

## Guide to Participating in this Opportunity

### 1. Introduction

This document is designed to help you use the Buckinghamshire Business Portal to participate in this opportunity.

### 2. How to Register with the Portal (BBP) if you are not already registered

Type in <https://procontract.due-north.com/register> into your internet explorer. This will then open the following screen. Click on **Register**. You will then need to complete and submit the registration.

**Log In**

**User Name**

**Password**

[Forgotten your username or password?](#)

**Continue**

**Welcome to ProContract**

**Already registered?**

Simply enter your chosen username and password and click 'Continue'

**New to ProContract?**

**Suppliers** - If you are not currently registered on the ProContract procurement portal, you can complete a simple registration process by clicking the following link - [Register free](#)

**Migrated from ProContract Version 2?**

If you are currently registered with a ProContract Version 2 procurement portal and the procurement portal has migrated to Version 3 your details have been automatically transferred, however for security and account validation you will be required to reset your password by following the instructions outlined in the following link - [First time login following migration](#)

**Still need help?**

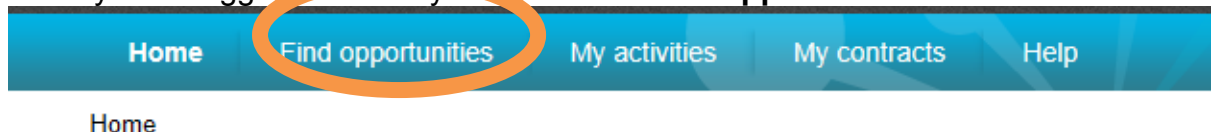
Please visit the [help center](#) where you can access an extensive help library, FAQ's, videos and guides

Your username and password will be automatically generated and emailed directly to you from the system.

When registering you need to indicate the categories of work that best suits your organisation this then generates alerts when opportunities are posted.

### 3. How to Express an Interest in an Opportunity

Once you've logged into the system click on **Find Opportunities**



Home

In the portals function select Buckinghamshire then click **update**

Portals

Buckinghamshire Business Port

Organisations

All

Categories

There are 0 categories selected

+ Add UNSPSC categories

+ Add NHS eClass Version 2014 categories

+ Add CPV categories

+ Add ProClass categories

Regions

There are 0 regions selected

+ Add new region

Keywords

Include closed

☐ Yes ☒ No

Expression date

Start date End date

dd/mm/yy dd/mm/yy

Published date

Start date End date

dd/mm/yy dd/mm/yy

Reset Update

1 2 3 4 5 ... 30 Next >

Title	Buyer	Expression Start	Express
01 - TEST PROJECT - Supplier day	YPO	14/02/2017	21/02/2
09022017- Corporate Training DPS	Wirral Borough Council	09/02/2017	31/03/2
1112-073 - Mental Health Employment Service	Islington	03/12/2011	31/07/2
14-085 DPS Adult Community Learning	Rotherham MBC	18/03/2016	31/07/2
146_16 Ready Mixed Concrete (DPS test)	ESPO	22/06/2016	22/02/2
16 Plus Accommodation Tender DPS	Luton Borough Council	24/05/2017	02/05/2
181116	Leicestershire County Council	18/11/2016	01/11/2
18112016	Leicestershire County Council	18/11/2016	01/11/2
2016.04.22 DPS Project	South Tyneside Council	22/04/2016	30/04/2
2016.07.08 Test DPS	East Riding of Yorkshire	08/07/2016	07/07/2

1 2 3 4 5 ... 30 Next >

This will return all the opportunities that Buckinghamshire have advertised. Click on the **Project Title**

Find opportunities My activities My contracts Help A Wootton Your account Logout				
All data ▼ Buckinghamshire Go				
:S				
Opportunities				
Title	Buyer	Expression Start	Expression End	Estimated Value
eSourcing Solution	Buckinghamshire County Council	21/08/2015	28/08/2015	N/A
PL Test Pro Contract	Buckinghamshire County Council	16/07/2015	31/08/2015	N/A
Project Information	Buckinghamshire County Council	24/08/2015	28/08/2015	N/A
Services V1a	Buckinghamshire County Council	26/08/2015	29/08/2015	N/A

This will then open the Project Details. You then need to click Register Interest in this opportunity.

## Services V1a

[Return to find opportunities](#)

### Main contract details

Opportunity Id DN5986831  
Title Services V1a  
Categories 152000 - Procurement  
Description Services  
Estimated value N/A

[Register interest in this opportunity](#)

### Contact details

Buyer Buckinghamshire County Council  
Contact Jenny Wootton  
Email [jwootton@buckscc.gov.uk](mailto:jwootton@buckscc.gov.uk)  
Telephone 01296 383089  
Fax  
Address 1) NCO  
Aylesbury  
Buckinghamshire  
HP20 1YQ  
United Kingdom

### Key dates

Estimated contract dates  
Start date 02/12/2015 End date 02/12/2015  
Expression of interest dates  
Start date 26/08/2015 10:43:00 End date 29/08/2015 14:00:00

### Attachments

No attachments

Once you have expressed an interest in this opportunity you can open it direct from the page below by clicking **HERE**. If you decide not to you can access the opportunities via activities which is explained below.

## Expression of interest successful

### Expression of interest successful

You have successfully registered interest in the following opportunity for **Procurement** :-

ITTv6

You will receive an email notification shortly confirming your registration of interest.

### What happens next?

- You have been invited to participate in the ITT event for this opportunity.
- ITTv6 has been added as a new activity in your [activities centre](#).
- To view this ITT event now, click [here](#).

### I don't have time to look at the ITT now, what should I do?

- Don't worry your activity is stored safely against your account and an invitation has been sent to your registered email address [exemptions@buckscc.gov.uk](mailto:exemptions@buckscc.gov.uk). The invitation contains a direct link to this ITT.
- Please note however that the closing date for this ITT is 28 June 2017 11:00. Make sure you leave enough time to complete your response.

For reference, the primary contact for this opportunity is listed below :-



**Mrs Jenny Wootton**  
T: 01296 383089  
F:  
M:

**Procurement Portal**  
Buckinghamshire Business  
Portal  
Ref Id

**Organisation**  
Buckinghamshire County  
Council  
Activity

Once you clicked on here you can then start your response.


[<Back to dashboard](#)

Buckinghamshire County Council - ITT5261845

▼ Main details

**Title:** ITTV6**Respond by:** 28 June 2017 11:00:00  
**Description:** ITTV6

▼ Terms & conditions

 [NOTE](#)

Time remaining

0

Days

2

Hours

51

Minutes

5

Seconds

Messages (0)

You have received 0 message(s) of which 0 are unread  
[View all](#) | [View unread](#)

▼ Response controls

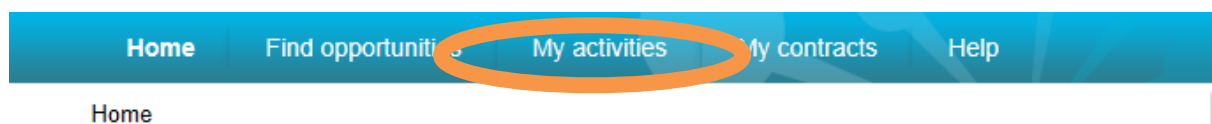
[Start my response](#)  
[Register intent to respond](#)  
[No longer wish to respond](#)

▼ My responses

You have not yet started your response.

#### 4. Access the opportunity

To access the opportunity you've expressed an interest in click on **My Activities**



The following screen will appear detailing all the opportunities you're involved with. The opportunity with the **Blue Star** is the opportunity you've expressed and interest in that you've not viewed. Click on the **Project Title**

Home Find opportunities My activities My contracts Help A Wootton Your account Logout

Home > My activities All data Search Go

### My activities

Narrow your results

- Buyer**
  - ☒ All
  - ☐ Buckinghamshire County Council
- Event type**
  - ☒ All
  - ☐ RFx
- Status**
  - ☒ All
  - ☐ New action

Update

Active activities Archived activities Last viewed activities

	Buyer	Title	Current event	Event deadline
<input type="checkbox"/>	Buckinghamshire County Council	Restricted v99	Restricted v99	17/08/2015
<input checked="" type="checkbox"/>	Buckinghamshire County Council	Services V1a	Services V1a	29/08/2015
<input type="checkbox"/>	Buckinghamshire County Council	testing 310715	testing 310715	07/08/2015
<input type="checkbox"/>	Buckinghamshire County Council	verification demo	verification demo	10/08/2015

The Project will then open. You need to click **Start** in order to view the details

Home > My activities > Services V1a

### Activity : Services V1a

Events

Services V1a Not started (Respond by: 29/08/2015) Hide details | Start

Reference: 5127953  
Respond by: 29 August 2015 at 14:00  
Response status: Not started

Archive this activity


Messaging

You have 0 unread message(s).  
[View messages](#)

Audit history

[View audit history](#)

The Project will open. Here you'll be able to view the tender documents under attachments. The time remaining to respond, Messages, intent to respond, no longer wish to respond and Start My response.

Buckinghamshire County Council - ITT		5127953						
<div><div>Main details</div><div><div>Title: Services V1a</div><div>Description: Services</div></div><div><div>Respond by: 29 August 2015 14:00:00</div></div></div>		<div>Time remaining</div> <div><div>3</div>Days<div>1</div>Hour<div>59</div>Minutes<div>27</div>Seconds</div>						
<div><div>Attachments</div><div>Public attachments can be viewed by all procurers and suppliers involved in this rfx</div><table><tr><td><a href="#">Evaluation criteria.docx</a></td><td>12 KB</td></tr><tr><td><a href="#">Spec.docx</a></td><td>12 KB</td></tr><tr><td><a href="#">T's &amp; C's.docx</a></td><td>12 KB</td></tr></table></div>		<a href="#">Evaluation criteria.docx</a>	12 KB	<a href="#">Spec.docx</a>	12 KB	<a href="#">T's &amp; C's.docx</a>	12 KB	<div>Messaging</div> <div>You have 0 unread message(s).</div> <div><a href="#">View messages</a></div>
<a href="#">Evaluation criteria.docx</a>	12 KB							
<a href="#">Spec.docx</a>	12 KB							
<a href="#">T's &amp; C's.docx</a>	12 KB							
<div><div>Terms &amp; conditions</div><div> <a href="#">NOTE</a></div></div>		<div><div>Response controls</div><div><a href="#">Start my response</a></div><div><a href="#">Register intent to respond</a></div><div><a href="#">No longer wish to respond</a></div></div>						
		<div><div>My responses</div><div>You have not yet started your response.</div></div>						

You can then download attachments to your PC and complete the documents as requested.

Questions can be asked by clicking on the View Messages link The Council will answer the questions and these answers can be found in the same place.

You can also declare your intent to apply (tender) or your decision to opt out. This informs the council of your decision.

*You can access the ITT documents at any time by logging into the Portal with your user name, password and memorable word. You then click on "My activities" this will list all of the activities you've been involved with. To access the documents or your submission click on the project title, then open where you will see the details.*

## 5. Submitting a Response

To submit as response Click on **Start My Response**

Amendments

Amended

25/08/2015 13:11:08

Sections

Highlighted In Yellow

Description

test

History

Version 2 Current

Version 1

Amended 25/08/2015 13:11:08 [View](#)

Main details

Title: School Transport - V1a

Respond by: 26 August 2015 13:00:00

Description: from XXXX to YYYY 3 individuals

Terms & conditions

[NOTE](#)

0 Days 23 Hours 15 Minutes 4 Seconds

Messaging

You have 0 unread message(s).  
[View messages](#)

Response completed

Start my response

[Register intent to respond](#)

[No longer wish to respond](#)

My responses

RFQ Version 1

You did not respond to this version.

RFQ Version 2

You have not yet started your response.

- The response wizard will open. Click **Continue**

## Create ITT response

1 Details 2 Attachments 3 Terms & conditions

Response reference: 105823545

Welcome to the ITT 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

- Click on Add attachment. Navigate to where you have saved your tender and upload it to the system

## Create ITT response

The screenshot shows the 'Create ITT response' interface with three tabs: 'Details', '2 Attachments', and '3 Terms & conditions'. The 'Attachments' tab is active. It displays 'No attachments' and a green 'Add attachment' button, which is circled in orange. Below this are buttons for 'Continue', 'Reset', 'Cancel', and 'Back'.

- Navigate and upload the document. Click Add files then Start upload

The screenshot shows the 'Attachments' modal window. It contains a 'File upload rules' section with the following text: 'Maximum file size: 50MB' and 'Valid file types: txt, rtf, mpp, vsd, dwg, rar, msg, ics, html, gif, jpg, png, jpeg, tiff, tif, zip, pdf, doc, xls, ppt, docx, xlsx, pptx, mp3, mov, m4a, swf, wmv, mpg, mpeg, avi, wav, odt, odp, ods, numbers, pages, xer'. Below the rules are three buttons: 'Add files...', 'Start upload', and 'Cancel upload'. The 'Add files...' and 'Start upload' buttons are circled in orange. At the bottom right of the modal is a 'Close' button. A link at the bottom says 'Having issues uploading documents? Try our basic file uploader'.




- You will then see the attachment has been added. Click **Continue**

Home > My activities > eSourcing Solution > eSourcing Solution > Create ITT response

### Create ITT response

Details 2 Attachments 3 Terms & conditions

 Doc1.docx 12 KB

Add attachment

Continue Reset Cancel Back

- You will then be prompted to accept the Terms & Conditions. Then click **Finish**

Details Attachments 3 Terms & conditions

Please follow the link to read the terms and conditions

NOTE

☒ Accept  
☐ Decline

Finish Reset Cancel Back


- You're then taken back to your response. From here select **Submit Response**

My response 96998 Draft

Terms & conditions - Accepted Decline

NOTE

Attachments

 Doc1.docx 12 KB

Add attachment

[<Back to summary](#)

Time remaining

Respond by: 26 August 2015 13:00:00

0 Days 23 Hours 2 Minutes 29 Seconds

Response controls

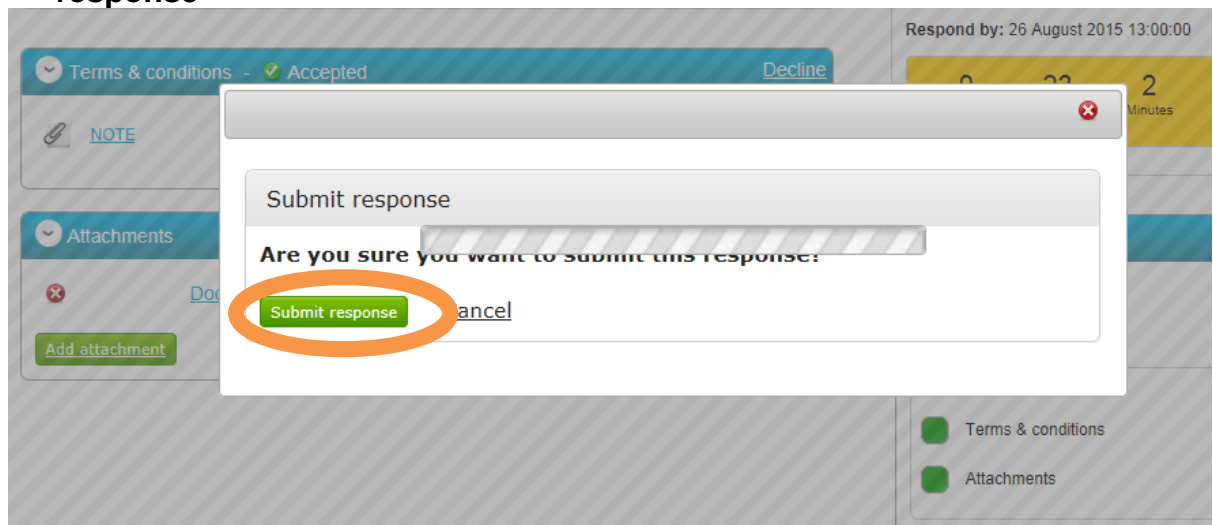
Submit response

Submission checklist

☒ Terms & conditions

☒ Attachments

- You'll be prompted to confirm you want to submit the response. Click **Submit response**



- Your submission is then sent. You will then receive an email confirming your submission was received.

[<Back to dashboard](#)

**Buckinghamshire County Council - ITT** 5127953

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**Main details**

**Title:** Services V1a **Respond by:** 29 August 2015 14:00:00

**Description:** Services

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**Attachments**

Public attachments can be viewed by all procurers and suppliers involved in this rfx

<a href="#">Evaluation criteria.docx</a>	12 KB
<a href="#">Spec.docx</a>	12 KB
<a href="#">T's &amp; C's.docx</a>	12 KB

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**Terms & conditions**

[NOTE](#)

**Time remaining**

**3** Days    **1** Hour    **48** Minutes    **34** Seconds

Submitted

---

**Messaging**

You have 0 unread message(s). [View messages](#)

---

**Response controls**

[I would like to edit my response](#)

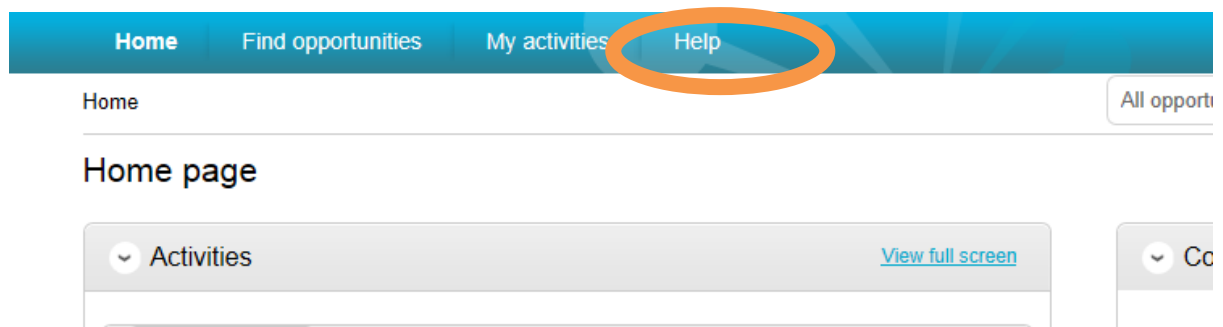
[No longer wish to respond](#)

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**My responses**

<a href="#">Version 1</a>	Submitted	26/08/2015 12:11:19
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## 6. Getting Help



Please note that you can get help with ProContract by selecting the help function. This contains guidance on how to use the system.

## 7. Still experiencing problems with using the Portal

If you are still experiencing problems with the portal / Pro Contract e please use the following contact details:

### Service Desk

You can raise a call via the ProActis Helpdesk on the following link

<http://www.proactissupport.com/>

### Telephone

You can contact the supplier support team via:

**0330 005 0352**

The opening hours for this number are 8.30am to 5.30pm, Monday to Friday. For calls outside these hours, or if no specialist is available to take the call you will be given the opportunity to leave a voicemail.

## 8. Messages/Questions

Throughout any process the council can submit messages asking questions. You can respond or ask questions yourself by using the messages function

### If you want to submit a question

- Login to the Portal from the homepage navigate to the Project
- Click on the **Project Title**

Home All opportunities

Home page

Activities [View full screen](#)

Active activities Archived activities Last viewed activities

All buyers  Search

1	2	<a href="#">Next &gt;</a>		
Buckinghamshire County Council	<a href="#">Local Healthwatch</a>	Tender for the Provision of Local Healthwatch Services	03/12/2012	
Buckinghamshire County Council	<a href="#">Family Support Services</a>	FAMILY SUPPORT SERVICES	19/11/2012	
Buckinghamshire County Council	<a href="#">Transformation Support Consultancy</a>	Transformation Support Consultancy	01/11/2012	
Buckinghamshire County Council	<a href="#">Structured Treatment and Recovery Service</a>	Tender for the Provision of a Structured Treatment and Recovery Service (STARS)	08/07/2013	
Buckinghamshire County Council	<a href="#">Coroners Body Removal Services</a>	Tender for the provision for the Body Removals Service	29/07/2013	
Buckinghamshire County Council	<a href="#">Stroke Support</a>	PQQ for the Provision of a		

Company details summary [Edit](#)

**bucks**

walton st, aylebury, Buckinghamshire, HP20 1YG

**Description**

council

**Keywords**

council

Workgroups

Activities are assigned to workgroups allowing all contacts within a workgroup to work on the activities together

[Procurement](#) (1)

- The Project will then open. Click on **view all**

[Archive this activity](#)

**Messages (0)**

You have received 0 message(s) of which 0 are unread

[view all](#) | [View unread](#)

- Click **create new message**

[Home](#) > [My activities](#) > [School Transport - V1a](#) > Messaging

All data  Search

[Return to previous page](#)

### Messages for School Transport - V1a

Narrow your results

Read Status

☒ All

☐ Read

☐ Unread

Start date

End date

Inbox

--Actions--

Ref No	Subject	From	Date

- The following message window appears. Type the subject and then the content of your message. Then click **Send Message**

[Home](#) > [My activities](#) > [School Transport - V1a](#) > [Messaging](#) > New

### New message

To: Project team

Subject: further information

Attachments:

Please clarify

[Cancel](#)

- You are then automatically taken back to messages where you can see your message has been sent. The Council will receive an alert and review the message then post a reply. There's nothing else you can do until you receive an alert asking you to login to the system and review the answer to your message.

## Messages for School Transport - V1a

[Return to previous page](#)

**Narrow your results**

**Read Status**

☒ All

☐ Read

☐ Unread

Start date  End date

**Update**

**Inbox**

[Create new message](#)

--Actions--

Ref No	Subject	From	Date
<input type="checkbox"/> 3.1	<a href="#">further information</a>	bucks - Procurement	25/08/2015 14:42

## 9. Response to Message

When a reply has been posted to your message you will receive the following

Dear Supplier,

The following message has been sent to you by Project team.

Project: School Transport - V1a

Subject: Testing

Link: <https://procontract.due-north.com/messages/View/42e223a5-2c4b-e511-80ef-000c29c9ba21?projectId=170381b-224b-e511-80ef-000c29c9ba21>

- Click on the hyperlink
- You'll be asked to login to the system with your username, password, memorable word. Once you've done this the response to the message will automatically be shown. You can reply to the message or click back which will take you back to the project messages.

[Home](#) > [My activities](#) > [School Transport - V1a](#) > [Messaging](#) > View

### Message

**From:** Project team

**Subject:** Testing

**Date:** 25/08/2015 14:24

**Attachments:**

testing

[Reply](#)

[Back](#)

## 10. Message submitted by Council

If the council submit a message via the system then you will receive

Dear Supplier,

The following message has been sent to you by Project team.

Project: School Transport – V1a

Subject: Route

Link: <https://proconnect.due-norfolk.com/Message/View/5a79b097-2c4b-e511-80ef-000c29c9ba21?projectId=17038010-224b-e511-80ef-000c29c9ba21>

- Click on the hyperlink in the email.
- You'll be asked to login to the system with your username, password, memorable word. Once you've done this the response to the message will automatically be shown. You can reply to the message or click back which will take you back to the project messages.

[Home](#) > [My activities](#) > [School Transport - V1a](#) > [Messaging](#) > [View](#)

### Message

**From:** Project team

**Subject:** Testing

**Date:** 25/08/2015 14:24

**Attachments:**

testing

[Reply](#)

[Back](#)

- If you click reply you need to type your response then click **send message**

**To:** Project team

**Subject:** RE: Route

**Attachments:** +

[Show / hide original message](#)

change to route information

**Send message**

[Cancel](#)

- If you chose the back button then this is what you'd see. Click on the subject which will open up the message and again you can respond

[Home](#) > [My activities](#) > [School Transport - V1a](#) > Messaging

All data  Search

**Go**

[Return to previous page](#)

## Messages for School Transport - V1a

Narrow your results

**Read Status**

☒ All

☐ Read

☐ Unread

Start date  End date

**Update**

Inbox

**Create new message**

--Actions-- ☐ **Go**

Ref No	Subject	From	Date
<input type="checkbox"/> 1.1	<a href="#">Route</a>	Project team	25/08/2015 14:24
<input type="checkbox"/> 2.1	<a href="#">Route</a>	Project team	25/08/2015 14:24
<input type="checkbox"/> 3.1	<a href="#">further information</a>	bucks - Procurement	25/08/2015 14:42