# Sell2Wales

# **Buyer User Guide – ESPD**



Llywodraeth Cymru Welsh Government

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Note - This document is intended as practical information and guidance for users of the ESPD module within Sell2Wales. 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.





### Introduction

This guide is aimed at buyers who are creating and issuing electronic ESPD requests using the online ESPD module within Sell2Wales (S2W). This guide is not applicable to ESPDs that have been issued using any other method, such as Word document attachments, or via eTenderWales.

Best practice guidance on the supplier selection process, can be found in the Welsh Government's Supplier Selection Procurement Advice Note:

#### **Standard Selection Questionnaire**

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

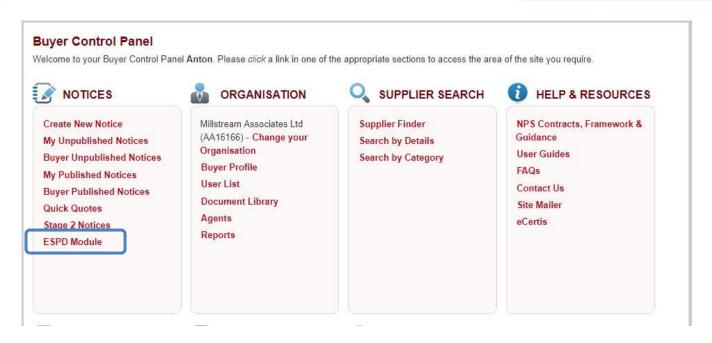
### Activating your organisation's ESPD account and User Access Levels

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

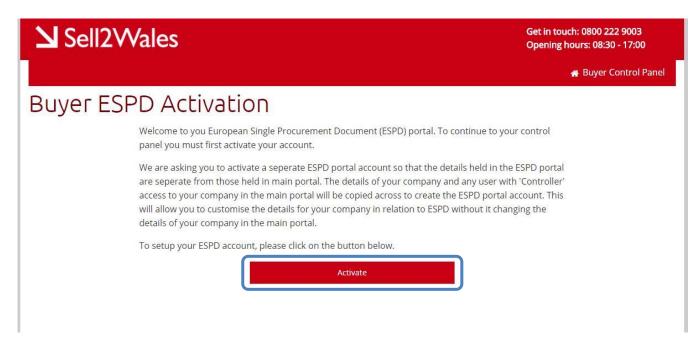
Initially, anyone with "Controller" access levels for your organisation can assign ESPD access. Controllers should select the "ESPD Module" link on the Notices panel of the Buyer Control Panel.



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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 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.

| Sell2Wales   |  |                   |                          | in touch: 0800 2<br>ening hours: 08:3 |           |
|--|--|-------------------|--------------------------|---------------------------------------|-----------|
| 🖀 Portal Control Panel   | 🚍 ESPD Control Panel                           | Profile           | 🐸 Users                  | 💼 Requests                            | 🕞 Log out |
| Μ  | anage Your ESPD F                              | Profile           | 9                        |                                       |           |
| Welcome to your European Single Procurement E profile and manage users | Document (ESPD) control panel. From here you w | vill be able to c | reate ESPD re            | equests, manage                       | your ESPD |
| ESPD Profile   | User Management                                |                   | ES                       | PD Request                            | S         |
| Organisation Details   | Manage Users                                   |                   | View ESPD<br>Create ESPI |                                       |           |
|  |  |                   |                          |                                       |           |

To add a user to the ESPD Account a Controller selects "Add User".

| Buye  | er ESPD Users  |
|---|--|
| The table below lists the users that have access to this Buyer ESPD a permissions). | account. From here you can add new users, edit or delete current users (depending on |
| 🛃 Add User  |  |
| show 10 v entries   | Search:  |
| Full Name   | ▲ Permissions  |
| Anton Kossmann (Anton@millstream.eu)  | Administrator  |
| Showing 1 to 1 of 1 entries   | Previous 1 Next  |

The Controller will then be presented with a list of all users aligned to their buying organisation on Sell2Wales 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".

| Select Permissions                            | × |
|---|---|
| Please select the permissions for Alan Brown. |   |
| Permissions                                   |   |
| Editor •                                      |   |
| ර Cancel 🖪 Add User                           | ) |

The new user will then see the "ESPD Module" link in their buyer control panel.

# Accessing the ESPD module

To access the ESPD module, visit the <u>Buyer Control Panel</u> and select 'ESPD Module' under Notices. This will take you to your ESPD module, viewable only to S2W users within your organisation.



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#### **Buyer Control Panel**

Welcome to your Buyer Control Panel Anton. Please click a link in one of the appropriate sections to access the area of the site you require.



The ESPD Control Panel will allow you to Create / Edit your ESPD requests and Manage User access.

| 📰 ESPD Control Panel                     | Profile  | 🐸 Users   | 📾 Requests  | 🕞 Log out  |
|--|--|---|---|--|
| age Your ESPD F                          | Profile  | ż   |   |  |
| nt (ESPD) control panel. From here you w | ill be able to ci  | reate ESPD re   | quests, manage <u>:</u>   | your ESPD  |
| User Management                          |  | ES  | PD Request  | S  |
| Manage Users                             |  |   |   |  |
|  | age Your ESPD F<br>nt (ESPD) control panel. From here you w<br>User Management | age Your ESPD Profile<br>nt (ESPD) control panel. From here you will be able to co<br>User Management | Age Your ESPD Profile<br>Int (ESPD) control panel. From here you will be able to create ESPD re<br>User Management ES<br>Manage Users View ESPD 1 | age Your ESPD Profile<br>nt (ESPD) control panel. From here you will be able to create ESPD requests, manage<br>User Management ESPD Request |



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.

| Get in touch: 0800 222 9003<br>Opening hours: 08:30 - 17:00                                   |              |                                     |                             |                                 |                                |                |
|---|--------------|-------------------------------------|-----------------------------|---------------------------------|--------------------------------|----------------|
| 🚓 Portal Control Panel  | <b>a</b> (   | ESPD Control Panel                  | Profile                     | 🐏 Users 🛛 👔                     | 🖬 Requests                     | 🕒 Log out      |
|   | Buyer ESP    | D Requ                              | ests                        |                                 |                                |                |
| The table below lists the ESPD requests that h<br>create a new ESPD (depending on permissions |              | r y <mark>our</mark> Authority. Fro | <mark>m</mark> here, you ca | n view <mark>or e</mark> dit re | quests <mark>th</mark> at alre | eady exist, or |
| Create Request  |              |                                     |                             |                                 |                                |                |
| Show 10 • entries   |              |                                     |                             | Searc                           | h:                             |                |
| Title   | Created Date | .▼ Cr                               | eated By                    |                                 | Notice                         | +              |
| Supply of Fruit & Veg   | 17/04/2018   | Ar                                  | nton Kossmann               |                                 |                                |                |
| Showing 1 to 1 of 1 entries   |              |                                     |                             |                                 | Previo                         | us 1 Next      |



### **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.



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Supply of Fruit & Veg

### Step 1: Procurement Details

| Authority Details | Publication Details               | Procurement Procedure  |                  |
|-------------------|-----------------------------------|--|------------------|
|                   | procedure and, if                 | title and short description of the p<br>applicable, insert your internal re<br>crcise within the 'file reference nur | eference for the |
|                   | Title *                           |  |                  |
|                   | Supply of Fruit                   | t & Veg  |                  |
|                   | Short Description                 | *  |                  |
|                   | Supply of Fruit                   | t a <mark>n</mark> d Veg to the Farmers Market   | A                |
|                   | Procedure Type                    |  |                  |
|                   | Open                              |  | •)               |
|                   | File Reference Nu                 | mber 👔   |                  |
|                   | Number of LOTS 2 Please provide a | a brief title for each of your lots  |                  |
|                   | Fruit                             |  |                  |
|                   | LOT 2                             |  |                  |
|                   | Veg                               |  |                  |
|                   |                                   |  |                  |
|                   | 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 from Crown Commercial Services before completing this section.

#### **Standard Selection Questionnaire**



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## Create ESPD Step 2: Criteria Selection Supply of Fruit & Veg **Bidder Information** Procedure Exclusion Selection **Bidder Information** Additional information about the bidder. Bidder Information [2A1] SME Are you a Small, Medium or Micro Enterprise (SME)? [2A2] Supported Business Relevant classifications (state whether you fall within one of these, and if so which one) a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshop c) Public service mutual [2A3] Form of participation Are you bidding as the lead contact for a group of economic operators? [2A4] Subcontracting Are you or, if applicable, the group of economic operators proposing to use sub-contractors?

#### **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 are.



### Step 3: Finish

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

|  | C   | reate ESP               | PD                        |  |
|--|---|-------------------------|---------------------------|--|
| Step 3: Finish   |   |                         |                           | Supply of Fruit & Ve                               |
| Previ  | ous Save and Exit                             | Export XML              | Export PDF                | Export Word  |
| ou can now review the ESPD request<br>he ESPD creation screens.  | you have created. If you war                  | nt to edit your ESPD re | quest, clicking on the "F | Previous" button will take you back through        |
| o save a copy of your ESPD request o   | ffline, click on one the expor                | t options to download.  |                           |  |
| O <mark>nce you h</mark> ave finalised your ESPD red   | quest, <mark>c</mark> lick "Save and Exit" an | id you will be presente | d with two options:       |  |
| Save Only" will allow you to return to   | your ESPD request and make                    | e further changes. You  | will not be able to link  | your ESPD request to a contract notice.            |
| Save and Lock" will lock the ESPD req<br>he associated contract notice.  | uest, so that no further amer                 | ndments can be made.    | Once your ESPD reque      | est is locked, it will be available to be linked t |
| Summary Cond   | cluding Statements                            |                         |                           |  |
| Country: United Kingdom (GB)<br>Notice Details<br>Procurement Procedure<br>Title: Supply of Fruit & Veg<br>Short Decription: Supply of Fruit a<br>File Reference Number:<br>Criteria | and Veg to the Farmers Marka                  | et                      |                           |  |
| Procedure - Information abou   | it Lots                                       |                         |                           |  |
| [C63] Requirements on lots<br>Please provide further informatio  | n about the lots on this contr                | ract.                   |                           |  |
| Procedure - CPV Codes  |   |                         |                           |  |
| [C64] Procurement Procedure CP<br>Procurement Procedure CPV  | V   |                         |                           |  |
| Selected CPVs: - 03222100, 03222110, 032   | 22118 02221000 02221100 02221                 | 110                     |                           |  |
| Selected C+43. * 05222100, 05222110, 052   | 22110,03221000,03221100,03221                 |                         |                           |  |



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

|   | Cr  | eate ES  | D  |  |  |
|---|---|--|--|--|--|
| Step 3: Finish  |   |  |  |  | Supply of Fruit & Veg  |
| Previous  | Save and Exit   | Export XML   | Export PDF   | Export Word  |  |
| 'ou can now review the ESPD request you l<br>he ESPD creation screens.  | have created. If you want   | t to edit your ESPD re   | quest, clicking on the   | e "Previous" butto   | n will take you back through                                       |
| o save a copy of your ESPD request offline  | , click on one the export   | options to download  |  |  |  |
| nce you have finalised your ESPD request  | , click "Save and Exit" and   | l you will be presente   | d with two options:  |  |  |
| Save Only" will allow you to return to your   | ESPD request and make   | further changes. You   | will not be able to lir  | nk your ESPD req   | uest to a contract notice.   |
| e associated contract notice. Summary Concluding statements   | g Statements  |  |  |  |  |
| The undersigned formally declare that<br>consequences of serious misrepresent   |   | accurate and correc  | and that it has beer   | n set out in full av                                       | vareness of the  |
| The undersigned formally declare to be<br>referred to, except where the contracti<br>directly by accessing a national databa<br>provided the necessary information (w<br>authority or contracting entity to do so | ng authority or contracti<br>se in any Member State t<br>eb address, issuing auth | ng entity has the pos<br>that is available free o<br>or <mark>i</mark> ty or body, precise | sibility of obtaining t<br>f charge. On condition<br>reference of the door | he supporting do<br>on that the econo<br>cumentation) allo | cumentation concerned<br>omic operator has<br>wing the contracting |
| The undersigned formally consent to the in this European Single Procurement D   |   | -  |  |  | which has been provided  |
|   |   |  |  |  |  |

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

| Go to question:  | Additional Options   |
|--|--|
| Noted Interest   |  |
| Indicate that you are administrating this notice on this website and<br>information. | want interested suppliers to record an interest in your notice to obtain further |
| Other Additional Options   |  |
| Noted interest must be selecte <mark>d</mark> if you wish to use these additional op | tions.   |
| Additional Documents   |  |
| Attach any other supporting documentation for instant download by b                  | idders.  |
| Questions and Answers  |  |
| Respond only once to questions, keeping all current and newly intere                 | sted suppliers up to date in real-time.  |
| ✓ Postbox  |  |
| eTendering - receive and manage tender submissions in a secure en                    | vironment.   |
| ESPD   |  |
| Use the ESPD module integrated within the portal.                                    |  |

Ticking these checkboxes adds the option to link your ESPD request to the Notice. You can select from the drop down list on the 'ESPD' Question and click **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.



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#### 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 module

| ESPD                  | • Go                  |
|-----------------------|-----------------------|
|                       | Next                  |
|                       | Save                  |
| Add Generate New ESPD | Cancel                |
|                       |                       |
|                       |                       |
|                       |                       |
|                       | Add Generate New ESPD |

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 S2W website. If the ESPD has several, or serious errors, it is recommended that you start the procurement exercise again.



## **Opening ESPD Responses**

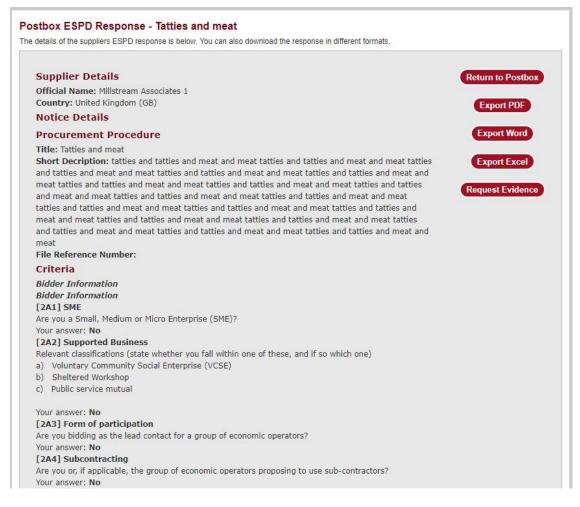
Once the Notice deadline has passed, you will be able to access the ESPD responses through the Postbox. A PDF version of the ESPD response is automatically generated by the system, but clicking on Open ESPD will display the full Question and Answer set, and provide you with more options for downloading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

| Response Details |                           |                      |      | Print |
|------------------|---------------------------|----------------------|------|-------|
|                  |                           |                      |      |       |
| Response ID:     |                           |                      |      | Close |
|                  | Fruities                  |                      |      |       |
|                  | 16/04/2018                |                      |      |       |
|                  | 16/04/2018 16:44          |                      |      |       |
| Download:        | Download postbox respo    | onse (Zip File)      |      |       |
| Contact Details  |                           |                      |      |       |
| Organisation:    | Millstream Associates     |                      |      |       |
| Contact:         | Anton Kossmann            |                      |      |       |
| Department:      |                           |                      |      |       |
| Address:         | 10 Queens Road            |                      |      |       |
| Town:            | Aberdeen                  |                      |      |       |
| Postal Code:     | AB15 4ZT                  |                      |      |       |
| Country:         | United Kingdom (GB)       |                      |      |       |
| Telephone:       | 01224 650 763             |                      |      |       |
| Fax:             |                           |                      |      |       |
| Email Address:   | Anton@millstream.eu       |                      |      |       |
| ESPD Response    |                           |                      |      |       |
| ESPD Respo       | onse ID: 99582235-b8e3-4f | 6f-bed7-f77cbef65499 |      |       |
| Issue            | ed Date: 16/04/2018       |                      |      |       |
| Open ESPD Iss    | ued By: Anton Kossmann    |                      |      |       |
| Documents        |                           |                      |      |       |
| Document Title   |                           | Description          | Size |       |
|                  |                           |                      |      |       |



# **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.



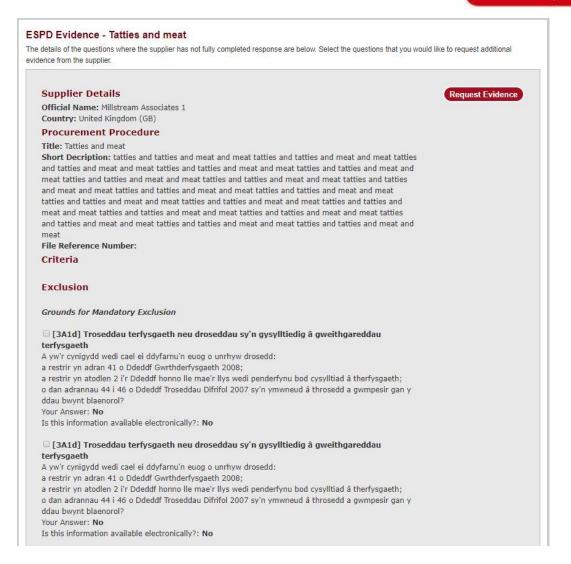
If it is not provided in the ESPD response, you may request the evidence required through the ESPD Response Postbox, by clicking the **Request Evidence** button. Select which Questions require evidence to be provided by selecting the tick boxes next to each relevant question.

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.



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### **Further information**

If you have any queries regarding the ESPD tool please contact the Sell2Wales helpdesk on 0800 222 9004 or <u>help@sell2wales.gov.wales</u>