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Single Procurement Document (SPD) Word Document Retiral - 4th February 2024

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<https://procurementjourney.scot/single-procurement-document-spd-word-document-retiral>

Single Procurement Document (SPD) - Word Document Retiral

Transition to a fully online SPD process from 1 April 2024

As per our previous correspondence, we would like to remind you that from 1 April 2024 the Word version of the Single Procurement Document (SPD) will no longer be supported or updated by Scottish Government

Following user research, the Word version of the SPD will be removed from the [**Procurement Journey**](#) website on 31st March 2024. All of the guidance relating to the SPD and the supplier selection process will continue to be available.

From this date, the fully online versions of the SPD, available within PCS and PCS-Tender, will be the only ones updated, supported, and maintained by Scottish Government.

Why are we making this change?

The precursor to the SPD, the ESPD, came into force in April 2016. In the eight years since then, the online capability of both buyers and suppliers has increased dramatically, just as it has for the general population, and the pandemic has further increased the rate of transition. The SPD was always intended to be an entirely online process, and this change will simplify the landscape, especially for SMEs, who have told us that continued support and use of the offline SPDs causes them issues when engaging with public procurement in Scotland.

What does this mean for me?

If you're already using PCS-Tender, or the SPD module in PCS to run your procurement exercises, then you should continue to do so.

If you currently use the Word version of the SPD, (or any other offline version) to create your SPD requests, then you are advised to familiarise yourself with SPD functionality within PCS as soon as possible.

The SPD module is intuitive and straightforward to use, and there are a number of additional resources to support users:

- [SPD User Guides](#)
- Creating an SPD request in PCS SPD module [video](#)
- SPD module with the [PCS Training Site](#)

We are continuing to run a series of buyer awareness sessions to support buyers with the transition. You can book a slot [here](#).

What are the benefits of using the SPD module within PCS?

The SPD module is designed to be 'self-contained' and this means that buyers can include any requirements specific to their procurement exercise, such as qualifications, experience, financial stability etc, within their SPD request. Buyers can also request and receive supporting evidence, such as copies of company accounts, certifications relating to quality management, environmental management and other 'means of proof', from within the system.

For suppliers, it simplifies and streamlines the selection process, enabling them see the buyer's requirements within the SPD itself, without the need to cross refer to other procurement documents. Suppliers are also able to store and re-use their answers to standard SPD questions, and upload evidence documents, such as company accounts, once but use them multiple times.

The SPD module is integrated into PCS, so there's no need to re-register or create a separate log-in.

What if I need to share my draft SPD with my user intelligence group members, or other stakeholders who don't use PCS?

The SPD module with PCS enables you to export your SPD request in various formats, including PDF and Word, which can then be shared with other stakeholders for review or comment.

Does this mean I will no longer be able to use an SPD Word attachment in PCS?

Buyers will still be able to use a Word, or other offline version of the SPD, and issue it as an attachment, but this approach will not be actively promoted or supported by Scottish Government. It would be the responsibility of individual buyers and contracting authorities to ensure that any offline versions of the SPD remain aligned to the latest official Scottish Government versions within PCS and PCS-Tender and to seek their own legal advice to support this.

If you need any further information, please contact Laura Martin (laura.martin@gov.scot) or Steve Patterson (Steven.Patterson@gov.scot)

Innovation Life Cycle, Innovation Contract Notices and Innovation Tools - 9th April 2024

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<https://www.procurementjourney.scot/additional-resources/innovation/innovation-life-cycle>

Innovation Life Cycle

When looking to create a new or significantly improved product and/or service it is important that users recognise the importance of understanding the problem they are trying to solve before implementing a solution.

The Innovation Life Cycle model is based on the [Scottish Approach to Service Design](#) and the methodology of the [British Design Council](#) Double Diamond.

Single Procurement Document (SPD) Form and Guidance Updates - 18 May 2023

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In response to feedback requesting the Single Procurement Document (SPD) process to be streamlined, the following updates have been made:

- the SPD Word document has been updated to version 1.3 to remove the guidance sections at the beginning of the document. Please note there have been no changes to the SPD questions/the remainder of the SPD questionnaire
- guidance within the Procurement Journey has been refreshed, and can be found as follows:

[Single Procurement Document \(SPD\) | Procurement Journey](#)

[Single Procurement Document - SPD | Procurement Journey](#)

[Single Procurement Document \(SPD\) | Procurement Journey](#)

[SPD Documents | Procurement Journey](#)

[SPD FAQs | Procurement Journey](#)

- Systems e.g. Public Contracts Scotland (PCS) have been updated with the above changes

Places are available to [book](#) for the free Scottish Government online workshops on how to use the PCS SPD module.

Single Procurement Document (SPD) Wording Updates - 25 March 2021

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Question 3D.15 Misrepresentation (an exclusion question in the SPD (Scotland)) has been updated - the text changes are shown at the end of this message.

Since the ESPD was launched in April 2016, there have been several instances where the wording of this particular question has led to confusion as to how it should be answered by bidders. The confusion arises mainly because all of the other questions in the Exclusion Criteria section required a bidder to provide a negative, “no”, answer in order to indicate compliance, whereas the *Misrepresentation* question required a positive, “yes”, answer.

Following consultation with both buyer and supplier representative bodies the text of this question is being simplified so that it also requires a “no” answer in order to indicate compliance, which will bring into alignment with all of the other Exclusion Criteria questions in the SPD.

From 25 March any new SPD requests you create from one of the centrally-controlled versions above will automatically contain the updated version of the question. Any locally stored versions of the SPD you may have should not be used after this date.

If you’ve issued an SPD request before this date, but the return date isn’t until afterwards, don’t worry, the SPD you’ve issued is still perfectly valid with the old version of the question. However, it may be prudent to seek clarification from any bidders that appear to have answered this question incorrectly, before making any decisions to exclude them a competition.

Additional minor wording amendments to simplify the questions are being made. These will not fundamentally alter the meaning of these questions, and no action is required from buyers or suppliers. The questions affected are 2A.16, 2A 16.5 and 3D.11. You can view these changes on the SPD Update area on PCS from 25 March.

Both the Public Contracts Scotland SPD (module) and PCS-T have been updated with these changes.

Current wording:

Can the bidder confirm that:

- 1) It has not been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria
- 2) It has not withheld such information
- 3) It has been able, without delay, to submit the supporting documents required by an organisation or contracting entity, and
- 4) It has not undertaken to unduly influence the decision making process of the organisation or contracting entity, to obtain confidential information that may confer upon it undue advantages in the procurement procedure or to negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award?

Revised wording:

Has the bidder:

- a) Been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria,
- b) Withheld such information,
- c) Been unable, without delay, to submit the supporting documents required by an organisation or contracting entity,
- d) Undertaken to unduly influence the decision making process of the organisation or contracting entity, to obtain confidential information that may confer upon it undue advantages in the procurement procedure or to negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award?

**Annual Report on Procurement Activity in
Scotland 2018-19 Published - 22 March 2021**

The [Annual Report](#) focuses on the procurement activity of more than 100 public sector bodies in Scotland and includes information on areas such as procurement spend by category and SME spend.

This [video](#) provides some more information.

SPPNs

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[Updated Fair Work in Procurement SPPN 1/2024](#)

[Updates to procurement thresholds: SPPN 5/2023](#)

[Supporting Innovation Through Procurement: SPPN 3/2023](#)

[Republic of North Macedonia's accession to the Agreement on Government Procurement: SPPN 4/2023](#)

[SPPN 2/2023 Annual Procurement Report Publication for 2022-23 and 2023-24](#)

[Public procurement - Australia and New Zealand Free Trade Agreements: SPPN 1/2023](#) and **[New Australia/New Zealand Trade Agreement](#)**

[Upcoming Changes to the Procurement Journey | Procurement Journey](#)

[Implementation of Fair Work First in Scottish Public Procurement Update SPPN 6/2021](#)

Fair Work practices, including the real Living Wage in procurement

Please note: the content of this page is currently undergoing a review. For further information on Fair Work First in Scottish Public Procurements, including an **updated Fair Work First question**, please see [SPPN 03/2021](#) or email scottishprocurement@gov.scot. Please refer to the example Fair Work First question in [SPPN 03/2021](#), which updates and replaces the example Fair Work question that currently sits in the Statutory Guidance and Toolkit.

[SPPN 2/2021 - Procurement activity during the Scottish Parliament election period](#)

[Supply chain resilience and diversity: SPPN 9/2020](#)

Annual Procurement Report

In addition to the mandatory procurement strategy, to meet regulatory requirements the organisation must now also prepare and publish an [annual procurement report](#) disclosing how its procurement activity has complied with its published procurement strategy.

The [Procurement Reform \(Scotland\) 2014 Act](#) lists the minimum requirements that the annual procurement report must contain. The Annual Procurement Report Guidance and Template below provides further guidance on the information an organisation needs to include in its annual procurement report to meet its legal reporting obligations, as well as providing information on other content that an organisation may choose to include.

The procurement strategy/revised procurement strategy and annual procurement report should be published in a way that the organisation considers appropriate, but must include publication on the internet.

[SPPN 7/2020](#) provides details of how a contracting authority should notify Scottish Ministers of the publication of its annual procurement report covering financial year 2019-20, including completing and submitting the template provided at Annex A. This SPPN also provides information on notifying Scottish Ministers of the publication of a revised procurement strategy.

[Procurement Strategy & Annual Procurement Report](#)

Awarding Lots on Public Contracts Scotland (PCS)

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In [Public Contracts Scotland \(PCS\)](#), from 1 October 2020, you will no longer be required to award all lots in one notice and an **option to award lots in separate award notices will be available to you.**

Further information can be found in the Route 3 [Award & Contract Award Notice station.](#)

Scotland Excel's drive to support the public and third sector

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Public and third sector organisations across the country have taken advantage of Scotland Excel's free temporary associate membership, designed to support them during the current coronavirus pandemic.

The Paisley-based organisation took the decision early in the pandemic response to support public and third sector organisations with free access to several of its frameworks.

To find out more about the free temporary associate membership, visit the Scotland Excel [dedicated Covid-19 Newsroom](#)

Sustainable Procurement Tools

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These [Sustainable Procurement Tools](#) have been designed to help public sector organisations identify and address how they can optimise the economic, social and environmental outcomes of their procurement activity.

Please note, you will be required to login or register to access the tools.

Any feedback or enquiries regarding the new tools can be directed to:

scottishprocurement@gov.scot.

Further [best practice sustainable procurement guidance](#) can be found in Route 3 of the Procurement Journey.

Update PJ Links in Internal Documents/System

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Please note, if you have built PJ links into your own internal guidance/systems, these will be required to be updated internally by your organisation.

You can also sign up for [automatic e-mails](#) regarding any future changes to the PJ.