

Millennium Challenge Corporation
Program Procurement Guidance

Guidance on Advertising Procurement Opportunities, Awards and Cancellations

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MCC Guidance on Advertising Procurement Opportunities, Awards and Cancellations

This paper provides guidance to the MCA Entity¹ on implementing the provisions of the MCC Program Procurement Guidelines² that set out the requirements for posting General and Specific Procurement Notices³, notices of contract award⁴, and notices of cancellation of a procurement⁵:

General Procurement Notices

Under the requirements of the MCC Program Procurement Guidelines, once a Procurement Plan⁶ has been approved by MCC, each MCA Entity must give the public advance notice of the upcoming procurement opportunities by publishing a General Procurement Notice (GPN). The GPN must be posted in English on the MCA Entity's website, on the Development Gateway market website at www.dgmarket.com ("*dgMarket*"), and on the United Nations Development Business website at www.devbusiness.com ("*UNDB Online*"). In addition, the MCA Entity shall publish the GPN in a newspaper of wide circulation in the MCA Entity's country and in such other media as appropriate or as requested from time to time by MCC. In countries where the official language is not English, the GPN shall be published in the official language in at least one newspaper of wide circulation in the country.⁷

Specific Procurement Notices

After a reasonable period of time following posting of the GPN to allow for sufficient general notice to potential participants, specific notice of procurements must be advertised in a Specific Procurement Notice (SPN). An SPN is used to publicize prequalification or short-listing processes, as well as the current availability of solicitation documents. For all procurement opportunities valued at or over 50,000USD, an SPN must be published in at least one newspaper of national circulation in the country of the MCA Entity and be posted at the MCA Entity's website (or such other appropriate website designated by the MCA Entity and approved by MCC) and at *dgMarket*. For all procurement opportunities valued at or over 100,000USD, the MCA Entity must also publish

1 The MCA Entity is the entity designated by the government of the country receiving assistance from the Millennium Challenge Account as responsible for the oversight and management of implementation of the Compact on behalf of the government.

2 The Millennium Challenge Corporation ("*MCC*") provides funding to foreign governments under the authority of Section 605 of the Millennium Challenge Act of 2003 (the "*MCA*") (each a "*Compact*") or under Section 609(g) of the MCA (each a "*609g Grant Agreement*"). The MCC Program Procurement Guidelines are set out in supplemental agreements between the MCC and foreign governments and apply to MCC-funded contracts between the MCA Entity and contractors, suppliers and consultants. Contracts entered into directly by MCC are governed by the Federal Acquisition Regulations, not the MCC Program Procurement Guidelines.

3 MCC Program Procurement Guidelines Part 1, Section 1.A., Paragraphs 2.7 and 2.8; MCC Program Procurement Guidelines Part 1, Section 1.B, Paragraphs 2.5.1 and 2.5.2.

4 MCC Program Procurement Guidelines Part 1, Section 1.A, Paragraph 2.60; MCC Program Procurement Guidelines Part 1, Section 1.B, Paragraph 2.28.

5 MCC Program Procurement Guidelines Part 1, Section 1.A, Paragraph 2.64; MCC Program Procurement Guidelines Part 1, Section 1.B, Paragraph 2.30.

6 MCC Program Procurement Guidelines Part 1, Section 1.A, Paragraph 1.16.1; MCC Program Procurement Guidelines Part 1, Section 1.B, Paragraph 1.24.1.

7 See also MCC Guidance on Procurement Plans, Amendments and General Procurement Notices.

an SPN at UNDB Online. Use of additional venues, such as government publications, radio and television, trade journals and international newspapers, is strongly encouraged.

Notices of Contract Award

Upon completion of a procurement, the MCA Entity must give notice of award to all those who have submitted bids or proposals. In addition, the MCA Entity must publish a notice of contract award monthly at *UNDBOnline* and *dgMarket*, and at least weekly at the MCA Entity's website (or such other appropriate website designated by the MCA Entity and approved by MCC). The notice must identify the procurement, the name of the winner, the price it offered, the duration, a summary of the scope of the contract awarded, and the method of procurement used (such as Single Source or Direct Contract). The posting shall be in a format of a summarized table covering all notices of contract award for the previous period.

Notice of Cancellation

Within two weeks after the cancellation of a procurement, the MCA Entity shall post at *dgMarket* and the MCA Entity's website (or such other appropriate website designated by the MCA Entity and approved by MCC) notice of the cancellation of the procurement. The notice shall identify the procurement and state briefly the reasons for cancellation. The same information shall be sent to all those who have submitted bids or proposals.

Language Requirements

The MCA Entity must comply with the language requirements of the MCC Program Procurement Guidelines when posting advertisements.⁸

⁸ MCC Program Procurement Guidelines Part I, Section 1.A, Paragraphs 2.15.1, 2.15.2 and 2.64; Section 1.B, Paragraphs 1.20, 1.21 and 2.3.

Posting Instructions

How to post procurement notices and contract awards using United Nations Development Business (*UNDB Online*) and Development Gateway Market (*dgMarket*)

United Nations Development Business (*UNDB Online*)

1. Each MCA Entity shall submit announcements to *UNDB Online* directly. The announcements must be submitted in MS Word format via e-mail, to the e-mail address dbusiness@un.org, return receipt requested. The announcement will include a statement (in the first sentence) that the funds for the procurement are provided to the MCA Entity by MCC.
2. *UNDB Online* shall publish the announcements within four business days upon receipt.
3. *UNDB Online* will charge each MCA Entity a flat rate of US\$200.00 for each announcement.
4. Within fifteen days following the publication of each announcement, *UNDB Online* shall present to each MCA Entity an invoice pertaining to such announcement.
5. Each MCA Entity shall make its payment for each announcement no later than 60 days following its receipt of an invoice prepared by *UNDB Online*. Payments may be made via credit card, check or via a transfer of funds according to wire transfer instructions set out below:

Bank Name: JPMorgan Chase Bank

Bank Address: International Agencies Banking

1166 Avenue of the Americas – 17th Floor

New York, NY 10036-2708 USA

Bank Code: ABA No. 021-000-021

Swift Code: CHASUS33

Beneficiary: UN Development Business

Account No.: 485000385

If an MCA Entity cannot pay for *UNDB Online* publications before the 609(g) Grant Agreement or Compact is signed, *UNDB Online* will waive the fees for those procurement notices for procurements funded by MCC. If the MCA Entity has the funds available, but the mechanism for payment is not in place, then the payment will be

deferred. *MCA Entities must coordinate requests for waiver or deferral of payment with MCC in order to ensure the proper mechanism is requested.*

Development Gateway Market (*dgMarket*)

To register with dgMarket:

1. Go to: www.dgmarket.com
2. In the log-in box, click on “Please Register”
3. This link will lead to the following page: www.dgmarket.com/um~user/showUserRegister.do
4. Fill in responses on this page to all of the fields requesting information. Record this information as submitted in order to provide it to MCC via email at: procurementnotices@mcc.gov
5. Read and accept the conditions by clicking the provided box. Click on “Submit”.
6. Go back to the main page by clicking on “Home” in the upper left hand corner. The name submitted in the previous screen should be displayed in the upper right hand corner.
7. Click on the link on the left hand side of the page, in the “Tools” section, titled “Add a Buyer”.
8. This link will lead to the following page: <http://www.dgmarket.com/eproc/adminEditBuyer.do>
9. Fill out all information for the MCA Entity, recording it in the same way as before to provide to MCC via email at: procurementnotices@mcc.gov.
10. Click “Save”.
11. Copy MCC on all submissions to ***dgMarket*** at: procurementnotices@mcc.gov. MCC can assist in expediting the approval process with ***dgMarket*** in order to allow posting to begin ASAP.
12. Once confirmation of your registration is sent, MCA Entities must post notices using guidance below, *which is done through a different website than that used for registration.*

If already registered with dgMarket:

1. Send current ***dgMarket*** username to: procurementnotices@mcc.gov. This information will be used to ensure that all postings to ***dgMarket*** will be reflected in both areas.
2. The MCA Entity will receive notification that their registration has been processed in an email that will include the following instructions for new postings.

3. Go to: <http://mcc.dgmarket.com/>, and sign in using the username and password that were previously registered and subsequently verified.
4. Upon successful sign-in, username information will be displayed in the upper right-hand corner.
5. Click on “Publish Notices” and then “Add a notice”.
6. Any items designated by an asterisk * are required in order to submit. Those without are optional and submitted at the discretion of the MCA Entity.
7. Select the language of the procurement notice about to be entered.
8. Select the country in which this contract action will be performed. *Do not select “International” regardless of where bids or proposals will be solicited from.*
9. Enter the name of the city or locality in which this contract action will be performed (this field is optional).
10. Select the notice type, which indicates whether the current posting is a General Notice, a Request for Proposals (RFP) or Invitation for Bids (IFB), a Request for Expressions of Interest (REOI), a Prequalification Notice or a Contract Award Notice.
 - a. If posting a Notice of Cancellation for a previously posted Specific Procurement Notice, observe the following special procedures, as there is no pre-displayed option listing the Cancellation notice type. Select “My Buyers” from the Tools Section in the left-hand navigation. Then select the buyer name relevant to the MCA Entity. These steps will lead to a listing of all notices published by that MCA Entity. In the list provided, locate which SPN is being cancelled and select the text of the notice title. This will bring up another screen with the complete notice text. Select, “Edit this Notice” in the upper right hand corner of the notice text. In the field for Notice/Contract Name, the MCA Entity should first enter “NOTICE OF CANCELLATION:” followed by the original Notice Name. In order to meet the requirements in this guidance document, in the field requesting “Full Official Text of the Notice”, briefly state the reasons for cancelling this procurement rather than including the actual original text of the SPN (which is now irrelevant, and having the exact Notice Name, which includes the unique Notice Number, should provide adequate identification). When these steps are completed, the MCA Entity should then proceed to re-publish the notice. The MCA Entity can leave the deadline date as is, which will keep the Notice of Cancellation on the website for a period equal to that which the original SPN would have been advertised, at which point it will be removed from the site.

11. Enter the Notice Name. The Notice Name serves as the displayed text on any listing of MCA procurements and should convey as much information as possible in a way that is clear and concise. The following format is recommended:
 - a. Indication of type of posting, that allows potential bidders to know whether this notice is a, “Notice of Award”, “Request for Expressions of Interest”, “Request for Proposals,” etc.
 - b. Short description of services in a way likely to convey all information required by potential suppliers. For example, “Accounting training system development for finance officers.”
 - c. Standardized notice or contract number. Should be written in the following format:

MCA/FIN/o11

Tracking number (within
the project series – i.e. FIN
o11)

The combined text of the sample notice link should read then as follows:

“Request for Proposals: Accounting training system development for finance officers - MCA/
FIN/o11”

12. Notice Number: Same as 11) c. above. Inputting twice may seem repetitive, but including the Contract number in the contract name field ensures that the text of the link itself will have the unique Notice Number. This allows suppliers who have searched on different sites to immediately identify a particular procurement notice action.
13. Minimum Qualification Criteria and Eligibility of Bidders. This is an optional field. MCA Entities are invited to include information on the minimum qualification criteria if applicable.
14. Deadline for bid or proposal submission. Use the menu to select the date and time that bids / proposals must be submitted by.
15. Contact Information. Include all contact information that is applicable and consistent across the MCA Entity’s procurements.
16. Cut and paste the full, official text of the relevant notice. Take time to ensure that formatting is copied to overall satisfaction.

17. Click “Save and Continue” when ready to move forward
18. From the list provided on the next page, choose the Sector, or Common Procurement Vocabulary (CPV)⁹, Code that most closely fits the procurement action being noticed. CPV codes use a string of numbers to universally communicate the nature of the procurement with varying degrees of precision. This allows contractors, suppliers and consultants to accurately and universally search for procurement notices with a specific focus. For an explanation of the CPV Codes and a comprehensive list, please refer to the link at footnote 9, <http://simap.europa.eu/shared/docs/simap/nomenclature/02003R2151EN.pdf>
19. Once the main Sector has been selected, the opportunity to select options which narrow the Sector in to relevant parts will become available. Select the next Sector level, again choosing the code that most closely fits the procurement action being noticed.
20. For the final choice, the MCA Entity will be asked to select one or more categories. These selections will be saved in the text box below that is labeled as, “Selected CPV Codes.”
21. When satisfied with the list in that box, click, “Continue”.
22. Final page is a confirmation of the procurement notice detailed in the previous screens. If ready to publish, click, “Publish.”
23. Upon submission, the MCA Entity will be notified of notice status. If username is correctly submitted to *dgMarket*, publishing should take place within 24 hours. If there are issues, send an email to: procurementnotices@mcc.gov with a full description of the problem, your name, your *dgMarket* username, as well as the title and notice number of the notice in question.
24. Each notice will be published on *dgMarket* in the traditional way. In addition, notices in English will be published on <http://mcc.dgmarket.com/>. From this area of the site (which www.mcc.gov links to), ordinary users can access the full text of the notice free of charge.

⁹ See <http://www.cpvclassification.com/>