



Supplier Guide for Opportunity Searches, Registering an Interest and Completing an Application

Finding Opportunities

Log into EastMids Tenders to find new tender opportunities. Head to 'find opportunities' in the top tool bar on the screen.

The screenshot shows the top navigation bar with the following items: Home, Find opportunities (highlighted with a red box), My activities, My contracts, and Help. Below the navigation bar, the page title is "Home". The main content area is titled "Home page" and contains two sections: "Activities" and "Opportunities". The "Activities" section has tabs for "Active", "Recently added", and "Last viewed", and a search bar with a "Go" button. The "Opportunities" section has a "Find opportunities" link and a message: "To search and view all of the latest opportunities available on the Due North portal, please click on the 'Find opportunities' link above".

On the opportunities page there is an option to filter the results, for example search opportunities just within Nottinghamshire County Council or if a supplier is looking for a specific tender and knows the title, they can search a key word in the top right hand corner.

The screenshot shows the "Opportunities" page. At the top right, there is a search bar with "All data" selected and a "Go" button. On the left side, there are several filter sections: "Portals" (set to "All"), "Organisations" (set to "All" and highlighted with a red box), "Categories" (with options to add UNSPC, NHS eClass, CPV, and ProClass categories), "Regions" (set to "All"), "Keywords" (empty), "Include closed" (set to "No"), "Expression date" (with start and end date pickers), and "Published date" (with start and end date pickers). At the bottom of the filters are "Reset" and "Update" buttons. The main content area is a table of opportunities with the following columns: Title, Buyer, Expression Start, Expression End, and Estimated value. The table contains 10 rows of data, including titles like "01 - TEST PROJECT - Supplier dev" and "Alternative (education) Provision Nottinghamshire TEST".

Title	Buyer	Expression Start	Expression End	Estimated value
01 - TEST PROJECT - Supplier dev	YPO	14/02/2017	21/02/2022	N/A
09022017- Corporate Training DPS	Werrill Borough Council	09/02/2017	31/03/2021	N/A
14-085 DPS Adult Community Learning	Rotherham MEC	18/03/2016	31/07/2018	N/A
16 Plus Accommodation Tender DPS	Luton Borough Council	24/05/2017	02/05/2020	£1,000,000.00
18112016	Leicestershire County Council	18/11/2016	01/11/2019	N/A
2016.04.22 DPS Project	South Tyneside Council	22/04/2016	30/04/2020	N/A
2016.07.28 Test DPS	East Riding of Yorkshire	08/07/2016	07/07/2021	£50,000,000.00
2016.07.28 DPS test (gateshead)	NEPO	28/07/2016	31/07/2019	N/A
2016.11.25 Test DPS	NEPO	25/11/2016	19/09/2024	N/A
2016.11.29 Gsd ISL test	NEPO	29/11/2016	18/12/2019	N/A

Once a supplier has found an opportunity they're interested in they will need to click on the blue tender title which will direct them to the initial tender dashboard.

The screenshot shows a close-up of the "Opportunities" table. The table has columns for Title, Buyer, Expression Start, and Expression End. The following data is visible:

Title	Buyer	Expression Start	Expression End
Alternative (education) Provision Nottinghamshire TEST	Nottinghamshire County Council	08/09/2016	24/09/2019
Test Site DPS	Nottinghamshire County Council	12/09/2017	27/04/2018
Training Tender 1	Nottinghamshire County Council	28/11/2017	28/11/2018

Registering an Interest

This initial tender dashboard shows limited information, to view tender documents and access the online questionnaires the first step is to express an interest in a tender.

Test Site DPS

Main contract details

Opportunity Id DN6140700
Title Test Site DPS
Categories 35000000-4 - Security, fire-fighting, police and defence equipment
Description Test DPS
Region(s) of supply UNITED KINGDOM
Estimated value N/A
Keywords Taxi

Expression of interest window

From 12/09/2017 11:50 to 27/04/2018 12:00

[Register interest in this opportunity](#)

Contact details

Buyer Nottinghamshire County Council
Contact Lucy Bartle
Email lucy.bartle@nottscc.gov.uk
Address County Hall
Nottingham
Nottinghamshire
NG2 7QP
United Kingdom

Key dates

Estimated contract dates
Start date 14/01/2018 **End date** 03/12/2022

Current Dynamic Purchasing System (DPS) round information
End date 27/04/2018 11:00:00

Attachments

No attachments

Once a supplier has expressed an interest in a tender, the tender will appear in the 'My Activities' tab which can be found in the top tool bar.

Home Find opportunities My activities My contracts Help JJ Clulow Your account Logout

Home > My activities

All data Search Go

My activities

Narrow your results

Buyer

- Nottinghamshire County Council

Event type

- All
- Advert
- RFx

Status

- All
- New action

Update

Active activities Archived activities Last viewed activities

--Actions--

<input type="checkbox"/>	Buyer	Title	Current event	Event deadline
<input type="checkbox"/>	Nottinghamshire County Council	Alternative (education) Provision Nottinghamshire TEST	Alternative (education) Provision Nottinghamshire TEST	24/09/2020
<input checked="" type="checkbox"/>	★ Nottinghamshire County Council	Test Site DPS	Test Site DPS	27/04/2018
<input type="checkbox"/>	Nottinghamshire County Council	East Midlands Regional Provider List for High Needs Supported Accommodation	East Midlands Regional Provider List for High Needs Supported Accommodation	31/03/2027

N.B. In the 'my activities' tab suppliers must ensure the correct buyer is ticked in the left hand side filter to allow tenders to show, without any buyers ticked the page will be blank.

The saved tender will always appear in the 'My Activities' tab and this where a supplier should go to access it.

From the 'My Activities' tab the tender link will take you to the tender event list. If the opportunity is a DPS the correct event to access will be an acceptance round, access this by clicking start.

Activity : Test Site DPS

Current events Show all DPS events

Test Site DPS - Acceptance round 1 Not started (Respond by: 27/04/2018)	View details Start
Test Site DPS Expression of interest accepted	View details Open

Dynamic purchasing systems have many acceptance rounds so the round number may not be '1', it could be 4 or 7. It all depends how long the DPS has been running for when a supplier comes to access it.

Clicking start will take the supplier to the main tender dashboard for the opportunity. From this dashboard suppliers can view and read any relevant documents such as the specification and the terms and conditions.

Activity Information

Buyer: Nottinghamshire County Council
 Title: Test Site DPS ID: 5269039 Acceptance Round: 1
 Description: DPS Test

Attachments

Public attachments can be viewed by all procurers and suppliers involved in this file.
[Specification.docx](#) 11 KB

Terms & conditions

[TERMS AND CONDITIONS 2015](#)

Evaluation criteria/question sets

Title	Questions		
	Mandatory	Online	Internal
Part 5 - Technical / Method Statement Questions	3	3	0
Standard Selection Questionnaire (SQ)	3	4	0

Deadline & Time remaining

A response to this activity can be submitted no later than **27th April 2018 at 11:00 AM**

Time remaining

16 Days 0 Hours 58 Minutes 16 Seconds

Messages & Clarifications (0)

This panel will show any messages & clarifications that have been sent to you concerning this activity from the buyer.
 You have received 0 message(s) of which 0 are unread.
[View all](#) | [View unread](#)

Response controls

[Start my response](#)
[Register intent to respond](#)
[No longer wish to respond](#)

My responses

You have not yet started your response.

Suppliers can submit and receive messages to and from the project team, there is a countdown timer highlighting how long is left before the tender opportunity closes and a button to 'opt out' if a supplier decides the opportunity is no long appropriate for them.

Finally there is the 'start my response' button. This will take suppliers through the response wizard and add the online questionnaires which they are required to complete to the project dashboard.

Responding to Online Questionnaires

1. Continue Through the Response Wizard

1 Details 2 Additional information 3 Question sets 4 Attachments 5 Terms & conditions

Response reference: 108208908

Welcome to the DPS response wizard.

The wizard will assist you with the completion of your response.

You will be presented with a number of different steps to complete. Once each step has been completed you can click the 'Continue' button to proceed to the next step, or 'Back' to return to the prior step or 'Cancel' to exit the wizard.

After the completion of each step, the response information entered will be saved as a draft, which will allow you to resume the response at a later date if required.

Once all the steps have been completed and all mandatory response criteria have been met, you will be asked if you wish to submit your response.

If you agree to submit your response, you will receive a confirmation receipt email. Please note, if you do not receive the confirmation email please contact support as you cannot be guaranteed that your response has been received.

[Continue](#) [Reset](#) [Cancel](#)

2. Supplier reference is not required to continue, it is optional information.

Details 2 Additional information 3 Question sets 4 Attachments 5 Terms & conditions

Supplier reference (optional) ⓘ

Response information (optional) ⓘ

Additional comments (optional) ⓘ

[Continue](#) [Reset](#) [Cancel](#) [Back](#)

3.

Title	Action	Progress
Part 5 - Technical / Method Statement Questions	Edit response	<div style="width: 100%; height: 10px; background-color: #ccc;"></div>
Standard Selection Questionnaire (SQ)	Edit response	<div style="width: 100%; height: 10px; background-color: #ccc;"></div>

[Continue](#) [Reset](#) [Cancel](#) [Back](#)

4.

No attachments

[Add attachment](#)

[Continue](#) [Reset](#) [Cancel](#) [Back](#)

5. Accept/Decline the terms and conditions. If you do not agree you must specify why in the space provided.

Please follow the link to read the terms and conditions

[TERMS AND CONDITIONS 2015](#)

Accept

Decline

[Finish](#) [Reset](#) [Cancel](#) [Back](#)

The tender questionnaires will now be accessible from the tender dashboard.

To access the questions and start responding suppliers will need to 'edit response'

A progress bar can be seen next to each set of questions, before a submission can go ahead all questions must be answered and the progress bar be at 100%

Each question has a traffic light system and the key is identified to the right. All questions must be showing as green to submit and the progress bar should be showing as 100%

View evaluation questions

Title	Weight %	Section status	Status	Flag
1 Technical / Method Statement questions		Incomplete section	Section weight: 100.00%	
1.1 How will you deliver the specification?	40.00%	Answer question	●	
1.2 How will you approach Tupe?	10.00%	Answer question	●	
1.3 How do you approach training with your staff?	50.00%	Answer question	●	

Progress (0%)

Key

- The answer provided is valid and complete.
- The answer has been automatically populated from a previous answer but it must be reviewed before submission.
- Mandatory elements of this question have not been provided.
- ★ The question has been flagged for review.

Public attachments

No attachments

When clicking on answer questions a new screen will appear which includes an answer field. Also this page will any attachments which are linked to the question and the word count is shown. The weighting of the question will also be detailed.

Technical / Method Statement questions | Question 1 of 3

Question

Title:
How will you deliver the specification?

Answer

You have 500 words remaining

Flag question for review

Save and close [Save and previous](#) [Save and next](#)

Weight

40.00 %

Section help

Question help

Maximum of 500 words
This question is mandatory

Question attachments

No attachments

After answering each question is it essential suppliers save the answers which are entered. Suppliers can save and change their answers as many times as they like until the tender deadline as well as loggin out and revisiting the tender at a later date. Suppliers will need to answer all questions and submit before the tender deadline.

N.B If the tender opportunity is a DPS and a supplier doesn't submit their response before the round deadline, some answers will be saved for the next round.

If attachments are required for the application, such as a pricing schedule, they can be attached on the main tender dashboard.

Once all questions are answered and all the progress bars are showing as green and 100% a submit response button will appear on the project dashboard. Once a supplier is happy with their answers, they can submit their response to the project team.

The screenshot displays a project dashboard with several sections:

- My response:** 108208908 Draft
- Additional information:** Edit
- Supplier reference:**
- Terms & conditions:** Accepted Decline
- TERMS AND CONDITIONS 2015**
- Evaluation criteria/question sets:**

Title	Action	Progress
Part 5 - Technical / Method Statement Questions	Edit response	██████████
Standard Selection Questionnaire (SQ)	Edit response	██████████
- Attachments:** No attachments [Add attachment](#)
- Deadline & Time remaining:**

A response to this activity can be submitted no later than **27th April 2018 at 11:00 AM**

Time remaining

15 Days 23 Hours 34 Minutes 26 Seconds
- Response controls:**

[Submit response](#)

[Open response wizard](#)

Submission checklist

 - Terms & conditions
 - Evaluation criteria/question sets
- Audit history:** [View audit history](#)

Even after a supplier has submitted their response there is an option to edit it, however, as before, the response will need to be submitted again before the deadline.

The close-up shows the **Response controls** section with the following options:

- [I would like to edit my response](#)
- [No longer wish to respond](#)

If the tender opportunity is for a DPS, suppliers will receive notification if they are successful. Once a supplier is successfully accepted they are not required to apply again on any subsequent rounds, unless any of their details change.

Responding to Lot Questionnaires

When a buying organisation publishes questionnaire sets using Lots, they will appear in your Tender Summary page as shown below.

The screenshot displays the 'My response' section with a '27 Draft' indicator. Below it is a table titled 'Evaluation criteria/question sets' with columns for Title, Action, and Progress. The table lists three questionnaire sets: 'Pre Qualification Questionnaire' (Mandatory, full progress), 'Lot 1 Questionnaire' (Opt out, partial progress), and 'Lot 2 Questionnaire' (Opt out, partial progress). To the right, there is a 'Time remaining' section showing a deadline of 25 March 2015 01:30 with a countdown of 4 days, 10 hours, 59 minutes, and 6 seconds. Below that is a 'Response controls' section with buttons for 'Submit response' and 'Open response wizard', and a 'Submission checklist' section.

Title	Action	Progress	Status
Pre Qualification Questionnaire	Edit response		Mandatory
Lot 1 Questionnaire	Edit response		Opt out
Lot 2 Questionnaire	Edit response		Opt out

Note: Where 'Mandatory' is stated alongside a 'Lot' this means that the question set must be answered.

Note: Where 'Opt out' appear this means that the questions are optional to be completed.

The response is completed by clicking Edit response and answering the questions. Once you have complete a series of questions the progress bar will be full.

Pre Qualification Questionnaire [Edit response](#) Mandatory

If you wish to opt out of a non-mandatory set of questions, then you are required to click on **Opt out**. You can always opt back in and continue your response if you change your mind before the deadline.

Lot 1 Questionnaire [Edit response](#) [Opt out](#)

Title	Action	Progress	Status
Lot 2 Questionnaire	View question set		Opt in

