

# **European Single Procurement Document (ESPD Electronic Module)**

One of a series of three FREE Procurement Training Courses funded through a collaboration between SFHA and Scottish Procurement Alliance (SPA).

## My background, Dougie Gold

- BSc (Hons) Construction Management
- Senior Management LA & HA (15 Years)
- Senior Management Private Sector (4 years)
- Owner Gold Consultancy Ltd (9 years)
- Seconded to SFHA funded by SPA

Happy to take questions at any point throughout the presentation.

In the last training block we provided training on the ESPD document, a basic introduction and an advanced session looking at how to use the ESPD in a Restricted (2 stage) procedure when you need to score the ESPD under Part IV - Selection.

Scottish Government has recently launched the new 'ESPD Electronic Module in PCS'. The Module enables you to create an Electronic ESPD request with PCS, meaning that you are able to include your selection criteria beside the relevant question within the ESPD itself.

This means that you don't need to include your selection criteria in the contract notice and can refer suppliers to the ESPD instead.

In this session we will go through all the sections in the ESPD Module and provide details and a basic understanding of when each section should be used and to allow participants to gain knowledge and experience of the whole ESPD Module process.

We will also look at the ESPD Module from the supplier/contractors perspective and we can review the whole process end-to-end.

## Today's Morning Agenda

- **Tea/Coffee/Registration 9.30 – 9.45**
- **ESPD Recap 9.45 – 10.00**
- **ESPD Module 10.00 – 10.20**
- **ESPD Build 10.20 – 11.00**
- **Break 11.00 – 11.15**
- **ESPD Response 11.15 – 12.15**
- **Q&A 12.15 – 12.30**

## Today's Afternoon Agenda

- **Tea/Coffee/Registration 1.30 – 1.45**
- **ESPD Recap 1.45 – 2.00**
- **ESPD Module 2.00 – 2.20**
- **ESPD Build 2.20 – 3.00**
- **Break 3.00 – 3.15**
- **ESPD Response 3.15 – 4.15**
- **Q&A 4.15 – 4.30**

### **EU Regs – OJEU Notice (as of Jan 2018)**

- Works Contracts to the value of  $\geq$  £4.55m
- Services Contracts to the value of  $\geq$  £181k
- Goods/Supplies Contracts to the value of  $\geq$  £181k

### **Procurement Reform Act - Scotland Notice**

- Works Contracts to the value of  $\geq$  £2m
- Services Contracts to the value of  $\geq$  £50k
- Goods/Supplies Contracts to the value of  $\geq$  £50k



## Non-Regulated Procurement

- Contracts which are worth less than £50k & £2m (non-regulated procurements) RSL's are subject to fewer rules,
- All procurement, no matter the value, RSL's need to consider the EU Treaty of Rome principles, the foundations for all procurement legislation, **Open, Equality, Transparency, Non-discriminatory & Proportionality**,
- What these principles imply in practice, is that a contract has to be "adequately" advertised and run "some form of fair competition" thereafter,
- RSL's are bound by these principles irrespective of contract value.

# European Single Procurement Document (Recap)

## ESPD and when to use it?

- Currently on v1.12, ESPD (Scotland) cannot be amended and new questions cannot be added!!
- But, RSL's can outline in the CN their interpretation of the ESPD Part IV?
- Comes with Standard Statement v1.10 - to assist setting out selection criteria and minimum standards, link between Contract Notice and the questions which bidders will be required to respond to in the ESPD,
- **Must be used** for all procurement over EU Thresholds, £181k & £4.55m,
- SG guidance says it **should be used** for procurement over Reform Act thresholds £50k & £2m,
- Therefore not required to be used below £50k service/supplies,
- What about below £2m works?
- I would say it should be used – but the RSL's choice? **The intention is to have a standard ESPD to remove some of the barriers to participation in public procurement, especially for SMEs & Micro-SMEs - SG**

## ESPD Advantages of use?

- Allows the RSL to have continuity of selection criteria documents,
- Allows RSL's and committee members continuity of use & scoring,
- Means RSL's and committee get used to one concise document,
- Less time and cost for suppliers/contractors to complete,
- Continuity for suppliers/contractors with generic forms,
- Allows SME's and Micro-SME's a chance to get used to the one form,
- Through time everyone will get used to the ESPD and this will ultimately reduce costs and time for all parties
- Legal challenges have 'significantly' increased (James McMorrow Harper MacLeod).

## ESPD Sections

1. Instructions
2. Part I. Information concerning the procurement procedure and the public body
3. Part II. Information concerning the bidder (sub-sections)
4. Part III. Exclusion criteria (sub-sections)
5. Part IV. Selection criteria (sub-sections)
6. Part V. Reduction of the number of qualified candidates.
7. Part VI. Concluding Statements

## ESPD Sections

### Part II. Information concerning the bidder

- A: Information about the bidder.
- B: Information about representatives of the bidder
- C: Information about reliance on the capacities of other entities
- D: Information concerning subcontractors on whose capacity the bidder does not rely

### Part III. Exclusion criteria

- A: Grounds relating to criminal convictions.
- B: Grounds relating to the payment of taxes or social security contributions.
- C: Blacklisting.
- D: Grounds relating to insolvency, **conflicts of interests** or professional misconduct.

### Part IV. Selection criteria

- A: Suitability.
- B: Economic and financial standing.
- C: Technical and professional ability.
- D: Quality assurance schemes and environmental management standards.
- **E: Global indication for all selection criteria.**

# ESPD Electronic Module

# Electronic ESPD



## Notices

- Create New Notice
- My Unpublished Notices
- Buyer Unpublished Notices
- My Published Notices
- Buyer Published Notices
- Quick Quotes
- Stage 2 Notices
- Access PCS-Tender
- ESPD (Scotland)**



## Organisation

- CR Council (AA15726) - Change your Organisation
- Buyer Profile
- User List
- Document Library
- Agents
- Reports
- Contract Register



## Supplier Search

- Supplier Finder
- Search by Details
- Search by Category



## Manage Your ESPD Profile

Welcome to your European Single Procurement Document (ESPD) control panel. From here you will be able to create ESPD requests, manage your ESPD profile and manage users

Need help? You can find best practice guidance on creating an ESPD at the [Procurement Journey](#).

### ESPD Profile

Organisation Details

### User Management

Manage Users

### ESPD Requests

View ESPD Requests  
Create ESPD Requests

## 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).

[Create Request](#)

Show  entries

Search:

Title	Created Date	Created By	Notice
<a href="#">Test 3 - SFHA Training Only- Gas Service &amp; Repairs Contract 2018-2023</a>	17/09/2018	Douglas Gold	
<a href="#">Test 2 - SFHA Training Only- Gas Service &amp; Repairs Contract 2018-2023</a>	17/09/2018	Douglas Gold	
<a href="#">Test 1 - Gas Service &amp; Repairs Contract 2018-2023</a>	11/09/2018	Douglas Gold	<a href="#">557108</a>
<a href="#">Test - Gas Service &amp; Repairs Contract 2018-2023</a>	06/09/2018	Douglas Gold	<a href="#">515856</a>
<a href="#">Test 4 - SFHA Training Only- Gas Service &amp; Repairs Contract 2018-2023</a>	06/09/2018	Douglas Gold	

## Create ESPD

### Step 1: Procurement Details

Authority Details	Publication Details	Procurement Procedure
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Authority Details

The details below have been pulled from your account.

Official Name

Scottish Federation Of Housing Associations

Country

United Kingdom (GB)

Save and Exit

Next

## Electronic ESPD

- Help notes are available?
- [PCS ESPD Supplier Guide.pdf](#)
- [ESPD Buyer Guide.pdf](#)

## Summary

- The Word version is still available for use,
- Consider carefully what areas of the ESPD that you want/need to use,
- Select and appropriate scoring methodology for you and your RSL,
- Consider the impact of the Electronic ESPD,
- Make sure your supplier and contractors will be able to understand and respond as requested,
- You may need to consider training for smaller organisations you work with,

# Questions?