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Introduction

This guide is aimed at buyers who are creating and issuing electronic ESPD requests using the online ESPD Scotland module within Public Contracts Scotland (PCS). This guide is not applicable to ESPDs that have been issued using any other method, such as Word document attachments, or via PCS-Tender.

Best practice guidance on the supplier selection process, including creating ESPDs, can be found at the Procurement Journey:

Procurement Journey – Route 2
Procurement Journey – Route 3

The main features of the ESPD module are:

- It follows an easy-to-use process, allowing you to select questions which you consider proportionate and relevant to your procurement exercise for inclusion in your ESPD request.

- It enables you to create a “self-contained” ESPD request, meaning that you are able to include your selection criteria beside the relevant question within the ESPD itself. This means that no longer need to include your selection criteria in the contract notice and can refer suppliers to the ESPD instead.

- It allows suppliers to complete ESPD responses electronically and re-use previous ESPD responses. Suppliers will then be able to submit this to you using the existing PCS postbox functionality.

- It allows you to request relevant evidence or means of proof electronically.

Activating your organisation’s ESPD account and User Access Levels

Initial activation of the buying organisation’s ESPD account must be carried out by a Controller/Administrator within the organisation.

Initially, anyone with “Controller” access levels for your organisation can assign ESPD access. Controllers should select the “ESPD (Scotland)” link on the Notices panel of the Buyer area.
The first time the Controller accesses the module they will be asked to activate their organisation’s ESPD account, which is done by selecting “Activate”.

Buyer ESPD Activation

Welcome to your European Single Procurement Document (ESPD) portal. To continue to your control panel you must first activate your account.

We are asking you to activate a separate ESPD portal account so that the details held in the ESPD portal are separate from those held in main portal. The details of your company and any user with “Controller” access to your company in the main portal will be copied across to create the ESPD portal account. This will allow you to customise the details for your company in relation to ESPD without it changing the details of your company in the main portal.

To setup your ESPD account, please click on the button below.

Activate

The Controller will be taken to the ESPD Control Panel, from where they can add other users to the ESPD account.

Users can be managed from the “Manage Users” option on the ESPD Control Panel.
To add a user to the ESPD Account a Controller selects “Add User”.

The Controller will then be presented with a list of all users aligned to their buying organisation on Public Contracts Scotland and can grant each one ESPD access by selecting the user’s name.

They will then be asked to allocate ESPD access levels to the new user. The options available are:

**Administrator** – allows a user to create and amend ESPD requests and to allocate ESPD access to other users.

**Editor** - allows a user to create and amend ESPD requests.

**Viewer** - allows a user to view ESPD requests.
The Controller should select the relevant access level for that user and then select “Add User”.

The new user will then see the “ESPD (Scotland)” link in their buyer area.

**Accessing the ESPD Scotland module**

To access the ESPD Scotland module, visit the Buyer Area and select ‘ESPD (Scotland)’ under Notices. This will take you to your ESPD module, viewable only to PCS users within your organisation.
The ESPD Control Panel will allow you to Create / Edit your ESPD requests and Manage User access.

Manage Users
This displays all users who currently have the ability to create / edit ESPD requests for your organisation. Controllers can add new users through this screen, and edit the details of any current users. Users who are not registered on the ESPD Module will not be able to see the link to the ESPD Module on their Buyer Area.

View Requests
This contains a list of all ESPD requests that have been created and published through your organisation’s profile. The list indicates who created the ESPD, and whether each particular ESPD has been linked to a Contract Notice, and is locked, or is still being edited.

There is also a shortcut button to create a new ESPD request.

Creating an ESPD Request

N.B. You must ensure the information provided in the ESPD matches any information you have provided in the Contract Notice.

Creating a new ESPD involves completing 3 main steps, each divided into relevant sections.

Step 1: Procurement Details

The details step is broken down into 3 sections. Clicking NEXT saves the current section and progresses you to the next section.

Authority Details

This will be autopopulated based on the Authority you logged-in to.

Publication Details

This information does not need to be completed when initially creating your ESPD document; it should be filled in once your contract notice has been published on OJEU. You should receive an email alerting you to this.

Procurement Procedure

The Title and Short Description fields need to be completed with the relevant information. A procedure type also needs to be selected from the drop down list. Information on Lots (titles only) should be entered at this stage.
Step 2: Procurement Details

Step 2 is broken down into 4 sections, each with its own subsection. Clicking NEXT saves the current section and progresses you to the next question.

Procedure

**CPV Codes** – Use the search bar to find CPV codes that match the Contract you’re issuing. You can select multiple CPV codes from the results list, then click Add to link them to your document.

**Information about Lots** – When completing this screen you must ensure that the information is consistent with any information about lots have provided in the Contract Notice.

**Bidder Information**
The questions in this section are all selected by default, but you are able to deselect any questions that you do not wish to include in your ESPD request.

**Bidding as a Group/Subcontractor Information**

The ESPD system only allows for one ESPD document to be submitted per bidder. If the bidder is required to submit ESPD responses on behalf of other organisations - such as sub-contractors, consortia members or organisations on which they will rely to carry out the contract – they are instructed to download the ESPD file in Excel format and ask their partner organisations to complete the relevant sections and return it to them offline. The bidder should then attach the ESPD responses from their partners as additional documents within their postbox response, which will include their own ESPD response in electronic format.

**Exclusion Criteria**

The questions in this section are all selected by default, but you are able to deselect any questions that you do not wish to include in your ESPD request. It is strongly recommended to acquaint yourself with the guidance relating to exclusion criteria available at the Procurement Journey website before completing this section.

*Procurement Journey – Route 2*

*Procurement Journey – Route 3*
Selection Criteria

The questions in this section are defaulted to not selected, so you will need to actively select any that you consider relevant to your procurement exercise.

Complete each subsection selecting the questions you wish to include in your ESPD request.

Where relevant, you are able to include selection criteria alongside the questions you have chosen to include in your ESPD request, so that any bidders can understand what minimum requirements or criteria required specific to your procurement exercise.
Technical and Professional Ability

This subsection allows you to include scoring and weighting in your ESPD request. You must ensure that the weighting attributed to each selected question adds up to the total indicated in the initial weighting question (or up to 100).

**Note:** You should only include scoring and weighting in your ESPD request if you are using a two-stage procurement process, such as the restricted procedure.

You should provide an overall explanation of how you intend to evaluate this section:
Where you intend to score and weight individual questions, you should also provide the question weighting and an explanation of how you intend to evaluate bidders’ responses:

**Step 3: Finish**

The **Summary** section provides an overview of all information selected by you in the process of creating your ESPD.
Create ESPD

Step 3: Finish

Information and communication technology

Summary

Concluding Statements

The Concluding Statements section highlights the declaration that all suppliers will have to Electronically Sign upon completing an ESPD response.
At this point you may export your ESPD Document to one of MS Word, XML, or PDF formats.

Once you have completed your ESPD, you may either save it for editing at a later date, or Save & Lock it, which will then allow you to add it to a Contract Notice.

**Linking an ESPD request to a Contract Notice**

An ESPD request can be linked to a Contract Notice during the notice creation stage. When you reach the *Additional Options* question, the option exists to include an ESPD (Which has to be linked to an active Postbox). Select the ESPD checkbox, and then select NEXT to move screen.
Ticking these checkboxes adds the option to link your ESPD request to the Notice. You can select from the drop down list on the ‘Notice Option ESPD’ page and clicking Add. (Please note that only ESPD’s that have been Saved & Locked are visible for selection).

If you do not have a pre-prepared ESPD, you can choose to create an ESPD from here.
Once added, you can now continue and complete your Contract Notice.

**Editing an ESPD Request**

An ESPD can be edited up until it has been attached to a Contract Notice. To edit an ESPD go to the “View Requests” page through the ESPD Control Panel. Click on the Title of the ESPD in question, and you will be able to unlock and edit as required.

**Once an ESPD has been attached to a Contract Notice, it may no longer be edited.**

If errors are discovered in an ESPD once it has been linked to a Contract Notice, users are required to issue an Amendment notice through the PCS website. If the ESPD has several, or serious errors, it is recommended that you to start the procurement exercise again.

### Buyer ESPD Requests

The table below lists the ESPD requests that have been previously created for your Authority. From here, you can view or edit requests that already exist, or create a new ESPD (depending on permissions).

<table>
<thead>
<tr>
<th>Title</th>
<th>Created Date</th>
<th>Created By</th>
<th>Notice</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPD Contract Example</td>
<td>09/02/2018</td>
<td>Duncan dot Dallas</td>
<td></td>
</tr>
<tr>
<td>Section 4 Test</td>
<td>05/02/2018</td>
<td>Duncan dot Dallas</td>
<td>508480</td>
</tr>
<tr>
<td>Selection Criteria...</td>
<td>05/02/2018</td>
<td>Duncan dot Dallas</td>
<td>508460</td>
</tr>
</tbody>
</table>

**Opening ESPD Responses**

Once the Notice deadline has passed, you will be able to access the ESPD responses through the Postbox. A PDF version of the ESPD response is automatically generated by the system, but clicking on Open ESPD will display the full Question and Answer set, and provide you with more options for downloading to various file formats.
Postbox View Details

Details of the selected response are shown below. You can download and save the attached documents by clicking on the appropriate document title. To download the entire response into a zip file click on the relevant link.

Response Details

Response ID: 19082
Title: ESPD Test Notice
Created: 12/02/2018
Received: 12/02/2018 10:05
Download: Download postbox response (Zip File)

Contact Details

Organisation: DD Cleaning Services
Contact: Duncan dot Dallas
Department:
Address: 10 Queens Road
Town: Aberdeen
Postal Code: AB25 2QD
Country: United Kingdom (GB)
Telephone: +44 1224750739
Fax:
Email Address: duncan.dallas@millsream.eu

ESPD Response

ESPD Response ID: 793e4b57-1e98-4ebf-b0bd-8dd4ac375b36
Issued Date: 12/02/2018
Issued By: Duncan dot Dallas

Open ESPD

Documents

<table>
<thead>
<tr>
<th>Document Title</th>
<th>Description</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESPD-Contract Example.xlsx</td>
<td>ESPD Response</td>
<td>21.36 KB</td>
</tr>
<tr>
<td>ESPD-Response-793e4b57-1e98-4ebf-b0bd-8dd4ac375b36.pdf</td>
<td>ESPD Response - ESPD Contract Example</td>
<td>210.22 KB</td>
</tr>
</tbody>
</table>

Comments
Requesting Evidence

Suppliers have the option of proactively including a link to evidence available online within their ESPD response; if this is done, there will be information in the ESPD response linking you to the website where this evidence is held.

If the evidence is held on the PCS portal, and you are the Postbox opener, clicking on the provided link will either download the document to your computer, or redirect you to the relevant portal.

If you are not the Postbox opener, clicking the link will take you to an access request form. Select “I have a Buyer Log in”, complete all the required fields (see images below), and the system will email the supplier asking them to grant access to the document. Once access has been granted, an email with a direct link to the document will be sent to you.

Once you have access to a document, you may return to view it by following the link contained within the ESPD response, or the link provided in the confirmation email.

If you are not a registered user of PCS, you may still request access to documents by selecting “I do not have a Buyer log in”. If the supplier grants you access to the document, you will be emailed a unique log in and password to access the document.
ESPД Document Access

To request access to the evidence documents referenced in the ESPД Response, please follow the links below.

Download Document

Title: Test Doc 2
Owner: Anton Kossmann
Description:

Do you already have a buyer login to Public Contracts Scotland?

- Yes, I already have a buyer login
- No, I don’t have a buyer login
- Cancel

ESPД Document Access Request

You do not currently have permissions to view this document. Complete the fields below to request access to this document from the Supplier.

Required fields are marked with a *.

Supplier Document

Title: Test Doc 2
Owner: Anton Kossmann

Your Name *

Procurement ID

Your Email *

Your Organisation *

Reason for Request *

Request Access

Cancel
If the supplier has not included a link to evidence documents within their ESPD response, you may request the evidence required through the ESPD Response Postbox, by clicking the **Request Evidence** button. Select which Questions require evidence to be provided by selecting the tick boxes next to each relevant question.

Once the questions have been selected, click the Request Evidence button again, choose a deadline date from the Pop-up calendar box, and an email will then be sent to the Supplier requesting the relevant evidence.

The Supplier will submit the evidence through an online form, and the Buyer will be notified once the evidence has been provided.

Further information

If you have any queries regarding the ESPD tool please contact the Public Contracts Scotland helpdesk on 0800 222 9003 or support@publiccontractsscotland.gov.uk