Kent Business Portal

Supplier Guidance

Responding to an Invitation to Tender or Pre-Qualification Questionnaire

Introduction

This guide will take you through the steps required to submit a response to a KCC invitation to tender or pre-qualification questionnaire via The Kent Business Portal (KBP).

Further guidance can be found within the KBP's 'Help' section located in the top right hand corner of the page once you're logged in.

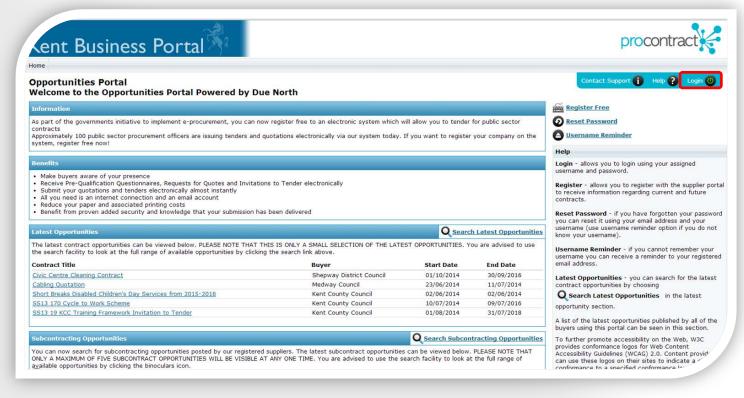
This guide is split into four sections:

- 1. Logging in and registering your interest in an opportunity
- 2. How to locate the relevant documentation
- 3. Using the discussions facility
- 4. Submitting your response

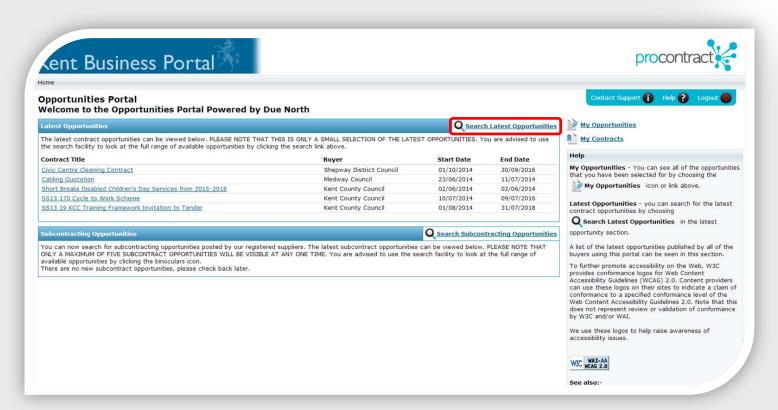
Section 1 – Logging in and Registering your Interest in an Opportunity



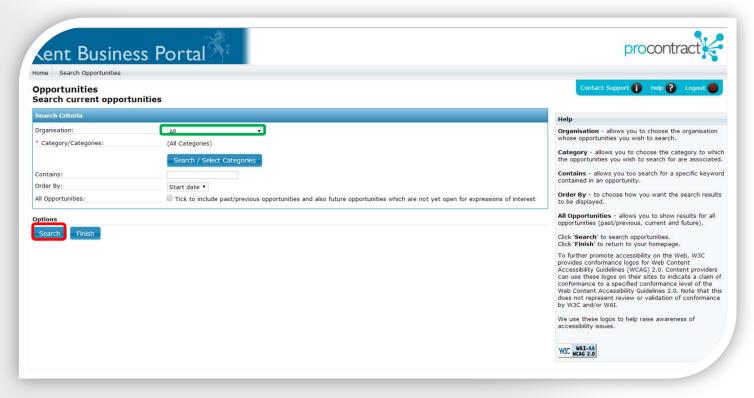
a) Visit www.kentbusinessportal.com and select 'Supplier Area'



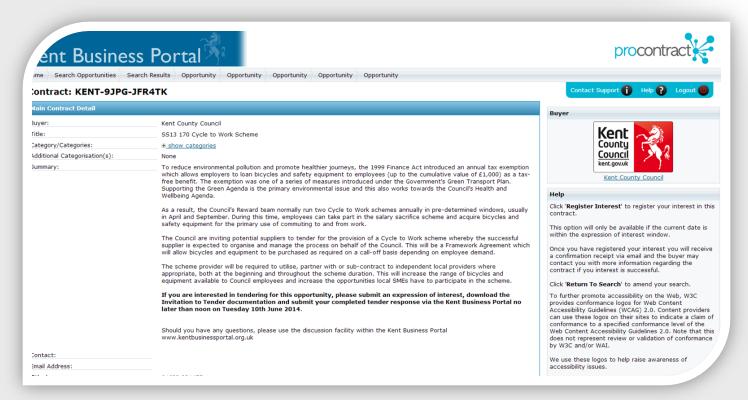
- b) Select 'Login' located in the top right hand corner of the above page.
- c) On the page that follows enter your login information and select 'login'



d) The above page will display the latest 5 opportunities posted on the Kent Business Portal. In order to search all current opportunities select 'Search Latest Opportunities'



- e) Select the organisation for which you wish to view opportunities from the **drop down box** and select 'Search'
- f) The page that follows will display a list of the opportunities currently being advertised, click on the title of the opportunity to view further information.



g) Read the instructions contained within the advert. If you wish to register your interest then scroll to the bottom of the page and select 'Register Interest' You will receive email confirmation of your expression of interest, if no email is received please double check that you've expressed your interest successfully.

h) In most cases you will receive a second email inviting you take part in the opportunity. The 2nd email will contain a link that will guide you to any documentation relevant to the process as well where you submit your response.

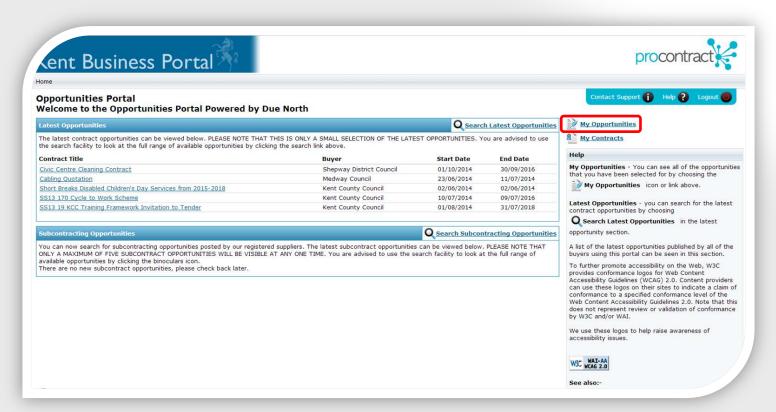
Section 2 – How to Locate Documentation Relating to an Opportunity

In this section we will explain how to navigate and find the documentation relevant to the opportunity for which you have expressed an interest.

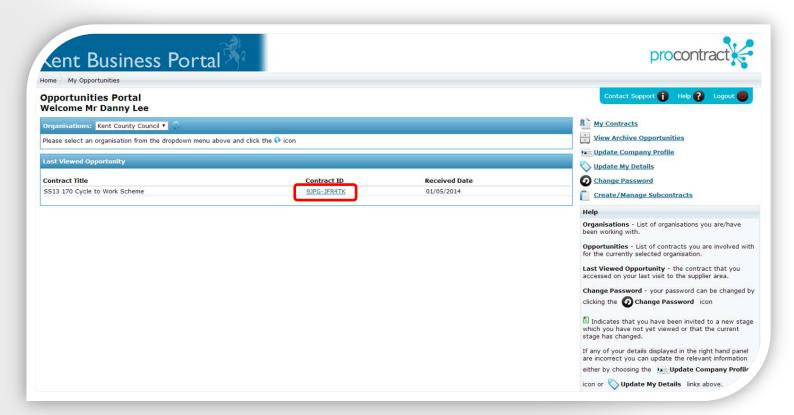
a) The simplest route is to simply click the link contained within the email you will have received after expressing your interest; this will prompt you to login. Enter your account information and click 'Login' (skip to 2g)

Alternatively

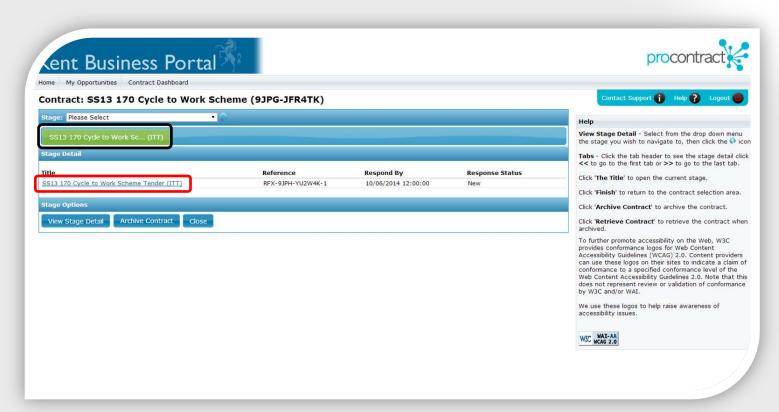
b) Follow section 1a - c to navigate to the page displayed below



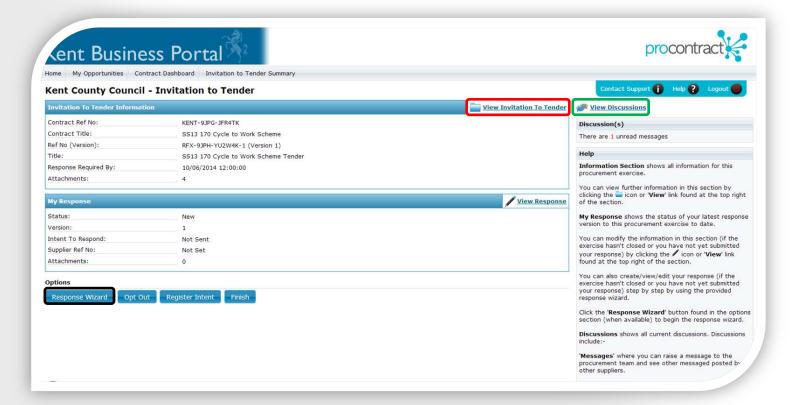
- c) Select 'My Opportunities'
- d) On the page that follows select the relevant organisation from the dropdown menu and click the vicon.



e) The page will display a list of all processes that you are currently involved with. Click the contract ID for the opportunity you want to access.



f) If you've been involved in more than one stage of the process then you will see multiple **green tabs**, one for each stage (e.g. a pre-qualification questionnaire followed by an invitation to tender) Select the appropriate tab and click on the **title** of the process.



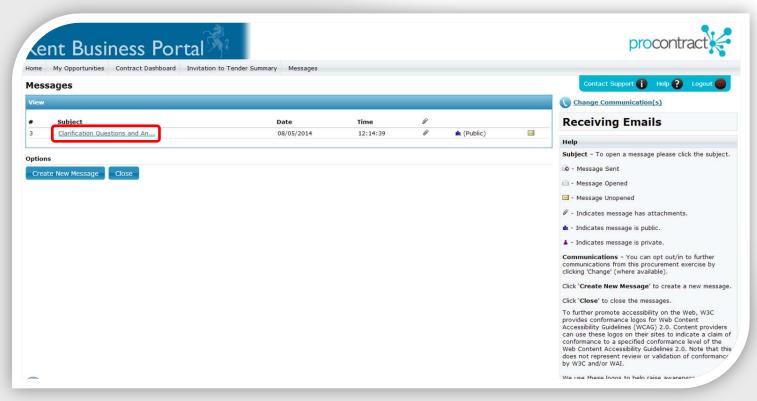
g) From the page shown above you're able to access the **tender information and any relevant documentation**, the **discussions** area through which all communication relating to the tender should take place as well as the '**Response Wizard'** which will take you through the steps required to submit your response.

Section 3 – Using the Discussions Facility

The discussions facility should be used for all communication between yourself and Kent County Council. Any questions you have regarding a particular process or tender should be asked via the discussions area, likewise, important information will be sent to you via discussions and as such it's important you take note and read any messages.

You will receive an email alert when a new message is received.

a) Select 'View Discussions' as shown in the previous screenshot.

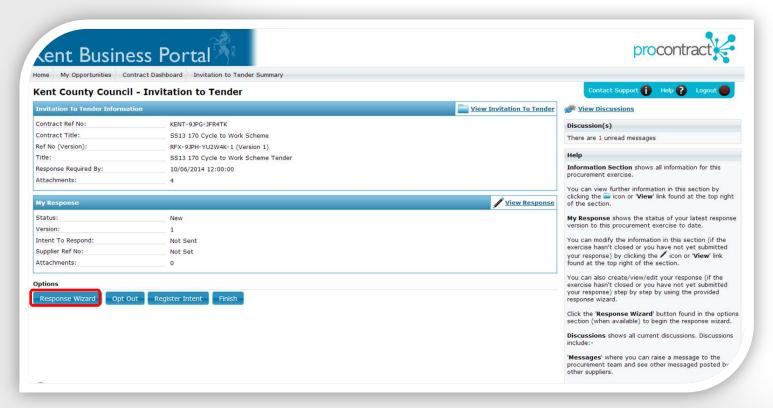


- b) Here you will see a list of messages sent to you displayed in a format similar to email. Select the **subject** of a message to read it as well giving you the option to reply.
- c) To send a new message select 'Create New Message' The page that follows will allow you to enter in content of your message as well as add any attachments as required.

Section 4 – Submitting your Response

This section will show you how to complete and submit your response to the Kent County Council.

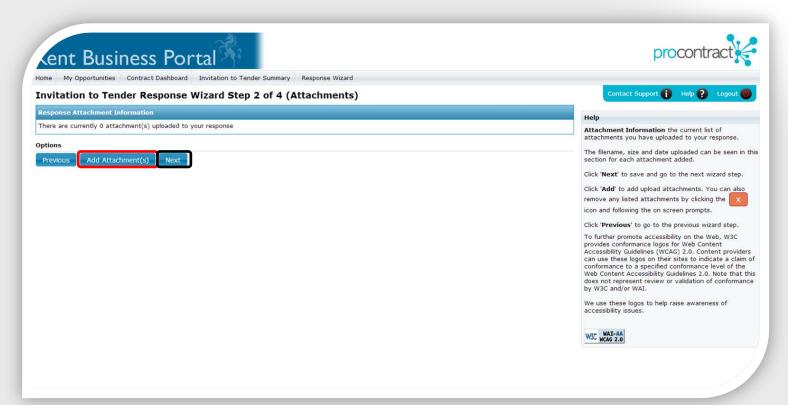
a) Firstly navigate to the page displayed in 2g.



b) Select 'Response Wizard' You will be presented with a number of different steps to complete from basic information to uploading any attachments that may be required. Once each step has been completed you can click the 'Next' button to proceed to the next step. 'Previous' buttons are also available allowing you to return to the prior step at any time. After the completion of each step the response information entered will be saved as a draft which will allow you to return to the response wizard at a later date if required.

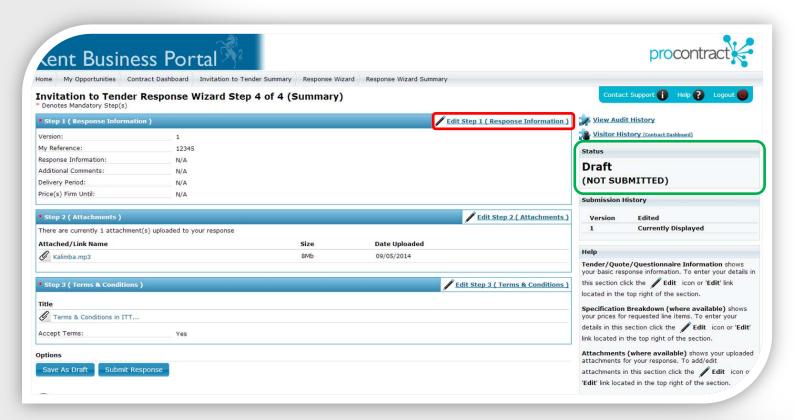


c) The only information required here is your own internal reference number



d) If the tender requires you to complete an online questionnaire then there will be an additional step. You will need to click on the title of the questionnaire and complete all questions. A small green progress bar will appear on the right hand side of the page and you will be unable to submit your response until all questions have been answered and the bar is full. The step that follows (above screenshot) allows you to add attachments to your response. To do so select 'Add Attachment(s)' click 'Next' when you're ready to move on.

e) The next step will ask you whether you agree to the attached terms and conditions.



f) The final screen presents you with a summary of your response. You can return and edit each step individually by selecting **Edit Step** next to the relevant section. Using the buttons at the bottom you're able to either save your response as a draft or submit it. Even after submitting a response you're still able to return prior to the tender deadline, make amendments and submit a 2nd version, Kent County Council will only ever be able to view your most up to date submission.

Note: Please note the **status of your submission** located in on the right hand side of the page presented in large bold text. If you aren't certain that you have submitted a response correctly you should first check this status. If you agree to submit your response you will receive a confirmation of receipt email. Please note if you do not receive this email please contact support by clicking the contact support icon located at the top right of the screen as you cannot be guaranteed that your response has been received.