Buyer Guidance:
## Central Digital Platform Integration impact on Tenders

Purpose

The purpose of this document is to show how to navigate the new Central Digital Platform integration when creating PQQs and ITTs on Jaggaer. It will also show the impact of evaluating PQQs and ITTs and how to navigate this.

Background

The Central Digital Platform (CDP) was developed to support the new procurement regime and the component SIRSI (Sign In, Registration and Supplier Information).

SIRSI is a citizen facing sign-in, registration and authentication service that delivers enhancement and business services mandated by The Procurement Regulations 2024. SIRSI allocates and uses unique, non-proprietary organization ID numbers for repeated use throughout procurement processes.

The following schema summarizes how this integration works in the different steps of a supplier's journey. Please note the below refers to RFx which are Pre-Qualification Questionnaires (PQQs) and Invitation to Tender (ITTs):
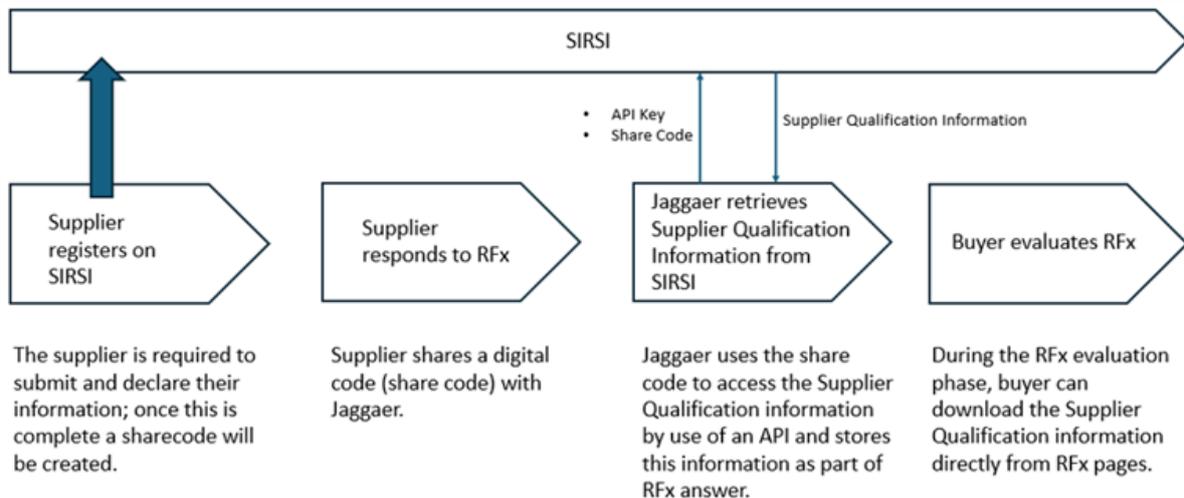
**Note:** CDP integration is only for above threshold procurements under the Procurement Act 2023.

Impact on PQQ/ITT configuration

Integration with CDP is stored under the envelopes tab within the settings page of a PQQ/ITT.

The Integration with CDP tab will only appear if 'Qualification Envelope' is set to Yes. The tab will not appear if you are not using a Qualification Envelope.

The following options are available:

Not Active: Selecting this option configures the PQQ/ITT without SIRSI integration. Select this option to configure your tender if:

- It commenced before 24th Feb 2025 and is subject to the old regime.
- You are using a PQQ event for Market Engagement to share information with Suppliers and/or receive information that is not being evaluated.
- You are commencing a procurement on or after the 24th Feb 2025 that is in scope of the Procurement Act but is for a below threshold contract.

Active: Supplier Qualification Data retrieved from CDP: Selecting this option enables Jaggaer integration with the CDP. You must select this option to configure your tender if:

- It commenced on or after the 24th Feb 2025 and is for an above threshold contract (a public contract). This will allow Suppliers to enter their sharecode number and then provide evaluators with access to the supplier information data and any relevant file attachments from participating suppliers.

Once Integration with CDP has been selected, you can configure and publish the PQQ/ITT as normal.

It is advised that you add a test supplier to all events in live; to allow you to log in and see a suppliers view of the event, test suppliers will also need a share code to submit a bid on the tender or check any clarifications.

You can use the same share code for multiple suppliers, the share codes for test supplier are:

Jaggaer Prep Share Codes:

znC7JJKQ

HnjKT9nQ

mbMnhTbH

GRWLFgTF

hJpLFmT6

Jaggaer Live Share Code:
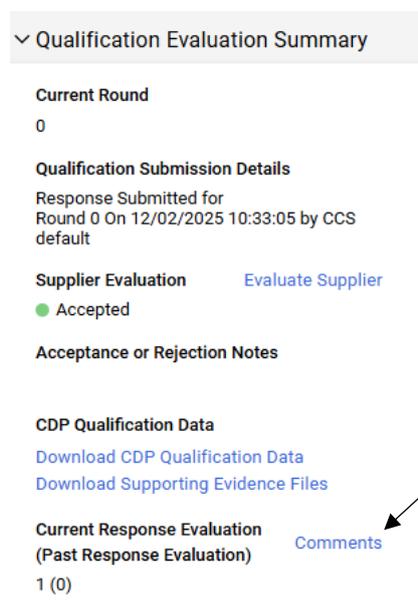
Jhm9cfqg

Impact on PQQ/ITT Evaluation

If *Active: Supplier Qualification Data retrieved from CDP* has been selected in the envelope configuration, CDP Qualification Data will appear in the Qualification Evaluation Summary section of each supplier in the Qualification envelope once evaluation has begun:
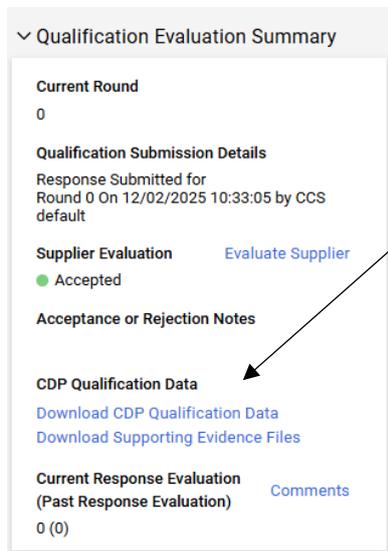
The contents of the excel files correspond to the contents of the pdf file that is available to suppliers on the SIRSI site. It contains all the registration data entered by the supplier when they generated their SIRSI share code.

Note: You cannot mass download suppliers CDP Qualification Data, you will need to manually download each supplier's data.

Evaluators can download the file, enter comments and then click the Comments link to upload the amended Excel file as part of their evaluation:

When suppliers enter their share code, the system verifies if the share code entered is the latest one. If a share code is not the most recent code, a triangle icon is displayed. Hover over this icon to view when the share code was created.

If the supplier needs to update their share code on the PQQ/ITT, if the tender is running, they can do so via the edit pencil under 'My Response Summary' and Save, but, if the supplier needs to update their share code but the PQQ/ITT has closed for evaluation, the supplier can download their new code via CDP and send the code in a message to the commercial team via the Messages tab on the PQQ/ITT.

Note: Share codes are evaluated when a supplier enters the code in response to a PQQ or ITT. This information is not updated if suppliers change their registration data in the CDP after the share code has been evaluated in a PQQ/ITT response.

Note: If a supplier's information changes during a procurement procedure, (e.g., the company has been bought out) the contracting authority must ask for and confirm updated supplier information before the publication of an award notice.

Further Assistance:

If you require any further assistance with any of the above, please contact esourcing on:

Email: esourcing@justice.gov.uk

Tel: 0845 0100 132