

How to find contract documents and submit applications on ProContract

Quick Guide

1	Express an interest to apply	2
1.1	Step 1 – Click on ‘ Login and register interest in this opportunity ’	2
2	Access documentation	3
2.1	Step 1 – Click on ‘ My activities ’	3
2.2	Step 2 – Select ‘ London Borough of Hackney ’ as the Buyer	3
2.3	Step 3 – Click ‘ Update ’	3
2.4	Step 4 – Select relevant contract notice by clicking its title (underlined and blue text)	3
2.5	Step 5 – Click on ‘ Start ’ to access the documentation and start your application.....	4
2.6	Step 6 – Click on the document headings to view the attachments	4
2.7	Step 7 – Click on ‘ Start my response ’ to start your application	4
2.8	Step 8 – Read the instruction on the ‘ Details ’ and click on ‘ Continue ’ to progress to your application	5
2.9	Step 9 – You may wish record your internal reference number and provide comments (optional) in the ‘ Additional information ’ tab and click on ‘ Continue ’ to progress to your application.....	5
2.10	Step 10 – Click on the ‘ Edit response ’ to answer each section listed in the ‘ Question sets ’ and click on ‘ Continue ’ to progress to your application.....	5
2.11	Step 11 – You have the option to upload ‘ Attachments ’ and click on ‘ Finish ’ to progress to your application.....	5
2.12	Step 12 – Click on ‘ Submit response ’ to forward your application and confirm your submission in the pop-up message by clicking on ‘ Submit response ’	6
3	Hints & Tips	7
3.1	Question set.....	7
3.2	Contract title landing page	7

1 Express an interest to apply

1.1 Step 1 – Click on ‘Login and register interest in this opportunity’

Note

- The green button colour will be faded once interest has been expressed
- The supporting documents are accessed via ‘My activities’ – you see it appear on the header tab once you have expressed an interest
- If you are not already registered with ProContract, please factor in the time to set-up your account with DueNorth (ProContract provider) – please allow one working day

LONDON TENDERS PORTAL ProContract brought to you by due north

Home > Find opportunities > Hackney Business

Hackney Business

Main contract details

Opportunity Id: DN6065541
 Title: Hackney Business
 Categories: 80000000-4 - Education and training services
 Description: Supplier Demo
 Sign-up to receive the latest opportunities
 Region(s) of supply: UNITED KINGDOM
 Estimated value: £1,000,000.00
 Keywords: Education, Books, Knowledge, Literature

Expression of interest window

From 24/06/2016 13:40 to 31/07/2016 13:40
[Login and register interest in this opportunity](#)

New to ProContract?
 If you are not currently registered on the ProContract procurement portal, you can complete a simple registration process by clicking the following link - [register here](#)

Contact details

Buyer: London Borough of Hackney
 Contact: Varsha Frederick
 Email: varsha.frederick@hackney.gov.uk
 Telephone: 0208 356 3637
 Address: Hackney Town Hall, Hackney, Greater London, E8 1EA, United Kingdom

Attachments

20160202 DUE NORTH SUPPLIER REGISTRATION NOTES.pdf 975 KB

LONDON TENDERS PORTAL ProContract brought to you by due north

Home > Find opportunities > Hackney Business

Home Find opportunities **My activities** My contracts Help Varsha Frederick Your account Logout

Hackney Business

Main contract details

Opportunity Id: DN6065541
 Title: Hackney Business
 Categories: 80000000-4 - Education and training services
 Description: Supplier Demo
 Sign-up to receive the latest opportunities
 Region(s) of supply: UNITED KINGDOM
 Estimated value: £1,000,000.00
 Keywords: Education, Books, Knowledge, Literature

Expression of interest registered

Date: 01/07/2016 10:16:28
 Workgroup: Corporate

Expression of interest window

From 24/06/2016 13:40 to 31/07/2016 13:40
[Register interest in this opportunity](#)

Contact details

Buyer: London Borough of Hackney
 Contact: Varsha Frederick
 Email: varsha.frederick@hackney.gov.uk
 Telephone: 0208 356 3637
 Address: Hackney Town Hall, Hackney, Greater London, E8 1EA, United Kingdom

Attachments

20160202 DUE NORTH SUPPLIER REGISTRATION NOTES.pdf 975 KB

2 Access documentation

2.1 Step 1 – Click on 'My activities'

2.2 Step 2 – Select 'London Borough of Hackney' as the Buyer

2.3 Step 3 – Click 'Update'

2.4 Step 4 – Select **relevant contract notice** by clicking its title (underlined and blue text)

The screenshot shows the 'My activities' page in ProContract. The 'Narrow your results' panel is visible on the left, with the following filters:

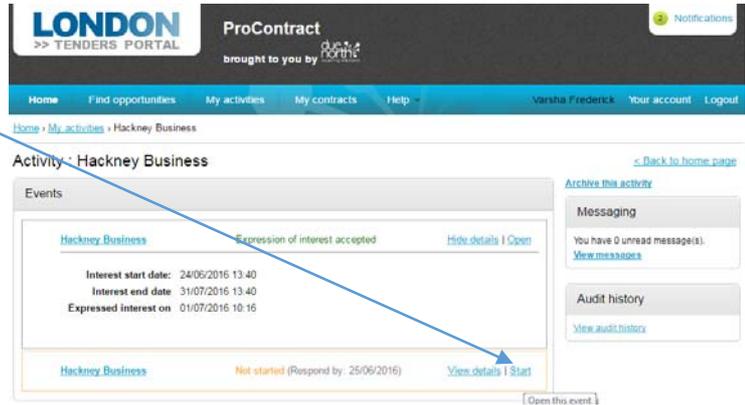
- Buyer:** London Borough of Hackney (checked)
- Event type:** All (checked), Advert, RFx
- Status:** All (checked), New action

An 'Update' button is located at the bottom right of the filter panel. A message box above the main table reads: "Please select a buyer from the narrow results panel and click on the 'Update' button".

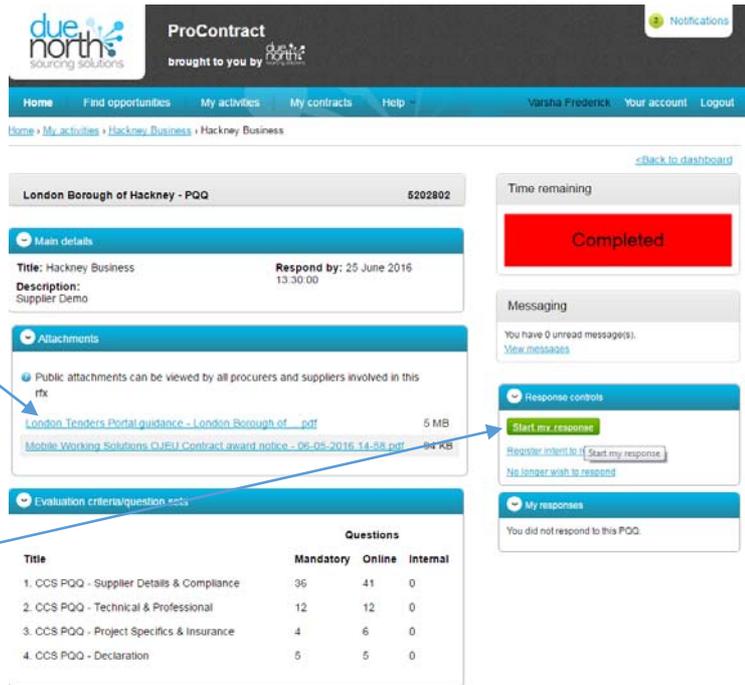
The screenshot shows the 'My activities' page with a list of contract notices. The table has the following columns: Buyer, Title, Current event, and Event deadline. The 'Title' column contains several underlined blue links.

Buyer	Title	Current event	Event deadline
London Borough of Hackney	Temporary Housing Accommodation 13	Temporary Housing Accommodation (5)	01/09/2020
London Borough of Hackney	VF May DPS	VF May DPS	22/06/2020
London Borough of Hackney	DPS HC Lot 1	DPS HC Lot 1	05/05/2016
London Borough of Hackney	VF Temp Acc (shortcut test)	VF Temp Acc (shortcut test)	15/03/2016
London Borough of Hackney	Test 100	Test 100	01/06/2016
London Borough of Hackney	DPS Quick Test	DPS Quick Test	29/04/2020
London Borough of Hackney	LIVE REPLICA 2: Temporary Accommodation Dynamic Purchasing System	LIVE REPLICA 2: Temporary Accommodation Dynamic Purchasing System	03/10/2020
London Borough of Hackney	Hackney Business	Hackney Business	25/06/2016

2.5 Step 5 – Click on ‘**Start**’ to access the documentation and start your application



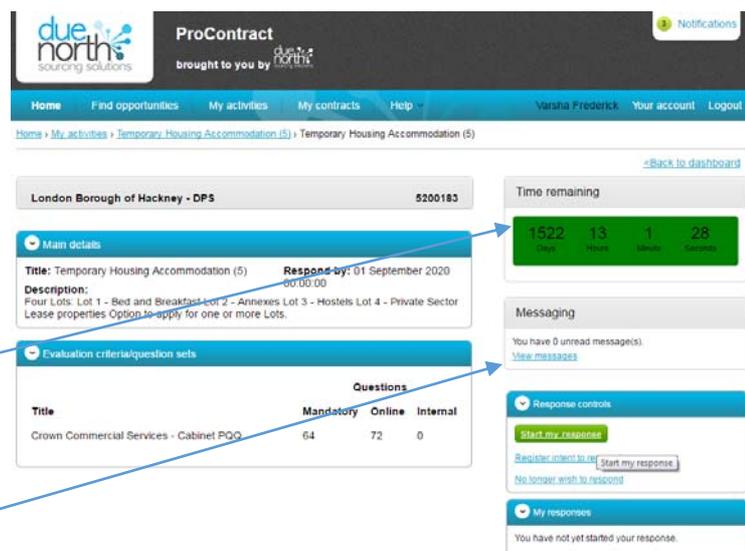
2.6 Step 6 – Click on the document headings to view the **attachments**



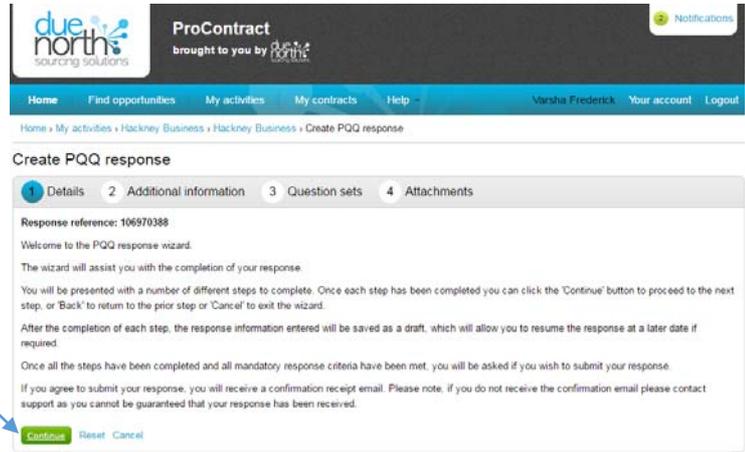
2.7 Step 7 – Click on ‘**Start my response**’ to start your application

Note

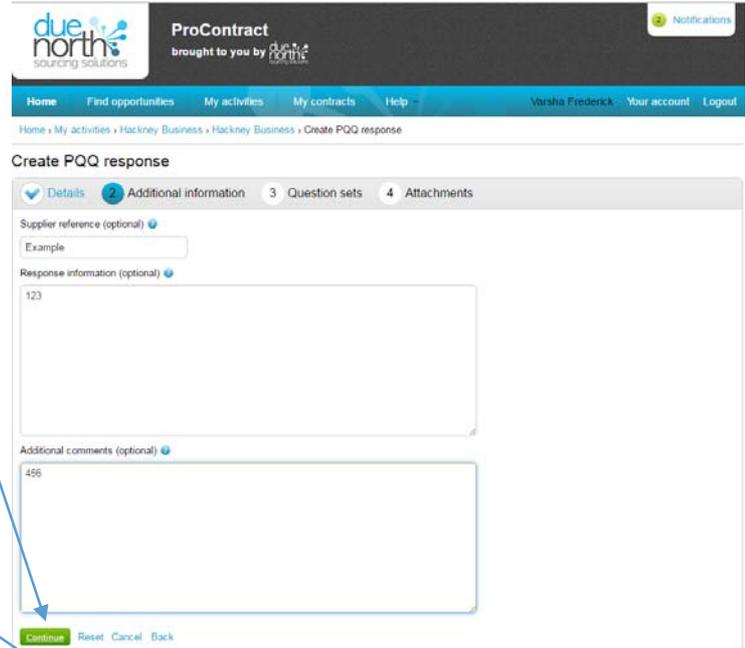
- You have the option to start and stop any time you wish as you can save your answers as you go along
- The system will save your answers for other Hackney Council tenders you apply for (this is subject to the publish question being identical to that previously answered)
- There is a countdown displayed on this page (referred to as the ‘contract title landing page’) to flag the deadline (we do not accept late returns)
- You have the functionality to submit queries via the ‘Messaging’ function



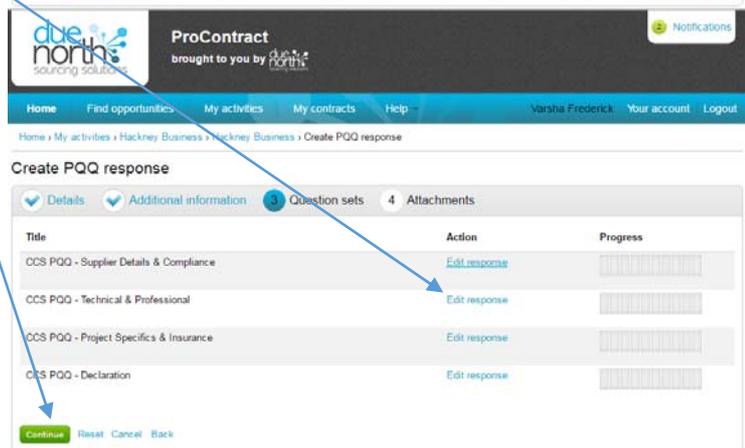
2.8 Step 8 – Read the instruction on the ‘**Details**’ and click on ‘**Continue**’ to progress to your application



2.9 Step 9 – You may wish record your internal reference number and provide comments (optional) in the ‘**Additional information**’ tab and click on ‘**Continue**’ to progress to your application



2.10 Step 10 – Click on the ‘**Edit response**’ to answer each section listed in the ‘**Question sets**’ and click on ‘**Continue**’ to progress to your application

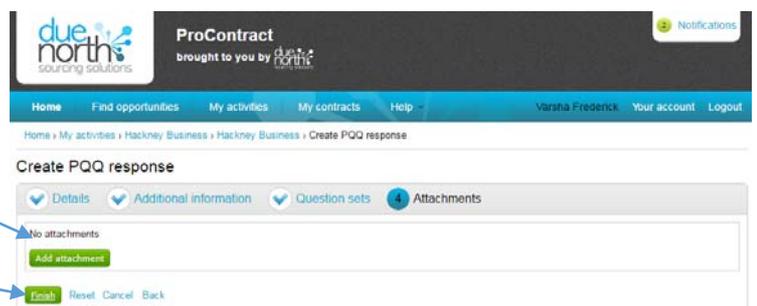


Note

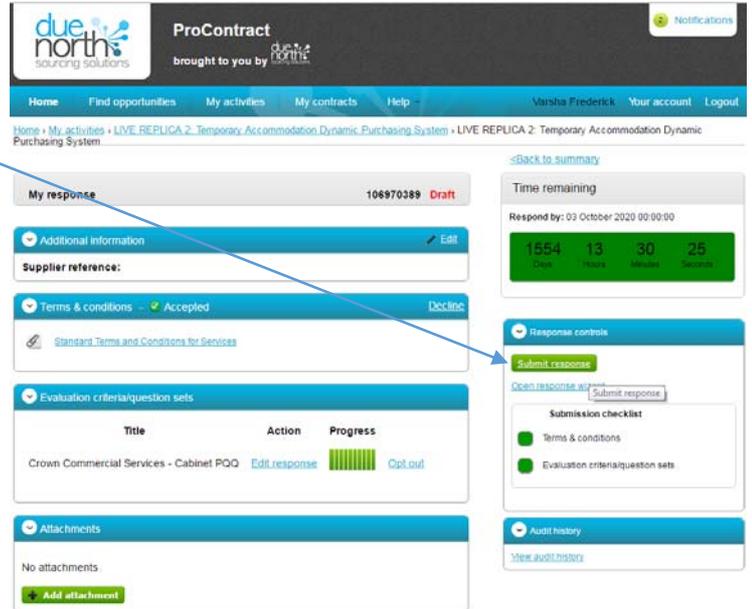
- Each section of the CCS PQQ contain multiple questions (the number of questions are listed under the ‘online’ column in the ‘Evaluation criteria/question sets’ on the ‘contract title landing page’)
- You have the option to start and stop any time you wish as you can save your answers as you go along
- The system will save your answers for other Hackney Council tenders you apply for (this is subject to the publish question being identical to that previously answered)

Title	Questions		
	Mandatory	Online	Internal
1. CCS PQQ - Supplier Details & Compliance	36	41	0
2. CCS PQQ - Technical & Professional	12	12	0
3. CCS PQQ - Project Specifics & Insurance	4	6	0
4. CCS PQQ - Declaration	5	5	0

2.11 Step 11 – You have the option to upload ‘**Attachments**’ and click on ‘**Finish**’ to progress to your application

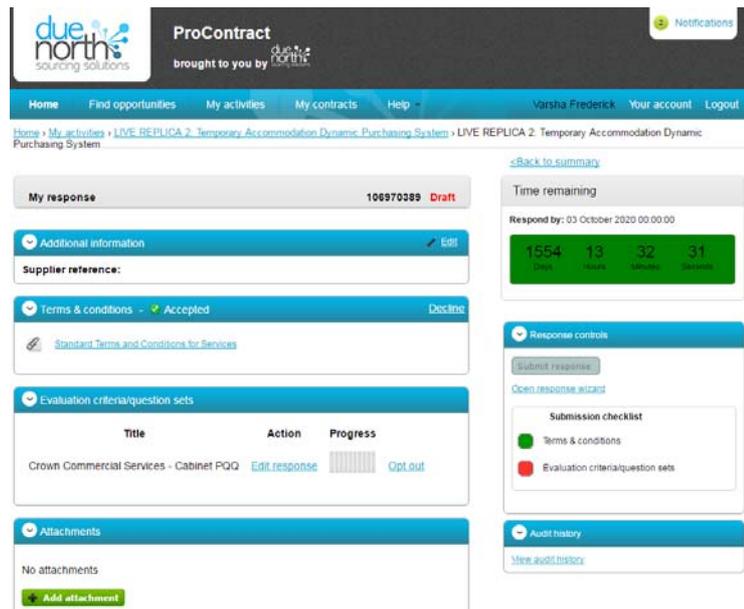


2.12 Step 12 – Click on ‘**Submit response**’ to forward your application and confirm your submission in the pop-up message by clicking on ‘**Submit response**’



Note

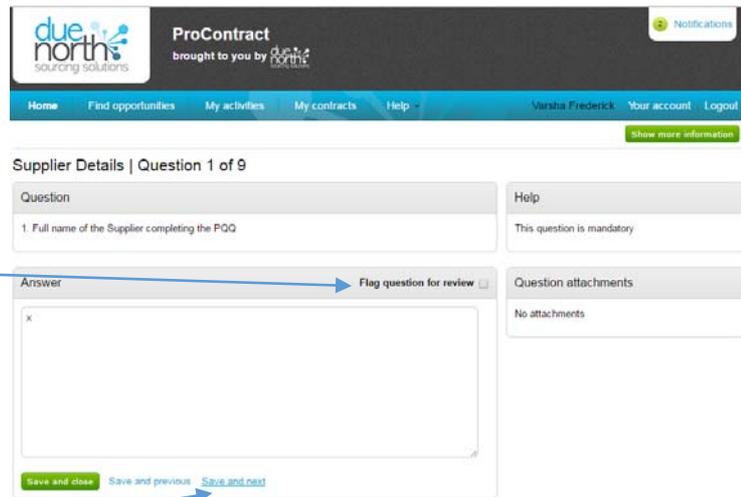
- The green button colour will be faded once the application has been submitted



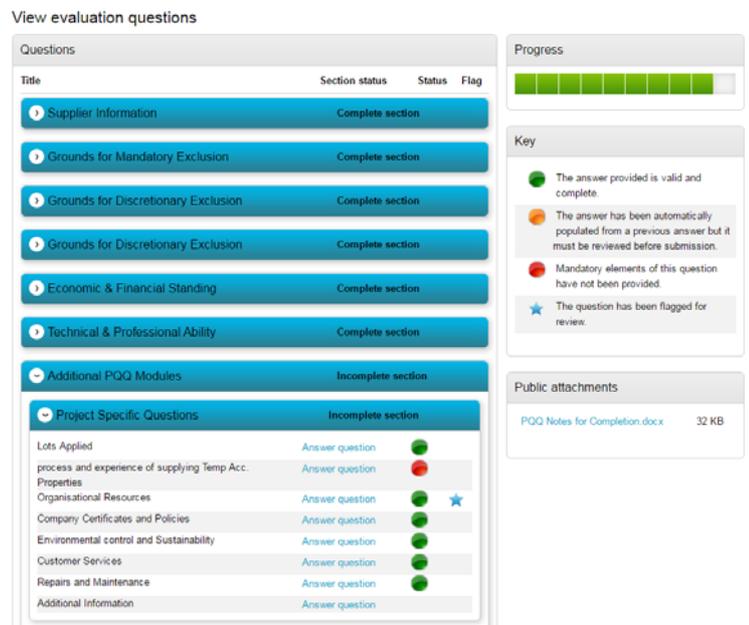
3 Hints & Tips

3.1 Question set

- The questions can be saved as draft
- You can flag questions for review
- You can save draft answers and navigate to the next question by clicking on 'Save and next' instead of 'Save and close' (the latter takes you back to the list of questions in the 'Questions set' subsection)

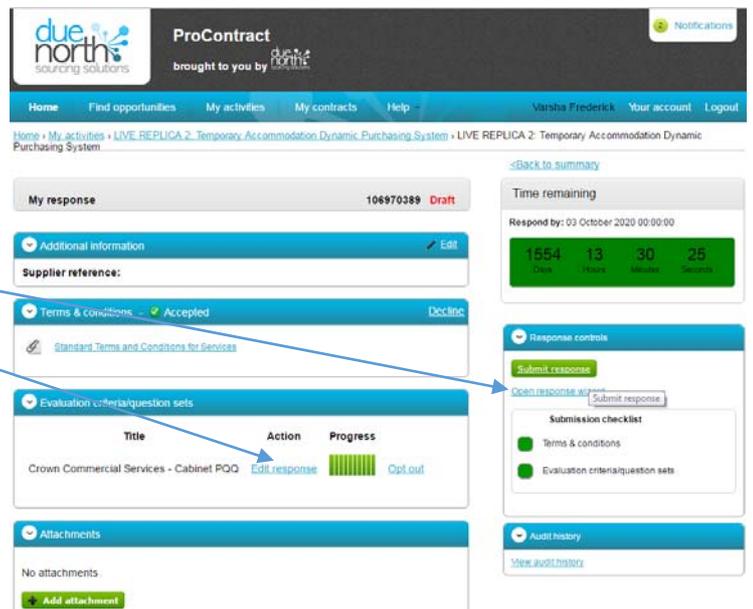


- Completed answers have a green circle next to them, unanswered mandatory questions have a red circle and questions you have flagged will have a star next to it



3.2 Contract title landing page

- You can return to the 'Questions set' by either re-entering the 'Response wizard' or 'edit response' in the Evaluation criteria/question sets



- You can resubmit your response provided it is with the defined deadline

The screenshot displays the ProContract web application interface. At the top, the 'due north' logo is visible alongside the 'ProContract' branding. The navigation bar includes links for 'Home', 'Find opportunities', 'My activities', 'My contracts', and 'Help'. The user's name 'Varsha Frederick' and account options are shown on the right. The breadcrumb trail indicates the current page is for a tender opportunity: 'Home > My activities > LIVE REPLICA 2: Temporary Accommodation Dynamic Purchasing System > LIVE REPLICA 2: Temporary Accommodation Dynamic Purchasing System'. A 'Back to dashboard' link is also present.

The main content area is titled 'London Borough of Hackney - DPS' with the ID '5202509'. The 'Main details' section includes the following information:

- Title:** LIVE REPLICA 2: Temporary Accommodation Dynamic Purchasing System
- Respond by:** 03 October 2020 00:00:00
- Description:** The London Borough of Hackney's Benefits and Housing Needs Service is seeking temporary accommodation for homeless households. Suppliers will work closely with the Benefits and Housing Needs service to provide suitable accommodation for households assessed as homeless subject to the conclusion of the Council's enquiries.

The 'Attachments' section shows a public attachment: 'GDM.#16728290.v1-Temporary_Accommodation_PQQ_Evaluation_Criteria.docx' (75 KB). A note states: 'Public attachments can be viewed by all procurers and suppliers involved in this rfx.'

The 'Terms & conditions' section includes a link to 'Standard Terms and Conditions for Services'.

The right-hand sidebar contains a 'Time remaining' counter showing 1554 days, 11 hours, 59 minutes, and 8 seconds, with a 'Submitted' button below it. The 'Messaging' section indicates 'You have 0 unread message(s)' with a 'View messages' link. The 'Response controls' section includes links for 'Would like to edit my response' and 'No longer wish to respond'. The 'My responses' section shows a table with one entry:

Version	Status	Timestamp
Version 1	Submitted	01/07/2016 10:29:58