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Public Electronic Procurement Model annual report summary

Public Electronic Procurement
Model Technical Secretariat.
Patrimony and Procurement
Directorate.

Public Finance and
Administration Department.
Basque Government.

(2 February 2007)

Project integrated in the Basque
Governments Strategic Plan for
Electronic Administration and
Government.



OGASUN ETA HERRI
ADMINISTRAZIO SAILA
DEPARTAMENTO DE HACIENDA
Y ADMINISTRACIÓN PÚBLICA



A big effort in 2006

With the aim of ensuring sufficient and generalised means for electronic procurement, the Basque Government has made an important effort to drive the Public Electronic Procurement Model in 2006.

Aware of the fact that, despite the benefits of electronic procurement being self evident, the Information Society and Digital Administration were advancing at a slow pace, the Basque Government deemed it necessary to drive adoption by its bidding companies, particularly the 3,200 companies that, to date, have registered with the Official Register of Contractors.

Added to the difficulties inherent in any change of this magnitude, is the fact that the **Basque Governments Electronic Procurement Model** develops COMPREHENSIVE electronic procurement, given that ALL file procedures are performed electronically, from internal processing (including publication of procurement advertisements on the Internet and associated documentation, and the opening of tenders), to external (e.g. the presentation of bids by bidders, the receipt of notices or the signing of contracts).

All relevant interventions are guaranteed by the requirement for recognised digital signatures, highlighting the fact that electronic tenders are encrypted with the recognised digital signatures of the members of each procurement desk, in such manner that they can only be opened by such members if they form a quorum and present their electronic signature cards at tender opening desks.

If we add to such security measures, the fact that on the one hand such dossiers do NOT deal with lesser contracts (which would receive abbreviated processing), but rather open, restricted or negotiated contracts, and we add that for legal reasons the aforementioned electronic dossiers have to enable the presentation of tenders via traditional paper means, it is clearly that the challenge presented is substantial.

And our commitment is no less substantial, as can be appreciated in this summary of the annual activity report for 2006. Continuing our efforts for the 2007 period, we will continue working on technological evolution, rolling out new features and incorporating the potential of the e-Administration Technology Platform, subject to development through the Basque Governments Electronic Administration and Government Strategic Plan.

Likewise, we intend to redouble our marketing, promotional and training efforts, as we intend to launch at least 100 new electronic procurement dossiers. Our objective for 2007 is simple; to definitively instil the use of electronic tendering, as community directive 18/2004/CE for administrative procurement and the draft Law for Contracts in the Public Sector both contemplate the birth of new, exclusively electronic, procurement typologies.

Jaime Domínguez-Macaya
Director of Patrimony and Procurement
Public Finance and Public Administration Department
Basque Government

The Basque Government's Model for Electronic Procurement

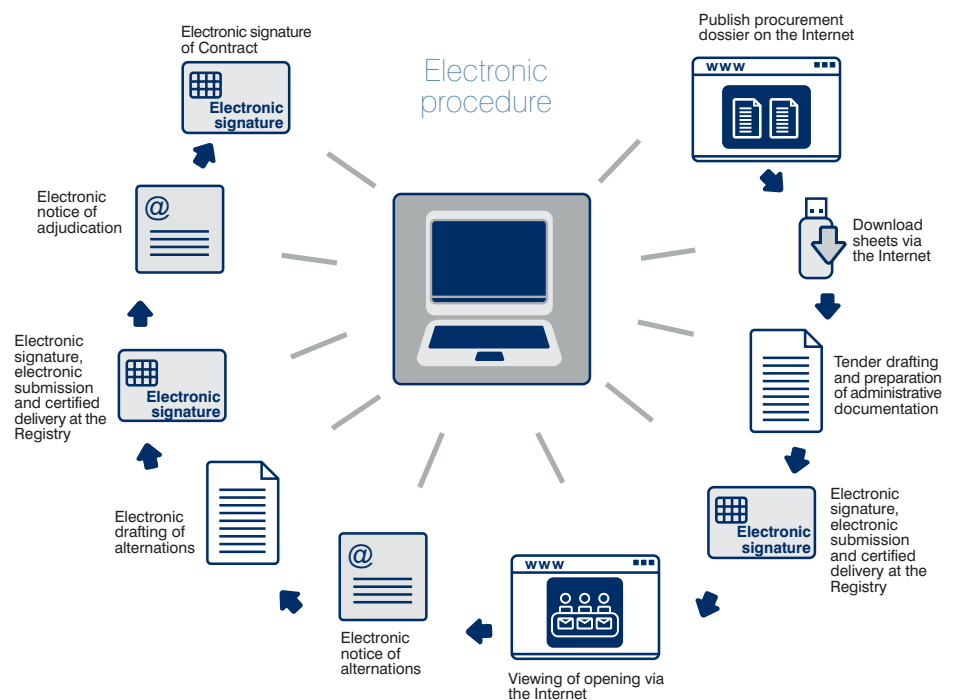
The entire procedure is performed electronically:

- Basque Administration (Publication on the Internet of tender advertisements and their documentation, sending of notices, opening of bids ...)
- Company (presentation of bids by bidders, receipt of notices, signing of contracts ...)

Digital signature certificates, a guarantee for all relevant interventions:

- Transfer and encryption of tenders submitted.
- Opening and decryption via quorum of desk members.

Open, restricted and negotiated dossiers



01. Documented elements

Throughout 2006 important work has been performed editing catalogues that will illustrate the different technical and administrative aspects related to the launch of electronic procurement.

13 Catalogues
2 Manuals
4 issues of the Public Electronic Procurement magazine "Prest"



www.contratacion.info
www.euskadi.net/contratacion

02. Internet

Activities related to the development of the Public Electronic Procurement Model web presence have been as follows:

- "Contratacion.info" updated; the website for Public Electronic Procurement Model.
- Development of the new website for the Official Basque Register of Contractors.

- Development of the new website for the Company Classification Service.
- Launch of the English language version of "Contratacion.info".

03. Promotional Days

16 promotional days: 863 people, 701 companies.



- Presentation of the Public Electronic Procurement Model to IT, Telecoms and Consultancy companies.
- Large presentation to more than 3,200 companies registered with the Official Register of Contractors.
- Public Electronic Procurement Promotional Day in Barcelona.
- Participation at the "Electronic Procurement Day" in Madrid.
- Presence at the Tecnimap 2006 fair.

Attendance and on-line training over the Internet for Bidding Companies

34 Attendance training: 395 people, 220 companies

04. Training

Intensive courses of 3 hours duration, which enable companies to experience electronic procurement quickly and fully about, given in Bilbao, Donostia-San Sebastián and Vitoria-Gasteiz.



Attendance courses for administration users

Training courses for procurement technicians that, in each department, should be responsible for managing dossiers put out to tender through the electronic procurement system.

Internal training: 101 people, 11 departments, 5 autonomous bodies

Recipients involved in the procurement process:

- Secretaries, procurement desk presidents and technicians
- Auxiliary administrators and procurement unit administrators
- IT technicians
- Procurement bodies

Departments with trained personnel:

- Public Finance and Administration Department: 47
- Justice, Employment and Social Security Department: 4
- Interior Department: 6
- Industry, Commerce and Tourism Department: 4
- Housing and Social Affairs Department: 4
- Education, Universities and Research Department: 1
- Health Department: 7
- Culture Department: 2
- Environment and Planning Department: 8
- Transport and Public Works Department: 2
- Agriculture, Fisheries and Alimentation Department: 4

Training for Autonomous Bodies and Public Entities governed by private law:

- IVAP - Basque Institute of Public Administration
- Basque Country Police Academy
- EUSTAT - Basque Institute of Statistics
- EMAKUNDE - Basque Woman's Institute
- OSALAN - Basque Institute for Health and Safety at Work

Surveys conducted amongst course participants, the average satisfaction level is:

7.82



05. Early warning

A system for providing companies with sufficient notice (average of 30 to 45 days from the publication of the procurement dossier in the Basque Country Official Bulletin) so that they can learn about the technical and administrative conditions required by electronic procurement, meet, prepare and act on them.

At the beginning of 2006, "Early Warning" was introduced for dossiers likely to be subject to electronic procurement.

Early Warning delivery mediums

- www.contratacion.info • www.euskadi.net/contratacion

An Early Warning is published as a news item in the new items section of the Public Electronic Procurement Model website.

- **Email**

Sent out by the Technical Secretariat, to companies registered in the Official Register of Contractors and historical Bidding Companies in the department.

- **Distribution to companies specialised** in submitting information for competitions.



06. Public Electronic Procurement User Support Centre

The Public Electronic Procurement User Support Centre for users of the Public Electronic Procurement Model provides:

- A central point for direct contact with the people who, at each company, adopt electronic procurement.
- Support for using applications and help in resolving possible incidents.

In addition to...

"Remote Collaboration" (WebControl) over the Internet.

These are features that are provided over the Internet whilst, over the phone, the support technicians attend to users telephonically. If the user accepts the offer of support from the Support Centre, both the user and the support technicians connect to certain web addresses that will enable them to simultaneously observe what is happening on the companies' screen.

The company user and the support technicians perform operations relating to electronic procurement and verify if everything is working correctly



The Basque
Government
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COMPREHENSIVE
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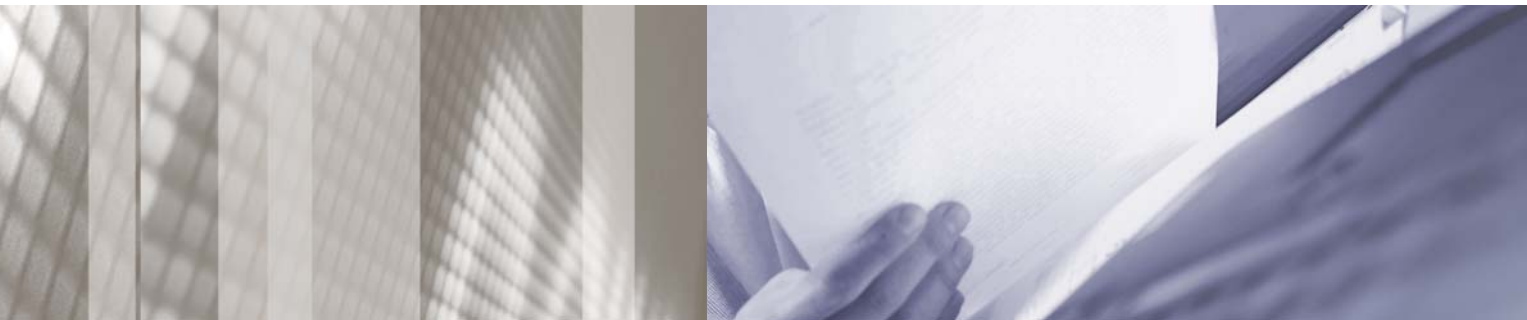
07. Electronic Procurement Dossiers issued throughout 2006

12 Government Departments, Autonomous Bodies or Public Entities have issued 29 electronic procurement dossiers

65% of which have received digital bids

30% digital offers

50 million Euros of contracts



From January 2007, all Basque Government Departments and a large part of the Autonomous Bodies and Public Entities shall be in a position to issue dossiers as a matter of course

The range of goods and services that have been contracted using e-procurement is growing and diverse:

Consultancy services, auditing, insurance, office furniture, security systems, translation of texts into Basque and Spanish, advertising, cleaning services, travel organisation services, lifeguard contracting for the police academy, photocopier machine maintenance, sanitary gloves, drugs and IT services.

- Proposed agreement of the Governing Board approving the Master Plan for the introduction of the e-Procurement Project for the General and Institutional Administration of the Autonomous Basque Community.
- Reformation of the Title Pages and the Technical and Administrative standard folios.

08. Legal and regulatory development activities



09. Technological evolution of e-Procurement system applications

- IT developments arising from the Governing Board Agreement approving the Master Plan for the introduction of the e-Procurement Project for the General and Institutional Administration of the Autonomous Basque Community.
- Specification and procurement for new feature development and the adoption of the e-Administration Technology Platform.
- Consultancy work for specification of developments required in order to incorporate new types of exclusively electronic procurement.
- Presentation of Guarantors in digital format.
- Technological evolution of the Official Basque Register of Contractors and of the Company Classification Service.
- Technological evolution of the procurement dossier manager (L-29). Commencement of works to submit tender advertisements in XML format to the Official Journal of the European Union (DOUE).

10. Awards

The Basque Government receives the CATCert Award for the best track record in the use of digital signatures

The Basque Government has received the "award for the best track record in the use of digital signatures" at the II CATCert Awards, given to the "Days on Electronic Signature use in public administrations", organised by the Catalan Agency for Digital Certification and Signature.

The Public Electronic Procurement Model receives the award for the Best Practice in Electronic Administration

The periodical Expansión, T-Systems and the Recoletos editorial group awarded the Basque Governments Public Electronic Procurement Model the award for "Best Practice in Electronic Administration" in the category "Improvement of Company Competitiveness in the territory" by virtue of the fact that the Autonomous Basque Community is the first to put Electronic Procurement into practice in Spain.



The Basque Government's Public Electronic Procurement Model is being driven by the Patrimony and Procurement Directorate, part of the Basque Government's Department for Public Finances and Administration.

A project that forms part of the Basque Government's Electronic Administration and Governance Strategic Plan (PEAGE). The aim of the plan is to coordinate the promotion and advancement of the Basque e-Administration, in order to improve, on the one hand, its relationship with its citizens and companies in addition to services provided, and, on the other hand, its internal efficiency. The plan is being driven forward by the General Secretariat for Modernisation and Electronic Administration, specifically by Management at the Administrative Modernisation Office.

The Basque Government's Public Electronic Procurement Model is managed and energised by the Technical Secretariat and articulated around the following axis:

All applications that comprise up the e-Procurement system are supported within the context of the e-Administration Technology Platform, PLATEA, driven by the IT and Telecommunications Directorate in the context of the Basque Government's Strategic Plan for Electronic Administration and Governance.

EJIE S.A., the Basque Government's IT services company; provides the IT and telecommunications services and is responsible for the development of the Basque Government's Strategic Plan for Electronic Administration and Governance. In such circumstance, it is responsible for the technology and support development of the technical infrastructure required by the e-Procurement Plan.

Izenpe S.A. provides the recognised electronic signature services, promoted by Basque Administrations. Its recognised electronic signature certificated are used to sign tenders, encrypt them, and to certify their receipt at e-Procurement servers.

And in 2007...

New technological features

100 new e-Procurement dossiers

Towards new types of exclusively electronic procurement

For any postal queries related to the Basque Governments Electronic Procurement System, please write to the following address:

Basque Government
Department of Finance and Public
Administration
Heritage and Procurement Directorate

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www.euskadi.net/contratacion

A simple,
accessible,
secure
model



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Y ADMINISTRACIÓN PÚBLICA