eTenders Software Release Notes 01 July 2024



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eTenders Software Release notes – July 2024

This document describes software and functionality enhancements that are now available following the deployment of this software update. None of the current features or changes in this release have any impact on the pre-existing functionality if not mentioned explicitly in these release notes and training may thus be done post-release if desired.

1. Changes to eForms Notices

An updated version of the eForms Notices has been introduced to enable data collection in relation to strategic procurement initiatives such as Green Procurement requirements within procurement processes. The OGP has developed a suite of guidance videos that will assist users in navigating the new amendments to the notices. These videos are available <u>here</u>.

2. Enhancement of CPV alerting for Suppliers

Enhancements have been made to better support CPV alerts on the platform. The CPV coding follows a tree structure with a hierarchy of divisions (first 2 digits), groups (3rd digit), classes (4th digit) categories (5th digit) and subcategories (6th to 8th digits). The following table illustrates this for Food, Beverages, Tobacco and related products by way of an example:

Table 5: Example – CPV's hierarchical tree structure Code	Level	Description
15 0 0 0 000	Division	Food, beverages, tobacco and related products
15 1 1 0 000	Group	Meat
15 1 3 0 000	Class	Meat products
15 1 3 1 000	Category	Meat preserves and preparations
15 1 3 1 100	Subcategory	Sausage-meat products
15 1 3 1 130	Subcategory	Sausages
15 1 3 1 134	Subcategory	Black pudding and other blood
		sausages

Prior to the implementation of this release, suppliers received one consolidated email per day. Following this release, registered suppliers on the platform, who have their CPV alerting enabled on their accounts, <u>will receive a business alert</u> to a published procurement opportunity where:

- Both the contracting authority and the supplier have the same top-code (i.e. CA uses 15000000 and the supplier uses 15000000)
- Both the contracting authority and the supplier have the same sub-code (i.e. CA uses 15131130 and the supplier uses 15131130)
- If the contracting authority has a top-code and the supplier has a sub-code from the same top tree (i.e. CA uses 15000000 and the supplier uses 15131130)
- If the supplier has a top-code and the contracting authority has a sub-code from the same top tree (i.e. CA uses 15131130 and the supplier uses 15000000)

Registered suppliers will not receive business alerts for a published tender where:

• Contracting authority and the supplier have different sub-codes even when they are within the same tree (i.e. CA uses 15131130 and the supplier uses 15131134)

3. Enhancement to layout of email notifications for business alerts

Following the implementation of this release, the appearance of system generated alerts regarding procurement opportunities has been enhanced to provide more information to suppliers in receipt of business alerts. Going forward, procurement opportunities will display the following information:

- I. CFT Title (this will be a hyperlink that leads to the CFT overview screen)
- II. Notice publication date
- III. Tender Submission deadline
- IV. Type of Procedure
- V. Description of the procurement
- VI. Buyer (CA Publishing the notice)

4. Improvements to the DPS Workflow to support offline evaluations

Currently the DPS workflow is fully online and requires the use of an online questionnaire as part of the process. The DPS workflow has now been enhanced to allow optionality around the usage of the online questionnaire when defining a tender structure, similar to that afforded in the Framework Agreement workflow.

The "Define Workflow" task will now be introduced to the DPS flow:

Title 🖛	ID 🖛	Task 🛶
DPS Offline Workflow 250624	372864	Define Workflow

The POTC User will then be able to select "Offline" for Notification (tender structure) and/or the evaluation. As a result, the following workflows will be supported within a DPS:

- I. Online Online Online
- II. Offline Online Offline
- III. Online Online Offline

ie Dynamic Pu	urchasing System Workflow		
DPS OFFLINE WORK	KFLOW 250624 (STATUS: DRAFT)		🔳 Show D
vorkflow settings allow 1	the PO/TC to define the system services to be activated for this DPS. Please click on the Information icon	next to each option, to learn more about each option.	
	d this DDC workflow configuration can be langer be altered		
se note that once defined	a, uns DPS worknow configuration can no longer be altered.		
se note that once definer	a, uns pris worknow configuration can no longer be attered.	SET ALL OFFL	LINE SET ALL O
e note that once definer	a, uns des worknow comparatori can no longer de attered. Steps	SET ALL OFFL Online/Offline	LINE SET ALL O
hase	Steps Define tender structure (and awarding criteria)	Set ALL OFFL Online/Offline Select	LINE SET ALL O
hase lotification	Steps Define tender structure (and awarding criteria) Submit and Open tenders	SET ALL OFFL Online/Offline Select Online	LINE SET ALL O

When an Offline Evaluation is selected for a DPS, the ESR (Lead evaluator) will not be required to provide a Score or Price, they will only need to approve or reject the application from the supplier from the appropriate dropdown list.

Offline evaluation results				
DPS: DPS OFFLINE WORKFLOW 250624 (STATUS:	ESTABLISHED)			≣ Show DPS Menu ▼
Cycle 1				
• Note: All received tenders have been opened.				
Economic Operator Name +	T/P receipt ID +	Original uploaded file •	Printer-friendly tender •	Approve/Reject *
Test Supplier 1 110423	000002993		2	Approve 🗸
				SAVE AS DRAFT SAVE AS FINAL

For any DPS competitions currently on the platform, this enhancement will apply to any specific contracts (DPS Tenders) that are initiated once the deployment has taken place and it will apply generally to all new DPS competitions created post deployment of the software update. This will also apply to the specific contracts created from a manually created DPS.

Important Note:

- The change will not apply to any specific contracts created prior to the deployment of the software update.
- The change will not apply to manually created Qualification Systems or the competitions derived from a Qualification System

5. Removal of requirement for supplier approval of a contract

Currently, when a supplier is awarded a contract for a CFT, the system requires the supplier to formally accept the award before the buyer can continue with the next task in the CFT, which can lead to delays in the procurement process.

As part of this software update, this task has been bypassed and the POTC user has the ability to register the supplier's acceptance on their behalf.

After the normal awarding tasks have been completed by the Contracting Authority, and award values entered, the platform will create a new task "Enter responses for successful suppliers"

Title 🛶	ID 🖛	Task 🛶
Award Supplier Test 2024	373329	Enter responses for successful suppliers

When the link to the task is selected the user is presented with the following screen:

Sup	plier's tender						
CF	: AWARD SUPPLIER T	EST 2024 (STATU	IS: EVALUATIO	N) MY CFT ROLE IS: PO/TC +PO/OS +PO/ESR			E Show CfT Menu *
				Economic Operator Name	Accepted	Justification	
		0	1	Test Supplier 1 110423	Not Replied		

Clicking on the *icon* will present the following screen, where the Contracting Authority user can accept the award on behalf of the supplier:

Contract Award		
CFT: AWARD SUPPLIER T	EST 2024 (STATUS: EVALUATION) MY CFT ROLE IS: PO/TC +PO/OS +PO/ESR	E Show CfT Menu *
	Does Tett Supplier 1 110423 accept the contract award? * O Accept O Decline If the award is declined, please provide a reason.	
	SUBMIT CANCEL	

Once you have accepted the contract, you can then progress to the Publish Contract Award Notice task on the task list:

Title 🛶	ID 🖛	Task 🛶
Award Supplier Test 2024	373329	Publish Contract Award Notice

After the Contract Award process is completed, the contract with the supplier can then be created. Once the contract is created and finalised by the Contracting Authority, it will be available to the supplier in the "My Contracts" section:

CfT Managemer	nt 👻 EO administ	ration - Pr	eliminary market 🝷
Task List	EO manager User manag My Contract	ment Jement ts	
	Auditing Rep	ports	
N			
My Contracts			
10 • Results Per page Displaying all 2 matches.			< < > >
Contract Title ** Contract Number	Artual start date Art	Contract Expiry date 🛶	Contract Value 🕶
Award supplier test 373239	01/07/2024	01 102 1000 F	189000.00
Awaru Supprer Test 2024 373434	20/00/2024	23/06/2025	97300.00

6. Multi-page selection of Contracting Authorities within FWA / DPS / QS

Currently, when a Contracting Authority is creating a Framework Agreement, Dynamic Purchasing System or a Qualification System, they have the opportunity to select other public sector bodies within a specific CA type (e.g. Health) that are eligible to drawdown from these competitions via a CA Organisation search functionality:

Office of Government Procurentby									Q EN * 😧 buy'i CAPC, CAPC *
n CfT Creation * CfT Management * CA administration * Coll. of Requirements * Preliminary market *		😻 Search us	iser — Moz	zilla Firefox		-		×	15:00:10 GM
		O A ht	ttps://iris	h-acc.eurodyn.com/epps/common/searchOrganic	zation.do	80%	☆	=	
Establish Dynamic Purchasing System		SEARCH	FOR ORG	SANISATION				î	
Manual DPS was successfully created		Organi	isation Nar	me:	Country:				×
DPS: PROCUREMENT OF TAXI SERVICES FOR DUBLIN AREA (STATUS: DRAFT)		SA Typ	pe		All		~		🗃 Show DPS Menu -
DPS Start Date and Time: *		-Sele	lect CA Typ	e v					~
DPS Expiry Date and Time: *		SEARCH	H RESULTS			SEARC	н		v
CA Organisation *	Department of Education			e Par nane i Dienlaving: 1-10 229 results in total		e e Danalt s			^
				roanisation Name		Short Name			, d H
Total contract awarded value *			12	2345678		CVEC			
Eiside marked with an asterick are mandatory 1		0	23	and Dec Testing Org		23010			
The second		0	AE	BC DEF Ltd		AD Ltd			TABLISH DYNAMIC PURCHASING SYSTEM
		•	Ar	n Post TEST SYSTEM		APTS			
		•	AF	Rdirect		ARdirect			
			AF	RiordanTest		ART			
Latest CfTs	Electronic public procurem	•	At	thlone Institute of Technology		AIT			
Public procurement legislation Interactive walkthroughs	News Relevant links	0	At	tlantic Technological University		ATU			
Statistics Calendar	FAQ Legislation on Threshold	•	At	tlas Hospital Healthcare		AHH			
		0	Ba	allygall County Council		BCC			
						CANCEL SELEC	Т	J	

While the functionality allowed for the selection of all Contracting Authorities, it was on a "per page" basis and did not include all results but only the one on the presenting pop-up. This meant that the process had to be replicated across multiple pages to ensure all Contracting Authorities from the search result were selected.

As a result of this software update, when the highlighted button above is checked, all the returned results, across all pages, will be selected. This change will apply to all FWA, DPS and QS competitions on the platform.

Important Note:

• The selection of CAs that appear in the pop-up is based on the number of CAs that match the search criteria for CA type (e.g. Health) when the FWA/DPS/QS is established. If a new CA is established within the Health sector, it will not be automatically added to the list and this will need to be adjusted manually.

7. URL Redirect for notification emails issued from the platform

The eTenders platform issues notification emails to users, which often contain URLs, as part of the procurement process, e.g. notifications in relation to messages received in the platform. These URLs will require the user to be logged into the platform to view the information. However, if you are not logged in when you click on the associated URL then you are pointed to a page that presented a "Not sufficient rights" message to the user.

As part of this software update, the process around the platform notification messages and the associated URLs has been updated to point the user to the login page and from there to re-direct the user to the correct appropriate location.

Platform Notification Email:



CAUTION: This eMail originated from outside your organisation and the BTS Managed Desktop service. Do not click on any links or open any attachments unless you recognise the sender or are expecting the email and know that the content is safe. If you are in any doubt, please contact the OGCIO IT Service Desk.

eTenders Platform - Evaluation of Indicative Tender

An indicative tender has been submitted and is ready for evaluation for Dynamic Purchasing System with title 'DPS Offline Workflow 250624' and DPS CA Unique ID ".

You can access the Tenders section through the following link: https://irish-acc.eurodyn.com/epps/eawarding/prepareEvaluationTendersList.do?resourceId=372864

IMPORTANT: All actions within the eTenders Platform will be recorded for auditing purposes

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. If you have received this email by mistake delete this e-mail from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.

Please do not reply to this mail.

Requires a login to the platform:

Username:	
ConorBuyer2	
Password:	
•••••	
	LOGIN
	vord?
Forgot your passv	
Forgot your passv For security reasons	, please log out and exit your web browser when you

Re-directs to the appropriate location as defined by the URL:

Offig um Sholáthar Bialtais Office of Government Procurement			Q EN •	O Conor McDermott, CAPC •
🏫 CfT Creation * CfT Management * CA administration * Coll. of Requirements * Preliminary market *				15:46:40 IS
View Tenders DPS: DPS OFFLINE WORKFLOW 250624 (STATUS: ESTABLISHED)				E Show DPS Menu *
ELIGIBILITY CRITERIA			ADD PO/ES GENERAL COMMENT	DPF EVALUATION REPORTS
List of opened Tenders				-
Economic Operator Organisations + T/P receipt ID + T/P conformance +	T/P time • T/S conformance •	Timely sub. + O	verall evaluation status =	