explain variation between tender and award amounts.
Competitiveness	Procurement Method	Number of tenders by type of procurement method. More open or limited types shows more competition.
Competitiveness	Average number of bidders attending one bid	Shows the average for each year how many bidders submitted a bid per tender. An increase in bidders shows an increase in competition.
Competitiveness	Frequent supplier bidding combination	Table shows if two suppliers bid on one or more of the same tenders, and shows how many of the same tenders they've bid on and who wins in each case.
Competitiveness	Average tenderers by buyer	Shows the average number of bidders each buyer's tenders receive per year.

Competitiveness	Share of procurements awarded to AGPO (Access to Government Procurement Opportunities)	Shows the percent and total awarded value awarded to each category under AGPO: women, people with disabilities (PWD), youth, and how much is awarded to non-AGPO companies.
Competitiveness	Number and percent of first-time winners	Shows how many suppliers won an award for the first time as recorded in the system, per year.
Competitiveness	Number of suppliers that receive two or more direct awards for similar items, by department	Number of companies that have received two or more direct awards for the same item in a year, for each department.
Implementation	Number of contracts not completed on expected end date.	Number of contracts(hover shows percentage in label) that were delayed by particular year.
Implementation	Number of Contracts with PMC recommendation to not pay	Number of contracts with 'not authorized to pay' in the PMC reports. Hover shows the percentage of total contracts.
Implementation	Number of contracts terminated	Shows the number of contracts that have been "terminated"
Implementation	Top 10 Suppliers with inspection report to not pay	The number of contracts will be the count of those contracts with at least one inspection report form with "No" in authorized to pay in the inspection report form
Implementation	Top 10 Suppliers who do not complete contracts on expected end date	The number of contracts will be the count of those contracts with at least one M&E report with status as delayed and the M&E report "by when" date is after the contract end date in the contract form
Implementation	Top 10 Suppliers with PMC recommendation to not pay	The count of those contracts with at least one PMC report with "No" in authorized to pay the PMC report form.The contract names will be hyperlinked and direct users to the read only view of the contract if they click on it.
Efficiency	Bid Timeline	Shows the time between the tender open data and the tender closed date, and the tender closed date and the award date.
Efficiency	Total amount by items	Shows the total amount tendered for the top item tendered for (those with the most money spent on

		them).
Efficiency	Number of invitations to bid by item	Shows the ten most often tendered for items and the number of times these items have been tendered for.
Efficiency	Cancelled tender amount	Shows the tender amount for cancelled tenders by year. Click on the button next to the title to switch to show the cancelled funding as a percent of the total amount tendered for.
Efficiency	Number of cancelled invitations to bid	Shows the total number of cancelled tenders by year.

ALERTS /REMINDER EMAILS/FEEDBACKS

Public Alerts

Public users can sign up for alerts when specific procurement opportunities (based on selected criteria) become available on the public portal. The option to subscribe to alerts is available on the left-side panel of the public portal and on individual tender pages.

Subscribe to Makueni OC Portal Alerts

Sign up for Alerts

Enter your email address

Alert Preferences

When a New Tender is released

Receive alerts for all Tenders from this Department

Receive alerts for these Items from all Departments

Apply Subscription Preferences

When selected from the left-side panel, users are directed to a page where they will enter their email and select to receive an email when:

1. A new tender is published on the portal from a specific Department. Users can select multiple departments.
2. A new tender is released with specific items. Users can select multiple items.

On each tender page will be the option to “receive alerts for this tender” which will open the form to enter their email. They will get an alert for any data update in the process for that tender. For example, once the award is published.


Reminder Emails

Users with a validator role will receive an email once a week with a reminder of pending forms that are not validated. The email will include a list of forms that have not been "submitted" for over two weeks.

Feedbacks

In the Public portal, at the bottom of each read only page there is a button to provide feedback in the form. The user will submit an email address, name of user and a comment to the relevant tender.

Download Tender Tender Link

 TENDER DOCUMENT.docx

Questions or Feedback


Email

Name

✓

Comment

✓

I'm not a robot  reCAPTCHA
Privacy - Terms

The feedback will automatically show up on the page below the read only view of the data. Other users can add replies to the original comment.