




Tool Re-Use in Open Contracting

Evaluation Matrix

For a more detailed exploration of the questions included in this matrix, please see [Tool Re-Use in Open Contracting: A Primer](#).



Evaluation Matrix

What conditions support successful re-use of an open contracting tool?

1. Tools and ecosystem

	Key Questions	Notes
1.1 Relevance	What purpose, context (including regulatory environment and technological infrastructure) and user needs were the tool originally built for?	Comparing the original context with the new context can help determine whether a tool is a suitable candidate for re-use.
1.2 Adaptation	How much adaptability does the tool allow for? How possible will it be to adapt the tool but still be able to take advantage of updates to the base code? How much adaptation might be needed? If the tool is big and complex, are there smaller tools available for re-use that will address the project's needs?	If the tool needs so much customisation that the advantages of re-use are lost, it's worth considering whether it's a good fit. Also consider how tools built for specific utility might be used together and/or extended.
1.3 Licence	Is the tool free and open source? Does the tool have any dependencies that are proprietary?	Ideally the entire tool ecosystem (all of the code) will be licensed as free and open source.
1.4 Support	What support is available, and how can it be accessed? Can the tool author be contacted directly? Is it possible to receive support over the longer term as well as during tool implementation?	Support needed can include installation help and troubleshooting, fixing bugs, and updating the base code. Possible sources of support can include the tool author (in person, remotely or via GitHub), trainings, conferences and the OCDS helpdesk (for tools authored by the OCP).

1.5 Community	Is there a re-use community around the tool?	Communities can be found in places like GitHub, feedback forms embedded in the tool itself, Google groups, Slack channels and mailing lists.
1.6 Documentation	Is there high-quality documentation of the tool?	Look for clear statements on what the tool does and how it does it, a step-by-step outline of the setup process, reference materials, and use cases and examples.
1.7 Usability	Will the tool be usable by its intended end-users?	Tools aimed at users who don't have a technical background should be easy and attractive for them to use.

2. Implementation team

	Key Questions	Notes
2.1 Skills and knowledge required	What skills and knowledge are required to re-use the tool?	Common requirements can include understanding of, or in skills in, common data or programming terms (e.g. scraping, processing, validating), programming (in the relevant language), OCDS formats, data conversion and validation, the command line interface, GitHub and publishing code, specific open-contracting-related concepts (e.g. red flags), or areas such as systems administration, web development, statistics and/or marketing.

		Roles required can include project manager, programmer, systems administrator, web developer, data analyst and outreach manager.
2.2 Resources	Are there sufficient financial and human resources needed to carry out the project?	Costs can include technical costs (proprietary code or licensing agreements) and human resources. These should be covered not just in the setup phase but also over the longer term. If the original tool author is not being funded for support and maintenance, consider seeking joint funding.
2.3 Maintenance	Can a formal plan for tool maintenance be put in place?	Who will carry out software updates and at what pace? Who will fix bugs? How do users report issues with the tool and who is responsible for responding?

3. Context

	Key Questions	Notes
3.1 Infrastructure	Is the technological infrastructure adequate?	Is there regular access to computers in relevant places of use (e.g. government departments)? Reliable internet coverage? Widespread smart-phone use?

3.2 Data	What data is available? What format is the data in originally? Can this data be converted into a format that the tool can work with?	For any open contracting project to work, quality data is needed.
3.3 Political buy-in	Where relevant, what political buy-in exists for the project?	Making sure buy-in is achieved can be a key part of an open contracting project, and demonstrating existing tools can be useful here.

4. Sustainability

	Key Questions	Notes
4.1 Feedback	How will feedback be received from users? How can implementers provide feedback to the authors of the original tool?	It's important to know how the tool is being used, where there are bugs, and what changes need to be made to better meet user needs. Some examples of feedback mechanisms include built-in feedback forms, GitHub, direct email communication, and mobile feedback mechanisms.