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SERVICES PLATFORM PROCUREMENT

OPERATIONAL MANUAL FOR SEARCH TOOL PORTAL USERS - v.6.9.0

**VERSION 6.7.0
APRIL 2016**

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VERSIONS

Version	Author	Date	Description
1.6	HP	06/14/2016	First version of the manual of the new search engine tool portal. Version 1.6.
1.7	HP	09/13/2016	Minor fixes and added multi-language manual.
1.8	HP	04/18/2017	Added the matching of the search engine with the tendering cancellations

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Introduction

This document is the manual of the new search tool Portal Services Platform Procurement (hereinafter PSCP). The aim is to describe the operation at the operational level of the new search engine.

The new search engine uses a new technology that allows you to search text similar to the search GoogleTM, which allows searching by multiple fields in the file, use different operators, and has the ability to analyze the word (search by plural functionally / singular and find words that contain the same root).

In addition, unlike the previous search engine, this allows you to search regardless of the phase in which the search is performed and thus the need to know at what stage is avoided is a record to look.

One of the novelties of this new version is that the PSCP, interconnects with the Procurement Platform Public Sector State Administration (hereinafter PLACSP) and therefore State publications may also be sought.

The search engine provides an interface that allows you to search through a series of filters, any record of PSCP and also the PLACSP. The main part of the Portal contains a basic search consists of a selector of the publication stage, a text box and an indicator will be marked when they want to get in the search results, publications State.

The following screenshots show the new search engine where you can see the **form**, **the results page** and **link to the home page of the Portal tool**:

Expedients searcher

All phases ▾	Search by contract code, party, contract type, place of execution ... (NOT, "", *)	Help document
<input type="checkbox"/> Include publications from the State contracting Platform		Advanced search

Reduced part of the form.

When you run a search on the form is a series of filters that can be applied to the results

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The screenshot shows the 'SERVICES PLATFORM PROCUREMENT' search interface. On the left, there's a sidebar with 'Search parameters' including Publication phase, Domain, Department, Procurement authority, Procurement unit, Contract types, Sub-contract types, Geographical area, Execution place, Funding program, and CPV. The main area shows 'Showing results 1 to 10 (from a total of 2,189)'. A blue box highlights the first result: 'PISTA DE PADEL' with publication date 23/06/16 13:38, tender budget 115,000.00 €, and submission deadline 23/06/16 09:00. Other results include '20160622 HP_6.6.1-OPERTA TELENÀTICA', 'PRIMA RETORN EVIDÈNCIES ANUNCIS PSCP', 'PSCP - MIE LOTS', '20160621 DB HP_6.6.1 PRE SELVA', 'PSCP NS I NO LOTS', 'PRUEBA', 'AYTOR TEST LOTS', 'PROVA ENLLACOS #6', and 'PSCP OBERT LOTS'.

Complete part of the form. Example search new search engine.

How filters work

Form filters vary depending on whether the selector to include publications PLACSP is activated or not.

The screenshot shows the top of the search form. It includes a search bar with the text 'Search by contract code, party, contract type, place of execution ... (NOT, \", *,)'. Below the search bar is a checkbox labeled 'Include publications from the State contracting Platform' which is currently checked.

Top of the search form that allows publications include PLACSP

Filters that are active in the search for publications depend of Platform application:

Filter	PSCP	PLACSP
Publication phase	Yes	Yes
Text box to search for any file from your information	Yes	No
Scope	Yes	No
Department	Yes	No
Contracting authority party	Yes	Free text box
Recruitment Unit	Yes	No
Type of contract	Yes	Yes
Subtypes of contract	Yes	No
Geographical scope	Yes	Yes
Operational place	Yes	Yes
Innovative public procurement	Yes	No
CPV	Yes	Yes
Tender budget	Yes	Yes

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Winner name	Yes	Yes
Award price amount	Yes	Yes
Publication date	Yes	Yes

The filters with look-down list, run the search whenever a listed option is chosen. In this way the user only has to click on the apply button or when you have entered search text in different text boxes finder.

The filters associated with contracting authority (Scope, department, organ and units) are related, so initially you must select an area. If the field is selected departments of the Generalitat, the drop of the departments, otherwise drop-down it enables contracting authority is enabled. Once an organ selected, if it has trading units drop-down units will be enabled and also if this organ has selected bodies linked (organs that depend on this), the drop of the body linked to the selected organ is enabled.

Searches by place of performance take into account the geographical hierarchy, that is, if you search for a province, the results shown will contain all those records that match the selected province and also all the people who belong to this province. The geographical hierarchy follows the following precedence: Country> Regional unity > Province> Region> Town.


Publication phase

Being integrated with the PLASCP, creates the need to find an equivalence between the phases of processing a record.

The following table shows the equivalence between the different phases of the PSCP and phases of the PLASCP:

PLASCP Phase	PSCP Phase
Alerts for future competitive tenders	Alerts for future competitive tenders
Previous announcements	Previous announcements
Contract notice in time	Contract notice in time for submission of tenders
Contract notice in evaluation	Contract notice in evaluation have already passed the deadline for submission of tenders that are not awarded.
Awarded tenders	Awarded tenders (Awarded lot)
Resolved	Formalizations, deserted awards and waivers and withdrawals
Canceled	Cancellations of the tenderings

Below the drop-down form where you can choose the search are displayed.



All phases ▾

Search by contract code, party, contract type, place of execution ... (NOT, "", *)

☐ Include publications from the State contracting Platform

Reduced part of the form

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The screenshot shows a search interface with a sidebar for filters. The 'Publication phase' dropdown is highlighted with a red box. The main area shows search results, but they are currently empty.

Complete part of the form. Example search new search engine.

Search text box

The free text search box matches the text entered in any of the following fields of application:

- Code file
- Title
- Description
- Scope
- Department
- Contracting
- Recruitment Unit
- Type of contract
- Subtypes contract
- Country
- Community
- Province
- Shire
- Municipality

Multilanguage

The search is executed in any of the languages of the PSCP (Catalan, Castilian, occitan and English), so it does not take into account the language selected in the PSCP at the time of the search, although we must bear in that only the results of the records in the information provided by the contracting body language will be shown.

NOT (or also the symbol -)

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The word NOT (in capital letters) indicates that the word that proceeds will (only the first word that proceeds it) should not appear in any of the aforementioned data file.

For example, if we look management team we are NOT looking for records that contain the word management but do not contain the word computer.

“”

Double quotes are used to indicate that is looking exactly the entered text. This makes it much easier to find a particular file for any of your data.

For example, if you search for "management team", we will be looking for records that have exactly the text management team, in the same order, in any of the previously mentioned fields.

*

The asterisk substitutes any character or set of characters, so it is used as a wildcard and in any search.

Sort filters

Sorting filters available are: Date of publication, tender budget, under publication, deadline for submission of tenders and finally award amount.

Each of the above filters can be affected by the publication phase currently selected. In the table below you can see the available filters according to the phase selected publication:

Publication phase	Available filters
All phases	Publication date Tender budget Publication phase Deadline for submission of tenders Award price amount
Alerts for future competitive tenders	Publication date Tender budget
Previous announcements	Publication date Tender budget
Contract notice in time	Publication date Tender budget Deadline for submission of tenders
Contract notice in evaluation	Publication date Tender budget Deadline for submission of tenders

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Awarded tenders	Publication date Tender budget Award price amount
Resolved (Formalizations, deserted awards and waivers and withdrawals)	Publication date Tender budget Award price amount
Canceled	Publication date Tender budget

Tipificació, código de expediente, órgano, tipo de contrato, lugar de ejecución... (NOT, "", *)

de contratación del Estado

Mostrando resultados 1 a 10 (de un total de 2.317) ☒ Exportar paginas 1 - 50

Ordenado por Fecha de publicación Descendente

Result list

The list of search results is paginated. Each page may contain a maximum of 10 records. The top of the list will always indicate the total number of records there and the range of records that are being shown in the following format: **Results 1 to 10 (of a total of 970)**.

Data list

Next will be explained in detail, the data displayed for each file that make the list:

Title

It is the name of the file. Link directly to detail record.

Phase in which the expedient is

It is shown by a color label phase in which the file is located. The legend and color phase is:

Future competitive tender

Contract notice in evaluation

Cancelled

Previous announcement

Awarded

Resolved

Contract notice in time

Publication date/Amendment date

Indicates the date of publication of the transcript or the date of the last amendment of the record.

Contracting authority party

It displays the name of the contracting authority has published the file and will link the contractor profile if you have this information.

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Deadline for submission of tenders

If the expedient is under notice in time or assessment results for the deadline for submission of bids is displayed.

Budget amount

Regardless of the stage where the file is, if you have the data, the tender budget is displayed.

Award Amount (with lots is the sum of all lots)

If the phase of the award or file is resolved, the amount of the award will be displayed.

Object contract

Object contract with a limit of 500 characters. If this limit is exceeded, a button will expand the information and see the entire description appears.

Examples of the search engine results

HOSTING SERVICES: MANAGEMENT SERVICES TECHNOLOGY INFRASTRUCTURE CSPT
Previous announcement Publication date: 04/15/16 10:35 • Vice-presidential Department and the Treasury.
Tender budget: 510,000.00 €
Management services technological infrastructure CSPT. Prior information notice published in the DOUE number S / 051-084971 of 12 March 2016 to potential stakeholders are informed in participating in this tender date reported as "expected date of the tender process" is the date from which it is anticipated that the phase of "notice" of procurement be published, but is estimated / approximate date.

- **Title:** HOSTING SERVICES: Management services technology infrastructure CSPT
- **Title:** Previous announcements
- **Publication date/Amendment date:** 04/15/16 10:35
- **Contracting authority party:** Vice-presidential Department and the Treasury
- **Deadline for submission of tenders:** -
- **Tender budget:** € 510,000.00
- **Award Price amount:** -
- **Object contract:** Management services technological infrastructure CSPT. Prior information notice published in the DOUE number S / 051-084971 of 12 March 2016 to potential stakeholders are informed in participating in this tender date reported as "expected date of the tender process" is the date from which it is anticipated that the phase of "notice" of procurement be published, but is estimated / approximate date.

PROVISION OF MANAGEMENT AND ADMINISTRATION OF HOUSING FOR MEMBERS OF THE UNIVERSITY COMMUNITY OF THE UNIVERSITY OF GIRONA. - EXP 011 / 16.SV
Contract notice in evaluation Publication date: 21/06/16 12:40 • Vice-presidential Department and the Treasury
Submission of tenders deadline: 21/04/16 12:40 • Tender budget: 880,565.00 €
Provision of management and administration of housing for members of the university community of the University of Girona (CPA 2008 55.20.19 / CPV 98341100-6). To receive notice of new products that are published in reference to this tender, via email, you need to subscribe in the same ad in section: SUBSCRIPTIONS. For questions regarding the content of the statements or those formal questions related a filing and processing arise

- **Title:** Provision of management and administration of housing for members of the university community of the University of Girona. - Exp 011 / 16.SV
- **Title:** Contract notice in evaluation
- **Publication date/Amendment date:** 21/06/16 12:40
- **Contracting authority party:** Vice-presidential Department and the Treasury
- **Deadline for submission of tenders:** 21/04/16 12:40
- **Tender budget:** € 880,565.00
- **Award Price amount:** -

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- **Object contract:** Provision of management and administration of housing for members of the university community of the University of Girona (CPA 2008 55.20.19 / CPV 98341100-6). To receive notice of new products that are published in reference to this tender, via email, you need to subscribe in the same ad in section: SUBSCRIPTIONS. For questions regarding the content of the statements or those formal questions related s filing and processing arise...

Export to excel

The results of a search can be exported to Excel on pages 500 elements. Export enables a dropdown with all pages can be downloaded:



FUT, PRE, PUB, ADJ, RES, ANUL ▾ Cerqueu per descripció, codi d'expedient, òrgan, tipus de contracte, lloc d'execució... (NOT, "", *)

☒ Incloure publicacions de la Plataforma de contractació de l'Estat

Paràmetres de cerca

Aplicar filtres


Fase de publicació

- Alertes de futures licitacions
- Anuncis previs
- Anuncis de licitació en termini
- Anuncis de licitació en avaluació
- Adjudicades
- Resoltes (Formalitzades, desertes i renúncies)
- Anul·lades

Òrgan de contractació

Tipus de contracte

Tots ▾

Mostrant resultats 1 a 10 (d'un total de 8.371)  Exportar pàgines

1 - 50 ▾

- 1 - 50
- 51 - 100
- 101 - 150
- 151 - 200
- 201 - 250
- 251 - 300
- 301 - 350
- 351 - 400
- 401 - 450
- 451 - 500
- 501 - 550
- 551 - 600
- 601 - 650
- 651 - 700
- 701 - 750
- 751 - 800
- 801 - 850

20160913 HPE 6.7.0 COMUNICACIÓ - DUBTES I PREGUNTES

Anunci en termini

 Esmenat en data: 13/09/16 16:42 • Òrgan Proves RP
Data límit de presentació d'ofertes: 14/09/16 00:00 • Pressupost de licitació (sense IVA): 55.000,00 € • Import d'adjudicació (sense IVA): 60.000,00 €
desc

TEST 1

Anunci en termini

 Data de publicació: 13/09/16 16:06 • BARCELONA D'INFRAESTRUCTURES DE TRANSPORTS S.A.
Data límit de presentació d'ofertes: 14/09/16 13:00 • Pressupost de licitació (sense IVA): 55.000,00 € • Import d'adjudicació (sense IVA): 60.000,00 €
Testing

20160913 HP_6.7 AA PROVA MULTIFASE REGRESIÓ

Resolta

 Data de publicació: 13/09/16 15:15 • Departament de la Vicepresidència i d'Economia i Hisenda
Pressupost de licitació (sense IVA): 55.000,00 € • Import d'adjudicació (sense IVA): 60.000,00 €
20160913 HP_6.7 AA Prova Multifase Regresió 20160913 HP_6.7 AA Prova Multifase Regresió 20160913 HP_6.7 AA Prova Multifase Regresió 20160913 HP_6.7 AA Prova Multifase Regresió