



MINISTRY OF FINANCE AND THE PUBLIC SERVICE

OFFICE OF PUBLIC PROCUREMENT POLICY

Use of Electronic Procurement in GOJ Procurement Operations

This Guidance Note describes principles and practices related to the use of electronic procurement in the acquisition of goods, services and works by the GOJ.

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Introduction

Scope and Context:

This guidance note sets out principles and practices for the procurement of goods, services and works using the Government of Jamaica Electronic Procurement System “GOJEP” (or “the system”). GOJEP is a web-based, collaborative system that facilitates procurement planning, solicitation and contract award processes in public procurement. GOJEP offers a secure, transparent and enabling platform for procurements of any nature, complexity or value.

Different public procurement procedures are supported for both one-off and repetitive purchases through several dedicated sub-modules providing facilities for user registration, competition notification, bid preparation and submission, online bid evaluation and contract award.

The full use of the GOJEP system is critical to the Ministry of Finance and by extension the Government of Jamaica in providing decision making procurement data that will be used to inform economic and procurement policy decisions. Therefore, it is expected that the protocols surrounding the use of GOJEP as outlined in this guidance note be fully adhered to. To ensure compliance with these requirements, the auditability of the portal will be relied upon, through the support and involvement of the Auditor General’s Department in these processes observed.

To ensure compliance with these requirements, periodic audits will be performed, through the support and involvement of the Auditor General’s Department.

Subject only to the exemptions herein, all procuring entities are required to transition to the exclusive use of GOJEP. This guidance note sets out procedures for the exclusive use of the GOJEP system.

Interpretation

In this Guidance Note:-

General

All other words not defined below are given the meaning imputed by section 2 of The Public Procurement Act 2015 (as amended) herein referred to as “The Act”.

System User Roles:

- **Contracting Authority Procurement Coordinator (CAPC)** - This role is assigned to the lead procurement officer for the entity. This user has access rights to manage the entity’s account information and users. The user has the functionality to create and publish competitions, approve evaluation reports, award final contracts and publish relevant notices. Finally, the user has complete visibility on all competitions published on behalf of the entity.
- **Contracting Authority Procurement Coordinator Assistant (CAPCA)** - This role has all access to similar functionalities as the CAPC except the role to approving the final evaluation report in the portal.
- **Contracting Authority Procurement Officer (CAPO)** - Users with this role are given limited functionality within the procuring entity. Their primary function in a competition is in the capacity of an Opening Officer or Evaluation Officer (Staff).

Competition User Roles:

- **Procurement Officer Tender Coordinator (PO/TC)** - This user is responsible for the overall management of the competitions in the portal. This user must be assigned a system role in the capacity of a CAPC or a CAPCA. There must be at least one PO/TC associated with a competition.
- **Procurement Officer Evaluating Staff (PO/ES)** - Act as an evaluator in a competition as assigned.

- **Procurement Officer Evaluating Staff Responsible (PO/ESR)** - Assigned the lead evaluator role on evaluation committee. The user is responsible for coordinating the evaluation and inserting final evaluation scores. There must be one PO/ESR associated with all competition.
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Law and Compliance

The Law

- a. Section 7 of The Public Procurement Act 2015 provides that the Office of Public Procurement Policy (OPPP) is mandated to develop public procurement policy, provide policy implementation guidance, training and advice to persons participating in public procurement.

Amongst its functions, the OPPP is required to:

- i. Monitor the operation of the public procurement process and compliance with the provisions of the principal Act and regulations made thereunder;
 - ii. Develop and maintain a database of public procurement statistics;
 - iii. Review the methods, procedures and processes used in public procurement and recommend any modification as appropriate;
 - iv. Establish and manage an electronic procurement system for the public sector; and
 - v. From time to time issue administrative guidance, in any form, including directives, guidelines, instructions, technical notes or manuals, with respect to the conduct of public procurement and the implementation of the Act and Regulations.
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How to Comply

Prepare for exclusive use of GOJEP

b. All procuring entities should ensure that:

- i. Procurement practitioners and all officers associated with the process (i.e. CAPCA, CAPO, PO/TC, PO/ESR, CAPC) are given access to a reliable computer with internet connectivity. Take a look at the [GOJEP System Requirements](#).
- ii. User roles required for the execution of procurement transactions are duly assigned to relevant officers i.e. at least one (1) CAPC and two CAPO are assigned and activated. If you require assistance with assigning officers to these roles, kindly contact the OPPP by e-mail to oppccustomer@mof.gov.jm or by telephone at 876-932-5220.
- iii. Where a procuring entity is of the view that it does not have a suitable number of officers for assignment to these roles, urgent contact is made with the OPPP by e-mail to oppccustomer@mof.gov.jm.
- iv. Suppliers are notified of the exclusive use of the GOJEP system for procurement transactions. Direct all suppliers who have not yet done so, to self-register on the system by navigating to the [GOJEP Self-Registration](#) page or make contact with the OPPP for support.

To increase awareness, Procuring Entities should place this notification on their website and all other applicable electronic platforms.

Procuring entities should also provide the [GOJEP Supplier Manual](#) to assist supplier with the registration process.

Execute Procurement Transactions

- v. Subject only to the exemptions discussed below, all procurement contracts with estimated contract value of One Million Five Hundred Thousand Dollars Jamaican Currency (J\$1,500,000.00) and above must be executed using GOJEP;
- i. All procurement contracts with a value exceeding Five Hundred Thousand Dollars Jamaican Currency (J\$500,000.00) but not exceeding One Million Five Hundred Thousand Dollars Jamaican Currency (J\$1,500,000.00) awarded without the use of GOJEP, must be manually entered into GOJEP. Please access guidance by viewing our [GOJEP Manual Data Entry Guide](#). This must be done within three (3) business days after the date of letter of contract award (after all approvals) or date of purchase order in the case where there is no contract.
- vi. Procuring entities are encouraged to conduct procurement transactions for all contract values using GOJEP as this would eliminate the need for manual upload of procurement information;
- vii. All contract awards must be closed out in the GOJEP system. For instructions on how to close out contract awards, please view our [GOJEP Close Out Guide](#) , [GOJEP Supplier Manual](#) and our [Closing Out! Video Series](#).

Exemptions to Use

In certain circumstances, it is impractical or not necessary to use GOJEP for contract awards. These are :-

Emergency procurements: where an emergency occurs as defined by the Act, the transaction may be executed offline/manually. You are required to enter the information manually in accordance with point b.vi. above.

Value of procurement: procurement proceedings having a contract value **exceeding Five Hundred Thousand Dollars Jamaican Currency (J\$500,000.00) but not exceeding One Million Five Hundred Thousand Dollars Jamaican Currency (J\$1,500,000.00)** may be executed without the use of the GOJEP system. However, procuring entities are strongly encouraged to use the system for these procurement transactions.

Similarly, procurement proceedings for contracts having an estimated contract value **below Five Hundred Thousand Dollars Jamaican Currency (J\$500,000.00)** may be executed without the use of the GOJEP system. However, procuring entities are strongly encouraged to use the system for these procurement transactions.

Utilities: contracts for utilities (supply of electricity) and National Water Commission (supply of water) are not to be raised by use of the system.

Other reasons: where for any unforeseeable reason, procurement proceedings cannot be executed by use of the system, procuring entities are required to correspond with the OPPP Customer Service Team, explaining why the system cannot be used. These matters will be addressed on a case-by-case basis and an opinion will be provided.

All procurement contracts awarded without the use of GOJEP must be manually entered into GOJEP, as per section b.vi. above.

Technical Training for the System

For steps in uploading manual entry transactions, please refer to the ***GOJEP Manual Data Entry Guide***, accessible under the 'Help' section of GOJEP website. If training is needed for any member of your Team, please make a request to our Office via email at oppccustomer@care@mof.gov.jm

Additional Resources

For additional assistance or questions regarding use and compliance, please don't hesitate to utilise our [GOJEP Frequently Asked Questions](#) document, which can also be shared with suppliers.

Reporting

- i. All procurement contracts entered into by the Government of Jamaica, whether or not exempt by virtue of the Act, and with nominal value exceeding J\$500,000.00, must be reported to the Integrity Commission on the Quarterly Contract Award report.
- ii. A monthly report of all contracts whether or not exempt, and regardless of value, must be reported to the Ministry with responsibility for finance, in accordance with the prescribed report format existing.
- iii. As you continue to use the system to execute procurement transactions, spend data will continue to grow. To view this data, please click on the 'View Reports' link in the Reporting (BI) module on the left of the website for a variety of options. Our Office will continue to increase the type and scope of reports available in the system.

Further information and guidance

For further information, procuring entities are encouraged to contact the Office of Public Procurement Policy in the Ministry of Finance and the Public Service by sending an e-mail to: opppcustomercare@mof.gov.jm or by calling 876-932-5264.