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GOBIERNO VASCO

BASQUE GOVERNMENT

eContratacion/eProcurement Project

Introduction 1. ¿What is Basque Government?

The Basque Country is an autonomous community (2.100.000 habitants) of the Spanish State, with its own regional government, which exercises several authorities including public finance, education, culture, health, security, industry, etc.

The Basque Government has an annual budget of €2.25 billion for public procurement, which represents a 33% of the government budget (€1.9 billion of operational costs and €350 million of real investment)..

Introduction 2. Organisation de la procédure administrative de passation de marchés du gouvernement Basque

The Royal Decree Law 2/2000 establishes the environment for public procurement in Spain. Three types of intermediaries are involved in the administrative procedure of public procurement of the Basque Government:

- Government Procurement Bodies (about 150): responsible for defining global government procurement needs for the Departments of the Basque Government and decide on issues related to them
- Markets Commissions (about 100): responsible for assisting Government Procurement Bodies on legal issues
- Technical services (as many as the government departments and agencies): responsible for defining needs and consulting the previous two on technical issues

For all public procurement above of €1.8 or €3 millions according to the procurement type, and €300.000 for goods supply agreements, the market commission responsible is the Central Commission for Public Procurement (CCPP) of the Department of Finance and Public Administration. Furthermore, the Consultative Council for public procurement administrative procedures acts as a central counselling body.

In 2000, the Department of Finance and Public Administration of the Basque Government launched the eContratacion (eProcurement) project with prime objective to provide Basques publics administrations with all necessary services for electronically performing their procurement activities.



1) Framework of the project

Among other spheres of action, the "Basque Country in the Information Society" (Plan Euskadi en la Sociedad de la Información, or PESI) includes "Administración On Line", whose stated purpose is to "reinvent and digitise the processes of Basque public authorities in order to get closer to and provide greater access to the general public and business and to be more efficient in the internal management of their resources".

This sphere of action is structured into a number of separate programmes (Euskalsarea, Zuzenean, Atea, etc.). One of these is the "Government Purchases [Compras Públicas]" programme which is intended to speed up the government's procurement processes and facilitate accessibility to procurement files". This "Government Purchases" programme initially only contained three areas of action: the Government Purchases Portal, Telematic Processing of Procurement Files and the Company Classification and Register of Contractors. The new, much more ambitious project outlined in this report is the result of the experience gained through introducing and running the Government Purchases programme and the new needs and possibilities that have been detected. This is the Basque Government's eProcurement Project [Proyecto eContratacion].

The importance of and need for an eProcurement project is echoed in the Council of Europe's "high-level commitment", eEurope 2002, which listed public procurement by electronic means as one of 20 basic public services defined for the future digital administration. The European Commission's "eEurope 2005" initiative also views eProcurement as a project which member states must introduce and announces that in 2005 the European Parliament will legislate on the issue. The strategic importance for the European Union of such an initiative derives from the fact that the public administration accounts for an estimated 11% of GDP. Mobilising this purchasing capacity will therefore encourage rapid adoption of e-commerce mechanisms among the European business sector and help challenge America's quasi-monopoly in this area.

Moreover, the new directive on government procurement envisages a near future in which the only way of tendering for certain procurement procedures will be electronic. The preamble to the new directive recently approved by the European Parliament highlighted the fact that new electronic purchasing techniques would make it possible to "extend competition", "improve effectiveness", "save time and money", "thus guaranteeing optimum use of public funds through broad competition". European regulations are thus clearly committed to eProcurement.

It is worth noting that the various initial studies which have been carried out to assess the possible economic impact of introducing eProcurement have concluded that it will mean important savings for all involved.



By extension, within the perspective of the Basque economy, it is logical to presume that the adoption of forms of eProcurement by the Basque Government will help contribute to the general economic development of the region by promoting e-commerce amongst suppliers and creating an opportunity for experimentation and familiarisation with a mechanism which the public administration as a whole will adopt in the future.

It is therefore essential to advance the digitalisation of administrative procurement, and this precisely what this eProcurement Project seeks to do at an overall level.

2) Integration in the eAdministracion project

The eProcurement project forms part of the much wider eAdministracion (eGovernment) project, which uses common applications that have already been defined and others which have yet to be developed (e.g. electronic notification and “Web presence”), and it will progressively be adapted to the new requirements of that project.

3) Master Plan for Introduction of the Project

As has been the case in many other administrations, a range of sometimes disparate —and even counterproductive— efforts have been made to computerise government procurement. The results have often been limited —sometimes even non-existent or frustrating— because there is no overall approach to establish targets, resources and deadlines for introduction.

Furthermore, the change required is of such a scale and affects so many internal and external elements of government (and specifically an activity of that government which has been carried out in the same way since time immemorial) that in order to have some certainty of succeeding, we need to have more than just good applications in each area of government; we also need to tackle a series of complementary but no less essential strategies.

For this purpose, we have prepared the Master Plan for Introduction of the eProcurement Project. This is a wide-reaching document, which analyses a variety of issues, including:






ETI Euskadi
2003 Award

- **Strategic principles of the eProcurement Project.** In overall terms, this section deals with the structuring and compliance with the principles of the “Basque Country in the Information Society” Plan, and synchronisation with planned developments planned in the area of Digital Government, both in the ambit of the Basque Government and that of the European Union itself.
- **Anticipated benefits of introduction of the project.** This area has been analysed from the following perspectives:

Beneficios esperados de la implantación del proyecto eContratación
2. Para la administración

El Gobierno Vasco estima que la adopción del Plan de Contratación Electrónica por parte de las Administraciones Generales de la Comunidad Autónoma de Euzkadi redundará en el siguiente conjunto de beneficios para sí mismo:

- Acceso a nuevos proveedores, particularmente de Pymes, y el minimizar barreras de acceso a la Administración Pública.
- Reducción de los costes de procesamiento y transacción, a resultas de la fluidificación emanada de la digitalización e integración del ciclo completo de contratación. En esta materia, se estima que la implantación del Plan generará los siguientes beneficios específicos para los funcionarios:
 - Reducción de los tiempos de procesamiento
 - La disponibilidad de más tiempo para desarrollar labores de mayor valor añadido.
 - Ligera reducción de costes de gestión documental (impresión, copia, encuadernación, gastos de envío por correo).
- Mejor control y capacidad de seguimiento del marco regulatorio de los procedimientos de compra pública. En efecto, se estima que la adopción global coordinada de las aplicaciones previstas en el marco tecnológico del Plan posibilitará:
 - La visibilidad y capacidad de tratamiento digital del ciclo completo de contratación.
 - La optimización global de la información de la gestión de expedientes de contratación al conjunto de los Departamentos, mediante la adopción coordinada de la aplicación L20.
 - Incrementar la capacidad de cumplimiento de normativas actuales y futuras en el ámbito de la contratación pública.
- El desarrollo del Plan de Contratación Electrónica constituye un paso lógico y natural en la digitalización de los servicios de la Administración. En consecuencia, la implantación del Plan constituye para los Departamentos:
 - La creación de un punto de partida para futuros avances.
 - Una extensión natural de sus planes de digitalización de sus servicios.
 - Una oportunidad para la experimentación y la familiarización de utilidad para el despliegue de ulteriori prestaciones de administración digital.

-Benefits for Suppliers: ease and clarity of access to the administration's markets; training and familiarisation with digital procurement mechanisms; greater effectiveness as a result of increased fluidity throughout the procurement cycle, etc.

- Benefits for the Administration: reduction in processing and transaction costs; higher levels of monitoring of the regulatory framework of the procedures of public procurement and creation of a support point for complementary advances in

digitalisation of the services provided by the various departments.

- Benefits for civil servants: access to specialist training designed to help participants develop knowledge and skills of importance for eProcurement and other future digital services that involve the same type of digital transactions and components.

- **Components Applications in the Architecture of the eProcurement System.** From the perspective of dissemination and integration of the developments to date, this section sets out the architecture of the eProcurement system, and establishes how it will be articulated with the various systems of the Basque Government's digital government architecture (digital certification, telematic registration, electronic notification, model for Web presence, etc. These features are outlined below.
- **Participation of departments in deployment of the project.** One of the keys to the success of the plan lies in its determined adoption by the various departments of the Basque Government. It is necessary not only to establish a firm political base, but also to achieve a high degree of structuring, organisation and leadership in each department. Consequently, a specific implementation plan will be agreed for each department.

La previsión de los riesgos en el desarrollo del Proyecto contratación y propuesta de tratamiento de los mismos.

1

Este epígrafe del proyecto está destinado al estudio de aquellos elementos que "pudieran no funcionar bien" en relación a diferentes ámbitos del Plan y trata de establecer medidas apropiadas para paliar tales problemas, se trata en definitiva de un análisis de riesgos mayores, acompañado por una propuesta de tratamiento específica de cada uno de los mismos.

A modo de resumen, indicamos que los riesgos previstos y tratados, clasificados por ámbitos de acción, tratan las siguientes temáticas:

• **Riesgos en materia de Desarrollo Legal y Normativo:**

- Ausencia de un marco legal adecuado para el Plan. La legislación no contempla el desarrollo tecnológico previsto en el Plan.
- Los desarrollos tecnológicos del Plan no están a la altura de las exigencias legales. Particularmente, existen dificultades para asegurar la legalidad de los ámbitos transaccionales de las operaciones de contratación.

• **Riesgos en materia de Privacidad y Confidencialidad.** La confidencialidad de las ofertas y de las informaciones de carácter privado que las empresas deben cargar en el Sistema de Licitación Electrónica es uno de los ámbitos de preocupación para las Empresas. En concreto, en tal ámbito debemos destacar los siguientes riesgos mayores:

- Las empresas estiman que no existen suficientes niveles de seguridad y confidencialidad de sus ofertas.
- Las empresas estiman que no existen suficientes niveles de confidencialidad de las informaciones de los datos privados (referencias, datos económicos, metodologías) de los licitantes.
- Litigios por razones de confidencialidad y privacidad.

• **Riesgos en materia de Desarrollo Tecnológico,** en este ámbito enunciamos y tratamos la siguiente tipología:

- Desmaterialización de los elementos documentales de la contratación.
- Disponibilidad del sistema de licitación electrónica.
- Dificultades de uso de las aplicaciones telemáticas.

Próximamente, seguiremos detallando algunos detalles en relación a tales riesgos:



Proyecto eContratación 10



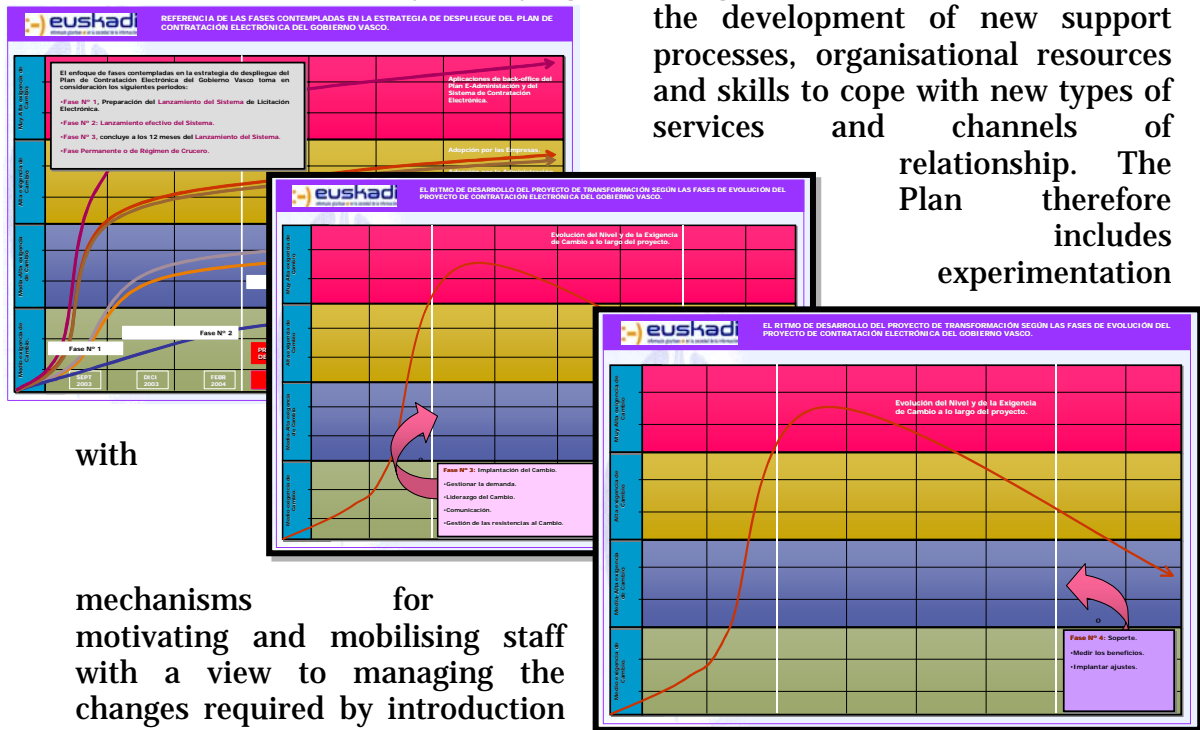
- **Forecast risks and proposed resolution.** This section is devoted to studying the risks associated with implementing the Plan and seeks to establish appropriate measures for resolving possible problems in technical, educational, organisational, legal or dissemination issues and in adoption of the plan by suppliers and government departments. In broad terms, it attempts to forecast large-scale risks, and propose specific treatment for each one to guarantee the success of the plan.



Office of Property and Procurement
Department of Finance and Public Administration
Basque Government

www.contratacion.info
hac-patrimon@ej-gv.es

- Management of Change in the context of the project.** Developing digital services means not only deploying technological resources: it also involves the development of new support processes, organisational resources and skills to cope with new types of services and channels of relationship. The Plan therefore includes experimentation



with

mechanisms for motivating and mobilising staff with a view to managing the changes required by introduction and provision of digital services, on the basis that the eProcurement Plan is a logical and natural step in the digitalisation of the government's services.

- Training.** Some of the digital mechanisms involved in eProcurement will be new to suppliers and to the government departments themselves. The plan



Propuesta de tipología de formación a ofrecer en el contexto del Plan de Contratación Electrónica del Gobierno Vasco.

2

- El mapa de habilidades y conocimientos del personal adscrito al Centro de Soporte al Plan.**
- El mapa de habilidades para la implantación de funcionalidades de Administración Digital:** El Gobierno Federal Alemán y el Gobierno Británico han desarrollado dos estudios destinados a enunciar el compendio de habilidades y conocimientos que han de acompañar el despliegue eficaz de funcionalidades de Administración Digital. Este epígrafe los enuncia.

Procedemos, seguidamente, a enunciar el contenido de tales elementos.



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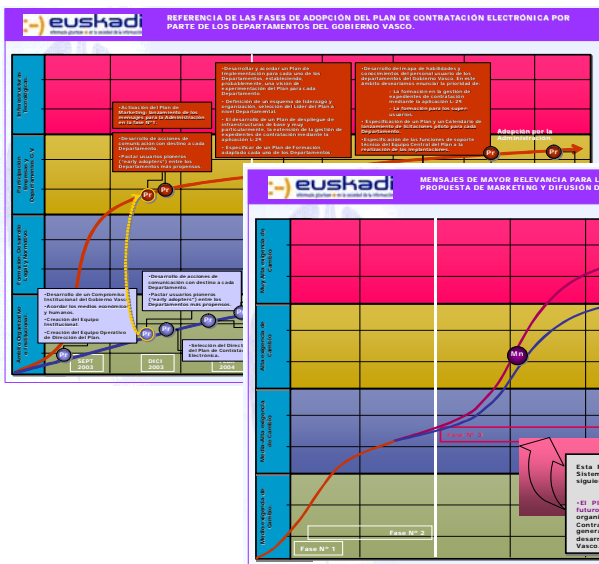
establishes skill and knowledge profiles and defines specific contents in areas such as: training courses for suppliers and civil servants, guides and manuals, self-help documents, mechanisms for simulating and experimenting with tendering methods, etc.

- **Support Centre and components of CRM.** Strategy Adopting eProcurement involves important challenges which should not be minimised. In keeping with the lines set out in the *P.I.T 2003-2005*, a support centre has been set up to address issues such as service quality, technical assistance, structure of access channels, personalising of marketing and dissemination services, etc. The CRM multi-channel base will be one of the most important challenges of this Support Centre.



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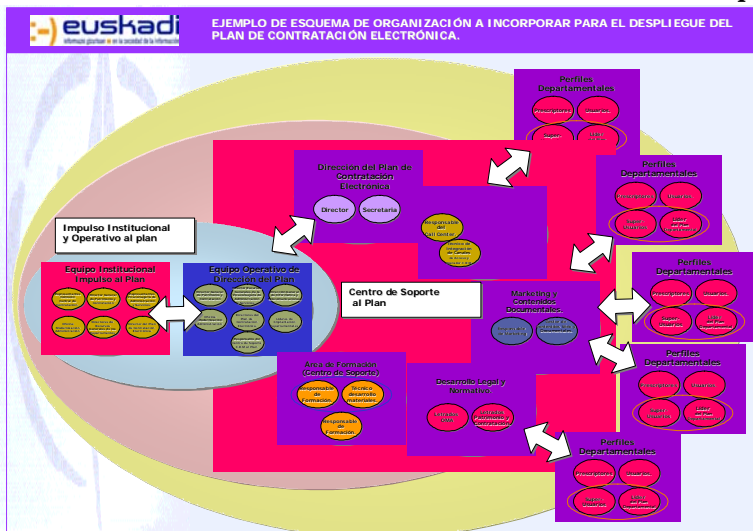
- **Marketing and Dissemination of the Project.** The purpose is to explain the characteristics of the project, generate mechanisms of adoption among companies and departments, develop mechanisms to allow



- Utilización, tanto por parte del Gobierno Vasco, como por las Empresas, del CERTIFICADO "GOVERNMENT ENDORSED ELECTRONIC SUPPLIER" como medio complementario de marketing y difusión. La creación de tal Certificado, a imagen de los certificados "Euskalit" y su correspondiente "Q de plata" permitiría desarrollar las siguientes funciones:
 - Convertir a las empresas que hayan adoptado la licitación electrónica en un referente tractor para el resto de los proveedores.
 - Generar un mecanismo visual para exteriorizar al Plan y su adopción por parte de las Empresas. Este mecanismo visual podría ser utilizado a los siguientes efectos:
 - Desarrollo de elementos de publicidad.
 - Edición de certificados o diplomas de adopción por parte de las Empresas.
 - Utilización por parte de las Empresas a efectos de su papelería.
 - Para la visualización en las web-s de las Empresas proveedoras.
 - Su incorporación como elemento referencial en el currículo de las Empresas, a la altura de las referencias ISO, AENOR, "Euskalit" y su correspondiente "Q de plata", etc.

the public to view the plan and generate continuous dissemination of the best practices that will allow the socio-economic network to be integrated into the plan.

- Organisational Structure and Human Resources.** This structure involves a framework of reference, as well as the provision of human and other resources for management in five dimensions (institutional leadership, operative leadership, operation,



perfiles de interés para el Despliegue del Plan de Contratación Electrónica del Gobierno Vasco. 1

Perfiles de interés para el despliegue del Plan de Contratación Electrónica del Gobierno Vasco.

	Liderazgo Operativo.	Operación.	Métodos y Procedimientos.	Formación.
- Equipo Operativo de relevancia interdepartamental.				
- Líder del Plan a nivel Departamental.	- Usuarios.	- Super-usuarios.		
- Responsable de Formación.		- Secretaria.		
				- Técnico creación de materiales formativos.
				- Técnico formación.
Marketing y Contenidos Documentales.		- Responsable de Marketing del Plan.	- Gestor de Contenidos Web y Documentales.	
Centro de Soporte C.R.N al Plan.		- Responsable del Centro de Soporte.	- Operador de llamadas.	- Técnico Analista para la determinación de procedimientos.
Soporte Legal y Normativo al desarrollo del Plan.		- Letrados Patrimonio y Contratación.	- Técnico de Integración de Canales de Acceso y Operador C.R.N.	
		- Letrados de la D.M.A.	- Responsable de Aplicaciones.	

methods and procedures, training) and seven functional areas of the Plan (institutional coordination, introduction of the plan in the departments, management, marketing, management of document contents, support centre, legal and statutory development).

- Definition of the Strategy for Deployment of the Project.** The Plan involves 4 different phases, from pilot experimentation to the setting up of a permanent system. For each phase, specific frameworks of action are identified for departments and suppliers.
- Functional and Regulatory Elements of Electronic Tendering.** The removal of paper as and the use of digital mechanisms will involve certain differences in the way eProcurement procedures operate. This area deals with the specific regulatory and legal framework for areas such as: receipt of offers, filing, electronic notification, electronic document formats, reaction to transmission problems or non-availability of systems, etc.
- Adoption of Electronic Tendering by Companies.** The success of the eProcurement Plan will depend basically on participation by the suppliers. To ensure this participation, a raft of measures is proposed to encourage e-tendering, covering issues such as agreements with business associations for representation of suppliers in the galvanisation of the Plan, selection of leading companies in adopting e-tendering, search for profiles of procurement operations that might be best suited to fast dissemination or

determination of mechanisms for encouraging e-tendering and the final disappearance of tenders in hard copy.

- **Possible future developments of the project.** It is forecast that the response to the technological, organisational and business dissemination challenges posed by the eProcurement Plan will lead to a major advance in general interest, serving as a launch-pad for new initiatives and developments in the area of new digital services, generation of legal and regulatory arrangements, and also in the possible extension of the use of the system of eProcurement as an infrastructure of general interest by other levels of the Basque public administration (territorial [provincial] governments, local administration), or even in other areas.

4) Main objectives

Development and introduction of the eProcurement Project is intended to:

- Increase effectiveness and reduce handling costs.
- Develop higher levels of service to companies and to other government services involved in procurement and public purchasing.
- Guide procurement processes with greater uniformity of criteria, in addition offering supplementary levels of adaptation to standards and procedures.
- Encourage competition, through open and effective communication that allows reasonable access so that all companies can know and benefit from the business opportunities provided by the Basque public authorities.
- Capitalise on the government's purchasing potential to promote eProcurement and the electronic signature, as two basic features of the "Basque Country in the Information Society" plan.
- Exploit its potential as a trunk feature or platform of general interest at other levels in the public administration (town councils, provincial government, etc.), which could use this infrastructure.
- Satisfy the expectations of Basque citizens and companies, responding to the drive for competitiveness and technological development being developed by Basque companies.
- Provide a suitable answer to the technological, organisational and business dissemination challenges posed by the eProcurement project, which will lead to a major advance in general interest and will serve as a launch pad for new initiatives and developments.

Although the results of the various studies carried out to into the financial savings (for all involved) of adopting electronic government procurement vary greatly, they all predict significant savings, ranging from 2-4% to 10-12%.

5) Key Features of the eProcurement project

The Basque Government's eProcurement Project can be classed as:

An All-embracing Project. Because it includes and computerises all areas of administrative procurement, in their internal and external aspects, inter-relating them all, so that the information need only be entered in the system once. Because it takes into account the organisational changes involved in introduction, together with the risks and means of dealing with them, by planning all the tasks necessary to achieve the reasonable success of the project.

A modular project. Because each area of activity, although related to the others, is in turn independent, so that development of any one does not involve a change in the entire overall system, but a change in its application and the interfaces with the others.

A progressive project. Because it is intended to incorporate into the system—gradually but surely—an increasing number of the elements contracted by the various Departments of the Government, its Autonomous Bodies and Private Law Public-Sector Companies, as well as any other Provincial or Local governments that so wish, starting with the Central Procurement Committee. In the area of the Basque Government alone, this will involve many hundreds of civil servants and other posts in the administration, with 100 procurement boards [*mesas de contratación*], 150 procurement bodies and innumerable organs of management, covering practically offices and services, since all of them make procurements, and all of them have to do so using the same procedure.

An open project offering a clear service to the citizen. Because we are not going to limit ourselves to internal processes, but instead are opening up eProcurement to the outside, to the contractor-tendered-awardee of the procurement procedures, through a specialised portal (www.contratacion.info), integrated in the Basque Government's general website (www.ej-gv.net and www.euskadi.net).

An unmistakably digital project. Because it incorporates a digital log of inputs and outputs, electronic notification and the recognised electronic signature, in both internal and external areas. And because computerisation is going to replace the hard-copy procedure, we want it to be a parallel task, so that the valid signature will be the one made digitally on the file and not the handwritten signature on the document printed out by the application. Similarly the valid notification will be the one that is made electronically and not the parallel copy sent by post.

An innovative and ambitious project. Because despite the fact that administrative procurement is a very common activity in the public administration, there are no precedents in this area for an project of this scope.

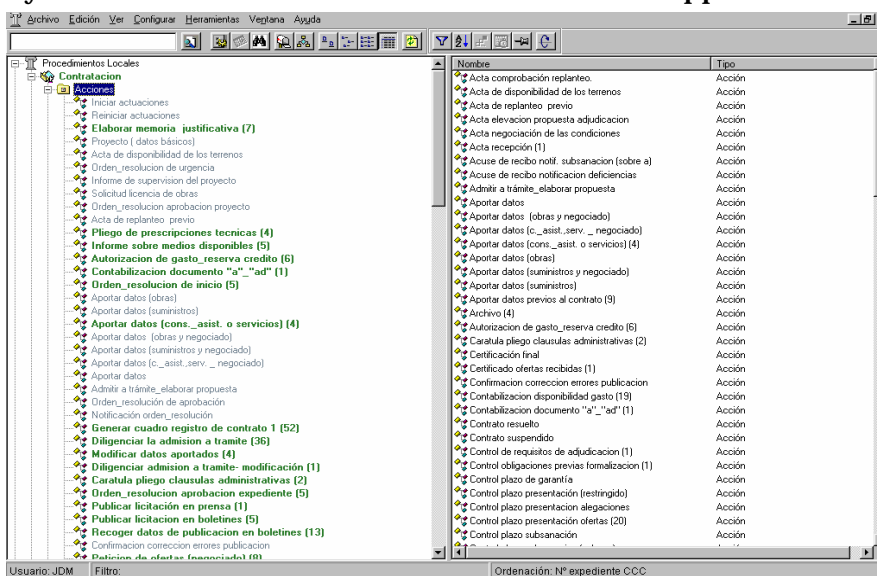
6) Application components of the project

The eProcurement project involves or affects over a dozen computer applications. We will now briefly explain the requirements met by each application; whether it is mainly internal or external; whether it is general or specialised; whether it is for exclusive use by eProcurement or is also used by other types of files. The application code is given in brackets.

6.1) In the field of procurement

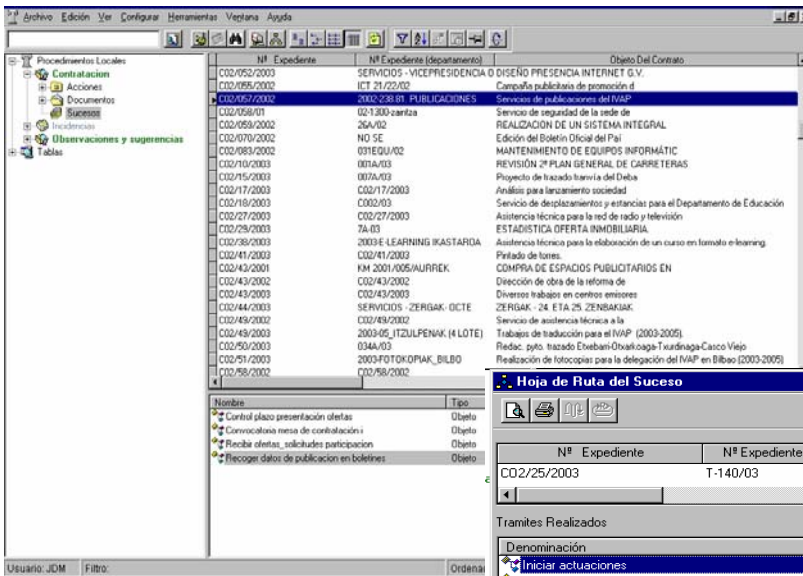
(L-29) PROCUREMENT FILE HANDLING APPLICATION

For any information system which seeks to computerise administrative procurement, the file management application is the mainline application of the system, since from it are fed most of the other applications in the system and it is



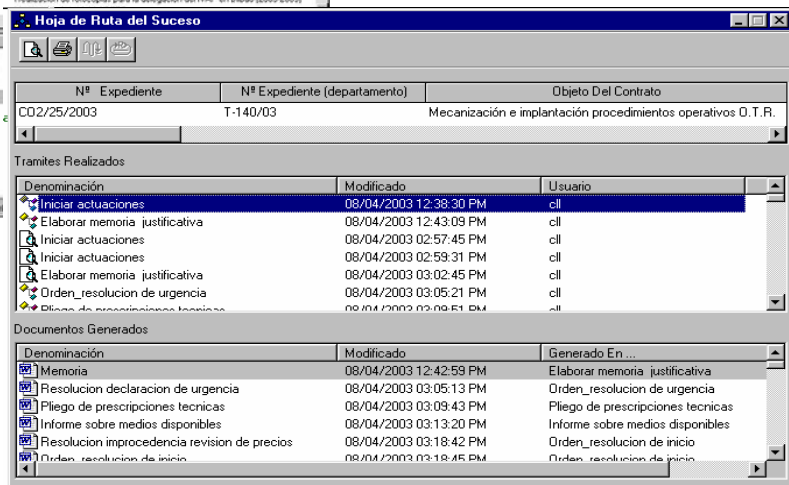
this application which conditions the time of procurement and, thus the time of the other applications. It is important to bear in mind that administrative procurement, to a greater extent even than the rest of the administrative

procedures, is an element which changes over time, and we need the different applications to reflect the real situation at any given time. The functions of an application of this kind must include:



- All the possibilities envisaged by law.
- The mechanisation of all phases of the file.
- The management of all possible incidents.
- Automatic document production functions.

A procurement file management application, the L-29, which offers all of the abovementioned functions has already been introduced in the Central Procurement Committee and in various government departments.



(K-60) CONTRACTOR REGISTER

Gives key information on the companies that have decided to register with the Basque Government, who are not



obliged to submit any legal and tax documentation with



their tenders, since these are already stored in the Register. Because it is necessary in administrative procurement to provide authenticated evidence of these circumstances in order for a tender to be accepted, this application serves in some way as the necessary "access filter" to the project.

(K-68) CLASSIFICATION OF COMPANIES

Some business classification is required to tender for most government

contracts. Spanish legislation now allows the Basque Government to provide this

service to Basque companies.

(P-32) COMPANY REGISTER AND CLASSIFICATION WEBSITE

Allows contractors listed in the company register and classification to be checked by Basque and other administrations, and by any private individual or company. The applications will soon provide companies with forms to fill in,



giving information for the registry and classification, and in the future allow them to interact.

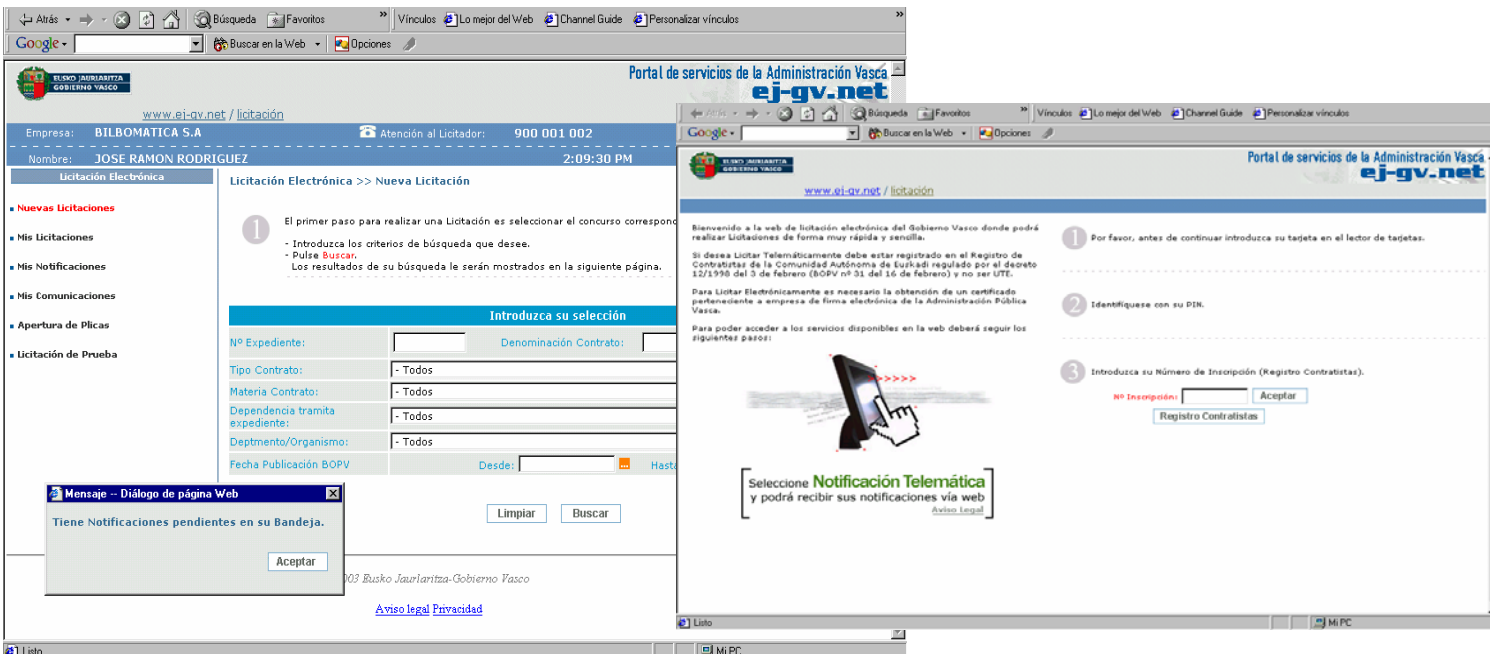
CONTRACT REGISTER

Will contain information on Basque Government contracts. Depending on whether the procurement files of all the procurement boards are computerised in the future, this information will come automatically from the L-29.

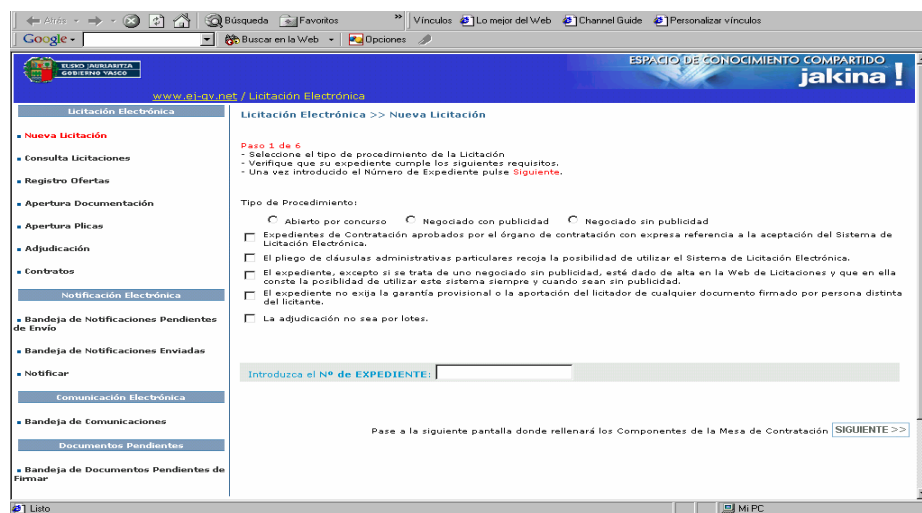
6.2) In the field of tendering

(P- 90 a et b) ELECTRONIC TENDERING SYSTEM

Starting from the fact that the procurement files and their corresponding



rules are already posted on the Internet, once introduced, this system will shortly



allow tenders to be sent and received from bidders (by means of a recognised electronic signature), and contracts to be awarded through electronic procedures structured around this electronic tendering application. The system guarantees the confidentiality of the tenders through data scrambling and

encryption on the supplier's computer, and the requirement that they may only be opened with the necessary quorum of the procurement board present, using the members' recognised electronic signature certificates. The application also allows for the possibility of "virtual" assistance for the procurement boards by the interested parties. This is another of the basic applications of the project and the one that completes any eProcurement project.

(M-20) WEBSITE WITH INFORMATION FOR BIDDERS

Provides potential bidders with information on the administrative contracts that

The screenshot shows a web browser window displaying the website 'www.ej-gv.net - Portal ej-gv - BDD Contratación - Contratos Vigentes'. The page title is 'Concursos y licitaciones con plazo abierto'. Below the title, there is a list of 'Materias' (Subjects) categorized into two columns. The right column includes 'Mantenimiento y reparación de equipos y maquinaria de oficina (3)', 'Naves, aeronaves y vehículos, incluso su fabricación (1)', 'Otros estudios e informes (2)', 'Otros servicios técnicos (asesoría, asistencia, sociales, culturales, etc.) (2)', 'Servicios de mantenimiento y reparación de equipos e instalaciones informáticas y de telecomunicaciones (1)', and 'Servicios desarrollo y mantenimiento de programas de ordenador (1)'. Below the list, there is a link to 'Ver TODOS los concursos y licitaciones publicados, independientemente de su plazo o vigencia.'.

Below the list, there are three sections of procurement contracts:

- Adquisición y arrendamiento de equipos y sistemas para tratamiento de la información, sus dispositivos y programas:**
 - 1.- Suministro de Equipos para la red automática de la calidad del aire de la C.A.P.V. Ordenación del Territorio y Medio Ambiente Plazo: 2002-09-11
- Aparatos de telecomunicaciones:**
 - 1.- Suministro de codecs MPEG-2 y multiplexores para la red de transporte de programas de televisión Hacienda y Administración Pública Plazo: 2002-09-20
- Aparatos, maquinaria y herramientas:**
 - 1.- Suministro, entrega e instalación de diverso material para niños con minusvalías físicas y psíquicas en centros públicos de la C.A.P.V. Educación, Universidades e Investigación Plazo: 2002-09-10

On the right side of the browser window, there is a table with the following data:

	Fecha Límite Ofertas	Importe
DE	22/01/03	165.628 €
	22/01/03	162.710,48 €
INA S L Y E	23/01/03	116.666 €
	04/02/03	173.697,93 €
	07/02/03	23.078.865 €

the various procurement boards of the Basque Government intend to tender out, including the technical and administrative rules of each contract, miscellaneous other information, and a link to the advertisement published in the Official Gazette of the Basque Country [*Boletín Oficial del País Vasco*].

6.3) In the field of public procurement

(C-12) PURCHASE AND STORES MANAGEMENT APPLICATION

Manages requests for standardised material from the departments,

Pedido	Proveedor	Expediente	Almacén	Importe pedido	Importe factura	Factura	Fecha
2003-280	MECANOGRÁFICA	A-KM-2003-3-AU	Gamarra	,180			
2003-295	PROFINSA, S.A.	C-KM-2003-11-00	Gipuzkoa	,240			
2003-989	N.R.G. COMUNICACI		Gipuzkoa	,640			
2003-118	BUREAU INFO, S.L.	C-KM-2003-39-00	Gamarra	,820			
2003-128	VASFORM, S.L.	C-KM-2003-13-00	Bilbao	,640			
2003-139	DIGITEK MICROLOGE	A-KM-2003-32-A	Gamarra	,000			
2003-149	T-SYSTEMS EYTC,		Gamarra	,100			
2003-151	MECANOGRÁFICA	A-KM-2003-3-AU	Gipuzkoa	,180			
2003-170	BORDADOS MARIBE		Gamarra	,360			
2003-170	BUREAU INFO, S.L.	C-KM-2003-11-00	Gamarra	,480			
2003-179	LIBRERIA PAPELERI		Gamarra	,820			
2003-183	MONTTE, S.L.	C-KM-2003-12-00	Gipuzkoa	,300			
2003-189	BORDADOS MARIBE		Gamarra	,360			
2003-194	MONTTE, S.L.	C-KM-2003-12-00	Gipuzkoa	,180			
2003-219	SUBIJANA ARABA,	C-KM-2003-12-00	Bilbao	,500			
2003-229	BUREAU INFO, S.L.	C-KM-2003-39-00	Gamarra	,500			
2003-235	MONTTE, S.L.	C-KM-2003-97-00	Bilbao	,500			
2003-249	IMPRENTA GUIMERA		Gipuzkoa	,450			
2003-252	ENGAR		Gamarra	,000			

performing budgetary control, management of the Basque Government's various stores and selection of suppliers, and helps in the awarding process.

(C-12 w) SUPPLIERS' WEBSITE

All the administration's relations with authorised suppliers are made through this website, from the electronic order to monitoring of delivery, invoicing and payment for products.

6.4) **General government applications** for interrelating with the administrative procurement applications listed above:

CERTIFICATION, CARD AND DIGITAL SIGNATURE

Will provide certification and electronic signature services to the entire eProcurement Project in order to incorporate them into the telematic processes for handling the services. This the fourth key element in the project.

(P-91) ELECTRONIC NOTIFICATION SYSTEM

Notification of all kinds of documents, including those that need

The screenshot shows the 'Portal de servicios de la Administración Vasca' (ej-gv.net) interface. The main content area is titled 'Notificación Electrónica >> Bandeja de Notificaciones'. It features a search form with fields for 'Procedimiento', 'Nº Expediente', 'Denominación Expediente', and 'Fecha de Recepción' (with 'Desde' and 'Hasta' sub-fields). Below the search form is a table of 'Notificaciones Pendientes' (Pending Notifications) with columns for 'F. Recepción', 'Nº Exp.', and 'Den.'. A dialog box titled 'Mensaje -- Diálogo de página Web' is overlaid on the table, displaying 'Tiene Notificaciones Pendientes!' and an 'Aceptar' button. Below the pending notifications table is a table of 'Notificaciones Leídas o Rechazadas' (Read or Rejected Notifications) with columns for 'F. Recepción', 'Nº Exp.', 'Denominación', 'Acto Notificado', 'Firmado por', 'F. Leído', and 'F. Rechazo'.

F. Recepción	Nº Exp.	Den.
02/05/02 20:00	15264	Web del Departam
10/08/02 17:22	23548	Web del Departam
28/10/02 08:30	54892	Web del Departam

F. Recepción	Nº Exp.	Denominación	Acto Notificado	Firmado por	F. Leído	F. Rechazo
02/05/02 20:00	15264	Web del Depart ...	Calificación	Xabier Zabala	12/03/2003	

authenticated proof of receipt for the purposes of periods of appeal, etc.

(N-38) AUTOMATIC ANNOTATION OF TRANSMITTED DOCUMENTS IN THE INPUTS AND OUTPUTS BOOK

Documents notified electronically or manually, in all the applications that so require.

CRM SUPPORT CENTRE FOR USERS

Centre specialising in the area of eProcurement of Support and attention to internal and external project users, not only during introduction of the project, but as an ongoing service.

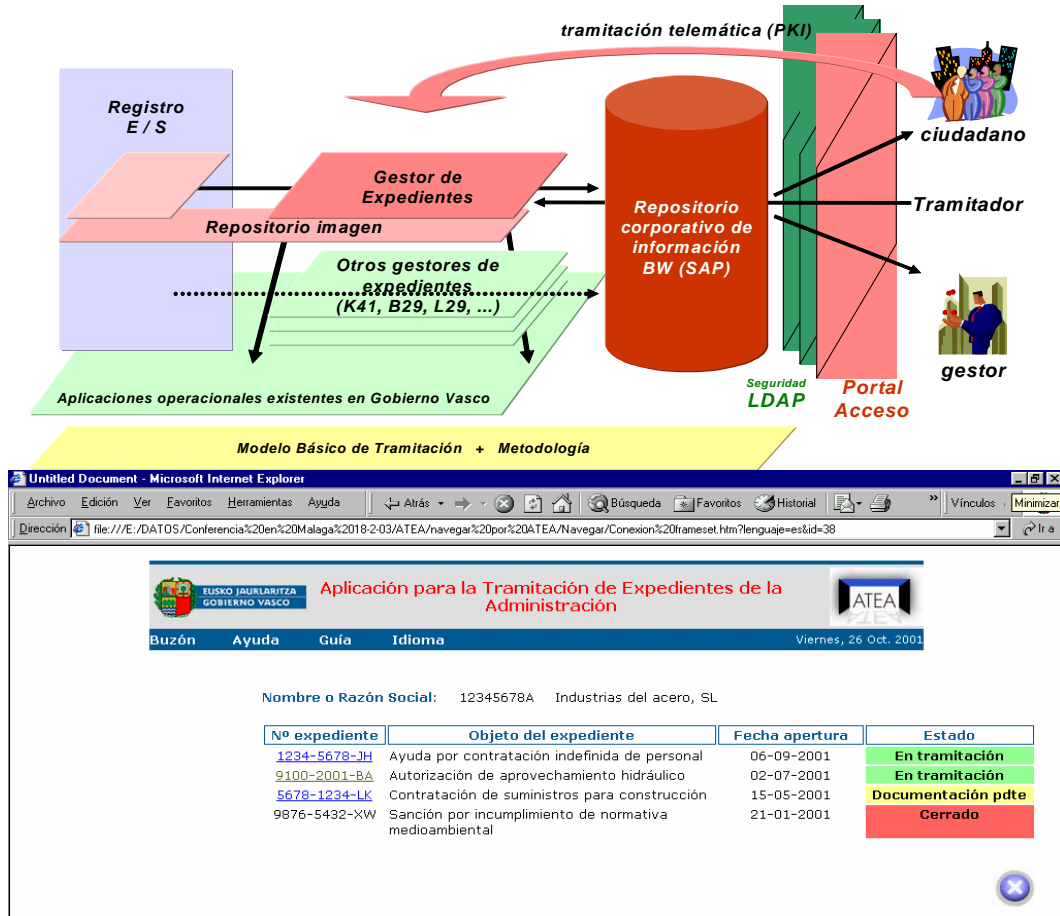


(P-08) REPOSITORY OF FILE QUERIES (“ATEA”). HOW'S MINE GETTING ON?

Repository of information regarding different Basque Government files, including government procurement. Allows interested parties to check the files

2. Esquema solución ATEA

Visión global



over the Internet. Restricted and personalised access from companies or individuals only to their own files via authentication with recognised electronic signature certificate.

ZUZENEAN Portal www.ej-gv.net and www.euskadi.net

Basque public administration's services portal to facilitate the relationship between the general public and Basque public authorities over the Internet. In the near future, this will include the specialist portal, www.contratacion.info

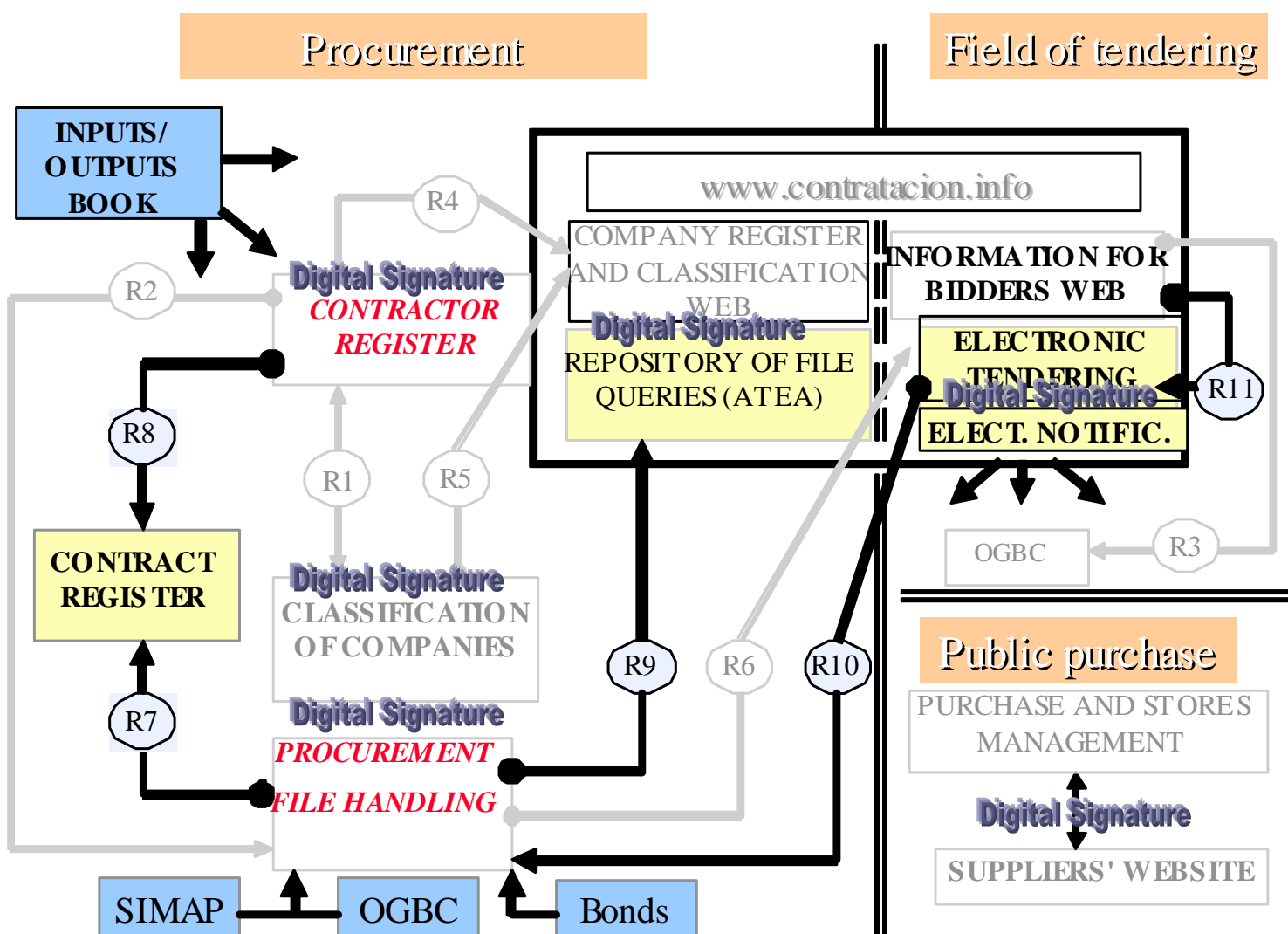
OTHERS

Application for managing the Official Gazette of the Basque Country [*Boletín Oficial del País Vasco*] (L-19), bonds/deposits for bids, etc.



6.5) Relations between applications

The multilateral relationship between the applications that make up the project is fundamentally important in entering information into the system once only, thus creating a single information system. Although the purpose of this report is not to enter into great detail, the diagram below shows the most important relations and the overall arrangement of the eProcurement Project.



7) Different speeds of introduction in different areas

The range and number of procurement boards and bodies forming the network of administrative procurement in the government and the great differences between the different applications making up the eProcurement project require a different pace of introduction for each of the applications and procurement boards.

The screenshots in this report, most of which are taken from applications that are now fully operative, show the high degree of development and introduction of the eProcurement project.

The following general principles are worth stressing:

- Implementation of all the applications in the project in the Central Procurement Committee over this year.
- Extension of applications to most of the procurement boards of the Basque Government.
- Generalised use of electronic signature mechanisms.
- Wide and effective use of notification and of e-tendering in administrative procurement.
- Maximum involvement of external users (bidders).

8) Budgets for developing the eProcurement project and its master plan

The various applications of the project, its interfaces, the introduction of the electronic signature, and other elements thereof have been and will be carried out in accordance with the budgetary cover and availability obtained in each case, but the actual development of the Master Plan will also be financed in three annual payments, since it is essential to develop, among others, training activities, marketing actions and contents of documents and provide a call centre (C.R.M.), in order to implement the project with a reasonable guarantee of success.

9) Approval by the Basque Government for the eProcurement Project

After 3 years with previous works, on 7 April 2004, the Delegate Committee for Economic Affairs of the Basque Government approved the eProcurement project on the basic lines set out in this report.

10) Bodies responsible for the project



*Office of Property and Procurement
Department of Finance and Public Administration
Basque Government*

*www.contratacion.info
hac-patrimon@ej-gv.es*

The agreement of the Delegate Committee entrusts, on the one hand, the development and execution of the project to the Property and Procurement Office of the Department of Finance and Public Administration, and at the same time, its promotion and coordination to the Office for Modernisation of the Administration of the Office of the Vice President of the Government.

There is also a steering committee for the master plan, which includes, among others, the two aforementioned offices, together with the Computing and Telecommunications and Services Offices, both of the Department of Finance and Public Administration, with the support of the Basque Government IT Company (EJIE) and the body responsible for electronic certification and signature of Basque public administrations (IZENPE).

Furthermore, in order to assimilate the departments in the project, and with the basic goal of achieving effective coordination, an eProcurement committee is to be created within the Government Procurement Advisory Board, with representation from all Departments.

Vitoria-Gasteiz, April 2004.

