



Tendering and Commissioning Jargon Buster

Fed up of commissioners using language that you don't understand then use our handy guide to decipher what they are actually talking about.

CPV (Common Procurement Vocabulary) – this is a hierarchical list of more than 8,000 procurement codes used to categorise EU public tenders. They are usually found in the tender document and look like 85100000 or 8532300 (Health Services or Community Health Services).

ITT (Invitation to Tender) – Once organisations have completed the PQQ stage and their tenders have been evaluated and found to be successful, an ITT will be sent to them as the second stage of the tendering process.

MEAT (Most Economically Advantageous Tender) – A selection criteria used for tender selection. This allows the tender to be evaluated on quality as well as price.

Nuts Codes (Nomenclature for Territorial Units for Statistics- what a mouthful!) – These codes are used in tender documents to show geographically where the services will be provided.

Part A services – These come from EU public procurement rules and include project management, design and technical services. These services are subject to full EU rules, which impose strict requirements in respect of advertising, tendering, evaluation and award processes.

Part B services – These also come from EU public procurement rules and include the services that many CVS organisations would provide including certain health, education and social care services. These services are subject to lighter regulation than Part A services.

PQQ (Pre-Qualification Questionnaire) – Is a document to be filled in by organisation that are applying to provide a service and helps the commissioning body to assess whether an organisation is capable of delivering a service. It covers three areas:

- About the organisation (e.g. status)
- Economic (e.g. finance and accounts)
- Technical capability (e.g. insurance)

TUPE (Transfer of Undertakings (Protection of Employment) Regulations 1981) – These regulations help to preserve continuity of employment and to safeguard employment rights of all employees whose employment transfers to a new employer as result of a relevant transfer.