

**FUNCTIONAL REQUIREMENTS FOR
CONDUCTING ELECTRONIC PUBLIC
PROCUREMENT UNDER THE EU
FRAMEWORK**

VOLUME II

JANUARY 2005

**Produced by EUROPEAN DYNAMICS S.A.
on behalf of the EUROPEAN COMMISSION**

Disclaimer

The views expressed in this document are purely those of the writer and may not, in any circumstances, be interpreted as stating an official position of the European Commission.

The European Commission does not guarantee the accuracy of the information included in this study, nor does it accept any responsibility for any use thereof.

Reference herein to any specific products, specifications, process, or service by trade name, trademark, manufacturer, or otherwise, does not necessarily constitute or imply its endorsement, recommendation, or favouring by the European Commission.

All care has been taken by the author to ensure that he has obtained, where necessary, permission to use any parts of manuscripts including illustrations, maps, and graphs, on which intellectual property rights already exist from the titular holder(s) of such rights or from his or their legal representative.

Abbreviations / Acronyms

Abbreviation or Acronym	Term
CPV	Common Procurement Vocabulary (European Community)
DPS	Dynamic Purchasing Systems
FA	Framework Agreement
FReq	Functional Requirements
MEAT	Most Economically Advantageous Tender
OJEU	Official Journal of the European Union
PIN	Prior Information Notice
XML	eXtensible Markup Language

Table of Contents

1 INTRODUCTION	5
2 USE CASE ANALYSIS FOR INDIVIDUAL CONTRACTS	6
2.1 Guest	7
2.2 Procurement Officer – Administrative Staff.....	14
2.3 Procurement Officer – Opening Staff.....	22
2.4 Procurement Officer – Evaluating Staff.....	24
2.5 Tenderer.....	27
2.6 System	30
3 USE CASE ANALYSIS FOR DYNAMIC PURCHASING SYSTEMS	36
3.1 Guest	36
3.2 Procurement Officer – Administrative Staff.....	38
3.3 Procurement Officer – Opening Staff.....	39
3.4 Procurement Officer – Evaluating Staff.....	40
3.5 Tenderer.....	42
3.6 System	44
4 USE CASE ANALYSIS FOR FRAMEWORK AGREEMENTS	45
4.1 Guest	45
4.2 Procurement Officer – Administrative Staff.....	47
4.3 Procurement Officer – Opening Staff.....	49
4.4 Procurement Officer – Evaluating Staff.....	49
4.5 Tenderer.....	50
4.6 System	52
5 USE CASE ANALYSIS FOR ELECTRONIC AUCTIONS	53
5.1 Procurement Officer – Administrative Staff.....	53
5.2 Procurement Officer – Evaluating Staff.....	55
5.3 Tenderer.....	57
5.4 System	60
6 SCENARIOS FOR USING THE DYNAMIC DEMONSTRATORS	64
6.1 Open Procedure	64
6.2 Dynamic Purchasing System	66
6.3 Framework Agreement.....	71
6.4 Electronic Auction	74

1 INTRODUCTION

This document constitutes Volume II of the Functional Requirements (FReq) report, discussing technical aspects related to the design and implementation of eProcurement systems. The current document includes information deduced from the conclusions of all three development iterations of the IDA Public eProcurement project, encompassing the completion of all static and dynamic Demonstrators for Individual Contracts, Repetitive Purchases and eAuctions.

The following chapters present a Use Case analysis for an eProcurement system supporting the procurement of Individual Contracts and Repetitive Purchases, as well as, eAuctions as an extension to other procedures. Furthermore, the last chapter presents detailed steps interested parties may follow in order to experiment with the Dynamic Demonstrators, developed in the context of the current project.

2 USE CASE ANALYSIS FOR INDIVIDUAL CONTRACTS

This section presents the main actors and functionality of an eProcurement system supporting the procurement of Individual Contracts.

The main actors of a Public eProcurement system supporting Individual Contracts are:

Table 2-1 - Main actors of a Public eProcurement system

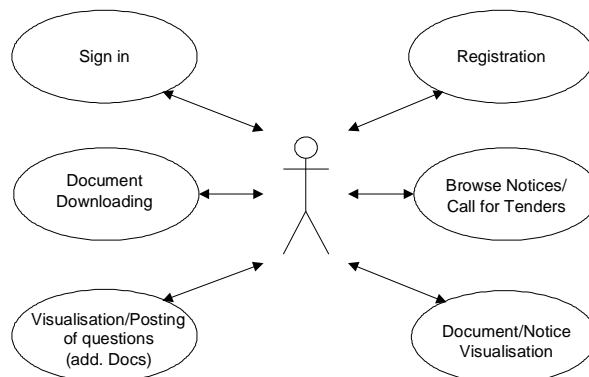
Actor Type	Actor	Notes
Guest	Anonymous	The three types of guest users can perform the same actions in a Public eProcurement system. Therefore, the functions of the “Economic Operator (not logged in)” and the “Procurement Officer (not logged in)” are identical to the Anonymous role
	Procurement Officers (not logged in)	
	Economic Operators (not logged in)	
Procurement Officers	Administrative staff	Procurement Officers which perform the role of “Administrative staff” are responsible for the creation and management of Calls for Tenders
	Opening staff	Procurement Officers which perform the role of “Opening staff” are responsible for the opening (or unlocking) of Tenders for a Call
	Evaluating staff	Procurement Officers which perform the role of “Evaluating staff” are responsible for the evaluation of Tenders for a Call, as well as, the conclusion of a competition by selecting the winner(s) and publication of the Contract Award Notice
Tenderers	Economic Operators (logged in)	For a Call for Tenders under the open procedure, the Tenderer can create and submit a Tender. For a restricted or negotiated procedure competition, the Tenderer must first submit his/her Expression of Interest and following invitation form the Contracting Authority, he/she can submit a Tender
System	System	The eProcurement system occasionally needs to automatically perform certain actions either triggered by user activities, or by the system on certain date/time

2.1 Guest

The role *Guest* is assumed by any non-authenticated user of the system. If a user does not have a user account with the system, or is not signed in the system, he/she is only given access to publicly available information. Furthermore, he/she is provided with limited functionality which allows for searching existing or concluded Calls for Tenders, as well as, the functionality to sign in or create a user account. The main functionality available to the *Guest* user of an eProcurement system should be:

- **Registration:** allows users to provide their personal information to the system and create a new user account
- **Sign in:** allows users that have user accounts with the system to provide their username and password and authenticate, in order to use functionality of the system depending on the user rights
- **Browse Notices/Call for Tenders:** allows users to provide search criteria, and view Notices/Call for Tenders that match these criteria
- **Document/Notice Visualisation:** allows users to view the details of a document or Notice for a Call for Tenders
- **Visualisation and posting of request for Additional Documents:** allows users to view the Additional Documents (questions and answers) for a particular Call for Tenders, or post requests for new Additional Documents (post a question)
- **Document Downloading:** allows user to download one or more documents

Figure 2-1: Use Cases for the *Guest User* for a system supporting Individual Contracts



2.1.1 Registration

REGISTRATION	
Version:	1
Context:	Allows user to register to the system and create a user account
Priority:	High
Frequency:	Often
Primary Actor:	Guest
Preconditions:	User does not have a user account with the system
Basic Flow:	<ol style="list-style-type: none"> 1. User visits the registration page of the application and supplies all requested information 2. System validates the supplied information (email, mandatory fields, existence of same username), records the action in the audit trail, automatically signs in the user and displays an appropriate confirmation message
Alternative Flow:	<ol style="list-style-type: none"> 2a. If not all mandatory fields are completed: <ol style="list-style-type: none"> 2a1. System redirects to the registration page 2a2. System highlights all registration fields that have not been filled in correctly 2b. If the requested username is already used: <ol style="list-style-type: none"> 2b1. System redirects to the registration page 2b2. System informs user of the failure through an appropriate message, and proposes alternative usernames
Special Requirements:	All communication in this Use Case should be carried-out in encrypted mode. Furthermore, the system should guarantee the integrity of the data as well as the identity of both the client and the server. This shall take place outside the application (SSL-based with both client and server certificates).
Unresolved Issues:	None

2.1.2 Sign in

SIGN IN	
Version:	1
Context:	Allows user to identify himself to the system
Priority:	High
Frequency:	Very Often
Primary Actor:	Guest
Preconditions:	User has not authenticated with the system
Basic Flow:	<ol style="list-style-type: none"> 1. User visits the login page of the application and supplies his credentials (username and password) 2. System validates user credentials, records the action in the audit trail, and displays the an appropriate confirmation message or allows user to perform activities that only a signed in user can (based on his user access rights)
Alternative Flow:	<ol style="list-style-type: none"> 2a. If a non-authenticated user attempts to directly access an application page, for instance by clicking on a URL embedded in an email communication: <ol style="list-style-type: none"> 2a1. System redirects to the login page 2a2. User fills in the username and password 2a3. Upon validation of credentials system redirects to the original requested URL 2b. If user credentials are wrong: <ol style="list-style-type: none"> 2b1. System re-displays the login page with the appropriate error message requesting the user to supply again his credentials
Special Requirements:	All communication in this Use Case should be carried-out in encrypted mode. Furthermore, the system should guarantee the integrity of the data as well as the identity of both the client and the server. This shall take place outside the application (SSL-based with both client and server certificates).
Unresolved Issues:	None

2.1.3 Browse Notices/Call for Tenders

BROWSE NOTICES/CALL FOR TENDERS	
Version:	1
Context:	Allows user to search through published Calls for Tenders
Priority:	High
Frequency:	Very Often
Primary Actor:	Guest
Preconditions:	None
Basic Flow:	<ol style="list-style-type: none"> 1. User visits the search page of the application and supplies his preferred search criteria 2. System executes a database query, based on user's search criteria, and displays the results of the query
Alternative Flow:	<ol style="list-style-type: none"> 2a. If the query does return any records that match user's search criteria: <ol style="list-style-type: none"> 2a1. An appropriate message is displayed to the user 2b. If the query returns too many records: <ol style="list-style-type: none"> 2b1. User is requested to provide more "tight" criteria
Special Requirements:	None
Unresolved Issues:	None

2.1.4 Document/Notice Visualisation

DOCUMENT/NOTICE VISUALISATION	
Version:	1
Context:	Allows user to view the Contract Documents and Contract Notice of a Call
Priority:	High
Frequency:	Very Often
Primary Actor:	Guest
Preconditions:	None
Basic Flow:	<ol style="list-style-type: none"> 1. User visits the details page of a Call, and requests to view the Contract Documents and/or Contract Notice of the Call 2. System displays requested documents
Alternative Flow:	<ol style="list-style-type: none"> 2a. If the Contract Documents and/or Contract Notice are in the form of files: <ol style="list-style-type: none"> 2a1. System displays all files which comprise the Contract Documents and/or Contract Notice 2a2. User selects the files to download (and visualise on his desktop) 2b. If the system does not support the creation of Contract Notices (i.e. takes place in an external form filling system): <ol style="list-style-type: none"> 2b1. System provides link to user in order to interconnect with OJEU and visualise the Contract Notice on that system
Special Requirements:	None
Unresolved Issues:	None

2.1.5 Visualisation and posting of request for Additional Documents (i.e. posting questions)

VISUALISATION AND POSTING OF REQUEST OF ADDITIONAL DOCUMENTS	
Version:	1
Context:	Allows user to view the Additional Documents of a Call (i.e. questions and answers). Also user can post his own requests for Additional Documents (i.e. post a question)
Priority:	High
Frequency:	Very Often
Primary Actor:	Guest
Preconditions:	None
Basic Flow:	<ol style="list-style-type: none"> 1. User visits the details page of a Call, and requests to view the Additional Documents 2. User accesses the page for submitting a request for Additional Documents 3. User signs in or supplies a minimum number of personal details (i.e. email, name, company) and submits a request for Additional Documents
Alternative Flow:	<p>3a. If user sign in fails:</p> <p style="padding-left: 40px;">3a1. section 2.1.2</p> <p>3b. If the validation of minimum number of personal details fails (i.e. email already exists in system, or is not a valid address):</p> <p style="padding-left: 40px;">3b1. User is redirected on previous page, where an appropriate error message informs him of the reason for the failure of the request</p>
Special Requirements:	All communication in this Use Case should be carried-out in encrypted mode. Furthermore, the system should guarantee the integrity of the data as well as the identity of both the client and the server. This shall take place outside the application (SSL-based with both client and server certificates).
Unresolved Issues:	None

2.1.6 Document Downloading

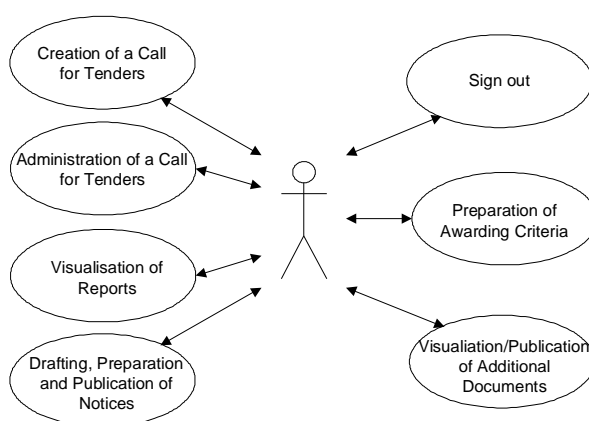
DOCUMENT DOWNLOADING	
Version:	1
Context:	Allows user to download documents (i.e. Contract Documents, Contract Notices, Additional Documents, etc.)
Priority:	High
Frequency:	Very Often
Primary Actor:	Guest
Preconditions:	None
Basic Flow:	<ol style="list-style-type: none"> 1. User views a list of files comprising the documents of a Call 2. User selects one or more documents and requests to download them 3. System initiates the downloading process and informs user on progress
Alternative Flow:	3a. If user interrupts downloading process before completion: 3a1. System cancels the downloading request
Special Requirements:	All communication in this Use Case should be carried-out in encrypted mode. Furthermore, the system should guarantee the integrity of the data as well as the identity of both the client and the server. This shall take place outside the application (SSL-based with both client and server certificates).
Unresolved Issues:	None

2.2 Procurement Officer – Administrative Staff

Users performing the role of *Procurement Officer Administrative staff* are responsible for the creation and management of Calls for Tenders. The main functionality available to the *Procurement Officer Administrative staff* user of an eProcurement system should be:

- **Sign out:** allows users that are authenticated by the system (i.e. signed in), to sign out of the system. This operation is usually invoked by users when they have completed all actions they wished to, which necessitate for the user to be authenticated (like create a Call for Tenders, or change the details of a Call) and want to signify to the system that they no longer need to act as authenticated users (i.e. return to the access rights of a Guest User). This operation can also be automatically invoked when user closes his/her browser or when the user session is timed-out
- **Creation of a new Call for Tenders:** allows user to create a new Call for Tenders
- **Administration of an existing Call for Tenders:** allows user to view the details of an existing Call for Tenders and modify its details. Some Call details should not be possible to be modified, according to the exact phase of the Call. For instance, when a Call is in the Tender Evaluation phase, the system does not allow users to modify the awarding criteria
- **Preparation of the Awarding Criteria:** allows users to define the awarding criteria for the Call for Tenders. These criteria are used in the Tender Evaluation phase, when all received Tenders are evaluated according to the pre-stated criteria
- **Drafting/Preparation/Publication of Notices:** allows users to create and publish a Prior Information Notice, Contract Notice, Contract Award Notice, etc
- **Visualisation and Publication of Additional Documents:** allows users to view all published Additional Documents for a Call (i.e. questions and answers), as well as, view new requests for Additional Documents. Also, this functionality allows users to provide Additional Documents (i.e. give answers to posted questions)
- **Visualisation of Reports:** allows users to view reports related to a Call

Figure 2-2: Use Cases for the *Procurement Officer Administrative User* for a system supporting Individual Contracts



2.2.1 Sign out

SIGN OUT	
Version:	1
Context:	Allows user to sign out of the system
Priority:	High
Frequency:	Very Often
Primary Actor:	Procurement Officer – Administrative Staff
Preconditions:	User is signed in the system
Basic Flow:	<ol style="list-style-type: none"> 1. User initiates the sign out process 2. System signs out user, and displays an appropriate message or displays the homepage of the <i>Guest</i> user
Alternative Flow:	<ol style="list-style-type: none"> 2a. If user closes Web browser or does not perform any activities on the system for a certain period of time: <ol style="list-style-type: none"> 2a1. System uses a time limit of inactivity. If the session of a certain user is idle for longer than the predefined time limit, system automatically signs the user out.
Special Requirements:	All communication in this Use Case should be carried-out in encrypted mode. Furthermore, the system should guarantee the integrity of the data as well as the identity of both the client and the server. This shall take place outside the application (SSL-based with both client and server certificates).
Unresolved Issues:	None

2.2.2 Creation of a new Call for Tenders

CREATION OF A NEW CALL FOR TENDERS	
Version:	1
Context:	Allows user to create the necessary workspace and provide all information for a new Call for Tenders
Priority:	High
Frequency:	Often
Primary Actor:	Procurement Officer – Administrative Staff
Preconditions:	User is signed in the system
Basic Flow:	<ol style="list-style-type: none"> 1. User requests the creation of the necessary workspace for a new Call for Tenders 2. User supplies the basic information for the creation of the Call (i.e. title, CPV/NUTS codes, type of contract, estimated value, procedure type, opening/closing dates, etc.) 3. User submits request 4. System validates all supplied information and on acceptance creates the Call
Alternative Flow:	<p>4a. If user does not provide valid information for all mandatory fields:</p> <ol style="list-style-type: none"> 4a1. System redirects to the Call creation page 4a2. System highlights all mandatory fields that have not been filled in correctly
Special Requirements:	All communication in this Use Case should be carried-out in encrypted mode. Furthermore, the system should guarantee the integrity of the data as well as the identity of both the client and the server. This shall take place outside the application (SSL-based with both client and server certificates).
Unresolved Issues:	None

2.2.3 Administration of an existing Call for Tenders

ADMINISTRATION OF AN EXISTING CALL FOR TENDERS	
Version:	1
Context:	Allows the User to administer an existing Call for Tenders
Priority:	High
Frequency:	Very Often
Primary Actor:	Procurement Officer – Administrative Staff
Preconditions:	User is signed in the system
Basic Flow:	<ol style="list-style-type: none"> 1. User updates the basic information of a Call of Tenders 2. User performs various Call administrative activities like associating Procurement Officers to a Call, uploading Contract Documents, providing Additional Documents, etc. 3. User submits updates 4. System validates all supplier information and on acceptance updates the Call
Alternative Flow:	<p>4a. If user does not provide valid information to all mandatory fields:</p> <ol style="list-style-type: none"> 4a1. System redirects to the page for updating the Call 4a2. System highlights all mandatory fields that have not been filled in correctly
Special Requirements:	All communication in this Use Case should be carried-out in encrypted mode. Furthermore, the system should guarantee the integrity of the data as well as the identity of both the client and the server. This shall take place outside the application (SSL-based with both client and server certificates).
Unresolved Issues:	None

2.2.4 Preparation of the Awarding Criteria

PREPARATION OF THE AWARDING CRITERIA	
Version:	1
Context:	Allows user to define all parameters for automatically ranking all Tenders (when the evaluation of Tenders phase will take place)
Priority:	High
Frequency:	Often
Primary Actor:	Procurement Officer – Administrative Staff
Preconditions:	User is signed in the system
Basic Flow:	<ol style="list-style-type: none"> 1. User accesses the page for defining the evaluation method 2. User defines the Conditions for Participation 3. User defines the Selection Criteria (only in case of restricted or negotiated procedure) 4. User specifies whether contract is to be awarded to the lowest price or MEAT 5. In case of MEAT, user specifies whether weighted criteria will be used, or whether the criteria will be defined in descending order of importance 6. In case of weighted criteria, user defines the criteria and their weights 7. User submits the evaluation method and system validates all information
Alternative Flow:	<p>7a. When using weighted criteria, system must ensure that the sum of all criteria weights is 100. If the sum is different to 100:</p> <p style="padding-left: 40px;">7a1. System redirects to the user to the criteria and weights definition page, and displays an appropriate message to the user</p>
Special Requirements:	All communication in this Use Case should be carried-out in encrypted mode. Furthermore, the system should guarantee the integrity of the data as well as the identity of both the client and the server. This shall take place outside the application (SSL-based with both client and server certificates).
Unresolved Issues:	None

2.2.5 Drafting/Preparation/Publication of Notices

DRAFTING/PREPARATION/PUBLICATION OF NOTICES	
Version:	1
Context:	Allows user to create notices
Priority:	High
Frequency:	Often
Primary Actor:	Procurement Officer – Administrative Staff
Preconditions:	User is signed in the system
Basic Flow:	<ol style="list-style-type: none"> 1. User accesses page which allows the creation of Notices (can be PIN, Contract Notice, Contract Award Notice) 2. User supplies all necessary information and submits it to OJEU 3. System generates appropriate XML message, which is securely sent to OJEU 4. System receives confirmation or rejection from OJEU
Alternative Flow:	<ol style="list-style-type: none"> 1a. The eProcurement system can integrate to an external form filling system, which can be used for creating and publishing Notices on OJEU. If that is the case: <ol style="list-style-type: none"> 1a1. On request, eProcurement system automatically redirects user to the external form filling system 1a2. eProcurement system sends to the external form filling system all already defined information related to the Call 1a3. User is provided with the functionality to fill in the empty fields of the forms displayed by the form filling system, and submit the Notice to OJEU 4a. If OJEU rejects a Notice: <ol style="list-style-type: none"> 4a1. System displays appropriate message to user 4a2. System allows user to access the page for creating Notices, for correcting the incorrect information
Special Requirements:	All communication in this Use Case should be carried-out in encrypted mode. Furthermore, the system should guarantee the integrity of the data as well as the identity of both the client and the server. This shall take place outside the application (SSL-based with both client and server certificates).
Unresolved Issues:	None

2.2.6 Visualisation and Publication of Additional Documents (i.e. answering to questions)

VISUALISATION AND PUBLICATION OF ADDITION DOCUMENTS	
Version:	1
Context:	Allows user to view existing Additional Documents (i.e. existing questions and answers), as well as, provide new Additional Documents based on submitted requests (i.e. provide new answers)
Priority:	High
Frequency:	Very Often
Primary Actor:	Procurement Officer – Administrative Staff
Preconditions:	User is signed in the system
Basic Flow:	<ol style="list-style-type: none"> 1. User accesses the Additional Documents of a Call (i.e. accesses the questions and answers section of a Call) 2. User accesses the details of an Additional Document (i.e. view the details of a question) 3. User views the requests for new Additional Documents (i.e. view new questions) 4. User supplies the new Additional Documents based on existing requests (i.e. provide an answer to a new question)
Alternative Flow:	None
Special Requirements:	All communication in this Use Case should be carried-out in encrypted mode. Furthermore, the system should guarantee the integrity of the data as well as the identity of both the client and the server. This shall take place outside the application (SSL-based with both client and server certificates).
Unresolved Issues:	None

2.2.7 Visualisation of reports

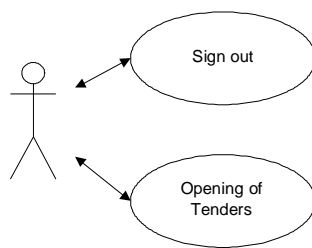
VISUALISATION OF REPORTS	
Version:	1
Context:	Allows user to view the reports of a competition
Priority:	High
Frequency:	Often
Primary Actor:	Procurement Officer – Administrative Staff
Preconditions:	User is signed in the system
Basic Flow:	<ol style="list-style-type: none"> 1. User requests from system to create a report (i.e. contract award report, score justification report, winner report, etc.) 2. System generates a report
Alternative Flow:	None
Special Requirements:	All communication in this Use Case should be carried-out in encrypted mode. Furthermore, the system should guarantee the integrity of the data as well as the identity of both the client and the server. This shall take place outside the application (SSL-based with both client and server certificates).
Unresolved Issues:	None

2.3 Procurement Officer – Opening Staff

Users performing the role of *Procurement Officer Opening staff* are responsible for the opening (or unlocking) of Tenders for a Call. The main functionality available to the *Procurement Officer Opening staff* user of an eProcurement system should be:

- **Sign out:** allows users that are authenticated by the system (i.e. signed in), to sign out of the system. This operation is usually invoked by users when they have completed all actions they wished to, which necessitate for the user to be authenticated (like access confidential details of a Call, or authorise the opening of Tenders for a Call) and want to signify to the system that they no longer need to act as authenticated users (i.e. return to the access rights of a Guest User). This operation can also be automatically invoked when user closes his/her browser or when the user session is timed-out
- **Opening of Tenders:** allows users to authorise the opening of Tenders for a particular Call. This activity can only be performed once the pre-defined Tender opening time has been reached

Figure 2-3: Use Cases for the *Procurement Officer Opening Staff User* for a system supporting Individual Contracts



2.3.1 Sign out

The Use Case of this action of the current user is similar to the Use Case presented in section 2.2.1.

2.3.2 Opening of Tenders

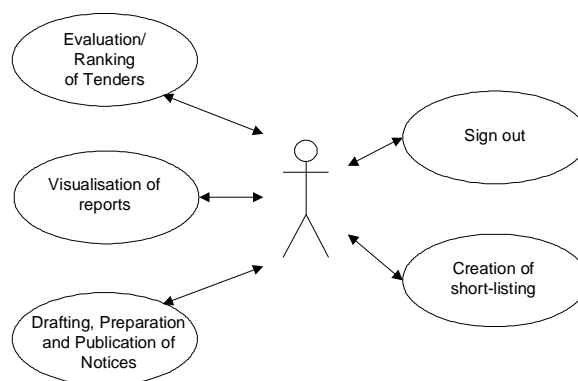
OPENING OF TENDERS	
Version:	1
Context:	Allows user to authorise the opening (unlocking) of Tenders
Priority:	High
Frequency:	Very Often
Primary Actor:	Procurement Officer – Opening Staff
Preconditions:	User is signed in the system.
Basic Flow:	<ol style="list-style-type: none"> 1. User accesses the page which allows user to authorise the opening of Tenders within a pre-specific time limit 2. User submits his approval for opening Tenders 3. System checks whether the minimum number of Opening Staff users have authorised the opening of Tenders. If the minimum number is reached, the Tenders are unlocked, otherwise they remain locked 4. System displays a confirmation page to the user
Alternative Flow:	<ol style="list-style-type: none"> 1a. If the minimum number of Officers has already authorised the opening of Tenders before the user submits his approval: <ol style="list-style-type: none"> 1a1. System simply displays that Tenders are already unlocked 1b. If the user has already approved the opening of Tenders: <ol style="list-style-type: none"> 1b1. System does not allow user to re-approve the opening of Tenders 1c. If the pre-specified time limit is expired: <ol style="list-style-type: none"> 1c1. System does not allow the opening of Tenders 1c2. Tender Administrative staff must access the Call and schedule another time for such activity (reports and other administrative activities may need to take place first)
Special Requirements:	None
Unresolved Issues:	None

2.4 Procurement Officer – Evaluating Staff

Users performing the role of *Procurement Officer Evaluating staff* are responsible for the evaluation of Tenders for a Call, as well as, the conclusion of a competition by selecting the winner(s) and publication of the Contract Award Notice. The main functionality available to the *Procurement Officer Evaluating staff* user of an eProcurement system should be:

- **Sign out:** allows users that are authenticated by the system (i.e. signed in), to sign out of the system. This operation is usually invoked by users when they have completed all actions they wished to, which necessitate for the user to be authenticated (like access confidential details of a Call, or evaluate a particular Tender for a Call) and want to signify to the system that they no longer need to act as authenticated users (i.e. return to the access rights of a Guest User). This operation can also be automatically invoked when user closes his/her browser or when the user session is timed-out
- **Creation of short-listing:** allows users to select Tenderers to invite for participating in a particular Call for Tenders. This functionality is available only in the restricted and negotiated procedures. Once the Expression of Interest submission period is complete, Procurement Officers access the supporting documentation of all Tenderers (i.e. proof documents), and evaluate their compliance with the Conditions for Participation. Following the evaluation, Procurement Officers create Tenderers short-listing, and conclude on the tenderers to be invited to submit a Tender. For the restricted procedure at least 5 Economic Operators must be selected, while for the negotiated procedure at least 3 Economic Operators are required
- **Evaluation and ranking of Tenders:** allows users to evaluate the received Tenders for a particular Call, and create Tender rankings. This functionality can only be performed once all Tenders are made accessible by authorised officers. Users are required to provide scores to all evaluation criteria, before ranking the Tenders according to the evaluation function
- **Drafting/Preparation/Publication of Notices:** allows users to create and publish a Prior Information Notice, Contract Notice, Contract Award Notice, etc
- **Visualisation of Reports:** allows users to view reports related to a Call

Figure 2-4: Use Cases for the *Procurement Officer Evaluating Staff User* for a system supporting Individual Contracts



2.4.1 Sign out

The Use Case of this action of the current user is similar to the Use Case presented in section 2.2.1.

2.4.2 Creation of Short-listing

Creation of Short-listing	
Version:	1
Context:	Allows user to short-list Tenderers (only applicable for the restricted and negotiated procedures)
Priority:	High
Frequency:	Often
Primary Actor:	Procurement Officer – Evaluating Staff
Preconditions:	User is signed in the system.
Basic Flow:	<ol style="list-style-type: none"> 1. User accesses the proof documents and is given the opportunity to evaluate all Tenderers according to the Conditions for Participation and Selection criteria (see Use Case 2.2.4) 2. System ensures that there is a value for each criterion for all Tenderers 3. System automatically disqualifies candidates that do not meet the Conditions for Participation 4. System automatically ranks candidates according to the selection criteria
Alternative Flow:	None
Special Requirements:	None
Unresolved Issues:	None

2.4.3 Evaluation and ranking of Tenders

EVALUATION AND RANKING OF TENDERS	
Version:	1
Context:	Allows user to evaluate and rank all Tenders
Priority:	High
Frequency:	Very Often
Primary Actor:	Procurement Officer – Evaluating Staff
Preconditions:	User is signed in the system.
Basic Flow:	<ol style="list-style-type: none"> 1. User accesses the technical offers of all Tenders and is given the opportunity to evaluate them according to the technical criteria (see Use Case 2.2.4) 2. System ensure that there is a value for each technical criterion for all Tenderers 3. User accesses the financial offers of all Tenders and is given the opportunity to evaluate them according to the financial criteria (see Use Case 2.2.4) 4. System ensure that there is a value for each financial criterion for all Tenderers 5. System automatically ranks Tenders according to the evaluation function of criteria scores and weights ($C1 \times W1 + C2 \times W2 + \dots + Cn \times Wn$)
Alternative Flow:	<ol style="list-style-type: none"> 1a. If the evaluation of Tenders is based on the lowest price <ol style="list-style-type: none"> 1a1. User provides the price of each Tender 1a2. System sorts Tenders in ascending order of their price 5a. If the evaluation of Tenders is based on MEAT with criteria stated on descending order of importance: <ol style="list-style-type: none"> 5a1. System compares the most important criterion of all Tenders 5a2. If there is a Tender with the higher score than the others, that Tender is ranked first 5a3. If two or more Tenders have the same score, the next more important criterion is compared, to conclude which Tender is ranked higher
Special Requirements:	None
Unresolved Issues:	None

2.4.4 Drafting/Preparation/Publication of Notices

The Use Case of this action of the current user is similar to the Use Case presented in section 2.2.5.

2.4.5 Visualisation of Reports

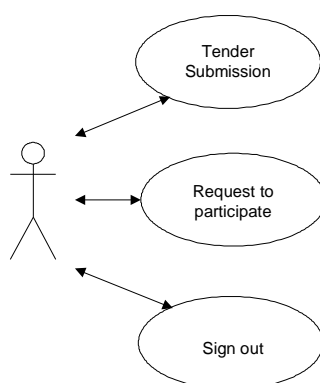
The Use Case of this action of the current user is similar to the Use Case presented in section 2.2.7.

2.5 Tenderer

For Calls for Tenders under the Open Procedure, *Tenderers* or *Economic Operators* are responsible for creating and submitting a Tender. For a Restricted or Negotiated Procedure competition, the *Tenderers* or *Economic Operators* first submit their Expression of Interest and following invitation by the Contracting Authority, they can submit a Tender. The main functionality available to the *Economic Operator* or *Tenderer* of an eProcurement system should be:

- **Sign out:** allows users that are authenticated by the system (i.e. signed in), to sign out of the system. This operation is usually invoked by users when they have completed all actions they wished to, which necessitate for the user to be authenticated (like submit a Tender for a Call, or view the details of an existing Tender) and want to signify to the system that they no longer need to act as authenticated users (i.e. return to the access rights of a Guest User). This operation can also be automatically invoked when user closes his/her browser or when the user session is timed-out
- **Request to Participate:** allows users to express their interest to participate to a Call for Tenders. This functionality is only available for Calls running under the restricted or negotiated procedure
- **Tender submission:** allows users to create and submit a Tender for a particular Call. For Calls running under the open procedure, this functionality is available as soon as the Contract Notice is dispatched to the OJEU, and until the Tender submission deadline (also referred to as Tender closing time). For Calls running under the restricted or negotiated procedure, Tenders can be submitted only by Economic Operators which have been invited by the Contracting Authority to submit a Tender (i.e. Economic Operators first need to submit expression of interested, and only once they are invited by the Contracting Authority, they can submit a Tender)

Figure 2-5: Use Cases for the *Tenderer* for a system supporting Individual Contracts



2.5.1 Sign out

The Use Case of the Sign out action of the current user, is similar to the Use Case presented in section 2.2.1.

2.5.2 Request to participate

REQUEST TO PARTICIPATE	
Version:	1
Context:	Allows user to express interest to a Call (only for the restricted and negotiated procedure)
Priority:	High
Frequency:	Often
Primary Actor:	Tenderer
Preconditions:	User is signed in the system.
Basic Flow:	<ol style="list-style-type: none"> 1. User accesses the details of a Call 2. User uploads all required proof documents (i.e. comprise documents for meeting the Conditions for Participation and for Pre-Qualification selection) 3. Tenderer digitally signs proof documents (optional) 4. User submits his expression of interest
Alternative Flow:	None
Special Requirements:	<p>All communication in this Use Case should be carried-out in encrypted mode. Furthermore, the system should guarantee the integrity of the data as well as the identity of both the client and the server. This shall take place outside the application (SSL-based with both client and server certificates).</p> <p>When uploading documents, a document validation mechanism checks the validity of the Tender (see section 2.6.2)</p>
Unresolved Issues:	None

2.5.3 Tender submission

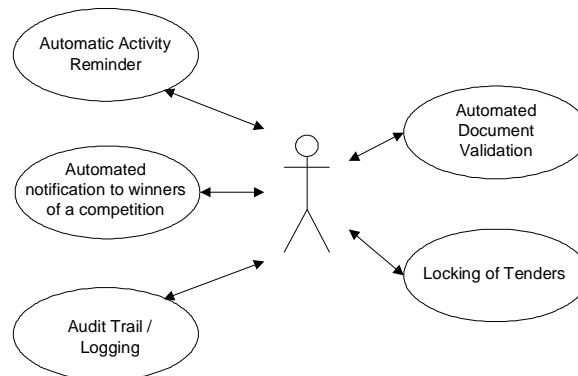
TENDER SUBMISSION	
Version:	1
Context:	Allows user to submit a Tender
Priority:	High
Frequency:	Very Often
Primary Actor:	Tenderer
Preconditions:	User is signed in the system. In case of restricted and negotiated procedures, Tenderer must be invited to submit a Tender
Basic Flow:	<ol style="list-style-type: none"> 1. User accesses the details of a Call 2. User uploads his Tender comprised by his technical and financial offer 3. Tenderer digitally signs Tender documents (optional) 4. User submits his Tender
Alternative Flow:	None
Special Requirements:	<p>All communication in this Use Case should be carried-out in encrypted mode. Furthermore, the system should guarantee the integrity of the data as well as the identity of both the client and the server. This shall take place outside the application (SSL-based with both client and server certificates).</p> <p>When uploading documents, a document validation mechanism checks the validity of the Tender (see section 2.6.2)</p>
Unresolved Issues:	None

2.6 System

The eProcurement system occasionally needs to automatically perform certain actions, either triggered by user activities or by the system on certain date/time. The main functionality performed by the *System* should be:

- **Audit Trailing/Logging:** all user activities and system events must be logged (i.e. recorded) to designated secure areas, which can assist in the regulatory reporting requirements of the legislation, as well as, the identification of infringements
- **Automatic Document Validation:** when Tenders submit a document, the system must perform certain validation checks, in order to ensure the documents compliance with the system specifications. For instance, if a system requires documents to be signed electronically before submitted, the document validation mechanism must ensure that all documents are signed, as well as, the electronic signature of a document is valid
- **Locking of Tenders:** when Tenders for a Call are received, the system must ensure that they remained locked and inaccessible until appointed personnel (opening staff) authorise their opening, which can only be performed after the pre-defined Tender opening time
- **Automatic Activity Reminder (i.e. notification based on time events):** when time events take place (i.e. the time for unlocking Tenders for a Call is reached), the system must automatically inform the associated users
- **Automatic Notification to winners of a competition (i.e. notification based on user events):** when user events take place (i.e. conclusion of a Call for Tenders), the system must automatically inform the associated users

Figure 2-6: Use Cases for the *System* for a system supporting Individual Contracts



2.6.1 Audit Trailing/Logging

AUDIT TRAILING/LOGGING	
Version:	1
Context:	Records every user and system activity
Priority:	High
Frequency:	Very Often
Primary Actor:	System
Preconditions:	None
Basic Flow:	<ol style="list-style-type: none"> 1. System tracks every user events, and every system events triggered by time 2. System records all activities in secure system logs
Alternative Flow:	None
Special Requirements:	System logs are accessible only by authorised personnel, who can create activity reports and produce statistical analysis based on the logs
Unresolved Issues:	None

2.6.2 Automatic Document Validation

AUTOMATIC DOCUMENT VALIDATION	
Version:	1
Context:	Verifies the validity of submitted documents, comprising the proof documents or Tender of a Tenderer
Priority:	High
Frequency:	Very Often
Primary Actor:	System
Preconditions:	None
Basic Flow:	<ol style="list-style-type: none"> 1. System performs documents virus check 2. System performs document corruption check 3. System checks that document is digitally signed (if digital signatures are used) 4. System verifies the validity of the digital signature of the Tenderer against the Certificate Authority' revocation list (if digital signatures are used) 5. System encrypts document
Alternative Flow:	5a. If the document validation fails: <ol style="list-style-type: none"> 5a1. System automatically sends appropriate notification to user 5a2. System displays appropriate error message to user 5a3. System rejects the document submission of the Tenderer
Special Requirements:	All communication in this Use Case should be carried-out in encrypted mode. Furthermore, the system should guarantee the integrity of the data as well as the identity of both the client and the server. This shall take place outside the application (SSL-based with both client and server certificates).
Unresolved Issues:	The system implementers must realise an interoperable method for the document validation mechanism, especially when performing the digital signature verification (step 4). A non-interoperable method may unjustifiably reject valid Tenders.

2.6.3 Locking of Tenders

LOCKING OF TENDERS	
Version:	1
Context:	Locks received Tenders until their pre-specified opening time is reached, and the Opening Staff authorise their opening
Priority:	High
Frequency:	Often
Primary Actor:	System
Preconditions:	None
Basic Flow:	<ol style="list-style-type: none"> 1. As soon as a Tender is received, it is encoded and stored in a safe area of the system. No user can gain access to the Tender 2. Unlock Tender according to Use Case of section 2.3.2
Alternative Flow:	None
Special Requirements:	None
Unresolved Issues:	None

2.6.4 Automatic Activity Reminder

AUTOMATIC ACTIVITY REMINDER	
Version:	1
Context:	System automatically sends notifications to users for pending critical events they need to perform, when certain deadlines are reached
Priority:	High
Frequency:	Very Often
Primary Actor:	System
Preconditions:	None
Basic Flow:	<ol style="list-style-type: none"> 1. System automatically creates deadline for sending notifications to users (i.e. set deadline of when notifications need to be sent for reminding users to unlock Tenders within a pre-specified time frame) 2. When deadline is reached, system sends notifications to interested users
Alternative Flow:	None
Special Requirements:	All communications for notifications are based on asynchronous means (i.e. email, SMS, etc.). Security considerations needs to be taken into account when realising the automated notifications systems
Unresolved Issues:	None

2.6.5 Notification to winners of a competition

NOTIFICATION TO WINNERS OF A COMPETITION	
Version:	1
Context:	System automatically or semi-automatically sends notifications to winners of a competition
Priority:	High
Frequency:	Very Often
Primary Actor:	System
Preconditions:	None
Basic Flow:	1. System sends notifications to interested users
Alternative Flow:	None
Special Requirements:	All communications for notifications are based on asynchronous means (i.e. email, SMS, etc.). Security considerations needs to be taken into account when realising the notifications systems
Unresolved Issues:	None

3 USE CASE ANALYSIS FOR DYNAMIC PURCHASING SYSTEMS

This section presents the Use Cases for an eProcurement system capable to support Dynamic Purchasing Systems (DPS). Such a system can be viewed as an extension to an eProcurement system supporting Individual Contracts; hence the Use Cases presented in this section are complementary to the ones presented for Individual Contracts.

The main actors of a Public eProcurement system supporting a DPS are:

Table 3-1 - Main actors of a Public eProcurement system

Actor Type	Actor	Notes
Guest	Anonymous	The three types of guest users can perform the same actions in a Public eProcurement system. Therefore, the functions of the “Economic Operator (not logged in)” and the “Procurement Officer (not logged in)” are identical to the Anonymous role
	Procurement Officers (not logged in)	
	Economic Operators (not logged in)	
Procurement Officers	Administrative staff	Procurement Officers which perform the role of “Administrative staff” are responsible for the creation and management of a DPS and specific contracts within it
	Opening staff	Procurement Officers which perform the role of “Opening staff” are responsible for the opening (or unlocking) of Indicative Tenders for a DPS and Tenders for Specific Contracts within a DPS
	Evaluating staff	Procurement Officers which perform the role of “Evaluating staff” are responsible for the evaluation of Indicative Tenders and Tenders. They are also responsible for admitting tenderers in a DPS, rejecting tenderers from a DPS, and conclude specific contracts within it
Tenderers	Economic Operators (logged in)	To establish a DPS, the Tenderer is responsible to create and submit an Indicative Tender. For a specific contract within the DPS, the Tenderer can create and submit a Tender.
System	System	The eProcurement system occasionally needs to automatically perform certain actions either triggered by user activities, or by the system on certain date/time

3.1 Guest

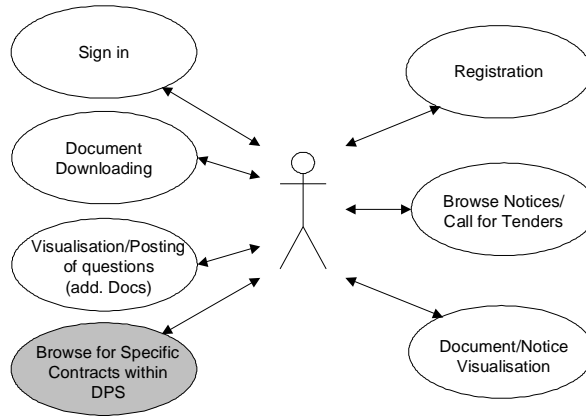
The role *Guest* is assumed by any non-authenticated user of the system. The following Use Cases detailed in the Individual Contracts section are also applicable for DPS:

- Register
- Sign-in
- Browse Notices/Call for Tenders (i.e. Calls for DPS)
- Visualise Documents/Notices
- Visualise of / request for Additional Documents
- Download documents

The following Use Case is also required for DPS:

- Browse for Specific Contract within DPS/Simplified Contract Notice

Figure 3-1: Use Cases for Guest User for a system supporting DPS



3.1.1 Browse for Specific Contracts within DPS/Simplified Contract Notices

BROWSE FOR SPECIFIC CONTRACT WITHIN DPS/SIMPLIFIED CONTRACT NOTICE

Version:	1
Context:	Allows user to search through published Specific Contract within a DPS
Priority:	High
Frequency:	Very Often
Primary Actor:	Guest
Preconditions:	None
Basic Flow:	<ol style="list-style-type: none"> 1. User visits the search page of the application and enters preferred search criteria 2. System executes a database query, based on user's search criteria, and displays the results of the query, including the details of Specific Contracts within the DPS defined in the system
Alternative Flow:	<ol style="list-style-type: none"> 2a. If the query does return any records that match user's search criteria: <ol style="list-style-type: none"> 2a1. An appropriate message is displayed to the user 2b. If the query returns too many records: <ol style="list-style-type: none"> 2b1. User is requested to provide more "narrow" criteria
Special Requirements:	None
Unresolved Issues:	None

3.2 Procurement Officer – Administrative Staff

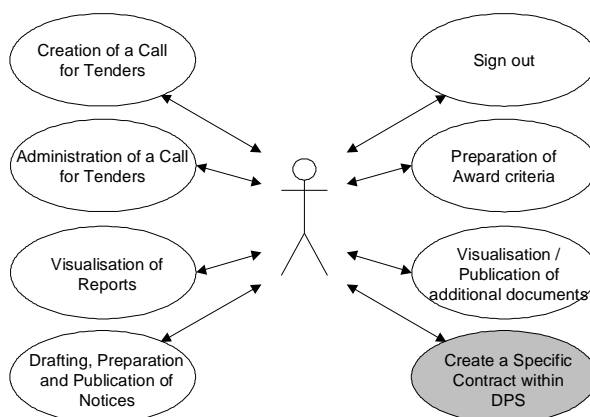
Users performing the role of *Procurement Officer Administrative staff* are responsible for the creation and management of Calls for Tenders (i.e. establishing DPS), as well as, Specific Contracts within DPS. Similarly to the Individual Contracts, the following Use cases are applicable for *Procurement Officer Administrative staff* for a DPS system:

- Sign-out
- Create new Call for Tenders (for establishing a DPS)
- Administer an existing Call for Tenders (for establishing a DPS)
- Prepare Awarding Criteria (for the DPS and its Specific Contracts)
- Draft/Prepare/Publish Notices (for establishing a DPS)
- Visualise and publish Additional Documents (for the DPS)
- Visualise reports (for the DPS)

Additionally, the following Use Case is also required for DPS:

- Create a Specific Contract within a DPS

Figure 3-2: Use Cases for the *Procurement Officer Administrative User* for a system supporting DPS



3.2.1 Create a Specific Contract within a DPS

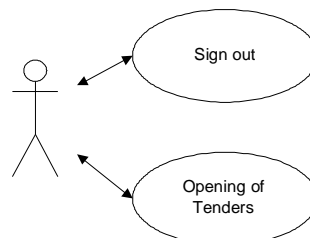
CREATE SPECIFIC CONTRACT WITHIN A DPS	
Version:	1
Context:	Allows user to create a Specific Contract within a DPS
Priority:	High
Frequency:	Very Often
Primary Actor:	Procurement Officer – Administrative Staff
Preconditions:	User is signed in the system There is at least one published DPS
Basic Flow:	<ol style="list-style-type: none"> 1. User accesses the details of an existing published DPS 2. User specifies the information for the Specific Contract (i.e. title, CPV/NUTS codes, estimated value, opening/closing dates, etc) 3. User uploads Contract Documents for the Specific Contract if necessary (to better define requirements) 4. User publishes simplified Contract Notice
Alternative Flow:	<ol style="list-style-type: none"> 2a. User enters CPV/NUTS codes which are not a subset of the CPV/NUTS codes of the DPS: <ol style="list-style-type: none"> 2a1. An appropriate message is displayed to the user
Special Requirements:	The award criteria of the DPS must be also applied as award criteria for the Specific Contract within the DPS
Unresolved Issues:	None

3.3 Procurement Officer – Opening Staff

Users performing the role of *Procurement Officer Opening staff* are responsible for the opening (or unlocking) of Indicative Tenders for entering a DPS, as well as Tenders for Specific Contracts within a DPS. The main functionality available to the *Procurement Officer Opening staff* user is identical to those for Individual Contracts:

- Sign out
- Opening of Tenders

Figure 3-3: Use Cases for the *Procurement Officer Opening Staff User* for a system supporting DPS



3.4 Procurement Officer – Evaluating Staff

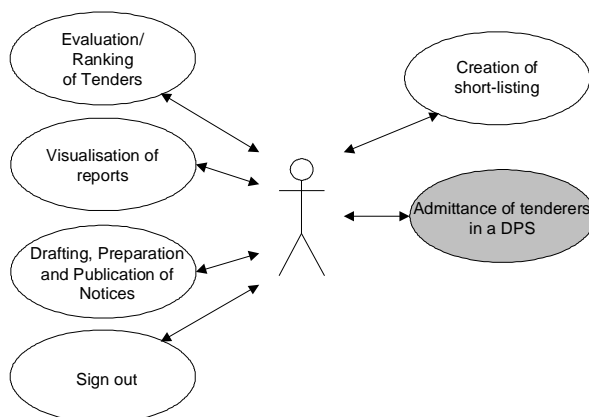
Users performing the role of *Procurement Officer Evaluating staff* are responsible for:

- Evaluation of Indicative Tenders
- Admittance of Tenderers in a DPS
- Evaluation of Tenders for a Specific Contract
- Conclusion of Specific Contract

All above responsibilities, with exception to the following two can be accommodated by the system using the “Evaluation and ranking of Tenders” Use Case, described in Individual Contracts. Only the following two responsibilities require new Use Cases, for being electronically supported by an eProcurement system:

- Admittance of Tenderers in a DPS
- Exclusion of Tenderers from a DPS

Figure 3-4: Use Cases for the *Procurement Officer Evaluating Staff User* for a system supporting DPS



3.4.1 Admittance of Tenderers in a DPS

Admittance of Tenderers in a DPS	
Version:	1
Context:	Following evaluation of Indicative Tenders, this Use Case allows users to admit Tenderers in a DPS
Priority:	High
Frequency:	Often
Primary Actor:	Procurement Officer – Evaluating Staff
Preconditions:	User is signed in the system There is at least one published DPS The evaluation of Indicative Tenders is completed
Basic Flow:	<ol style="list-style-type: none"> 1. User selects the Tenderers to be admitted into the DPS 2. User submits to the system the list of Tenderers to be admitted in the DPS 3. System makes the selected Tenderers part of the DPS 4. System automatically or semi-automatically dispatches notification message to successful Tenderers
Alternative Flow:	None
Special Requirements:	None
Unresolved Issues:	None

3.5 Tenderer

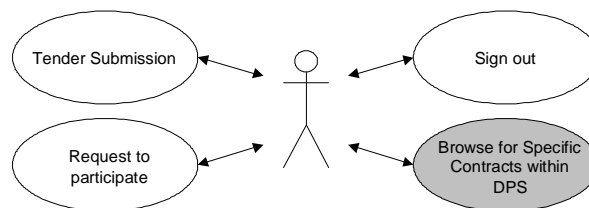
For Calls for Tenders under the DPS, *Tenderers* or *Economic Operators* are responsible for submitting Indicative Tenders (in order to be admitted into the DPS) and submitting Tenders for Specific Contracts within a DPS. The following Use Cases for *Tenderers* presented for Individual Contracts are also applicable in the case of DPS:

- Sign out
- Tender submission

Additionally, the following Use Case is required for implementing a system supporting DPS:

- Browse for Specific Contracts within DPS

Figure 3-5: Use Cases for the *Tenderer* for a system supporting DPS



3.5.1 Browse for Specific Contracts within DPS

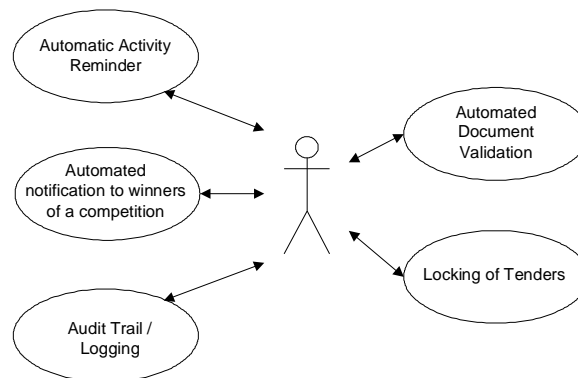
BROWSE FOR SPECIFIC CONTRACT WITHIN DPS	
Version:	1
Context:	Allows user to search through published Specific Contract within DPS
Priority:	High
Frequency:	Very Often
Primary Actor:	Tenderer
Preconditions:	None
Basic Flow:	<ol style="list-style-type: none"> 1. User visits the search page of the application and supplies his preferred search criteria 2. System returns all DPS, as well as, the Specific Contracts within all DPS which satisfy the search criteria 3. User views details of a DPS 4. User views details of a Specific Contract within DPS 5. User submits Indicative Tender for being admitted in the DPS
Alternative Flow:	5a. Tenderer already admitted in the DPS 5a1. User submits Tender for Specific Contract
Special Requirements:	None
Unresolved Issues:	None

3.6 System

The eProcurement system occasionally needs to automatically perform certain actions, either triggered by user activities, or by the system on certain date/time. The main functionality performed by the *System* is the same as those presented for Individual Contracts:

- Audit Trailing/Logging
- Automatic Document Validation
- Locking of Tenders
- Automatic Activity Reminder
- Notification to winners of a competition

Figure 3-6: Use Cases for the *System* for a system supporting DPS



4 USE CASE ANALYSIS FOR FRAMEWORK AGREEMENTS

This section presents the Use Cases for an eProcurement system capable to support Framework Agreements (FA). Similarly to DPS, such system can be viewed as an extension to an eProcurement system supporting Individual Contracts; hence the Use Cases presented in this section are complementary to the ones presented for Individual Contracts.

The main actors of a Public eProcurement system supporting Framework Agreements are:

Table 4-1: Main actors of a Public eProcurement system

Actor Type	Actor	Notes
Guest	Anonymous	The three types of guest users can perform the same actions in a Public eProcurement system. Therefore, the functions of the “Economic Operator (not logged in)” and the “Procurement Officer (not logged in)” are identical to the Anonymous role
	Procurement Officers (not logged in)	
	Economic Operators (not logged in)	
Procurement Officers	Administrative staff	Procurement Officers which perform the role of “Administrative staff” are responsible for the establishment of Framework Agreements and specific contracts within it
	Opening staff	Procurement Officers which perform the role of “Opening staff” are responsible for the opening (or unlocking) of Tenders for the establishment of a Framework Agreement and of Tenders for specific contracts within it
	Evaluating staff	Procurement Officers which perform the role of “Evaluating staff” are responsible for the evaluation of Tenders for the establishment of a Framework Agreement and of Tenders for specific contracts within it.
Tenderers	Economic Operators (logged in)	To establish a Framework Agreement, the Tenderer is responsible to create and submit a Tender. For a specific contract within the DPS, the Tenderer can create and submit a Tender.
System	System	The eProcurement system occasionally needs to automatically perform certain actions either triggered by user activities, or by the system on certain date/time

4.1 Guest

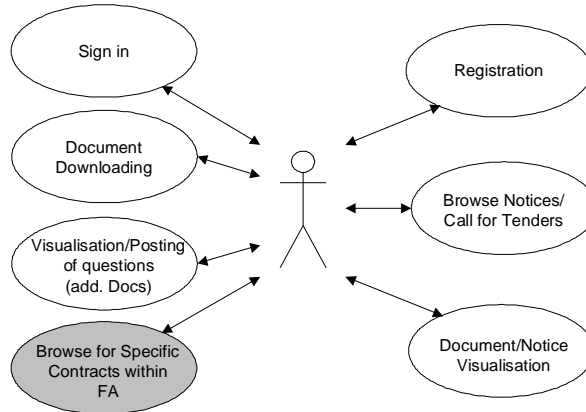
The role *Guest* is assumed by any non-authenticated user of the system. The following User Cases details in the Individual Contracts section are also applicable for FA:

- Register
- Sign-in
- Browse Notices/Call for Tenders (i.e. Calls for FAs)
- Visualise Documents/Notices
- Visualise Additional Documents
- Request for Additional Documents
- Download documents

The following Use Case is also required for FA:

- Browse for Specific Contract within FA

Figure 4-1: Use Cases for *Guest User* for a system supporting FA



4.1.1 Browse for Specific Contracts within FA

BROWSE FOR SPECIFIC CONTRACT WITHIN FA	
Version:	1
Context:	Allows user to search through published Specific Contract within FA
Priority:	High
Frequency:	Very Often
Primary Actor:	Guest
Preconditions:	None
Basic Flow:	<ol style="list-style-type: none"> 1. User visits the search page of the application and enters preferred search criteria 2. System returns all FA that satisfy the search criteria.
Alternative Flow:	None
Special Requirements:	The system should return Specific Contracts within an FA only if the user is a member of the FA. In the current Use Case the user is non-authenticated, so even if the user is a Tenderer who belongs to the FA, s/he is still not authenticated by the system, and therefore is not presented with its Specific Contracts
Unresolved Issues:	None

4.2 Procurement Officer – Administrative Staff

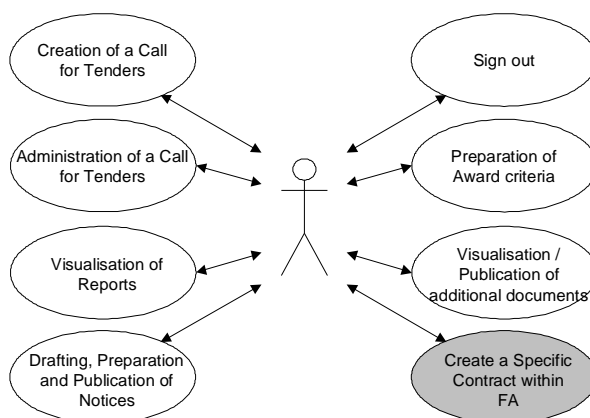
Users performing the role of *Procurement Officer Administrative staff* are responsible for the creation and management of Calls for Tenders (i.e. establishing FA), as well as, Specific Contracts within FA. Similarly to the Individual Contracts, such user may:

- Sign-out
- Create new Call for Tenders (for establishing a FA)
- Administer an existing Call for Tenders (for establishing a FA)
- Prepare Awarding Criteria (for the FA and its Specific Contracts)
- Draft/Prepare/Publish Notices (for establishing FA)
- Visualise and publish Additional Documents (for the FA)
- Visualise reports (for the FA)

The following Use Case is also required for FA:

- Create a Specific Contract within a FA

Figure 4-2: Use Cases for the *Procurement Officer Administrative User* for a system supporting FA



4.2.1 Create a Specific Contract within a FA

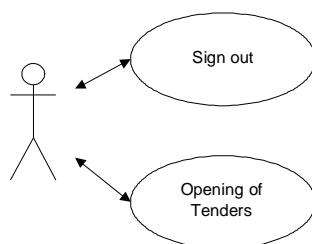
CREATE SPECIFIC CONTRACT WITHIN A FA	
Version:	1
Context:	Allows user to create a Specific Contract within a FA
Priority:	High
Frequency:	Very Often
Primary Actor:	Procurement Officer – Administrative Staff
Preconditions:	User is signed in the system There is one concluded FA
Basic Flow:	<ol style="list-style-type: none"> 1. User accesses the details of a concluded FA 2. User initiates procedure for creating Specific Contract 3. <ol style="list-style-type: none"> a) If FA is established with a single operator, user places order with that operator b) If FA is established with multiple operators, user selects whether Specific Contract is “within terms” of the FA, or whether “re-opening competition” will be used
Alternative Flow:	<ol style="list-style-type: none"> 3b. Multiple operators – Specific contract within terms of FA <ol style="list-style-type: none"> 3b1. User places an order with the “best” operator 3b. Multiple operators – Re-open competition <ol style="list-style-type: none"> 3b1. User uploads contract documents for Specific Contract 3b2. User invites all operators participating in the FA to submit a Tender for the Specific Contract
Special Requirements:	In case of a Specific Contract with single operator, or a Specific Contract with multiple operators “within terms” of the FA, the award criteria of the FA must also be applied as award criteria for the Specific Contract. In case of a Specific Contract with multiple operators, using “re-opening competition”, the award criteria may be refined.
Unresolved Issues:	None

4.3 Procurement Officer – Opening Staff

Users performing the role of *Procurement Officer Opening staff* are responsible for the opening (or unlocking) of Tenders for a Call (i.e. FA), as well as, opening Tenders for Specific Contracts within a FA, following the “re-open competition”. The main functionality available to the *Procurement Officer Opening staff* user is identical to those for Individual Contracts:

- Sign out
- Opening of Tenders

Figure 4-3: Use Cases for the *Procurement Officer Opening Staff User* for a system supporting FA



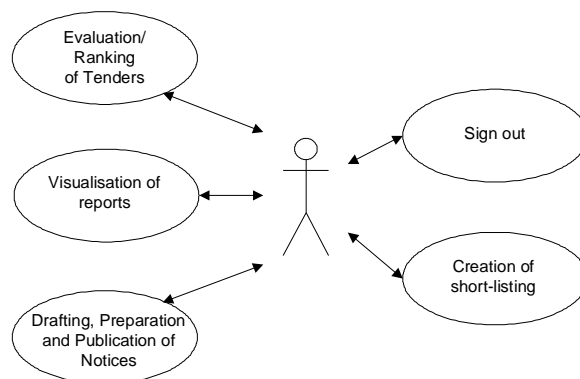
4.4 Procurement Officer – Evaluating Staff

Users performing the role of *Procurement Officer Evaluating staff* are responsible for:

- Evaluation of Tender
- Conclusion of a FA
- Evaluation of Tenders for a Specific Contract
- Conclusion of a Specific Contract

All above responsibilities can be accommodated by the system using the “Evaluation and ranking of Tenders” Use Case, described in Individual Contracts.

Figure 4-4: Use Cases for the *Procurement Officer Evaluating Staff User* for a system supporting FA



4.5 Tenderer

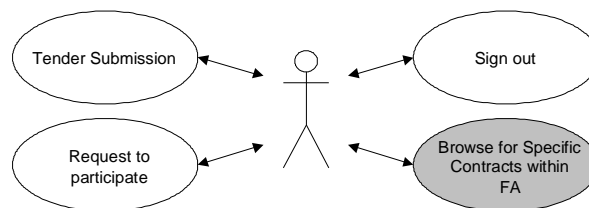
For Calls for Tenders under the FA, *Tenderers* or *Economic Operators* are responsible for submitting Tenders (in order to be included into the FA) and creating/submitting a Tender for Specific Contracts within a FA. The following Use Cases for *Tenderers* presented for Individual Contracts are also applicable in the case of FA:

- Sign out
- Tender submission

Additionally, the following Use Case is required for implementing a system supporting FA:

- Browse for Specific Contract within FA

Figure 4-5: Use Cases for the *Tenderer* for a system supporting FA



4.5.1 Browse for Specific Contracts within FA

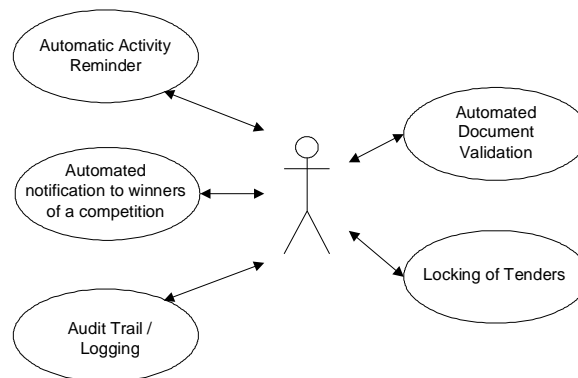
BROWSE FOR SPECIFIC CONTRACT WITHIN FA	
Version:	1
Context:	Allows user to search through published Specific Contract within FA
Priority:	High
Frequency:	Very Often
Primary Actor:	Tenderer
Preconditions:	None
Basic Flow:	<ol style="list-style-type: none"> 1. User visits the search page of the application and enters preferred search criteria 2. System returns all FA 3. User views details of a FA 4. User views details of a Specific Contract within FA
Alternative Flow:	<p>4a. User is single operator in FA</p> <p style="padding-left: 40px;">4a1. User views all Specific Contracts within FA</p> <p>4b. User is one of many operators in FA</p> <p style="padding-left: 40px;">4b1. User views all Specific Contracts for which “re-opened” competition was used. Also, user views all Specific Contracts for which the Contracting Authority placed an order directly with that User (using the “within terms” method)</p> <p>4a. User is not member of FA</p> <p style="padding-left: 40px;">4a1. User does not view Specific Contracts within FA</p>
Special Requirements:	None
Unresolved Issues:	None

4.6 System

The eProcurement system occasionally needs to automatically perform certain actions, either triggered by user activities, or by the system on certain date/time. The main functionality performed by the *System* is the same as those presented for Individual Contracts:

- Audit Trailing/Logging
- Automatic Document Validation
- Locking of Tenders
- Automatic Activity Reminder
- Notification to winners of a competition

Figure 4-6: Use Cases for the *System* for a system supporting FA



5 USE CASE ANALYSIS FOR ELECTRONIC AUCTIONS

This section presents the main actors and functionality of an eProcurement system supporting the procurement of contracts utilising eAuctions as an extension to the chosen procedure.

The main actors of a Public eProcurement system that supports eAuctions are:

Table 5-1 - Main actors of a Public eProcurement system

Actor Type	Actor	Notes
Procurement Officers	Administrative staff	The Procurement Officers which perform the role of “Administrative staff” are responsible for definition and fixing of eAuction parameters
	Evaluating staff	The Procurement Officers which perform the role of “Evaluating staff” are responsible for the evaluation of Tenders for a Call, the invitation of tenderers to eAuctions, as well as, the conclusion of a competition by selecting the winner(s) and publication of the Contract Award Notice
Tenderers	Economic Operators (logged in)	For eAuction, tenderers are the parties that supply bids to the system, in order to improve aspects of their tenders submitted during the full initial evaluation
System	System	The eProcurement system for eAuction (referred to as the Auction device) is responsible for the automated opening and closing of the eAuction event, as well as, the automated calculation of scores and ranking of tenderers during the eAuction event

5.1 Procurement Officer – Administrative Staff

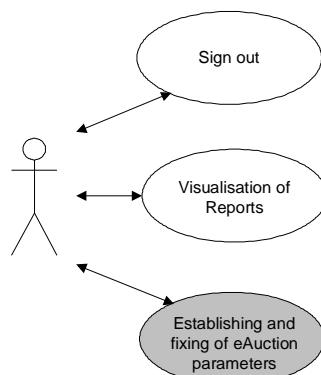
For eAuctions, *Procurement Officers – Administrative Staff* are responsible for establishing and fixing the eAuction parameters prior to the commencement of the eAuction event. The following Use Cases for *Administrative Staff* presented for Individual Contracts are also applicable in the case of eAuctions:

- Sign out
- Visualisation of Reports

Additionally, the following Use Case is required for implementing an eProcurement system supporting electronic auctions:

- Establishing and fixing eAuction parameters

Figure 5-1: Use Cases for the Procurement Officer – Administrative Staff for a system supporting electronic auctions



5.1.1 Establishing and fixing eAuction parameters

ESTABLISHING AND FIXING EAUCTION PARAMETERS	
Version:	1
Context:	Allows user to parameterise the eAuction device in order to run the required eAuction event
Priority:	High
Frequency:	Often
Primary Actor:	Procurement Officer – Administrative Staff
Preconditions:	User is signed in the system. The evaluation mechanism for the Full Initial Evaluation is defined (lowest price or most economically advantageous tender)
Basic Flow:	<ol style="list-style-type: none"> 1. User specifies whether the eAuction will run in rounds or time, and specifies all requested time periods 2. User defines (in case of lowest price evaluation mechanism): <ol style="list-style-type: none"> a. Currency b. Starting price c. Minimum difference between bids 3. Specify visibility options for information to be made available to tenderers and procurement officers 4. Specify any other parameterisation options (depending on the exact functionality of the eAuction device)
Alternative Flow:	<ol style="list-style-type: none"> 2a. User defines (in case of most economically advantageous tender evaluation mechanism): <ol style="list-style-type: none"> 2a1. which of the criteria specified for the full initial evaluation are quantifiable 2a2. minimum and maximum value for each quantifiable criterion 2a3. the weight to be used for the bid score calculation 2a4. for each criterion whether a large value (i.e. close to the maximum value) constitutes a good bid or not
Special Requirements:	None
Unresolved Issues:	None

5.2 Procurement Officer – Evaluating Staff

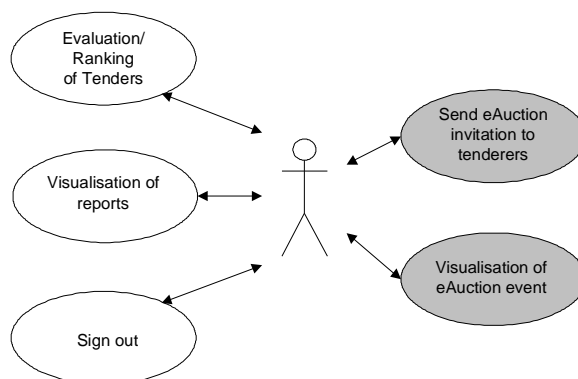
For eAuctions, *Procurement Officers – Evaluating Staff* are responsible for conducting the full initial evaluation (using Use Case “Evaluation and ranking of Tenders” of the Individual Contracts), and inviting tenderers to participate in an eAuction event. Additionally, they are responsible for the conclusion of a competition using electronic auctions. The following Use Cases for *Evaluating Staff* presented for Individual Contracts are also applicable in the case of eAuctions:

- Sign out
- Evaluation and ranking of Tenders
- Visualisation of Reports

Additionally, the following Use Cases are required for implementing an eProcurement system supporting electronic auctions:

- Send eAuction invitation to tenderers
- Visualisation of eAuction event

Figure 5-2: Use Cases for the *Procurement Officer – Evaluating Staff* for a system supporting electronic auctions



5.2.1 Send eAuction invitation to tenderers

SEND EAUCTION INVITATION TO TENDERERS	
Version:	1
Context:	Allows user to invite tenderers to participate in eAuction
Priority:	High
Frequency:	Often
Primary Actor:	Procurement Officer – Evaluating Staff
Preconditions:	User is signed in the system. The Full Initial Evaluation is performed and the tenders are ranked accordingly
Basic Flow:	<ol style="list-style-type: none"> 1. User selects the tenderers to invite to the eAuction 2. User defines the exact date/time to start the eAuction 3. User writes the message to be send to the tenderers, to invite them to the eAuction event 4. User uploads/attaches documents to be sent to the tenderers, to explain how the eAuction event will run, all related terms/conditions, all technical requirements for the connection/participation to the eAuction and any other important information
Alternative Flow:	None
Special Requirements:	The date/time for the beginning of the eAuction should allow sufficient time for tenderers to review the details of the eAuction and understand how the event will run
Unresolved Issues:	None

5.2.2 Visualisation of eAuction event

VISUALISATION OF EAUCTION EVENT	
Version:	1
Context:	Allows user to visualise the eAuction event
Priority:	Medium
Frequency:	Often
Primary Actor:	Procurement Officer – Evaluating Staff
Preconditions:	User is signed in the system. The Full Initial Evaluation is completed and the invitations to participate in the eAuction event are sent to the selected tenderers.
Basic Flow:	<ol style="list-style-type: none"> 1. User access the eAuction room 2. The eAuction room displays to the user relevant information about the eAuction event, including best bid, tenderer ranking, time/rounds remaining for the closure of the eAuction, etc.
Alternative Flow:	None
Special Requirements:	The tenderer identities are not disclosed to procurement officers during the eAuction event. The identities can only be disclosed after the eAuction event is complete. The whole operation of the eAuction is fully automated and there is no manual intervention by procurement officers
Unresolved Issues:	None

5.3 Tenderer

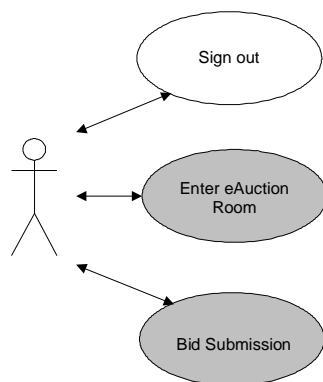
For eAuctions, *Tenderers* are responsible for entering the eAuction room and participating in eAuction events by placing bids. The following Use Case for *Tenderers* presented for Individual Contracts is also applicable in the case of eAuctions:

- Sign out

Additionally, the following Use Cases are required for implementing an eProcurement system supporting electronic auctions:

- Enter eAuction Room
- Bid Submission

Figure 5-3: Use Cases for the *Tenderer* for a system supporting electronic auctions



5.3.1 Enter eAuction Room

ENTER EAUCTION ROOM	
Version:	1
Context:	Allows user to accept the invitation to participate in an eAuction event
Priority:	Medium
Frequency:	Often
Primary Actor:	Tenderer
Preconditions:	User is signed in the system and is invited to participate in an eAuction event.
Basic Flow:	<ol style="list-style-type: none"> 1. User accesses the relevant page for accessing the eAuction room 2. eAuction device registers that the tenderer has accepted the invitation to participate in eAuction
Alternative Flow:	None
Special Requirements:	Depending on the exact specifications of the eAuction device and the requirements of the contracting authority, a tenderer may be able to accept the invitation to participate in an eAuction event only before the beginning of the eAuction.
Unresolved Issues:	None

5.3.2 Bid Submission

BID SUBMISSION	
Version:	1
Context:	Allows users to submit a bid during the eAuction event
Priority:	High
Frequency:	Often
Primary Actor:	Tenderer
Preconditions:	User is signed in the system, has received an invitation to participate in the eAuction event and has accepted this invitation. The eAuction event is underway.
Basic Flow:	<ol style="list-style-type: none"> 1. eAuction device displays to the user the relevant form for providing his/her bid 2. User fills in the bid submission form and submits it to the system 3. System accepts the new bid
Alternative Flow:	<ol style="list-style-type: none"> 2a. User provides a bid which does not meet the bid specifications (e.g. a bidding values are above the maximum value allowed by the contracting authority): <ol style="list-style-type: none"> 2a1. System rejects new bid and informs user of the error 2b. User submits a bid to the eAuction device after the closure of a round, or after the closure of the eAuction event: <ol style="list-style-type: none"> 2b1. System rejects new bid and informs user of the error
Special Requirements:	None
Unresolved Issues:	None

5.4 System

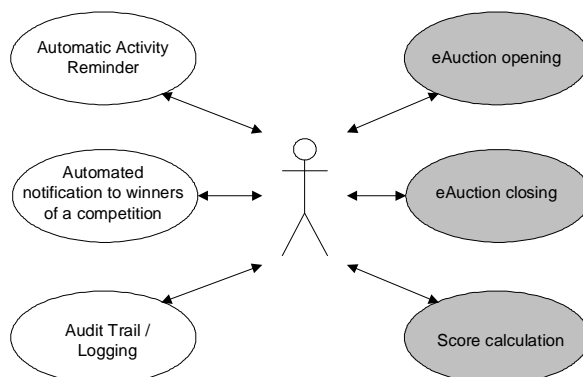
For eAuctions, *System* is responsible for all automated actions to be performed during the eAuction. These comprise the automated opening of the eAuction event, its automated closure, as well as, the automated score calculation for all bids submitted during the eAuction. The following Use Cases for *System* presented for Individual Contracts are also applicable in the case of eAuctions:

- Audit Trailing/Logging
- Automated activity reminder
- Notification to winners of a competition

Additionally, the following Use Cases are required for implementing an eProcurement system supporting electronic auctions:

- eAuction opening
- eAuction closing
- Score calculation

Figure 5-4: Use Cases for the *System* for a system supporting electronic auctions



5.4.1 eAuction opening

EAUCTION OPENING	
Version:	1
Context:	eAuction device automatically starts the eAuction event when the pre-defined date/time is reached
Priority:	High
Frequency:	Often
Primary Actor:	System
Preconditions:	The Full Initial Evaluation of Tenders is completed and tenderers are invited to participate in the eAuction event.
Basic Flow:	<ol style="list-style-type: none"> 1. System constantly monitors whether the pre-defined date/time for the initiation of the eAuction event is reached 2. System initiates eAuction event
Alternative Flow:	None
Special Requirements:	Depending on the exact specifications of the eAuction device and the requirements of the contracting authority, a tenderer may be able to accept the invitation to participate in an eAuction event only before the beginning of the eAuction (see Use Case “Enter eAuction room”)
Unresolved Issues:	None

5.4.2 eAuction closing

EAUCTION CLOSING	
Version:	1
Context:	eAuction device automatically stops the eAuction event when the pre-defined conditions are met
Priority:	High
Frequency:	Very Often
Primary Actor:	System
Preconditions:	An eAuction event is underway
Basic Flow:	<ol style="list-style-type: none"> 1. System constantly monitors whether the pre-defined conditions are met for stopping the eAuction event 2. eAuction stops the eAuction event
Alternative Flow:	None
Special Requirements:	<p>In case of an eAuction event running in rounds, this mechanism needs to constantly monitor the closure of each round. The closing of the final round constitutes the closure of the eAuction event itself.</p> <p>In case of an eAuction event running in time, this mechanism needs to constantly monitor whether the pre-specified date/time is reached. The eAuction device may allow for the eAuction time period to be automatically extended in case a bid is received at the closing minutes of the eAuction event.</p>
Unresolved Issues:	None

5.4.3 Score Calculation

SCORE CALCULATION	
Version:	1
Context:	Allows the eAuction device to automatically evaluate and rank bids according to the predefined bidding fields and evaluation formula
Priority:	High
Frequency:	Often
Primary Actor:	System
Preconditions:	An eAuction event is underway. A valid bid is submitted to the eAuction device
Basic Flow:	<ol style="list-style-type: none"> 1. eAuction device accepts the new bid 2. eAuction device applies the predefined evaluation formula to the various bids and calculates the bid score 3. eAuction device ranks tenderers according to the new bid score received (in case of lowest price the ranking is in ascending order, while in case of the most economically advantageous tender is in descending order) 4. eAuction device discloses details of the received bids to tenderers and procurement officers according to the predefined visibility of options (see Use Case “Establishing and fixing eAuction parameters”)
Alternative Flow:	None
Special Requirements:	None
Unresolved Issues:	None

6 SCENARIOS FOR USING THE DYNAMIC DEMONSTRATORS

This section provides a proposed scenario for each eProcurement procedure supported by the Dynamic Demonstrators, developed in the context of the current project. It is aimed to assist users to easily experiment with the Dynamic Demonstrators and better comprehend the concepts of the Use Case analysis, as well as, the functional requirements, as described in the FReq Volume I.

The Dynamic Demonstrator User Manual provides more elaborate information for interested parties to more easily experiment with the demonstrators. Interested parties can gain access to the Dynamic Demonstrators at the URL: <http://europa.eu.int/idabc/eprocurement>.

6.1 Open Procedure

STEP. 1. Login as *jsmith01 (procurement officer – administrative staff)*

STEP. 2. Create a new Call for Tenders

STEP. 3. Provide details similar to the ones below:

Field	Text
Title	GR – CCTV Video film
Contract Type	Supplies
NUTS	GR000
Notice Involves	Public Contract
Short Description	The Ministry of Public Order wishes to purchase CCTV video film supplies for a number of security network installations in the country.
CPV Codes	25330000
Estimated Value	450000
Currency	EURO
Duration of FA	2 years
Type of Procedure	Open
Previous Publications	-
Internal Reference No	376925
Electronic transmission of CN	YES
Electronic availability of CDs	YES
Estimated date for CN	09/12/2004
Number of days for opening	0

STEP. 4. Create Evaluation Forms

STEP. 5. Provide details similar to the ones below:

Details
Personal Situation Country of registration evidence Non-conviction evidence Economic and Financial Capacity Latest balance sheet or extracts
MEAT
No eAuction
Price (0.4) Quality Assurance (0.2) Quantity (0.3) Delivery (0.1)

STEP. 6. Upload Contract Document “Technical Specifications”

STEP. 7. Publish Contract Notice

STEP. 8. Logout

STEP. 9. Login as *NvanBout (tenderer)*

STEP. 10. Go to “New”

STEP. 11. Access the Call for Tenders

STEP. 12. Click on “Create Tender”

STEP. 13. Submit Tender

STEP. 14. Logout

Perform steps 9-14 also for tenderer users *KSchneid*, *MPeroto5*, and *ATsolias*

STEP. 15. Login as *SVeryard (procurement officer – opening staff)*

STEP. 16. Go to “My Calls”

STEP. 17. Access the Call for Tenders

STEP. 18. Click “DEMO OPEN”

STEP. 19. Go to “My Messages”

STEP. 20. Access relevant page

STEP. 21. Unlock tenders

STEP. 22. Logout

STEP. 23. Login as ***JMoratti (procurement officer – evaluation staff)***

STEP. 24. Go to “My Messages”

STEP. 25. Read message about evaluation

STEP. 26. Select the winner of the competition

STEP. 27. Public Contract Award Notice

STEP. 28. View report

6.2 Dynamic Purchasing System

STEP. 1. Login as ***jsmith01 (procurement officer – administrative staff)***

STEP. 2. Create a new Call for Tenders

STEP. 3. Provide details similar to the ones below:

Field	Text
Title	IT – Workwear accessories
Contract Type	Supplies
NUTS	IT500
Notice Involves	DPS
Short Description	The Ministry of Development establishes a DPS for the purchases of workwear and accessories in the Italy Centro region.
CPV Codes	1814000
Estimated Value	400000
Currency	EURO
Duration of FA	4 years
Type of Procedure	-
Previous Publications	-
Internal Reference No	376928
Electronic transmission of CN	YES
Electronic availability of CDs	YES
Estimated date for CN	09/12/2004

STEP. 4. Create Evaluation Forms

STEP. 5. Provide details similar to the ones below:

Details
Economic and Financial Capacity Latest balance sheet or extracts
Lowest price
No eAuction
Stated in Contract Notice

STEP. 6. Upload Contract Document “Technical Specifications”

STEP. 7. Publish Contract Notice

STEP. 8. Logout

STEP. 9. Login as *NvanBout (tenderer)*

STEP. 10. Go to “New”

STEP. 11. Access DPS

STEP. 12. Click on “Create Indicative Tender”

STEP. 13. Submit Indicative Tender

STEP. 14. Logout

Perform steps 9-14 also for tenderer users *KSchneid, MPeroto5 and ATsolias*

STEP. 15. Login as *SVeryard (procurement officer – opening staff)*

STEP. 16. Go to “My Calls”

STEP. 17. Access DPS

STEP. 18. Click “DEMO OPEN”

STEP. 19. Go to “My Messages”

STEP. 20. Access relevant page

STEP. 21. Unlock tenders

STEP. 22. Logout

STEP. 23. Login as *JMoratti (procurement officer – evaluating staff)*

STEP. 24. Go to Call to “I – Construction Workwear Accessories”

STEP. 25. Access tab Tenders

STEP. 26. Perform evaluation. Disqualify tenderer *NvanBout (Flandra Constructions)*

STEP. 27. Include the three in the DPS

STEP. 28. Provide justification: “The three tenderers that have submitted indicative tenders meeting the DPS specifications are admitted in the DPS”

STEP. 29. Logout

STEP. 30. Login as *jsmith01 (procurement officer – administrative staff)*

STEP. 31. Access DPS

STEP. 32. Access Specific Contracts

STEP. 33. Create a new Specific Contract

STEP. 34. Provide details similar to the ones below:

Field	Text
Title	Safety visors
NUTS	Select a sub-category of the NUTS
Short Description	Provide safety visors, as detailed in the simplified contract notice
CPV Codes	Select a sub-category of the CPV
Estimated Value	25000
Currency	EURO
Contract Duration	3 months and 15 days
Type of Procedure	Open
Reference Number	376929
Opening date for receipt of Indicative Tenders	09/12/2004
Closing date for receipt of Tenders	24/12/2004
Opening date for receipt of Tenders	26/12/2004
Closing date for receipt of Tenders	31/12/2004
Number of days for opening	0

STEP. 35. Publish simplified contract notice

STEP. 36. Logout

Tenderers *KSchneid*, *MPeroto5* and *ATsolias* already part of the DPS

Tenderer *NvanBout* has submitted an Indicative Tender but was not admitted

STEP. 37. Login as *NvanBout (tenderer)*

STEP. 38. Go to “New”

- STEP. 39.** Access specific contract (*create a tender button is disabled because user is not part of the DPS*)
- STEP. 40.** Access “My Indicative Tender” (*submitted previously*)
- STEP. 41.** Update my Financial Offer
- STEP. 42.** Submit Indicative Tender
- STEP. 43.** Logout

Tenderer RParihon has not yet submitted an Indicative Tender

- STEP. 44.** Login as **RParihon (tenderer)**
 - STEP. 45.** Go to “New”
 - STEP. 46.** Access specific contract
 - STEP. 47.** Create Indicative Tender
 - STEP. 48.** Submit Indicative Tender
 - STEP. 49.** Logout
-
- STEP. 50.** Login as **SVeryard (procurement officer – opening staff)**
 - STEP. 51.** Go to “My Calls”
 - STEP. 52.** Access DPS
 - STEP. 53.** Click “DEMO OPEN”
 - STEP. 54.** Go to “My Messages”
 - STEP. 55.** Access relevant page
 - STEP. 56.** Unlock tenders
 - STEP. 57.** Logout
-
- STEP. 58.** Login as **JMoratti (procurement officer – evaluating staff)**
 - STEP. 59.** Go to “My Messages”
 - STEP. 60.** Access relevant page
 - STEP. 61.** Perform evaluation for the two new tenderers (disqualify one)
 - STEP. 62.** Include all in DPS (change justification to “All”)
 - STEP. 63.** Access Specific contracts
 - STEP. 64.** Access Specific contract
 - STEP. 65.** Edit invitation to tender (Please submit tenders for this specific contract)
 - STEP. 66.** Edit disqualification note (just send)
 - STEP. 67.** Logout

STEP. 68. Login as ***KSchnei (tenderer)***

STEP. 69. Go to “My messages”

STEP. 70. Read message

STEP. 71. Access the relevant page

STEP. 72. Edit Tender

STEP. 73. Submit Tender

STEP. 74. Logout

STEP. 75. Login as ***ATsolias (tenderer)***

STEP. 76. Go to “My messages”

STEP. 77. Read message

STEP. 78. Access the relevant page

STEP. 79. Edit Tender

STEP. 80. Add new Technical Document (Delivery Details)

STEP. 81. Submit Tender

STEP. 82. Logout

STEP. 83. Login as ***SVeryard (procurement officer – opening staff)***

STEP. 84. Go to “New”

STEP. 85. Access specific contract

STEP. 86. Click Associated People

STEP. 87. Click “DEMO OPEN”

STEP. 88. Go to “My Messages”

STEP. 89. Read message

STEP. 90. Access relevant page

STEP. 91. Unlock tenders

STEP. 92. Logout

STEP. 93. Login as ***JMoratti (procurement officer – evaluating staff)***

STEP. 94. Go to “My messages”

STEP. 95. Read message

STEP. 96. Access the relevant page

STEP. 97. Evaluate Tenders (DMV-23000, Hanover-23500)

STEP. 98. Select winner and conclude contract (Lowest price winner)

STEP. 99. View report

6.3 Framework Agreement

STEP. 1. Login as *jsmith01 (procurement officer – administrative staff)*

STEP. 2. Create a new Call for Tenders

STEP. 3. Provide details similar to the ones below:

Field	Text
Title	F – Office Stationary
Contract Type	Supplies
NUTS	FR000
Notice Involves	Framework Agreement
Short Description	The Ministry of Education is establishing a Framework Agreement for the purchase of office stationary for all public schools in the country.
CPV Codes	21230000
Estimated Value	500000
Currency	EURO
Duration of FA	3 years and 6 months
Type of Procedure	Open
Previous Publications	-
Internal Reference No	376925
Electronic transmission of CN	YES
Electronic availability of CDs	YES
Estimated date for CN	09/12/2004
Number of days for opening	0

STEP. 4. Create Evaluation Forms

STEP. 5. Provide details similar to the ones below:

Details
Personal Situation Country of registration evidence Non-conviction evidence Economic and Financial Capacity Latest balance sheet or extracts
Lowest price
No eAuction
Stated in Contract Notice

STEP. 6. Upload Contract Document “Technical Specifications”

STEP. 7. Upload Contract Document “Conditions”

STEP. 8. Publish Contract Notice

STEP. 9. Logout

STEP. 10. Login as *NvanBout (tenderer)*

STEP. 11. Go to “New”

STEP. 12. Access

STEP. 13. FA

STEP. 14. Click on “Create Tender”

STEP. 15. Submit Tender

STEP. 16. Logout

Perform steps 9-14 also for tenderer users *KSchneid, MPeroto5, RParihon and ATsolias*

STEP. 17. Login as *SVeryard (procurement officer – opening staff)*

STEP. 18. Go to “My Calls”

STEP. 19. Access FA

STEP. 20. Click “DEMO OPEN”

STEP. 21. Go to “My Messages”

STEP. 22. Access relevant page

STEP. 23. Unlock tenders

STEP. 24. Logout

STEP. 25. Login as *JMoratti (procurement officer – evaluating staff)*

STEP. 26. Go to Call to “F – Office Stationary (Paper)”

STEP. 27. Access tab Tenders

STEP. 28. Perform evaluation. Disqualify one tenderer (Perfection)

STEP. 29. Include prices: Flandra-450.000, DMV-475.000. Hanover-475.000, Trinamella-500.000

STEP. 30. Include the first three in the FA

STEP. 31. Provide justification: “Three tenderers are required to be included in the Framework Agreement”

STEP. 32. Logout

STEP. 33. Login as *jsmith01 (procurement officer – administrative staff)*

STEP. 34. Access FA

STEP. 35. Access Individual Contracts

STEP. 36. Create a new Individual Contract using “re-open competition”

STEP. 37. Provide details similar to the ones below:

Field	Text
Title	Printing paper
NUTS	Select a sub-category of the NUTS
Short Description	Provide laser printing paper, as detailed in the Contract Document
CPV Codes	Select a sub-category of the CPV
Estimated Value	18000
Currency	EURO
Contract Duration	2 months and 15 days
Type of Procedure	Open
Internal Reference No	376926
Opening date for receipt of Tenders	09/12/2004
Closing date for receipt of Tenders	15/12/2004
Number of days for opening	0
e-Catalogue format	NO

STEP. 38. Upload Contract Document “Technical Specifications”

STEP. 39. Send Request. Provide message “You are invited to submit a tender for the above specific contract”

STEP. 40. Logout

STEP. 41. Login as *NvanBout (tenderer)*

- STEP. 42.** Go to “My messages”
- STEP. 43.** Read message
- STEP. 44.** Access the relevant page
- STEP. 45.** Create Tender
- STEP. 46.** Logout

Do steps 26-31 for ATsolias and KSchneid (tenderers)

- STEP. 47.** Login as SVeryard (procurement officer – opening staff)
- STEP. 48.** Go to “My Calls”
- STEP. 49.** Access specific contract
- STEP. 50.** Click “DEMO OPEN”
- STEP. 51.** Go to “My Messages”
- STEP. 52.** Access relevant page
- STEP. 53.** Unlock tenders
- STEP. 54.** Logout

- STEP. 55.** Login as JMoratti (procurement officer – evaluating staff)
- STEP. 56.** Go to “My Messages”
- STEP. 57.** Access relevant page
- STEP. 58.** Perform evaluation (one is 16000 and the other 18000)
- STEP. 59.** Conclude specific contract (Lowest price winner)

6.4 Electronic Auction

- STEP. 1.** Login as jsmith01 (procurement officer – administrative staff)
- STEP. 2.** Create a new Call for Tenders

STEP. 3. Provide details similar to the ones below:

Field	Text
Title	UK – Radiology supplies
Contract Type	Supplies
NUTS	UK000
Notice Involves	Public Contract
Short Description	The Ministry of Health wishes to purchase radiology supplies for a number of public hospitals in the country.
CPV Codes	25310000
Estimated Value	600000
Currency	EURO
Duration of FA	3 years and 6 months
Type of Procedure	Open
Previous Publications	-
Internal Reference No	376925
Electronic transmission of CN	YES
Electronic availability of CDs	YES
Estimated date for CN	09/12/2004
Number of days for opening	0

STEP. 4. Create Evaluation Forms

STEP. 5. Provide details similar to the ones below:

Details
Personal Situation: Country of registration evidence
MEAT
Yes eAuction
Price (0.4) Quality Assurance (0.2) Quantity (0.3) Delivery (0.1)
Rounds (3) Time between rounds (3) Duration of round (5)
Select all checks
Select quantifiable criteria: Delivery Quantity Price
Price: Min – 300000, Max – 800000, Weight – 0.6, No tick Delivery: Min – 5, Max – 25, Weight – 0.1, No tick Quantity: Min – 10, Max – 200, Weight – 0.3, Tick

STEP. 6. Upload Contract Document “Technical Specifications”

STEP. 7. Publish Contract Notice

STEP. 8. Logout

STEP. 9. Login as *NvanBout (tenderer)*

STEP. 10. Go to “New”

STEP. 11. Access the Call for Tenders

STEP. 12. Click on “Create Tender”

STEP. 13. Submit Tender

STEP. 14. Logout

Perform steps 9-14 also for tenderer users *KSchneid*, *MPeroto5*, and *ATsolias*

STEP. 15. Login as *SVeryard (procurement officer – opening staff)*

STEP. 16. Go to “My Calls”

STEP. 17. Access the Call for Tenders

STEP. 18. Click “DEMO OPEN”

STEP. 19. Go to “My Messages”

STEP. 20. Access relevant page

STEP. 21. Unlock tenders

STEP. 22. Logout

STEP. 23. Login as ***JMoratti (procurement officer – evaluation staff)***

STEP. 24. Go to “My Messages”

STEP. 25. Read message about evaluation

STEP. 26. Select the first three tenderers to invite (Flandra, Hanover, DMV)

STEP. 27. Provide justification: “As per the specifications of the Call, only three tenderers are to be invited to the eAuction”

STEP. 28. Fix eAuction parameters (5 minutes from server time)

STEP. 29. Send invitation to the tenderers: “You are invited to participate in the eAuction”

STEP. 30. Open another three browsers and log in as ***KSchneid, NvanBout, ATsolias (tenderers)***

STEP. 31. Enter eAuction room for all tenderers

STEP. 32. Perform bidding similar to the one below

	Round 1	Round 2	Round 3
ATsolias, DMV	Price: 500000 Delivery: 8 Quantity: 110 Score: 6.03 Rank: 1	Price: X Delivery: X Quantity: X Score: 6.03 Rank: 2	Price: 400000 Delivery: 15 Quantity: 200 Score: 8.3 Rank: 1
Schneid, Hanover	Price: 500000 Delivery: 20 Quantity: 100 Score: 5.27 Rank: 2	Price: 450000 Delivery: 18 Quantity: 150 Score: 6.76 Rank: 1	Price: X Delivery: X Quantity: X Score: 6.76 Rank: 3
NvanBout, Flandra	Price: 600000 Delivery: 12 Quantity: 100 Score: 4.47 Rank: 3	Price: 550000 Delivery: 10 Quantity: 100 Score: 5.17 Rank: 3	Price: 430000 Delivery: 17 Quantity: 160 Score: 7.21 Rank: 2

STEP. 33. Close the three tenderer windows and continue with the window of ***jmoratti (procurement officer – evaluation staff)***

STEP. 34. Select to award contract

STEP. 35. Select one winner. Justification: “Winner selected based on the best bid during the eAuction”

STEP. 36. Publish Contract Award Notice

STEP. 37. View Report