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SERVICES PLATFORM PROCUREMENT OPERATIONAL MANUAL FOR SEARCH TOOL PORTAL USERS - v.6.9.0







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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**:



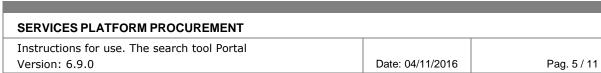
Reduced part of the form.

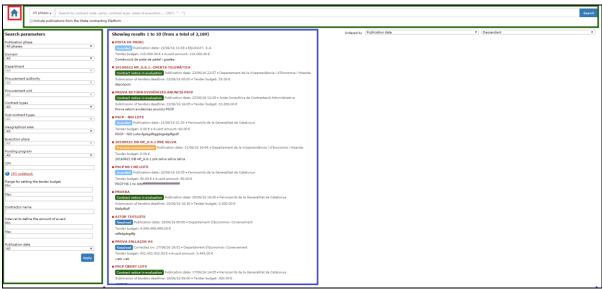
When you run a search on the form is a series of filters that can be applied to the results











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.



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 |
| Contract notice in evaluation | 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 |

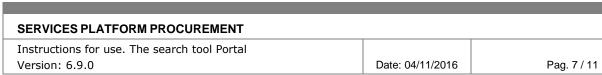
Below the drop-down form where you can choose the search are displayed.

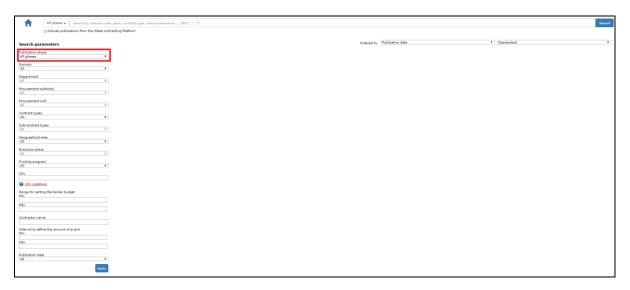












Complete part of the form. Example search new search engine.

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.

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









| 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 |



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

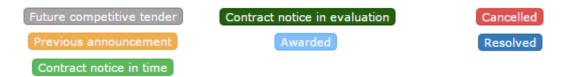
Next will be explained in detail, the data displayed for each file that make the list:

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:



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 CESPT
Previous announcement: Publication date: 04/15/16 10:35 • Vice-presidential Department and the Treasury.

Tender budget: \$10,000.00 €

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 CESPT
- 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 data: 21/06/16 12:40 • Vice-presidential Department and the Treasury

contract notice in evaluation | Publication date: 21/06/16 12:40 • Vice-presidential Department and the ubmission of tenders deadline: 21/04/16 12:40 • Tender budget: 880,565.00 €

rovision 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

- 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:

