National Procurement Development Framework

Staff Evaluation Portal

https://scottishprocurementdevelopmentframework.azurewebsites.net/

How to Guide – User

Simple Self-Assessment

A simple assessment where you score yourself against a pre-made job role profile, which identifies areas for development.

Tailored Self-Assessment

You create a custom-fitted profile to score yourself against, which allows you to identify areas for development.
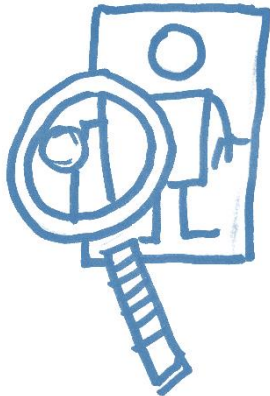
Procurement Development Framework

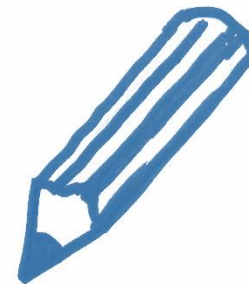**All assessments** follow the **same four steps**

❶ Choose sector

❷ Choose competencies

❸ Score competencies

❹ Get your results

leave blank **or** pick your sector, organisation or team

pick a job role **or** make a custom profile from the full list

pick the level for each area that best reflects you

view scores, graphs and track your development

Procurement Development Framework

How to Guide – User

■ **Simple Self-Assessment**

Using a job role
Option to involve your manager
Viewing your strengths and areas for development
Tracking your progress and exporting reports

① Select your sector   ② Choose Competencies   ③ Score your progress   ④ Get your results

Next →

Please select your work sector

Sector not listed ▾

On this screen choose either:

"Sector not listed" and then **Next** to go to step ❷
(if you do not wish to have your scores inform sectoral reports)

To step ❷

or

Sectors
Sector not listed
Central Government
Universities and Colleges
NHS
Other
Individual Organisation
Individual Team
Scottish Local Authorities

one of the sector options (e.g. "Central Government") then click **Next.**

← Back to choose sector   Next →

Please select your group

Group not listed ▾

Then choose either:

"Group not listed"

or

Groups
Group not listed
Scottish Government
Transport Scotland

one of the other listed organisations
(e.g. Scottish Government)

and then **Next**   To step ❷

① Select your sector   ② **Choose Competencies**   ③ Score your progress   ④ Get your results

← Back to choose sector   Score Competencies →   Choose Competencies →

Please select your job role and click Score Competencies, if it is not listed please click Choose Competencies to select your competencies manually

Job Roles

On this screen choose one of the existing **Job Roles**

and then **Score Competencies**

To step ❸

Job Roles
Scottish Government: Officer: B1 (EO)
Scottish Government: Specialist: B2 (HEO)
Scottish Government: Senior Specialist: B3 (SEO)
Scottish Government: Contract Manager Practitioner: Practitioner
Scottish Government: Contract Manager Expert: Expert
Scottish Government: Contract Manager Foundation: Foundation
Scottish Government: Scottish Government - Delegated Purchasing Officer (Under £50k): DPO (low)
Scottish Government: Scottish Government - Delegated Purchasing Officer (£50k and over): DPO (high)
Generic: Buyer (low-value, low-risk): DPO (low)
Generic: Buyer (medium-value, medium-risk): DPO (high)

The following cover a wide range of procurement skills:

Scottish Government: Officer: B1 (EO)
Scottish Government: Specialist: B2 (HEO)
Scottish Government: Senior Specialist: B3 (SEO)

but you may prefer a more focused profile such as one of the following:

Delegated Purchasing Officer (Under £50k)
Delegated Purchasing Officer (£50k and over)

or for contract managers, for example:

Scottish Government: Contract Manager Foundation
Scottish Government: Contract Manager Practitioner
Scottish Government: Contract Manager Expert

If a suitable Job Role is not there
then you can create a custom profile using "**Choose Competencies**"
through a **Tailored Self-Assessment**

On this screen you can **Score Competencies**
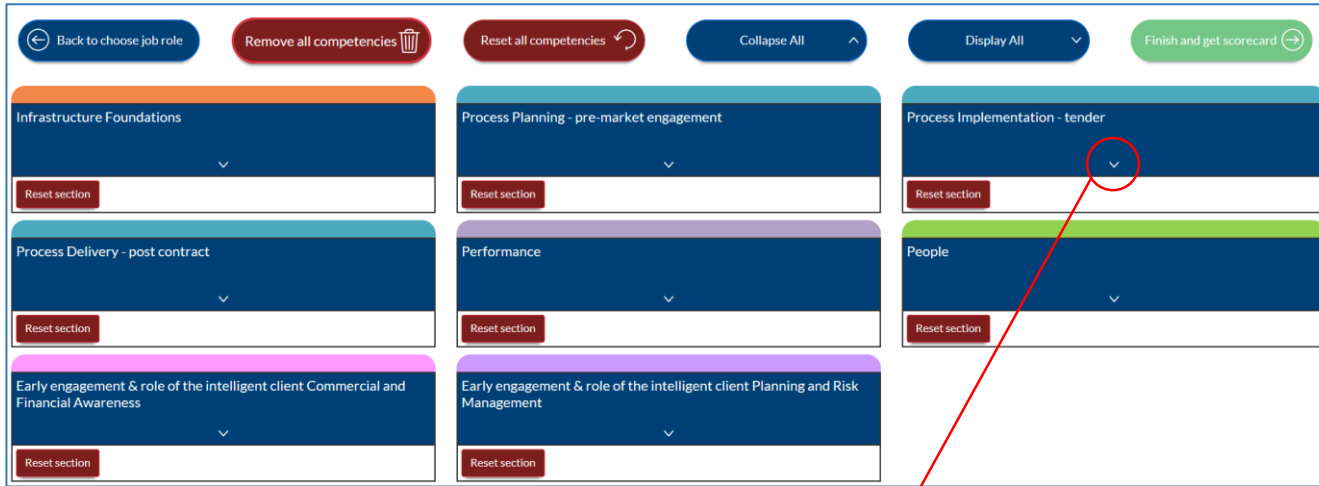
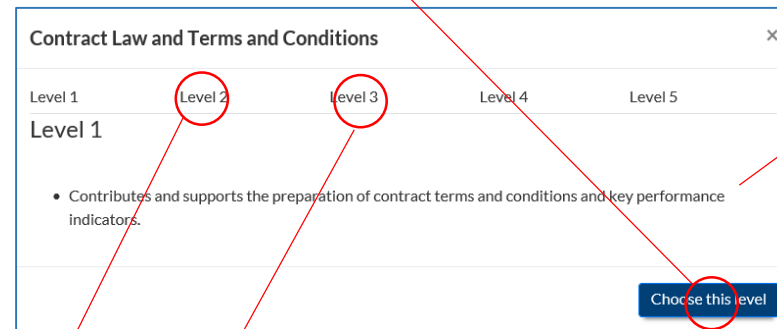**(A)** Expand a section to score, e.g. Process Implementation - tender
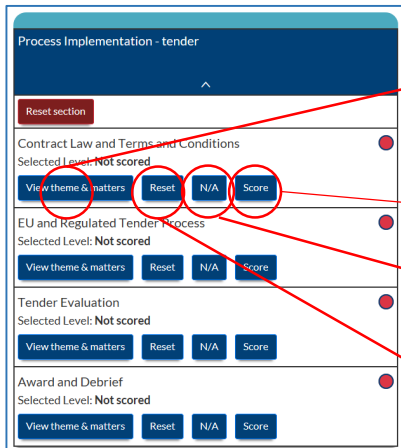
Click to view more detail of the competence if you need help to understand the context

(B) Score yourself

Click to reset the score

If not relevant to your role then click to mark as Not Applicable

(D) Red dot turns green when scored or marked N/A

Contract Law and Terms and Conditions
Selected Level: 3
Delete View theme & matters Reset N/A Score

(E) Complete for each competence in the job role profile

To step ❹

(C) Choose the level

Contract Law and Terms and Conditions
Level 1 Level 2 Level 3 Level 4 Level 5
Level 1
• Contributes and supports the preparation of contract terms and conditions and key performance indicators.
Choose this level

Descriptive text of the level. Is this a fair reflection of your capability?

View Level 2, Level 3, etc.

On this screen you can **View charts,** **View Development** or **download results**

Code for sharing with your manager or accessing your profile on another device

View developments

- Training options

- CIPS Global Standards

- Scores against benchmark of the Job Role

- Free text box for recording notes, developments or action plan. Note it feeds through to the export files.
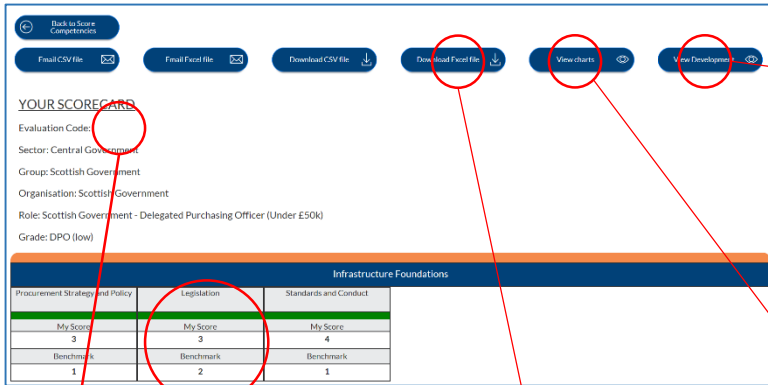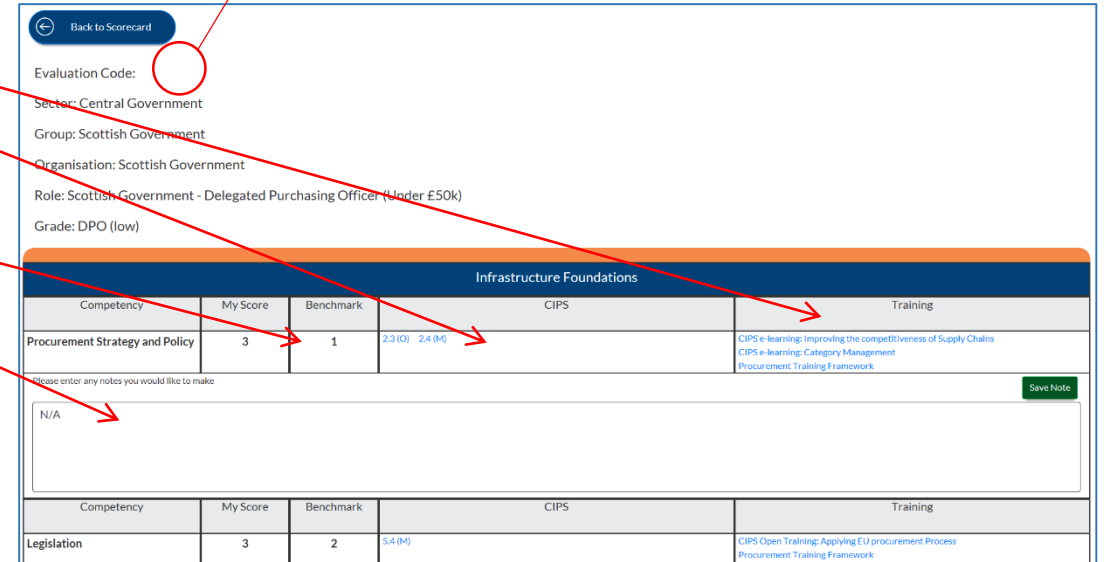
Your score is compared with your job role profile, so you can assess your strengths and development areas.

The "code" that allows you to access your profile on any device, or for you to share with your manager so they can comment on your scoring and development plan

Email or download reports in MS Excel or plain .csv format

View charts of your scores against your job role profile

Also available on each page in the top bar

GET CODE
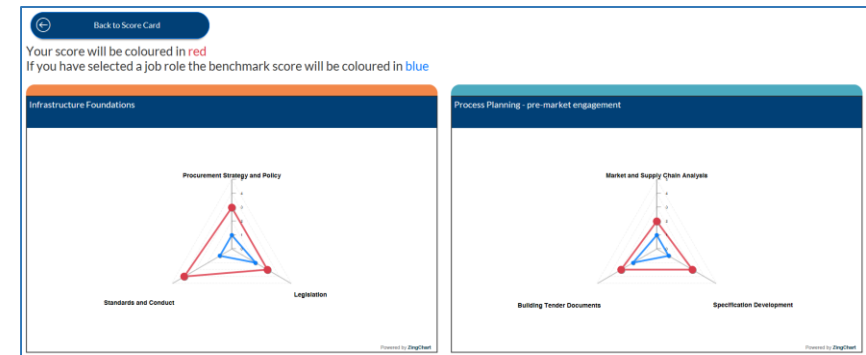
Procurement Development Framework

How to Guide – User

■ **Tailored Self-Assessment**

Choosing your competencies
Option to involve your manager
Tracking your progress and exporting reports

① Select your sector ② Choose Competencies ③ Score your progress ④ Get your results
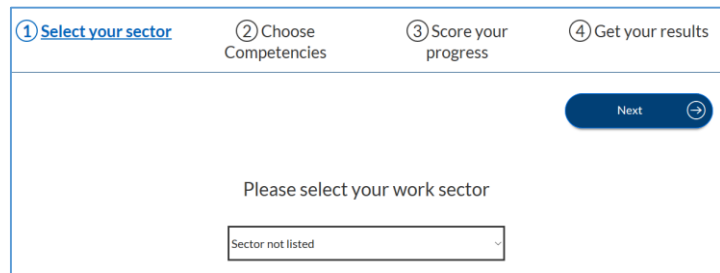
Next →

Please select your work sector

Sector not listed

On this screen choose either:

"Sector not listed" and then **Next** to go to step ❷
(if you do not wish to have your scores inform sectoral reports)

To step ❷ →

or

Sectors
Sector not listed
Central Government
Universities and Colleges
NHS
Other
Individual Organisation
Individual Team
Scottish Local Authorities

one of the sector options (e.g. "Central Government") then click **Next.**

← Back to choose sector   Next →

Please select your group

Group not listed

Then choose either:

"Group not listed"

or

Groups
Group not listed
Scottish Government
Transport Scotland

one of the other listed organisations (e.g. Scottish Government)

and then **Next**   To step ❷ →

① Select your sector   ② **Choose Competencies**   ③ Score your progress   ④ Get your results

← Back to choose sector   Score Competencies →   Choose Competencies →

Please select your job role and click Score Competencies, if it is not listed please click Choose Competencies to select your competencies manually
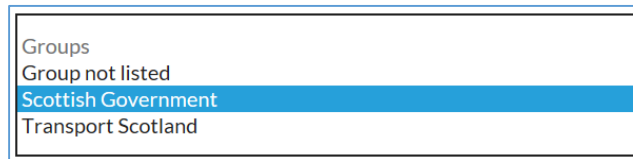
Job Roles
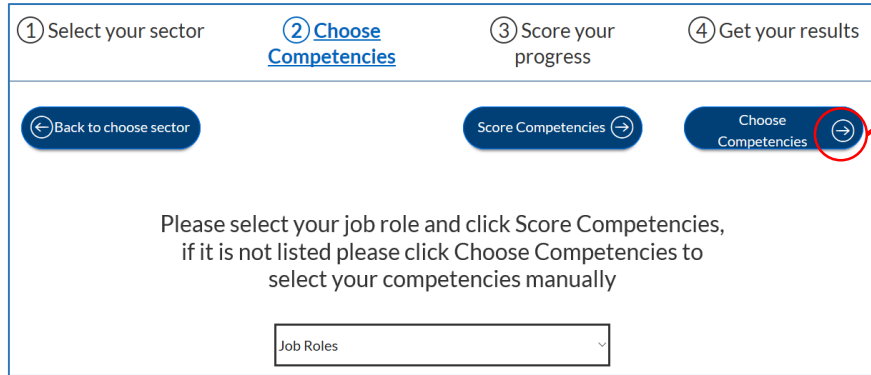
Click Choose Competencies to make a tailored profile

When your profile is complete click Score Competencies

To step ❸

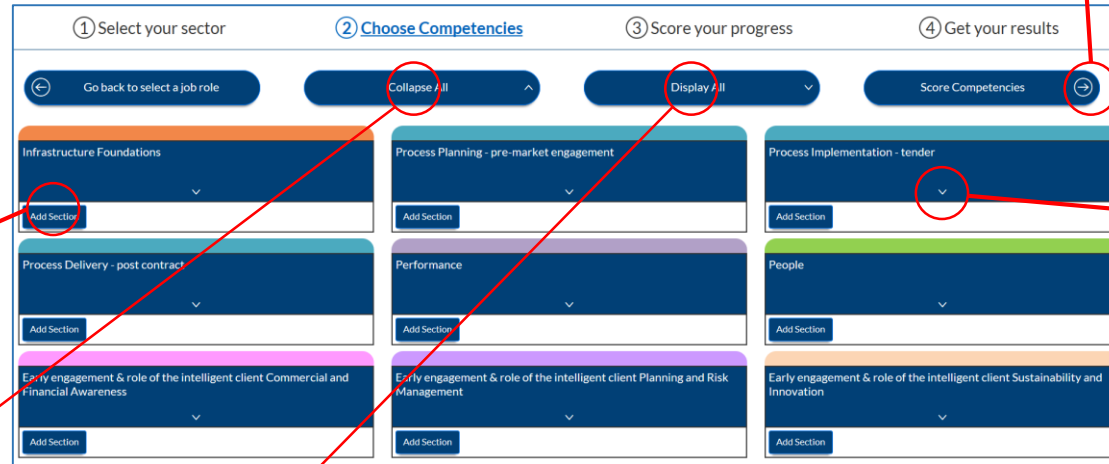① Select your sector   ② Choose Competencies   ③ Score your progress   ④ Get your results

← Go back to select a job role   Collapse All ^   Display All ˅   Score Competencies →

Infrastructure Foundations ˅   Add Section

Process Planning - pre-market engagement ˅   Add Section

Process Implementation - tender ˅   Add Section

Process Delivery - post contract ˅   Add Section

Performance ˅   Add Section

People ˅   Add Section

Early engagement & role of the intelligent client Commercial and Financial Awareness ˅   Add Section

Early engagement & role of the intelligent client Planning and Risk Management ˅   Add Section

Early engagement & role of the intelligent client Sustainability and Innovation ˅   Add Section
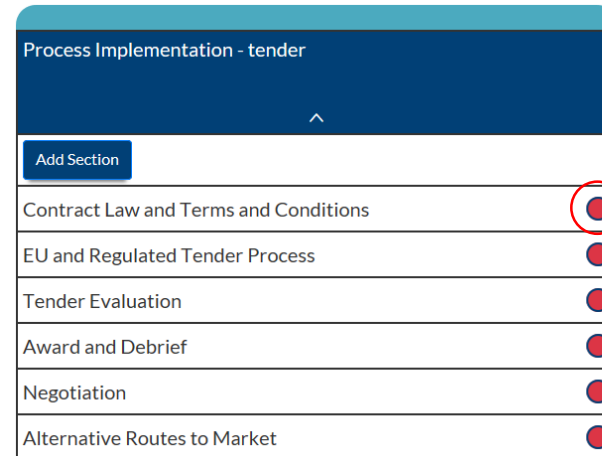
Adds all the competencies in a section

Expands a single section, to allow choosing individual competencies

Collapses all the sections so you only see the section headings

Expands all the sections so you see all the competencies

Process Implementation - tender ^

Add Section

Contract Law and Terms and Conditions ●

EU and Regulated Tender Process ●

Tender Evaluation ●

Award and Debrief ●

Negotiation ●

Alternative Routes to Market ●

Contract Law and Terms and Conditions ●

Click on the red dot to select the competence (and turn it to a green dot)

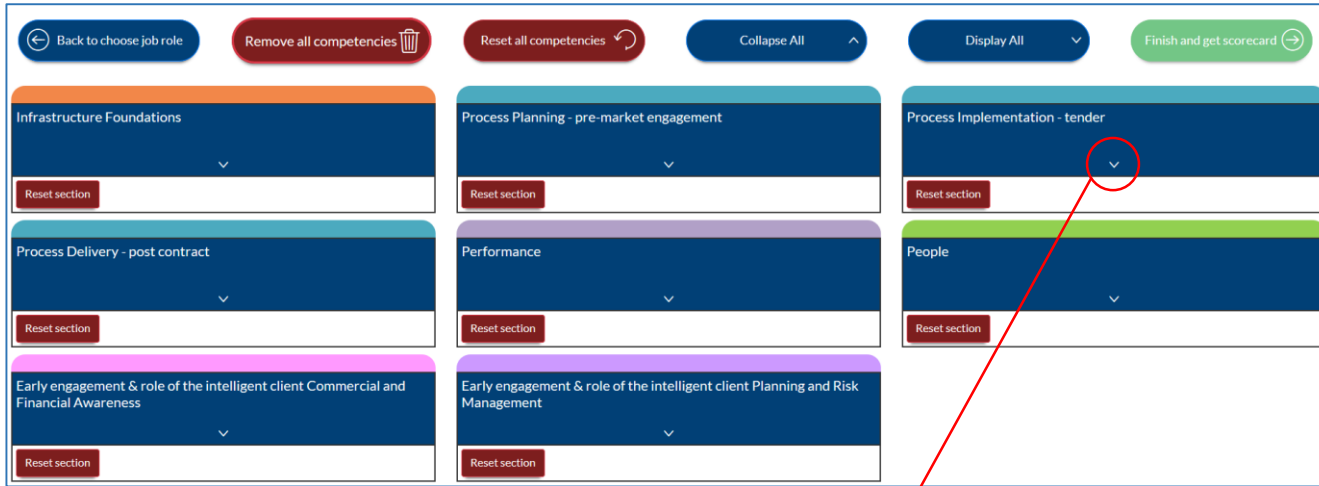Click on a green dot to deselect the competence (and turn it back to a red dot)

On this screen you can **Score Competencies**

| Back to choose job role | Remove all competencies 🗑 | Reset all competencies ↺ | Collapse All ⌃ | Display All ⌄ | Finish and get scorecard → |

Infrastructure Foundations ⌄
Reset section

Process Planning - pre-market engagement ⌄
Reset section

Process Implementation - tender ⌄
Reset section

Process Delivery - post contract ⌄
Reset section

Performance ⌄
Reset section

People ⌄
Reset section

Early engagement & role of the intelligent client Commercial and Financial Awareness ⌄
Reset section

Early engagement & role of the intelligent client Planning and Risk Management ⌄
Reset section

(A) Expand a section to score, e.g. Process Implementation - tender

(D) Red dot turns green when scored or marked N/A

Contract Law and Terms and Conditions
Selected Level: 3   🟢
Delete | View theme & matters | Reset | N/A | Score

(E) Complete for each competence in the job role profile

To step ❹

Process Implementation - tender ⌃
Reset section

Contract Law and Terms and Conditions
Selected Level: Not scored   ●
View theme & matters | Reset | N/A | Score

EU and Regulated Tender Process
Selected Level: Not scored   ●
View theme & matters | Reset | N/A | Score

Tender Evaluation
Selected Level: Not scored   ●
View theme & matters | Reset | N/A | Score

Award and Debrief
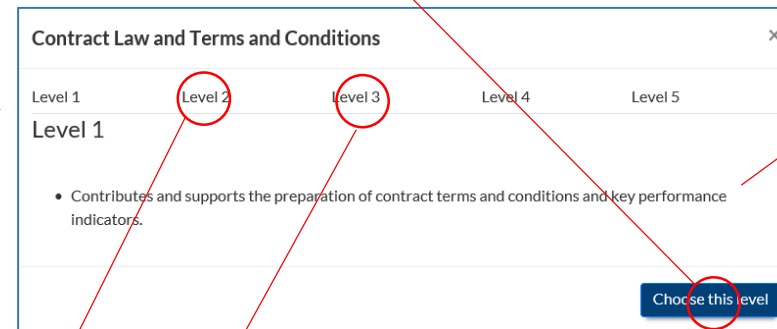Selected Level: Not scored   ●
View theme & matters | Reset | N/A | Score

Click to view more detail of the competence if you need help to understand the context

(B) Score yourself

Click to reset the score

If not relevant to your role then click to mark as Not Applicable

(C) Choose the level

Contract Law and Terms and Conditions   ×

Level 1   Level 2   Level 3   Level 4   Level 5

Level 1

• Contributes and supports the preparation of contract terms and conditions and key performance indicators.

Choose this level

Descriptive text of the level. Is this a fair reflection of your capability?

View Level 2, Level 3, etc.

On this screen you can **View charts, View Development** or **download results**

View developments

- Training options

- CIPS Global Standards

- Your score – a benchmark needs a Job Role

- Free text box for recording notes, developments or action plan. Note it feeds through to the export files.

Code for sharing with your manager or accessing your profile on another device
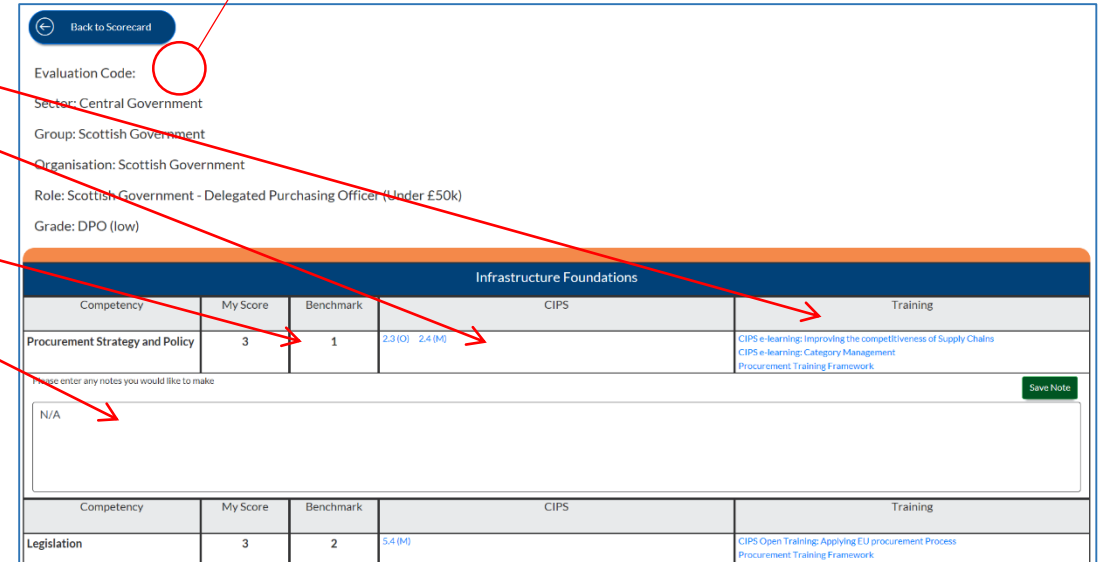
Your score is compared with your job role profile (if you have selected one) and the scores allow you to assess your strengths and development areas.
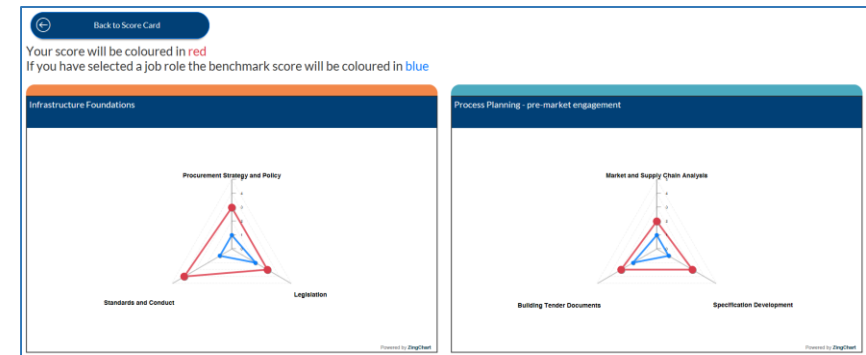
The "code" that allows you to access your profile on any device, or for you to share with your manager so they can comment on your scoring and development plan

Email or download reports in MS Excel or plain .csv format

Also available on each page in the top bar

GET CODE

View charts of your scores, these will also show your job role profile if you have selected one.

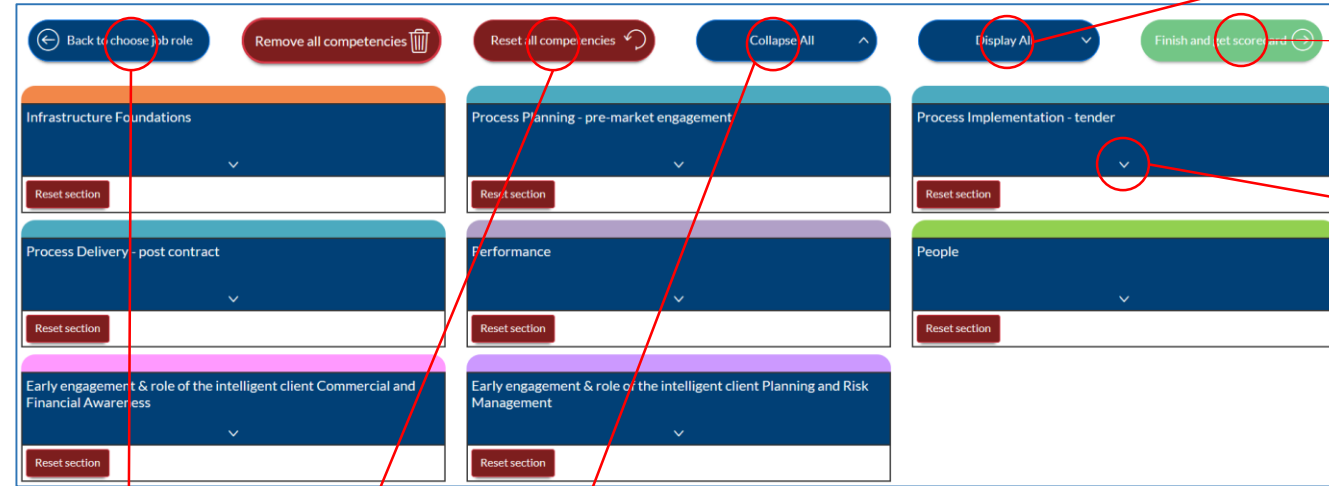# Procurement Development Framework

How to Guide – User

■ **Help**

What the buttons do on the **Score Competencies** page

Expands all the section headings so you see all the individual competencies

When you have scored all competencies (the button will turn a darker green)

Expands a single section, to allow scoring, e.g.

Back to choose job role

Remove all competencies 🗑

Reset all competencies ↻

Collapse All ⌄

Display All ⌄

Finish and get score ⊕

Infrastructure Foundations
⌄
Reset section

Process Planning - pre-market engagement
⌄
Reset section

Process Implementation - tender
⌄
Reset section

Process Delivery - post contract
⌄
Reset section

Performance
⌄
Reset section

People
⌄
Reset section

Early engagement & role of the intelligent client Commercial and Financial Awareness
⌄
Reset section

Early engagement & role of the intelligent client Planning and Risk Management
⌄
Reset section

Process Implementation - tender
⌃
Reset section

Contract Law and Terms and Conditions
Selected Level: **Not scored**
View theme & matters   Reset   N/A   Score

EU and Regulated Tender Process
Selected Level: **Not scored**
View theme & matters   Reset   N/A   Score

Tender Evaluation
Selected Level: **Not scored**
View theme & matters   Reset   N/A   Score

Award and Debrief
Selected Level: **Not scored**
View theme & matters   Reset   N/A   Score

Go back to the previous page and re-select Job Role

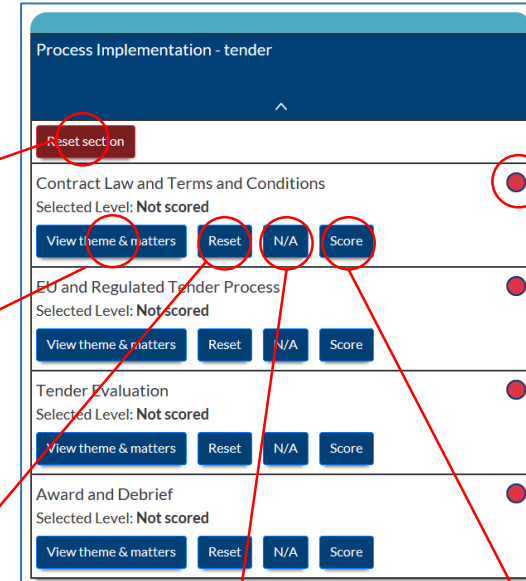Collapses all the sections so you only see the section headings

Resets all scores in the section

Click to view more detail of the competence if you need help to understand the context

Click to reset the score

Click to reset all the scores

Click to mark as Not Applicable to your role

Turns green when scored or marked N/A

Score yourself

National Procurement Development Framework

Staff Evaluation Portal

Restart	Resume	Enter Code

GET CODE

Available on each page in the top bar

Start a new self-assessment with a newly allocated code.

Note that doing so leaves all your scores and notes at the old code.

Continue with your self-assessment under your current code.

You can complete your assessment across devices and in manageable chunks, rather than all at once.

You can enter your "code" that allows you to access your profile on any device.

Or if you are a manager you can enter the code given to you by your member of staff. This will allow you to log-in to their accounts and see their self-assessment. You can make comments on their scoring and development plan in the free text box.