

Ekiti State Bureau of Public Procurement



EKITI STATE
BUREAU OF PUBLIC PROCUREMENT

OCDS Portal Publication policy

December 14, 2022

www.Ekitistate.gov.ng

Contents

- Revision History..... 3
- Publication Policies..... 4
- Purpose of publication..... 4
- Uses of the data 4
- Creation of OCDS datasets..... 4
- OCID generation..... 5
- Accessing the data..... 5
 - JSON Bulk downloads 5
 - JSON Bulk view 5
 - CSV /Excel Download..... 6
 - PDF Download 6
 - Single Project JSON Download 6
 - WYSIWYG view 6
- Open contracting portal – Ekiti State Government Open Contracting Portal 7
 - Publisher’s website – Ekiti State Bureau of Public Procurement [www. Ekitistatebpp.com](http://www.Ekitistatebpp.com) 7
- Other contracting data 8
- Data scope 8
- Data sources..... 8
- Exclusions and omissions..... 9
- Legal concepts and OCDS data..... 10
- List of extensions..... 10
- Responsibility, contact and feedback 11
- License 11
- Additional documentation..... 12
- Future development plans..... 12

Revision History

Date	Author	Version	Description
14 th December 2022	Egghead Odewale	1.0	Initial release

Next Scheduled review date: 14th June 2023

Publication Policies

Data User Guide –Bureau of Public Procurement of Ekiti State Government

For data published using the Open Contracting Data Standard on the Ekiti State OCDS Portal

Purpose of publication

The publication of the procurement data on this OCDS portal aims to ensure that all information on public procurement of the **Ekiti State Government** is accessible online and in open formats, so that it can be used, reused and redistributed by any interested party. This is part of the State government efforts to ensure transparency in Public Procurements processes within Ekiti State of Nigeria

Uses of the data

Ekiti State Government through the Ekiti State Bureau of Public Procurement is working together with various stakeholders to use open contracting data to ensure value for money in all procurement processes and also analyze the procurement process to identify inefficiencies within the processes so as to ensure an effective contracting process within the state

Using structured, standardized, open data on public contracting can also help stakeholders to:

- Deliver better value for money for governments,
- Create fairer competition and a level playing field for business, especially SMEs and Smaller firms,
- Drive higher-quality goods, works, and services for citizens,
- Prevent fraud and corruption,
- Promote smarter analysis and better solutions for public problems.

Creation of OCDS datasets

Before the popularization and adoption of Open Contracting Data Standard within the state, the public procurement process was largely manual, Paper based and largely consisting of unstructured data, recently, the state adopted e-Procurement System for some Ministry within the state Government.

For completed projects that had been done manually, the OCDS dataset are captured using a Data extraction template which is then uploaded onto the OCDS portal. For projects/contracting process done using the e-Procurement system a module within the OCDS portal crawls the e-procurement portal to get OCDS data variables for projects on a daily basis., For projects already retrieved, checks are performed and the information is updated automatically in the OCDS portal.

Our data is refreshed nightly through the automated process which pulls it from the **eGP system**, converts it to **OCDS Version 1.1 format** and indexes it for search and download. The information available from **OCDSportal** is subject to these updates, while our manually populated projects are either entered manually into the OCDS portal or uploaded via a pre-filled data extraction template. The **bulk JSON files are** updated daily for now, but may be uploaded weekly or monthly in the future when the data set grows large and processing time for generating the bulk JSON increases.

OCID generation

Our publication uses the **ocds-u6fq4x** as the prefix, and an automatically generated ID as the contracting process identifier. The prefix was registered in 2021 by the Open Contracting Partnership. The automatically generated ID was selected because some local identifies like business name or file number were not consistent or could not be found for some projects. The decision prevented some projects from not having an ID or having duplicate IDs, hence the OCID is unique for every contracting process. In the future we hope to update the OCDS to include Business registration number or Tax id of the entity

Accessing the data

There are potentially many ways to access OCDS data from this portal some of which include but not limited to the below

JSON Bulk downloads

This can be accessed through the bulk download link at the footer section of the OCDS portal. The file is downloaded as a flat JSON file to user's device

JSON Bulk view

This can be accessed through the bulk JSON link at the footer section of the OCDS portal. The JSON data is shown to user's browser or internet viewing application.

CSV /Excel Download

The Contracting Data is also available to be downloaded in spreadsheet format either CSV or Excel format

PDF Download

Contracting process data can equally be downloaded as a portable document format file to user's device

Single Project JSON Download

For every contracting process Release Json for the project is available to user to view or download

WYSIWYG view

User can equally see on the portal the contracting data for all the contracting process on this OCDS portal just as you would see information on an information website

Open contracting portal – Ekiti State Government Open Contracting Portal

Ekiti State Bureau of Public Procurement of Ekiti State Government provides an open contracting portal to support exploration and use of contracting data at the following url:

<https://portal.Ekitistatebpp.com/projects>

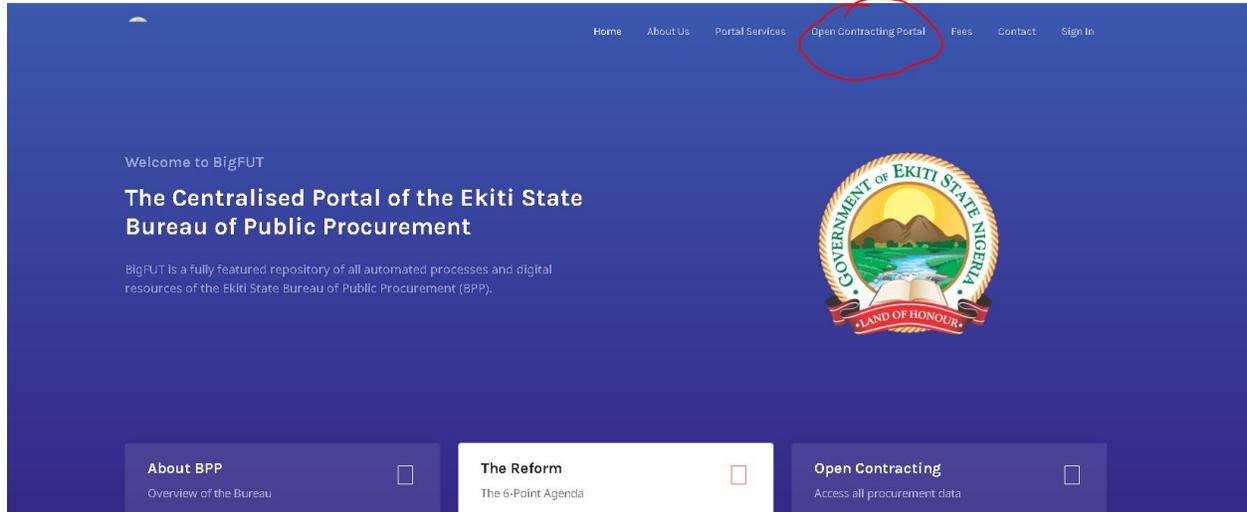
The portal provides a search function, filters and visualizations to help users explore the stages of the contracting process. Users can search and filter on **Procurement method, category, MDA, Project Year, Status**

Publisher's website – Ekiti State Bureau of Public Procurement www.Ekitistatebpp.com

Ekiti State Bureau of Public Procurement of Ekiti State Government provides a website at the following url:

www.Ekitistatebpp.com

the website provides a TOP navigation menu from which you can access the project menu containing link to the OCDS portal



Activate Windows

Other contracting data

Some Agencies within the State may also publish information relating to contracting data. You can find this information in the official Website of the Ekiti State Government or any relevant ministry within the state that also publishes data related to contracting processes.

Data scope

There are ongoing efforts to ensure that dataset on this portal is updated and that more contracting process for already completed projects are digitized, so keep it in mind that some dataset might be incomplete, and you are free to request from us clarification on any dataset that may seem incomplete to you

Dates	2004-01-01 onwards
Buyers	The Executive and All Ministries Departments and Agencies of the Ekiti State Government
Values	Contracts above publication threshold as contained in our Procurement laws and Guidelines
Process types	Open, selective and direct tenders for purchases, excluding Public Private Partnerships, Framework Agreements and Dynamic Purchasing systems
Stages	Information on the planning,tender, awards, contracts and implementation stages for each contracting process is included. The coverage of each stage is dependent on data availability.
Integrations	Information here include data from existing systems such as Vendor Registration, Old OCDS systems, other digital systems and from structured and unstructured data sources. We plan to integrate with EGP systems soon
Change History	A change history for each contracting process is provided through releases associated with each contract's id (OCID). This is published from time to time as may be required

Data Sources

Contract files were made available from different ministries where they are kept. Each ministry provides contract files containing different projects for a particular year. These projects are contained with documents for each procurement stages. Many times, the documents provided are not always complete to fill up the template fields or upload on the OCDS portal. Hence data extracted are restricted to the only availed document files – this is one of the challenges faced for having incomplete data.

Each of these project data can either be entered directly on the portal or uploaded as an excel or csv file in their template format. Upon successful upload, these projects are being fetched to the frontend of the portal for users to view and comment where necessary – at any point a project is added either by inputting directly or uploading in its template to the portal, it automatically displays on the website as the recent project upload.

Exclusions and omissions

As much as we want to ensure all public procurement data is open to state stakeholders, some contracting processes are however not published on this portal. Below there is a list of the data excluded.

- Projects related to State and National Security
- Projects under publication threshold
- Trade secrets such as sales and distribution methods, advertising strategies, client lists, strategic business plans, manufacturing processes, information relating to preparation of a competitive bid, novel designs and technologies and plans to promote a new or existing product
- Information relating to the financial and business viability of a bidder.

To protect privacy of contact point of Entities constituting the contracting process parties, roles of the contacts parties are used for their Names rather than their full name if known. Likewise sensitive data is equally omitted from this publication. Some Omissions can also be due to the delay or time lag between collating manual dataset from the numerous ministries departments and agencies and the time of publication or update.

The Scope of the data excluded from the publication in this policy is as well drawn from provisions of the Ekiti State Public Procurement Law and Freedom of Information Act.

Legal concepts and OCDS data

The procurement processes and terminology used in **Ekiti State Nigeria** are in line with the OCDS Schema. For the benefit of our data users, we provide a Publication Policy that explains more information about the dataset.

Ekiti State Government also abides by the freedom of Information ACT which mandates the release of information to the public when requested. We currently satisfy these through publishing OCDS data publicly; Members of the public who are interested in the details of the requirements may find information about them in the Nigeria Freedom of Information Act. (FOI Act)

List of extensions

Name	Description	Documentation
Enquiries	The enquiries extension can be used to record questions raised during a contracting process, and the answers provided.	http://standard.open-contracting.org/1.1/en/extensions/enquiries/
budget Breakdown	We used this extension to represent budget information where multiple projects are funded from the same budget head in the State Budget	

Responsibility, contact and feedback

E-Procurement Department is responsible for this OCDS publication. Please send any feedback to **bpp@ekitistate.gov.ngor** via the feedback form on **OCDS Portal beneath each project**. Alternatively, get in touch via the following address and telephone number:

E-mail/Phone

+234 906 297 0424

Address

Governor's Office, Ado-Ekiti, Ekiti State, 300261

We welcome feedback on our open data and encourage data users and members of the public to get in touch with ideas of how to improve our open data sets. We particularly welcome feedback on the Projects

When you provide feedback, we will be in touch to acknowledge your message and may follow up with any clarifications if necessary. Issues raised through feedback will be discussed at **Our Weekly e-Procurement Team Meetings in** accordance with our future development plans. After discussing your feedback, we may contact you to let you know what actions are being taken.

License

Ekiti State Bureau of Public Procurement of Ekiti State Government has licensed the data included in the OCDS using the Creative Commons Attribution-Non Commercial 4.0 International (CC BY-NC 4.0)

<https://creativecommons.org/licenses/by-nc/4.0/> .This allows a user of the data to do any of the following:

- Use this data for any purpose including commercial and non-commercial use.
- Publish content based on the use of this data.
- Re-publish this data providing a link to the original source remains intact.
- See license information in link above for more information.

Additional documentation

This section provides links to relevant additional documentation that the reader should be aware of when using or OCDS dataset

OCDS Schema 1.1 variable definition

<https://docs.google.com/spreadsheets/d/1fD8R96XhNS5BpTGZQq2vnPhizTLjClve9Hv6dZ7tZ9I/edit#gid=0>

Future development plans

- We plan to digitize more contracting process to increase our dataset
- To Update Reference IDs to include Unique ids tied to Parties