



Summary of transparency notice requirements for below-threshold contracts

Mandatory

Procurement activity	Notice publication	Frequency
Invitation to tender	Tender notice	Once at the start of the procurement process
Modifications to the terms of the procurement	Tender notice (amended)	Revise and republish or provide again the tender notice each time a modification is made
Following award of a the contract	Contract details notice	Once, as soon as reasonably practicable after the contract is entered into
When a contract modification would take the value of the contract above the relevant threshold, known as “ convertible contracts ”	Contract change notice	Once when the below-threshold contract becomes a convertible contract and again if further permitted modifications are made

Voluntary

Procurement activity	Notice publication	Frequency
Procurement planning	Planned procurement notice	Once or more to advise the market of an upcoming procurement, however there is no advantage of reducing minimum tender timescales for a below-threshold contract
Preliminary market engagement	Preliminary market engagement notice	Once or more to inform the market of upcoming pre-market engagement or to provide details of any conducted pre-market engagement activities - if a preliminary market engagement notice is not published an explanation for non-publication is not required in the below-threshold tender notice
After tender assessment and before entering into a public contract	Contract award notice	Once to inform the market you are about to award a contract
End of the contract	Contract termination notice	Once when the contract ends