

# ESPD Scotland module in PCS

Buyer User Guide

Version 0.4  
March 2018

Note - This document is intended as practical information and guidance for users of the ESPD module within Public Contracts Scotland. It is assumed that users are procurement professionals with the knowledge and authority to carry out the relevant procedures. It is not a substitute for legal or policy advice, which users are advised to seek if they have any queries regarding the processes and procedures described.



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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.

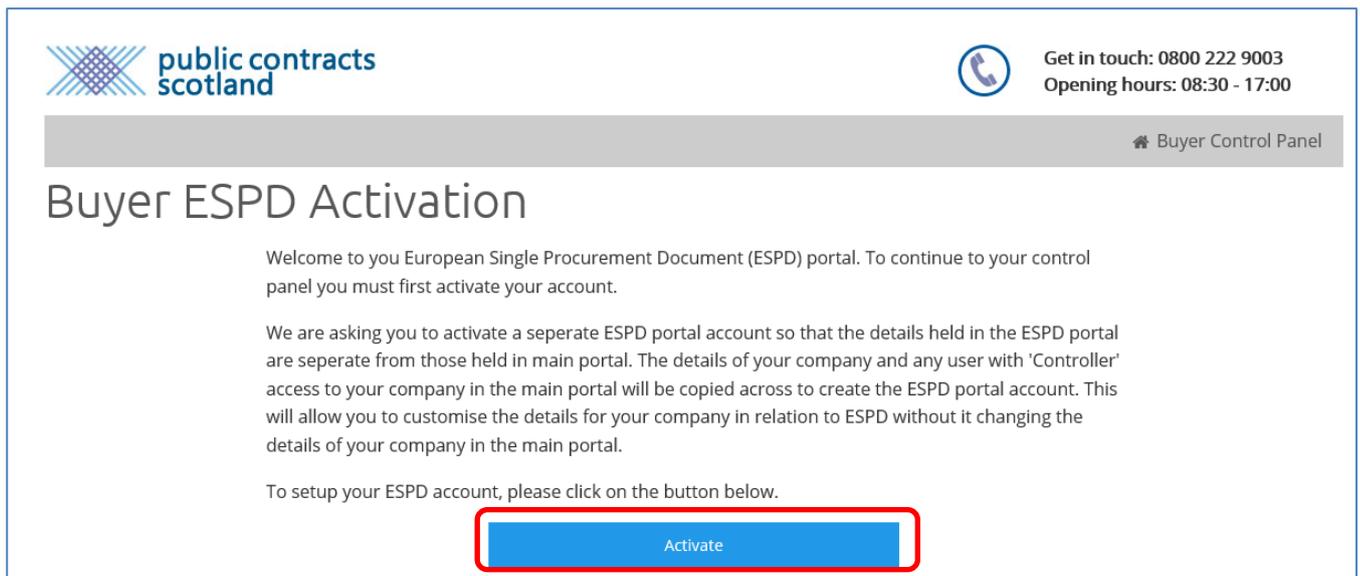
Initially, anyone with “Controller” access levels for your organisation can assign ESPD access. Controllers should select the “ESPD (Scotland)” link on the Notices panel of the Buyer Control Panel.



The screenshot shows a dashboard with three main sections:

- 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)** (highlighted with a red box)
- 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

The first time the Controller accesses the module this they will be asked to activate their organisation's ESPD account, which is done by selecting "Activate".



The screenshot shows the 'Buyer ESPD Activation' page with the following elements:

- Header:** public contracts scotland logo and contact information: Get in touch: 0800 222 9003, Opening hours: 08:30 - 17:00.
- Navigation:** Buyer Control Panel link.
- Section Header:** Buyer ESPD Activation
- Text:**

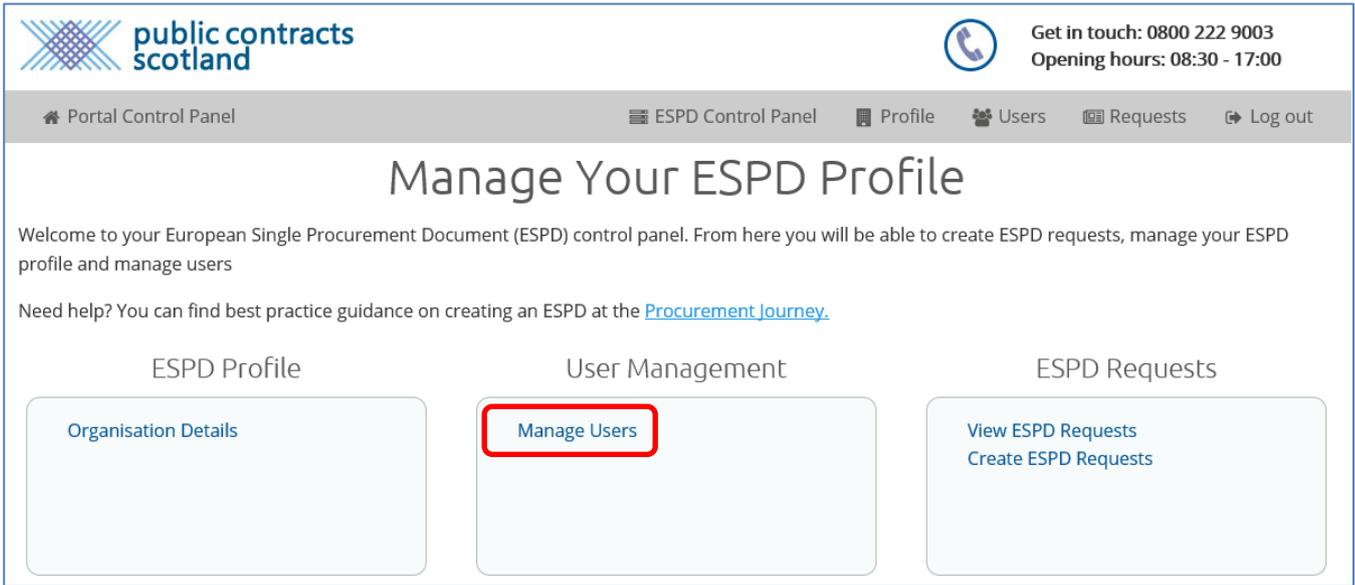
Welcome to you European Single Procurement Document (ESPD) portal. To continue to your control panel you must first activate your account.

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.

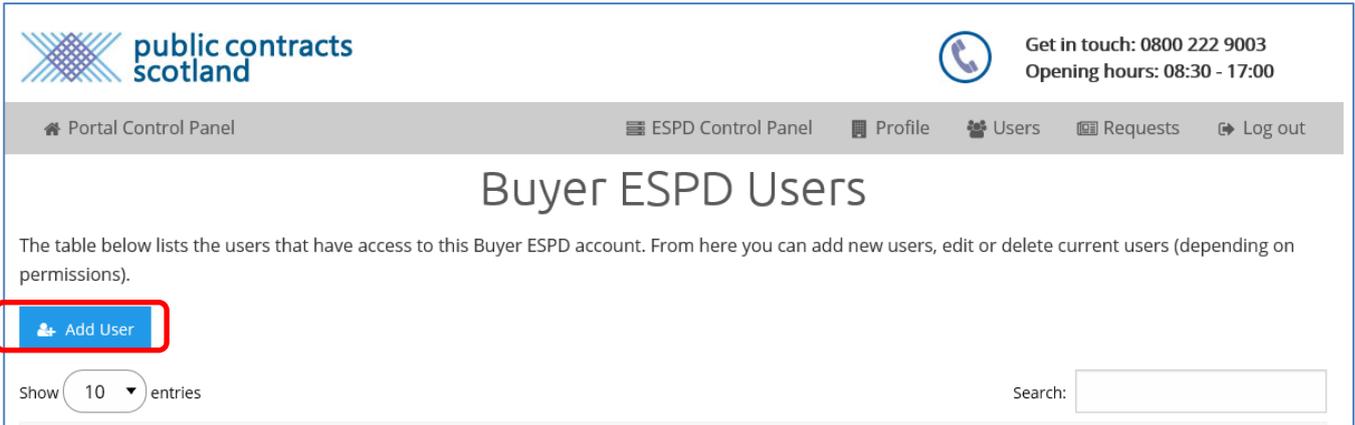
To setup your ESPD account, please click on the button below.
- Action:** A large blue button labeled 'Activate' is highlighted with a red box.

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

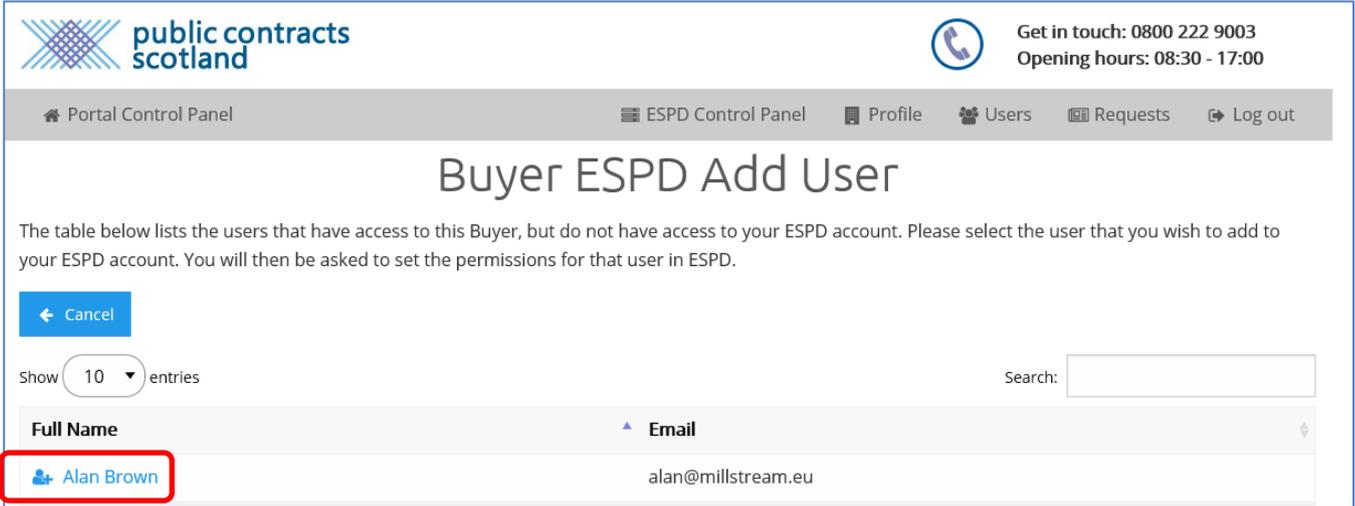
Users can be managed from the "Manage Users" option on the ESPD Control Panel.



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.



Full Name	Email
Alan Brown	alan@millstream.eu

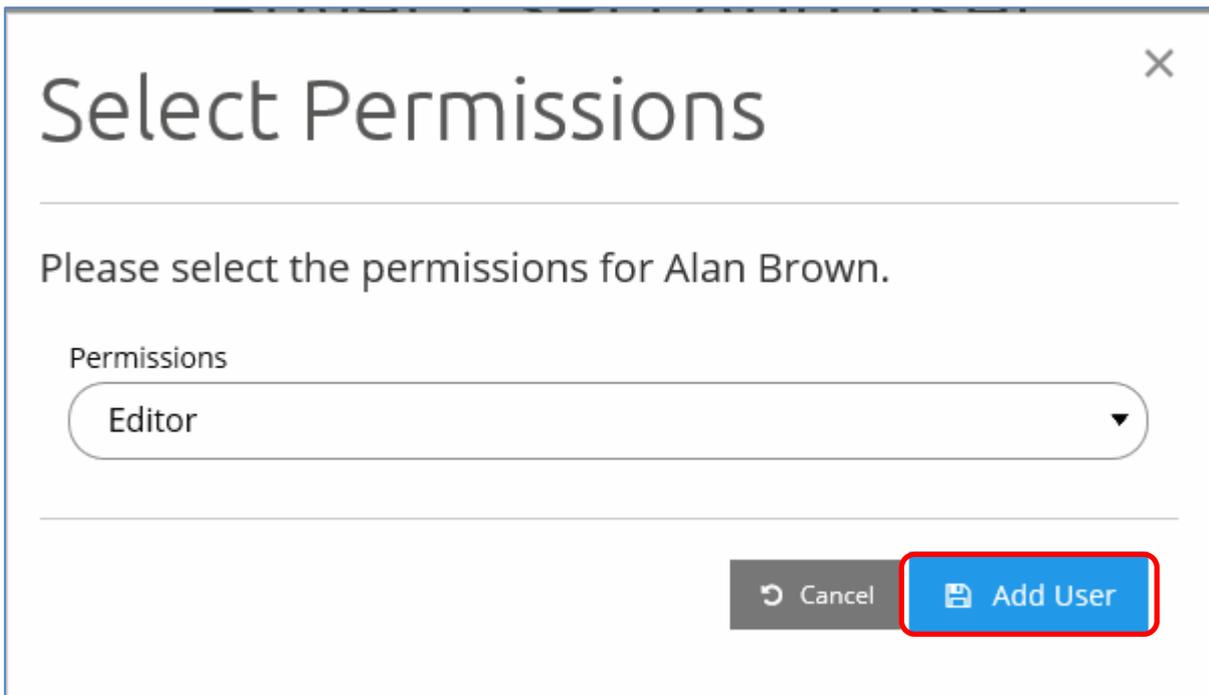
They will then be asked to allocate ESPD access levels to the new user. The options available are:

**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.

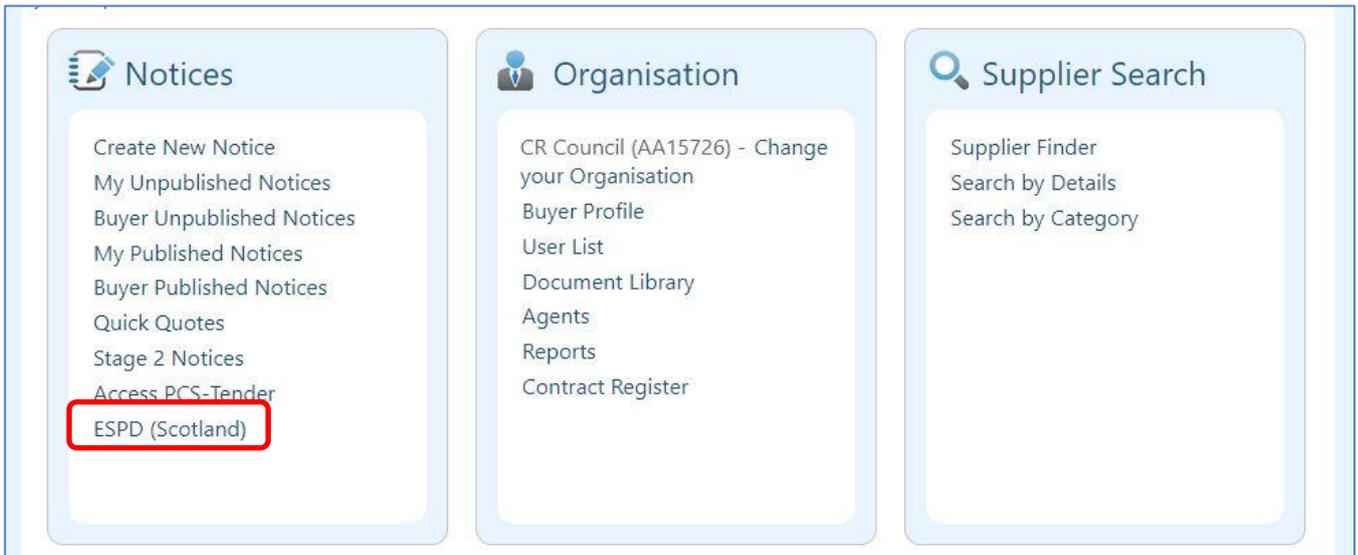
The Controller should select the relevant access level for that user and then select “Add User”.



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

## Accessing the ESPD Scotland module

To access the ESPD Scotland module, visit the [Buyer Control Panel](#) 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.



On the control panel you will see the following information:

### 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 Control Panel.

### 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.

## 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 10 entries

Search:

Title	Created Date	Created By	Notice
 Birthday cake	10/01/2018	Duncan dot Dallas	 508220
 oioioi	09/01/2018	Duncan dot Dallas	
 III	09/01/2018	Duncan dot Dallas	
 sprouts	09/01/2018	Duncan dot Dallas	

## 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 in to 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.



## Create ESPD

### Step 1: Procurement Details

Authority Details	Publication Details	Procurement Procedure
-------------------	---------------------	-----------------------

**Procurement Procedure**

Please enter the title and short description of the procurement procedure and, if applicable, insert your internal reference for the procurement exercise within the 'file reference number' field.

\* indicates a required field.

Title \*

Short Description \*

Procedure Type

File Reference Number ?

Number of LOTS

Please provide a brief title for each of your lots

LOT 1

LOT 2

Prev
Save and Exit
Next

### 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](#)



## Create ESPD

Step 2: Criteria Selection Information and communication technology

Procedure	Bidder Information	Exclusion	Selection
-----------	--------------------	-----------	-----------

**Exclusion**

Grounds relating to criminal convictions	<a href="#">Regulation 58 (1) of The Public Contracts (Scotland) Regulations</a> sets out reasons for exclusion relating to criminal convictions for above OJEU procurements. These also apply to utilities contracts (see Regulation 78 of the Utilities Contracts (Scotland) Regulations 2016).
Grounds relating to the payment of taxes or social security contributions	<a href="#">Regulation 8(1) of The Procurement (Scotland) Regulations 2016</a> sets out reasons for exclusion relating to criminal convictions for below OJEU procurements.
Blacklisting	<b>Note: These questions are mandatory for procurement exercises equal to or greater than the relevant OJEU threshold.</b>
Information concerning environmental, social and labour law	<b>Please consult the Procurement Journey for guidance on which exclusion criteria should be included in OJEU and regulated procurement exercises:</b>
Information concerning insolvency	<a href="#">Route 2 Guidance</a>
Grave professional misconduct	<a href="#">Route 3 Guidance</a>
Conflicts of Interest	

**[BA1] The Common Law Offence of Conspiracy**

Has the bidder itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgment within the last five years for the common law offence of conspiracy; where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime or an offence under sections 28 or 30 of the Criminal Justice and Licensing (Scotland) Act 2010, or any other offence within the meaning of [Article 57\(1\)\(a\)](#) of the Directive as defined by the law of any EEA state or any part thereof?

**[BA2] Corruption**

Has the bidder itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgment within the last five years for:

### 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.



### Create ESPD

Step 2: Criteria Selection Information and communication technology

Procedure	Bidder Information	Exclusion	Selection
-----------	--------------------	-----------	-----------

**Selection**

Suitability

Turnover

Economic and Financial Standing

Technical and Professional Ability

Quality Assurance

Environmental Management

Please select only those selection questions that are relevant and proportionate to your procurement exercise, adding any minimum requirements or selection criteria where appropriate.

Please consult the [Procurement Journey](#) for further guidance.

**[4B1a] General yearly turnover**

The bidder should provide its ("general") yearly turnover for the number of financial years specified:

**Number of financial years & minimum required turnover per year**

Bidders must have a general yearly turnover of £2m sterling for each of the last three financial years

### 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:

### Step 2: Criteria Selection Information and communication technology

Procedure	Bidder Information	Exclusion	Selection
-----------	--------------------	-----------	-----------

**Selection**

Suitability

Turnover

Economic and Financial Standing

Technical and Professional Ability

Quality Assurance

Environmental Management

Please select only those selection questions that are relevant and proportionate to your procurement exercise, adding any minimum requirements or selection criteria where appropriate.

Please consult the [Procurement Journey](#) for further guidance.

Will one or more criteria in this subsection have weighting?

No  Yes

Weighting type

Percentage ▼

Provide the general method used to score and evaluate the weighted criteria

The technical and professional ability section of this ESPD will be evaluated in the following way:  
All questions should be considered pass/fail unless otherwise stated. Where questions are to be scored and weighted the weighting of the question will be shown as a percentage. Each weighted question will be scored using the methodology:

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:

**[4C.1/4C1.2] Relevant Examples**

1) For public works contracts only, please provide relevant examples of works carried out in the past five years as specified:

or

2) For public supply and public service contracts only, please provide relevant examples of supplies and/or services carried out during the last three years as specified (Examples from both public and/or private sector customers and clients may be provided):

**Criteria is weighted**

**Weight allocated to this criteria**

70.00

**Provide complementary information for the evaluation of this criteria**

This question will be scored using the following methodology:

0%- Unacceptable. Nil or inadequate response. Fails to demonstrate previous experience/capacity/capability relevant to this contract.

25% - Poor. Response is partially relevant but generally poor. The response shows some elements of relevance to the

### 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

Previous

Save and Exit

Export XML

Export PDF

Export Word

You can now review the ESPD request you have created. If you want to edit your ESPD request, clicking on the "Previous" button will take you back through the ESPD creation screens.

To save a copy of your ESPD request offline, click on one the export options to download.

Once you have finalised your ESPD request, click "Save and Exit" and you will be presented with two options:

"Save Only" will allow you to return to your ESPD request and make further changes. You will not be able to link your ESPD request to a contract notice.

"Save and Lock" will lock the ESPD request, so that no further amendments can be made. Once your ESPD request is locked, it will be available to be linked to the associated contract notice.

Summary

Concluding Statements

### Authority Details

**Official Name:** Scottish Government

**Country:** United Kingdom

### Notice Details

#### Procurement Procedure

**Title:** Information and communication technology

**Short Description:** The principle objective of this tender is to appoint a single contractor to provide the following ICT Services: Network Support  
Management of software licensing

**File Reference Number:** 1234

### Criteria

#### Procedure - CPV Codes

##### [C64] Procurement Procedure CPV

Procurement Procedure CPV

Selected CPVs: -, 72212781, 32412120

#### Procedure - Information about Lots

##### [C63] Requirements on lots

Please provide further information about the lots on this contract.

The **Concluding Statements** section highlights the declaration that all suppliers will have to Electronically Sign upon completing an ESPD response.



## Create ESPD

**Step 3: Finish** Information and communication technology

Previous
Save and Exit
Export XML
Export PDF
Export Word

You can now review the ESPD request you have created. If you want to edit your ESPD request, clicking on the "Previous" button will take you back through the ESPD creation screens.

To save a copy of your ESPD request offline, click on one of the export options to download.

Once you have finalised your ESPD request, click "Save and Exit" and you will be presented with two options:

"Save Only" will allow you to return to your ESPD request and make further changes. You will not be able to link your ESPD request to a contract notice.

"Save and Lock" will lock the ESPD request, so that no further amendments can be made. Once your ESPD request is locked, it will be available to be linked to the associated contract notice.

Summary

Concluding Statements

**Concluding statements**

The undersigned formally declare that the information stated is accurate and correct and that it has been set out in full awareness of the consequences of serious misrepresentation.

The undersigned formally declare to be able, upon request and without delay, to provide the certificates and other forms of documentary evidence referred to, except where the contracting authority or contracting entity has the possibility of obtaining the supporting documentation concerned directly by accessing a national database in any Member State that is available free of charge. On condition that the economic operator has provided the necessary information (web address, issuing authority or body, precise reference of the documentation) allowing the contracting authority or contracting entity to do so. Where required, this must be accompanied by the relevant consent to such access.

The undersigned formally consent to the contracting authority, gaining access to documents supporting the information, which has been provided in this European Single Procurement Document response for the purposes of this procurement exercise.

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

### Additional Notice Options

Select any additional options that you would like for this notice.

Go to question: Additional Options Summary Go

#### Noted Interest

Indicate that you are administrating this notice on this website and want interested suppliers to record an interest in your notice to obtain further information.

#### Other Additional Options

Noted interest must be selected if you wish to use these additional options.

Additional Documents  
Attach any other supporting documentation for instant download by bidders.

Questions and Answers  
Respond only once to questions, keeping all current and newly interested suppliers up to date in real-time.

Postbox  
eTendering - receive and manage tender submissions in a secure environment.

ESPD  
Use the ESPD (Scotland) module integrated within PCS.

Next
Save
Cancel

Ticking these checkboxes adds the option to link your ESPD request to the Notice. You can selection 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.

HOME
BROWSE NOTICES
SEARCH FOR BUYERS
SUPPLIERS
BUYERS
INFO CENTRE
NEWS & EVENTS
CASE STUDIES
HELP & SUPPORT

### ESPD

Please select the relevant ESPD from the list below and click add to link it to your contract notice.

If your ESPD is not showing below, it may be because you have not clicked 'Save and Lock' in the ESPD Scotland module

Go to question: ESPD Go

**Select your ESPD:** Next

Select the relevant ESPD Request and click **Add**. Save

Please Select... Add Generate New ESPD Cancel

**Selected ESPD: No ESPD has been selected**

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).

[Create Request](#)

Show  entries Search:

Title	Created Date	Created By	Notice
 ESPD Contract Example	09/02/2018	Duncan dot Dallas	
 Section 4 Test	06/02/2018	Duncan dot Dallas	 508480
 Selection Criteria...	05/02/2018	Duncan dot Dallas	 508460

## 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)**

Print

Close

### 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@millstream.eu

### ESPD Response

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

Open ESPD

### Documents

Document Title	Description	Size
<u>ESPD-Contract-Example.xlsx</u>	ESPD Response	21.36 KB
<u>ESPD-Response-793e4b57-1e98-4ebf-b0bd-8dd4ac375b36.pdf</u>	ESPD Response - ESPD Contract Example	210.22 KB

### Comments

## Postbox ESPD Response - ESPD Contract Example

The details of the suppliers ESPD response is below. You can also download the response in different formats.

### Supplier Details

**Official Name:** CR Council

**Country:** United Kingdom

### Notice Details

### Procurement Procedure

**Title:** ESPD Contract Example

**Short Description:** Your Contract information here

**File Reference Number:**

### Representatives

### Criteria

### Procedure

### Information about Lots

### [C63] Requirements on lots

Please provide further information about the lots on this contract.

Please state whether tenders may be submitted for all lots, one lot only or more than one lot. If more

Return to Postbox

Export PDF

Export Word

Export Excel

Request Evidence

## Requesting Evidence

Suppliers have the option of providing evidence online; if this is done, there will be information in the ESPD response linking you to the website where this evidence is held.

If it is not provided in the 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.

## ESPD Evidence - ESPD Contract Example

The details of the questions where the supplier has not fully completed response are below. Select the questions that you would like to request additional evidence from the supplier.

### Supplier Details

**Official Name:** CR Council

**Country:** United Kingdom

### Procurement Procedure

**Title:** ESPD Contract Example

**Short Description:** Your Contract information here

**File Reference Number:**

### Criteria

Bidder Information

Bidder Information

**[A16.5] Contributions certificates**

Will the economic operator be able to provide a certificate with regard to the payment of social security contributions and taxes or provide information enabling the public body or contracting entity to obtaining it directly by accessing a national database in any Member State that is available free of charge?

Your answer: **Yes**

Is this information available electronically?: **No**

Exclusion

Grounds relating to criminal convictions

**[A3] Fraud**

Has the bidder itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgment within the last five years for fraud, where the offence relates to fraud affecting the European Communities' financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities

- a) the offence of cheating the Revenue
- b) the common law offence of fraud
- c) the common law offence of theft or fraud

d) fraudulent trading within the meaning of section 459 of the Companies Act 1985 or section 993

Request Evidence

## 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](mailto:support@publiccontractsscotland.gov.uk)