# **Kingston upon Thames**

# Supplier Response User Guide

# Pro Contract v3

1. Once you have logged into the system you can find opportunities by clicking Find Opportunities

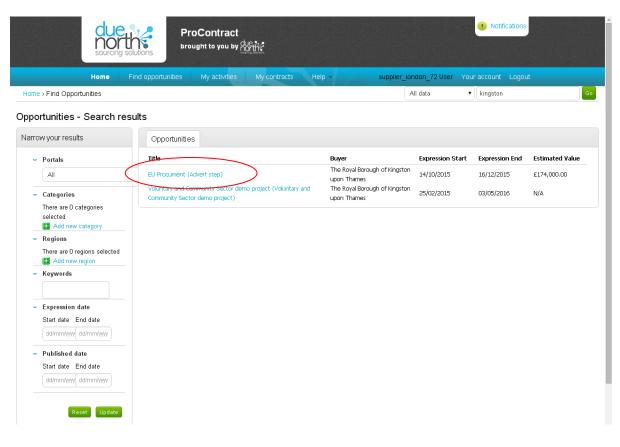
NB: If you have been invited directly to respond to the procurement opportunity please jump to step 5 below.

CUC, ProContract Sourcing solutions	Notifications
Home Find opportunities My activities My contracts Help -	supplier_london_72 User Your account Logout
Home	All opportunities  V Search Go
Home page	
Activities <u>View full screen</u>	<ul> <li>Company details summary </li> </ul>
Active       Recently added       Last viewed         Please select       •       Go       Search       Go         •• Please select a buyer from the dropdown and click on the 'Go' button	supplier_london_72 company supplier_london_72 Line 1, Line 2, Town, Northumberland, NE23 1LZ Description supplier_london_72 company Keywords
Opportunities     To search and view all of the latest opportunities available on the Due North portal, please click on the 'Find opportunities' link above	<ul> <li>Vendor profile</li> <li>Edit vendor profile (0% complete)</li> <li>The following aspects of your vendor profile are incomplete or responses given have expired and need to be reviewed:</li> <li>Vendor profile sample</li> </ul>
	<ul> <li>Workgroups</li> <li>Activities are assigned to workgroups allowing all contacts within a workgroup to work on the activities together</li> <li>supplier london.72 workgroup (1)</li> <li>Add new workgroup</li> </ul>

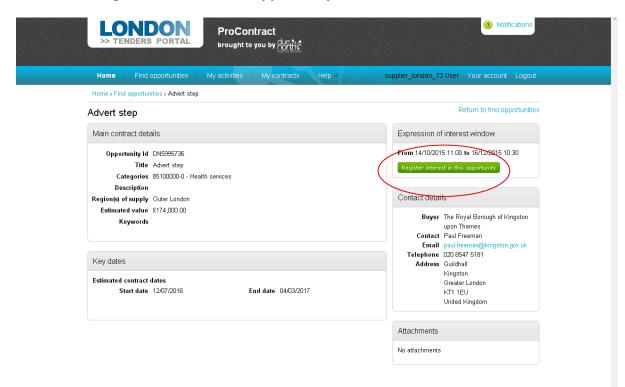
# 2. Use the search box to search for the local authority name (e.g. Kingston) or the project title

	Home F	ind opportunities My activities My contracts Help -	supplier_lon	don_72 User You	ir acco <del>unt - Logo</del> u	
ome	> Find Opportunities		A	li data 🔶	Search	6
ро	tunities					
arrov	v your results	Opportunities				
Ť	Portals	1 2 3 4 5 13 Next >				
		Title	Buyer	Expression Start	Expression End	Estimated Value
	Categories There are 0 categories	1112-073 - Mental Health Employment Service (1112-073 - Mental Health Employment Service)	Islington	03/12/2011	31/07/2017	N/A
	selected	271_16 Self Drive Vehicle Hire (271_16 Self Drive Vehicle Hire)	ESPO	22/05/2015	31/01/2016	N/A
	Add new category	3167_16 Help to Live at Home Service (3167_16 Help to Live at Home Service)	ESPO	30/04/2015	31/12/2015	N/A
	Regions There are O regions selected	6 Day Nurseries (6 Day Nurseries)	Wirral Borough Council	25/04/2013	01/09/2016	N/A
	Add new region Keywords	ABANDONED CP1016-14 Bovey Tracey to Newton Abbot Path - Stover Canal (ABANDONED CP1016-14 Bovey Tracey to Newton Abbot Path - Stover Canal)	Devon County Council	21/05/2014	30/09/2019	N/A
		Amey Demo DPS test (Advertise opportunity on portal)	Buckinghamshire County Council	23/10/2015	23/10/2017	N/A
	Expression date Start date End date	Annual Maintenance & Servicing of Communal Boller Plant Including Responsive Repair Cal Out Service within the Bolton Area (Annual Maintenance & Servicing of Communal Boller Plant Including Responsive Repair Call Out Service within the Bolton Area)	Bolton at Home	20/01/2015	28/03/2016	N/A
-	dd/mm/yyyy dd/mm/yyyy Published date	Bridgefield, Stockport Construction (Bridgefield, Stockport Construction)	Stockport Metropolitan Borough Council	10/07/2014	30/09/2017	N/A
	Start date End date	Children Services (Children Services)	Wirral Borough Council	25/03/2013	08/08/2023	N/A
	dd/mm/yyyy dd/mm/yyyy	Claire - DPS Testing (Advert )	Dorset County	21/10/2015	04/10/2020	£450.000.00

### 3. Click on the opportunity you are interest in



#### 4. Click Register interest in this opportunity



5. This opportunity will now be listed under the 'My activities' tab. Click on **My** activities

>> TENDERS PORTAL	ProContract	3 Notifications
Home Find opportunities	My activities My contracts Help ~	supplier_london_72 User Your account Logout
Home > Find opportunities > Advert step		
Ad∨ert step	Return to find opportunities	
Main contract details		Expression of interest registered
Opportunity Id DN5995736 Title Advert step Categories 85100000-0 - Heal Description	h services	Date 09/12/2015 11:11:51 Workgroup supplier_london_72 workgroup
Region(s) of supply Outer London		Expression of interest window
Estimated value £174,000.00 Keywords		From 14/10/2015 11:00 to 16/12/2015 10:30 Register interest in this opportunity
Key dates		Contact details
Estimated contract dates Start date 12/07/2016 End date 04/03/2017		Buyer The Royal Borough of Kingston upon Thames Contact Paul Freeman Email paul freeman@kingston.gov.uk Telephone 020 0547 5181 Address Guildhall Kingston Greater London
		AT1 1EU United Kingdom Attachments No attachments

6. If no opportunities are listed, select a buyer from the options on the left and click **Update** 

	Contract	Notifications
Home Find opportunities	My activities My contracts Help -	supplier_london_72 User Your account Logout
Home > My activities		All data    Search  Go
My acti∨ities		
Narrow your results	Active activities Archived activities Last	viewed activities
Buyer     The Royal Borough of Kingston     upon Thames	Please select a buyer from the narrow result	ults panel and click on the 'Update' button
✓ Event type ✓ All RFx		<i>*</i> )
Status Al New action Update		

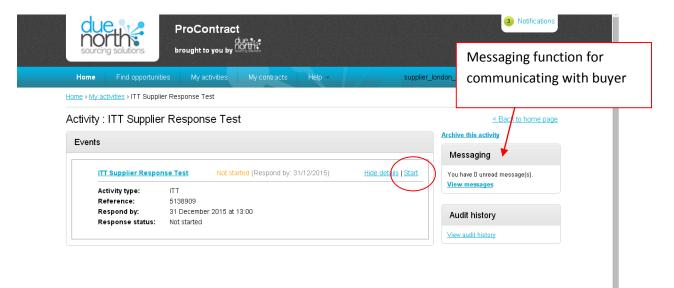
7. You can also use the search box to search for the opportunity. Type a search term in the box and click **Go** 

sourcing solutions bro					
Home Find opportunities	My activitie	My contracts	Help - sup	plier_london_72. <del>User</del> Yo	ur account Logout
Home > My activities				All data 🔹 Search	G0
My acti∨ities					
Narrow your results	Active ac	ivities Archived activ	ities Last viewed activit	ies	
✓ Buyer	123	Next >		Actions	
The Royal Borough of Kingston upon Thames			Title		Event deadline C
		The Royal Borough of	Publisher of a title	Publisher of a title	25/11/2015
✓ Event type ✓ All		<ul> <li>Kingston upon Thames The Royal Borough of Kingston upon Thames</li> </ul>	Bottled Spring Water (Test)		09/10/2015
RFx RFx		The Royal Borough of Kingston upon Thames	Cleaning Services 2 (test v3)	Cleaning Services 2 (test v3)	11/11/2015
<ul> <li>Status</li> </ul>		The Royal Borough of Kingston upon Thames	EU Procument	EU Procument	09/12/2015
II I		The Royal Borough of Kingston upon Thames	football sessions (MA)	football sessions (MA)	26/11/2015
New action		The Royal Borough of Kingston upon Thames	ITT Supplier Response Test	ITT Supplier Response Test	31/12/2015
Update		The Royal Borough of Kingston upon Thames	Kingston library refurbishment JM	Kingston library refurbishment JM	26/11/2015
		The Royal Borough of Kingston upon Thames	Kingston Train Station Modernisation project (test)	Kingston Train Station Modernisation project (test)	09/10/2015
		The Royal Borough of Kingston upon Thames	Library Refurbishment (MN)	Library Refurbishment (MN)	26/11/2015
		The Royal Borough of Kingston upon Thames	Major non-OJEU example	Major non-OJEU example	23/10/2015

8. Once you have found the opportunity click on the blue link to open

Home Find opportunities	My activities My contracts Help	~ supplier_	ondon_72 User Your acc	ount Logout
<u>Home</u> > My activities		All data	▼ itt	Go
My activities				
Narrow your results	Active activities Archived activities	Last viewed activities		
<ul> <li>Buyer</li> <li>The Royal Borough of Kingston upon Thames</li> </ul>	Buyer	0 Jittle ^ Cur	Actions	▼ deadline ≎
<ul> <li>Event type</li> </ul>	The Royal Borough of Kingsto upon Thames The Royal Borough of Kingsto	n ( <u>ITT Supplier Response</u> ) ITT Test Tes	Supplier Response 31/12/ t 31/12/	/2015
<ul> <li>All</li> <li>RFx</li> </ul>	upon Thames	refurbishment JM refu	rbishment JM 26/11/	/2015
<ul> <li>Status</li> <li>All</li> <li>New action</li> </ul>				
Update				

9. This view will show the respond by date and the messaging function for communicating with the buyer. To view the questions and attachments and begin your response, click on **Start** 



# 10. You will now see an overview for the procurement opportunity.

## Click Start my response to begin your response

	ProContract (a) Notifications
Main details –	Home Find opportunities My activities My contracts Help - supplier_london_72 User Your account Logout
title, description	tome > My activities > ITT Supplier Response Test > ITT Supplier Response Test
and deadline	The Royal Borough of Kingston upon Thames - ITT 5138909 Time remaining
	Main details            • Main details           22         1         36         10         Days        Hour     Minutes   Seconds
	Title: ITT Supplier Response Test     Respond by: 31 December 2015       Description:     13:00:00
Evaluation	ITT Supplier Response Test Messaging
criteria/questions	Conditions You have 0 unread message(s). View messages
sets	Generic Terms and Conditions (ITT)
<ul> <li>the evaluation questions and</li> </ul>	Cuestions Cuest
attachments are	Title Mandatory Online Internal No longer wish to respond
included in these sets.	Invitation to Tender Open Below EU Threshold     48     49     0       Price evaluation     1     1     0       You have not yet started your response.

# 11. This system now guides you through the response wizard. Click Continue

due norths sourcing solutions	ProContract				Notifications		
Home Find opportu	inities My activities My	contracts Help	•	supplier_london_74 User	Your account   Logout		
Home > My activities > ITT Su	upplier Response Test > ITT Supplie	er Response Test > Cr	eate ITT response				
Create ITT respon	se						
1 Details 2 Ad	1 Details 2 Additional information 3 Question sets 4 Attachments 5 Terms & conditions						
Response reference: 105	Response reference: 105864013						
Welcome to the ITT respons	se wizard.						
The wizard will assist you wit	th the completion of your response						
	number of different steps to compl ne prior step or 'Cancel' to exit the v		nas been completed you (	can click the 'Continue' button	to proceed to the next		
After the completion of each	step, the response information en	tered will be saved as	a draft, which will allow yo	ou to resume the response at	a later date if required.		
Once all the steps have bee	en completed and all mandatory res	sponse criteria have be	een met, you will be aske	d if you wish to submit your re	sponse.		
	response, you will receive a confirm ed that your response has been rec		ease note, if you do not r	eceive the confirmation email	please contact support		
Continue Reset Cancel	l.						

12. Add your own references and additional information if required. Click Continue

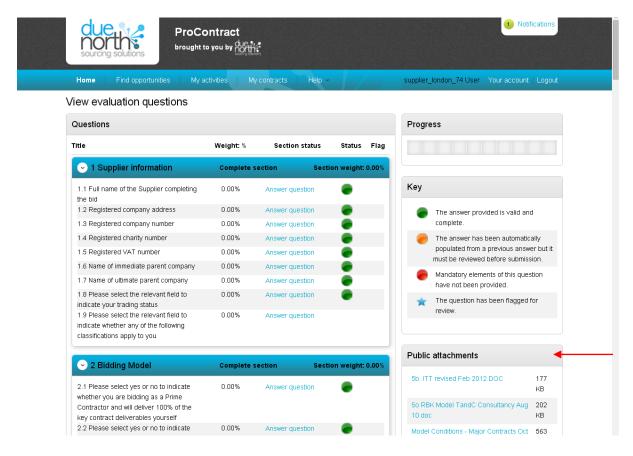
V Details	2 Additional information	3 Question sets	4 Attachments	5 Terms & conditions	
Supplier reference (o	ptional) 🕜				
Descent information					
Response information	i (optional) 🤝				
Additional comments (	(optional) 😮		Î.		

13. You can now view the question sets. Often there will be two questions sets – one containing mandatory sections and quality questions and one containing price questions. Click on Edit response to view the question set

ProContract brought to you by the the	1 Notifications
Home Find opportunities My activities My contracts He	p - supplier_london_74 User Your account Logout
Home > My activities > ITT Supplier Response Test > ITT Supplier Response Test >	Create ITT response
Create ITT response	
Details Additional information 3 Question sets	4 Attachments 5 Terms & conditions
Title	Action Progress
Invitation to Tender Open Below EU Threshold	Edit response
Price evaluation	Edit response
Continue Reset Cancel Back	

14. The questions will be listed in their sections. Look at the key to see which questions have been answered or are still awaiting a response.

Attachments relevant to the procurement, such as the Invitation to Tender, Specification and Conditions will be attached under the **Public attachments** section.



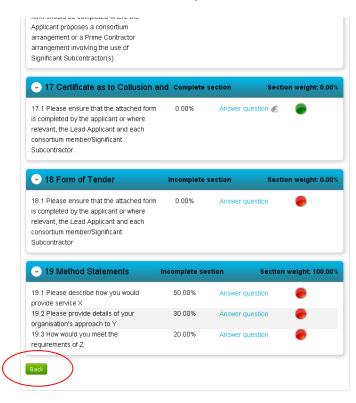
15. Click Answer question to add a response

rrangement or a Prime Contractor rrangement involving the use of significant Subcontractor(s).			
• 17 Certificate as to Collusion a	nd Complete	section	Section weight: 0.00%
17.1 Please ensure that the attached form is completed by the applicant or where relevant, the Lead Applicant and each consortium member/Significant Subcontractor.	0.00%	Answer question	•
─ 18 Form of Tender	Incomplete	section	Section weight: 0.00%
18.1 Please ensure that the attached form is completed by the applicant or where relevant, the Lead Applicant and each consortium member/Significant Subcontractor	0.00%	Answer question	
➢ 19 Method Statements	Incomplete se	ction Se	ction weight: 100.00%
19.1 Please describe how you would provide service X	50.00%	Answer question	•
19.2 Please provide details of your organisation's approach to Y	30.00%	Answer question	•
	20.00%	Answer question	-

## Complete the response and click **Save and close**

ProContract brought to you by doctor		1 Notifications		
Home Find opportunities My activities My o	contracts Help ~	supplier_london_74 User Your account Logo		
		Show more information		
Form of Tender   Question 1 of 1				
Question		Weight		
Please ensure that the attached form is completed by the applic and each consortium member/Significant Subcontractor	lease ensure that the attached form is completed by the applicant or where relevant, the Lead Applicant nd each consortium member/Significant Subcontractor			
REFUSAL TO GIVE THIS DECLARATION AND UNDERTAKING V SUBMISSION WILL NOT BE CONSIDERED	VILL MEAN THAT THIS TENDER	Help		
		This question is mandatory		
Answer	Flag question for revie	ew Use the attachment function provided to upload the completed form(s).		
No attachments				
Add attachment Save and close Save and previous Save and next		Question attachments		
Save and dose save and previous Save and next				

16. Click back to return to the question sets overview



17. Click on the other question sets and complete as per steps above.

ProContract brought to you by dorth?	Notifications	
Home Find opportunities My activities My contracts Help	supplier_london_74 User Your account Logout	
Home $ ightarrow$ My activities $ ightarrow$ ITT Supplier Response Test $ ightarrow$ ITT Supplier Response Test $ ightarrow$ Cr	reate ITT response	
Create ITT response		
Details      Additional information     3 Question sets	4 Attachments 5 Terms & conditions	
Title	Action Progress	
Invitation to Tender Open Below EU Threshold	Edit response	
Price evaluation	Edit response	
Continue Reset Cancel Back		

18. Once all questions sets have been completed the progress bars will show as full. Click **Continue** 

north	DContract		1 Notifications
Home Find opportunities	My activities My contracts	Help ~ supplier_lor	don_74 User Your account Logout
Home > My activities > ITT Supplier Resp	onse Test > ITT Supplier Response Test	> Create ITT response	
Create ITT response			
V Details V Additional in	formation <b>3</b> Question sets	4 Attachments 5 Terms	& conditions
Title		Action	Progress
Invitation to Tender Open Below EU Th	reshold	Edit response	
Price evaluation Continue Reset Cancel Back		Edit response	

19. If you have any additional attachments to include in your response add them in the attachments section.

## Once complete click Continue

north	ProContract	1 Notifications
Home Find opportunities	My activities My contracts Help -	supplier_london_74 User Your account Logout
Home > My activities > ITT Supplier F	Response Test > ITT Supplier Response Test > Create ITT respons	Se
Create ITT response		
<b>Oetails</b> Addition	al information 🛛 👽 Question sets 🛛 4 Attachme	ents 5 Terms & conditions
No attachments		
Continue Rese Cancel Back		

# 20. Confirm if you accept the Terms & Conditions.

Once complete click Finish

due north sourcing solu	ProContrac				1 Notifications
Home Fin	d opportunities My activities	My contracts H	elp ~	supplier_london_74 User	Your account Logout
Home > My activitie	s > ITT Supplier Response Test > ITT	Supplier Response Test >	Create ITT response		
Create ITT re	esponse				
Vetails	Additional information	<b>Question sets</b>	Attachments	5 Terms & conditions	5
Please follow the li	ink to read the terms and conditions				
Accept					
<ul> <li>Decline</li> </ul>					
Finish Reset (	Cancel Back				

21. Once you have completed your response click Submit response.

You can edit and resent your response up until the deadline

DUC ProCont sourcing solutions	due.s.e		1 Notifications
Home Find opportunities My activiti		Help ~	supplier_london_74 User Your account Logout
My response		105864013 Draft	<back remaining<="" summary="" th="" time="" to=""></back>
Additional information Supplier reference:		🖌 Edit	22         1         2         26           Days         Hour         Minutes         Seconds
Terms & conditions -      Accepted     Generic Terms and Conditions (ITT)		Decline	Response contro:
Sevaluation criteria/question sets			Submission checklist
Title			Terms & conditions     Evaluation criteria/question sets
Price evaluation	Edit response		Audit history <u>View audit history</u>
No attachments			