Independence at Home – Flexible Framework

There are 3 key steps to making a submission:

Step One – Create a Proactis account (unless you already have one, in which case, miss this step)

Take me to guidance on Step One

Step Two – find the opportunity and 'register an interest'

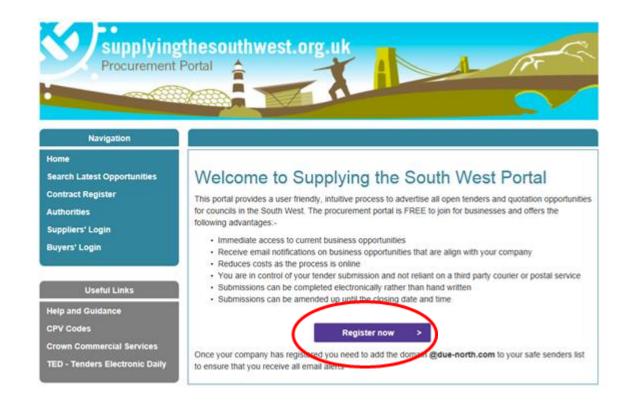
Take me to guidance on Step Two

Step Three – complete the Request to Participate and submit it

Take me to guidance on Step Three

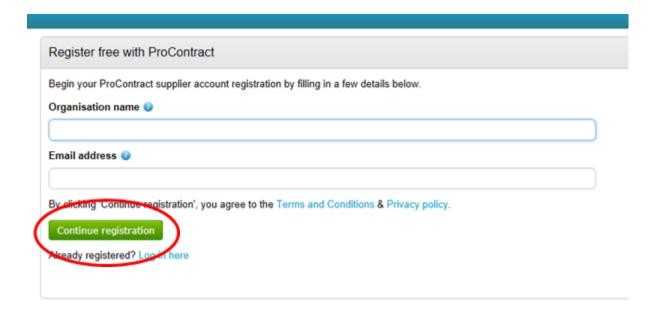
Step One:

Supplier Registration – Supplying the South West / Proactis



Access Proactis at:
https://www.supplyingthesouthwest.org.uk/
Log in through the Buyers Log In link:

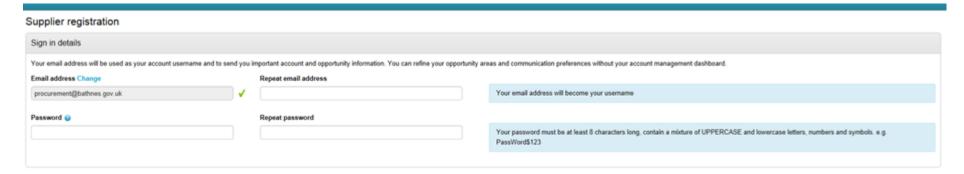
Click 'Register Now'



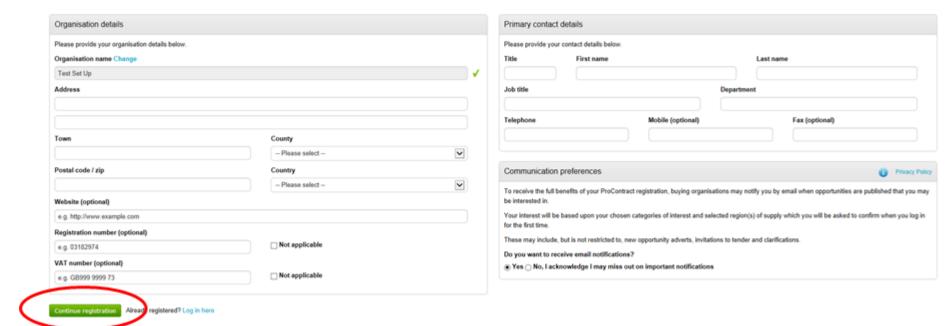
Enter your Organisation Name and Email Address

Click 'Continue Registration'

Complete the required Sign in details

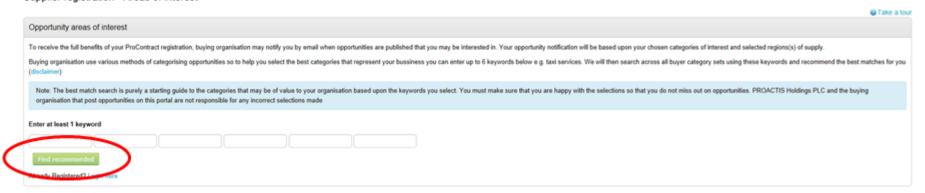


Complete the Organisation Details and Primary Contact Details Click 'Continue Registration'



Type in a key word (e.g. Domiciliary Care) or type 321014 and click 'Find Recommended'

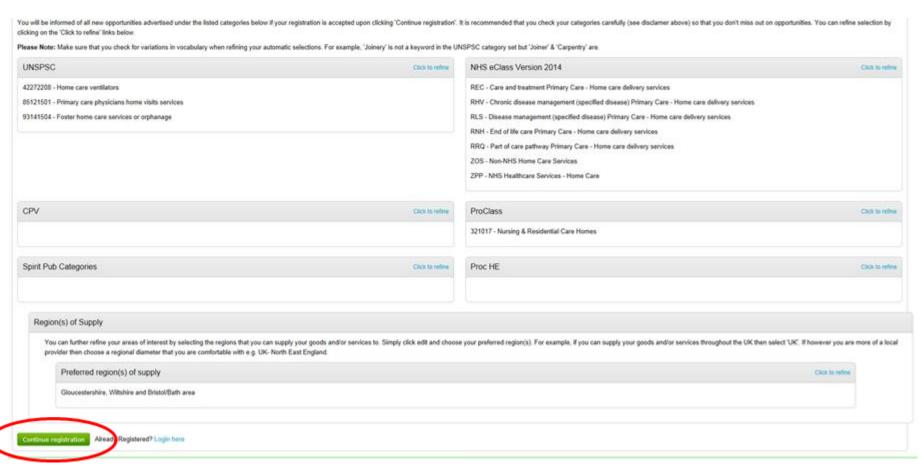
Supplier registration - Areas of interest



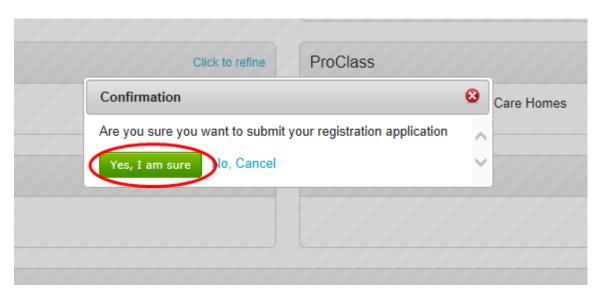
Click on 'Click to refine' to select appropriate categories or deselect irrelevant categories – ensure that you register against ProClass code 321014 for Domiciliary Care and CPV Code 85000000-9 (Health and social work services).

Click on 'Click to refine' against Preferred Region(s) of Supply – you may choose to receive notifications for the whole of the UK or narrow it down more regionally, depending on the area of operation for your organisation.

Then click 'Continue Registration'



Click 'Yes, I am sure' to confirm



You will receive a confirmation email from the system provider to say they have accepted your application. Once processed, you will receive a further email with login details.

Supplier registration

Next Steps

Application submitted for approval

You have successfully submitted your application to register as a ProContract supplier. Your application has been submitted for approval.

What happens next?

The ProContract team will now review your application. In most cases this review will take place within the hour and you will be notified by email if your application is successful.

NOTE: The email you receive contains a link that you must follow in order to confirm your email address. Until this action has been completed you will not be able to login and buyers will be unaware of your company profile.

If successful, you will receive confirmation of your username and a link to access your personal activity dashboard.

As you log in to ProContract for the first time you will be asked to complete your registration process.

Overnight, your interests will be matched against the latest published opportunities and you will be notified by email. The email will contain links to review, and if you wish, express your interest in each of the opportunities.

What if I don't receive confirmation?

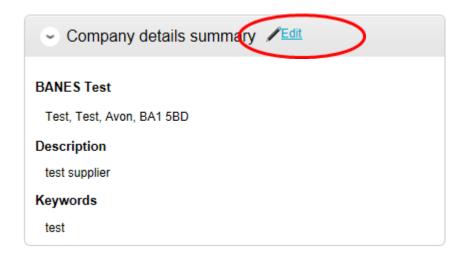
If you don't receive an update regarding your application within 48 hours you should complete the following :-

- . Check your junk and spam folders of the email account used to register.
- Register with the ProContract supplier support team here and raise a case describing the issue.

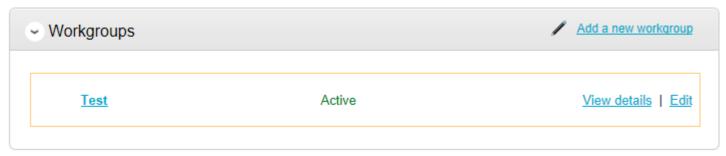
Close

On your first log in set up any additional users and check your categories.

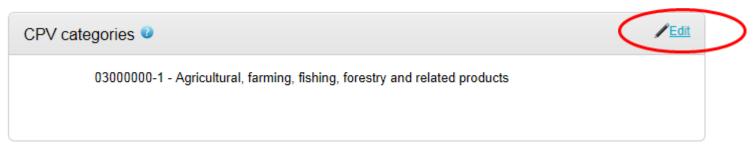
On the Home Page click on 'Edit' next to Company details summary in the top right hand corner



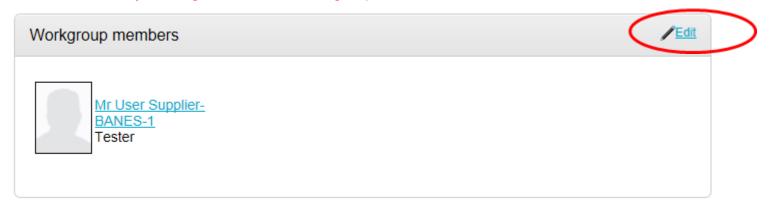
Scroll down to Workgroups, click 'Edit'



Amend or add your categories by clicking 'Edit' next to any of the category types.



Add another user by clicking 'Edit' next to Workgroup Members



You can also add more workgroups – this allows the same organisation to have different individuals set up for different categories or regions of interest.

On the Home Page (bottom right) click on 'Add new workgroup'



Step Two: Register an Interest

Access Proactis at:

https://www.supplyingthesouthwest.org.uk/

Log in through the Buyers Log In link:



Welcome to ProContract

Important Notice

ProContract Maintenance - Advance Notification

In order to deploy the latest ProContract update there will be scheduled downtime for up to an hour:

· Live environment Thursday 09 May 2019 at 20:00

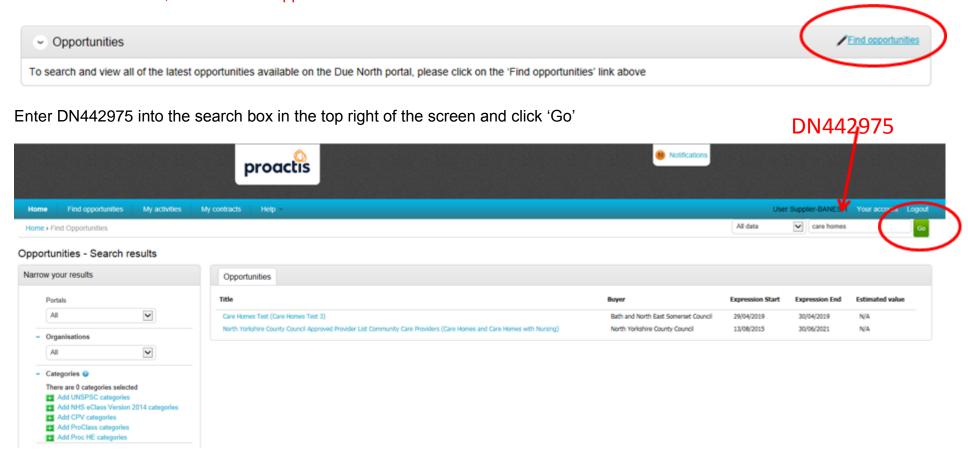
Already registered?

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

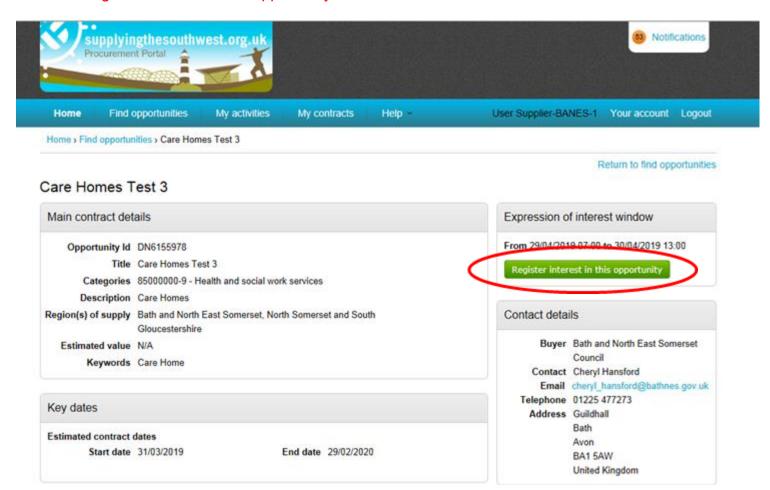
New to ProContract?

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

On the Home Screen, click on 'Find Opportunities'

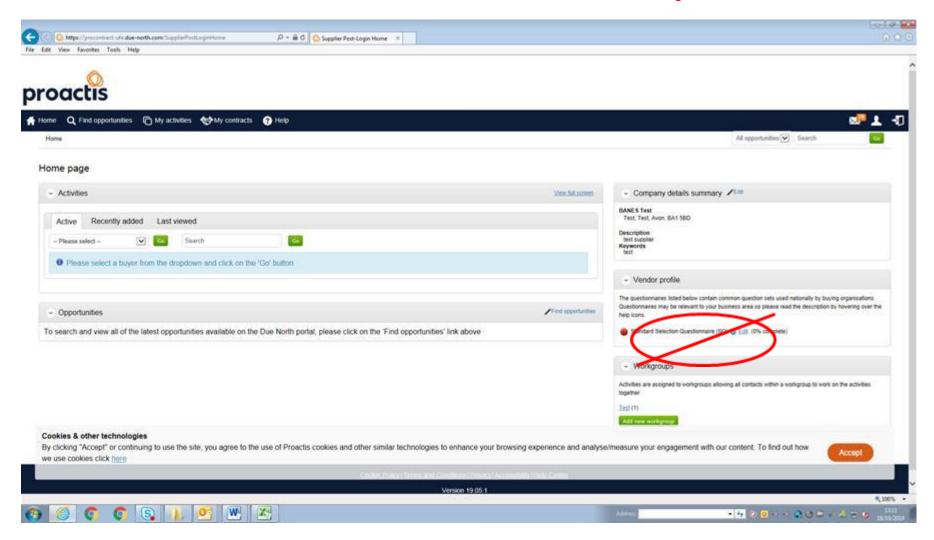


Click on 'Register Interest in this Opportunity'

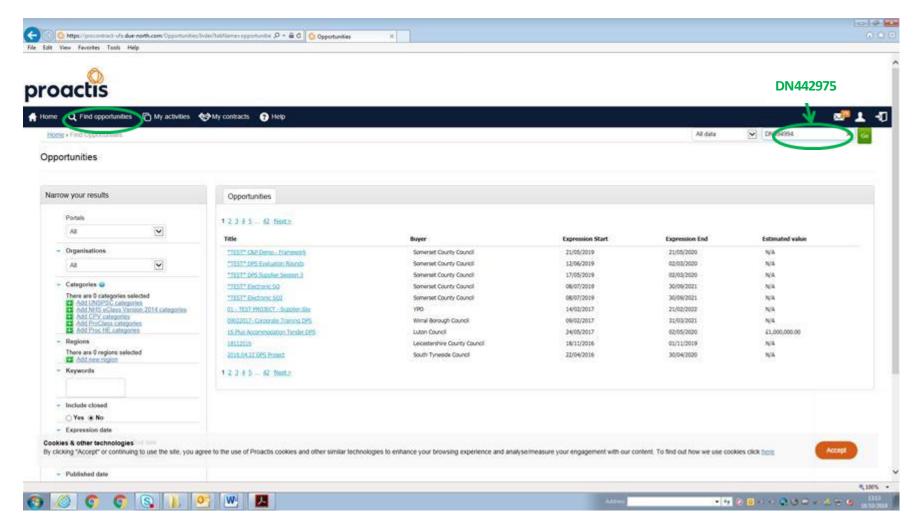


Step Three: Complete the Request to Participate and Submit It

DO NOT edit the Standard Selection Questionnaire that sits under the Vendor Profile heading – indicated below:

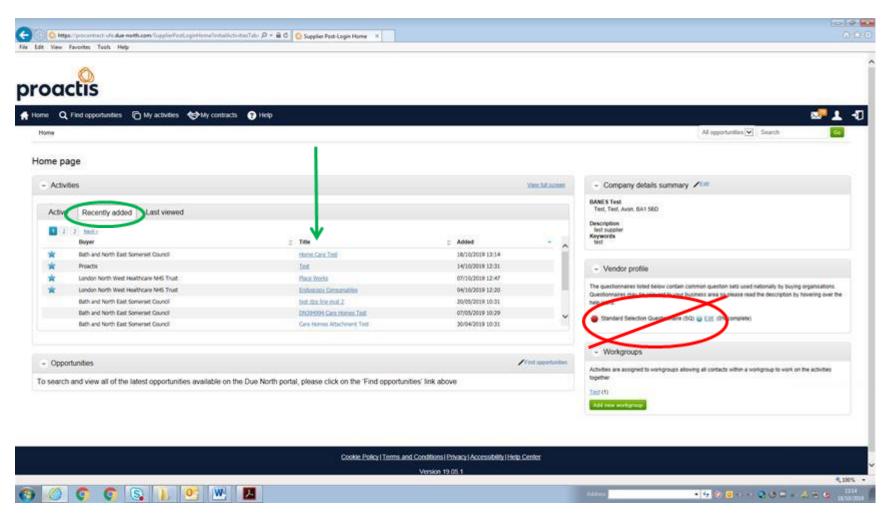


Instead, click on the Find Opportunities section, search for the project and then 'register interest in this opportunity'. Type DN442975 in the search box in the top right corner and click 'Go'



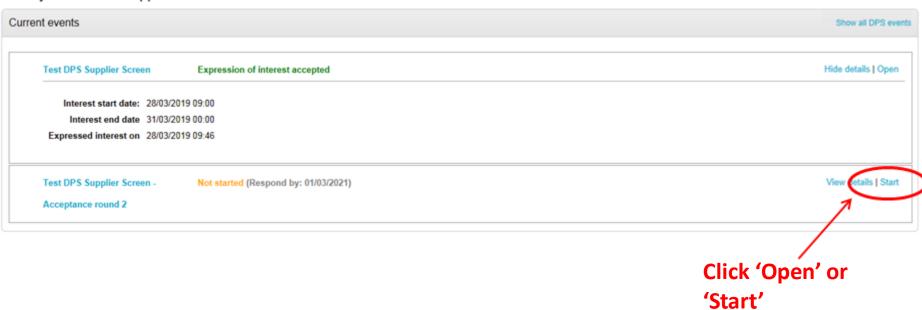
You only need to register interest in the opportunity once. When you access the system subsequently you will be able to find the Flexible Framework on your Home Page.

On the Home Page, under Activities: click on the 'Recently Added' tab and the 'Independence at Home Flexible Framework' will appear in the list below. Click on the blue title to open the project.

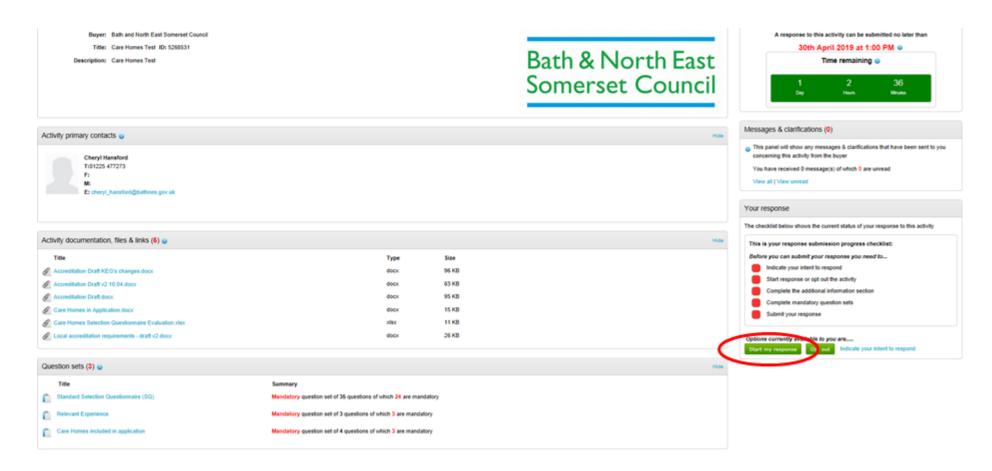


Access the full details by clicking on 'Start' or 'Edit' next to the current Acceptance Round

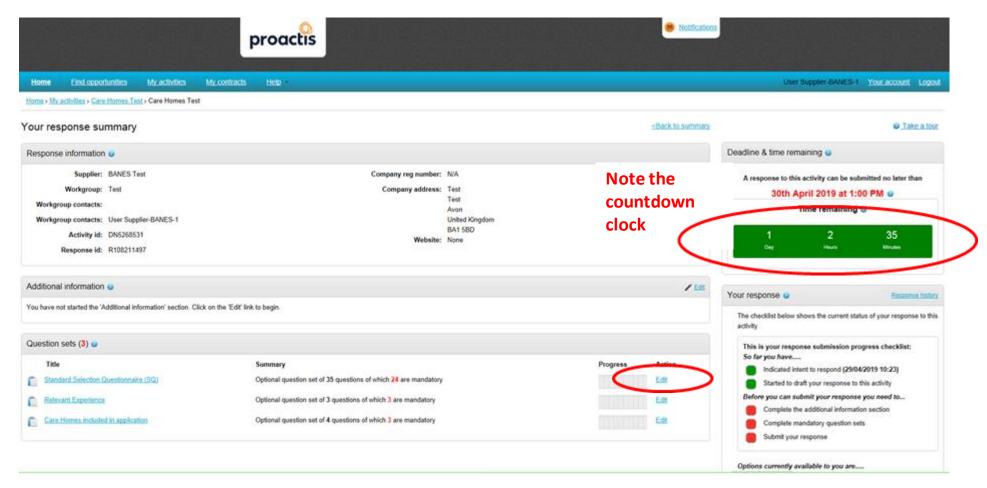
Activity: Test DPS Supplier Screen



View the tender documentation on the opportunity home screen – under the Activity Documentation, Files & Links heading To start responding click 'Start my Response'



The questions for the opportunity can be accessed below the heading 'Question Set's. Click 'Edit' next to the Request to Participate / Selection Questionnaire to begin responding.



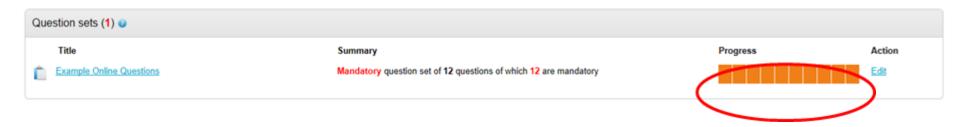
Complete all questions. Note that the majority of questions are mandatory and you will not be able to submit until they have been completed.

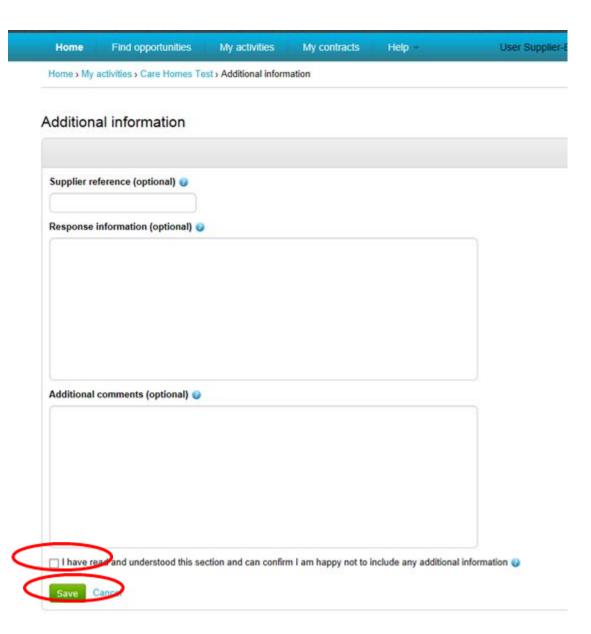
View evaluation questions

	Section status	Status Flag
Part 1: Potential Supplier Information		Complete section
Supplier Information		Complete section
1.1(a) Full name of the potential supplier submitting the information	Answer question	•
1.1(b) - (i) Registered Office Address (if applicable)	Answer question	•
1.1(b) - (ii) Registered website address (if applicable)	Answer question	•
.1(c) Trading Status	Answer question	•
.1(d) Date of registration in country of origin	Answer question	•
.1(e) Company registration number (if applicable)	Answer question	•
.1(f) Charity registration number (if applicable)	Answer question	
.1(g) Head office DUNS number (if applicable)	Answer question	
.1(h) Registered VAT number	Answer question	•
1.1(i) - (i) If applicable, is your organisation registered with the appropriate professional or trade register(s) in the number state where it is established?	Answer question	•
1.1(i) - (ii) If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number s).	Answer question	•
.1(j) - (i) Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement?	Answer question	•
1.1(j) - (ii) If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation hat you have complied with this.	Answer question	
.1(k) Trading name(s) that will be used if successful in this procurement	Answer question	•
.1(I) Relevant classifications (state whether you fall within one of these, and if so which one)	Answer question	•
.1(m) Are you a Small, Medium or Micro Enterprise (SME) ?	Answer question	•
1.1(n) Details of Persons of Significant Control (PSC), where appropriate: Name; Date of Birth; Nationality;	Answer question	



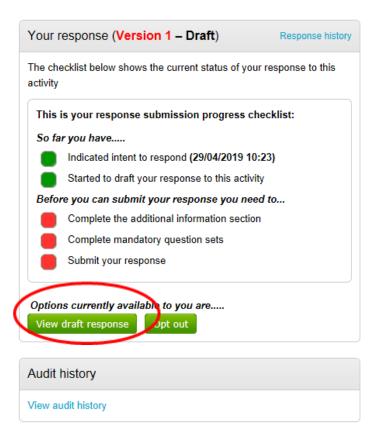
Once all questions are complete the progress bar on each question set will show as full:



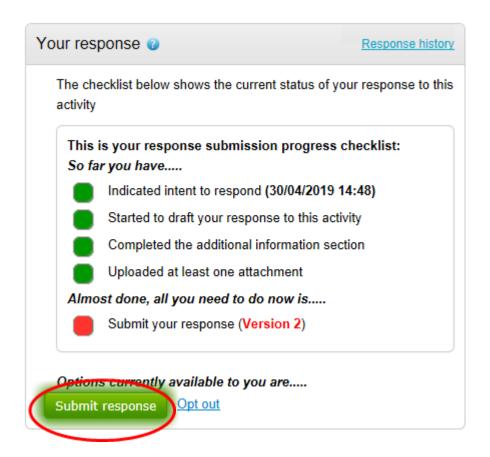


Complete the additional information or tick the box to indicate that you are happy not to include any additional information. Click 'Save'.

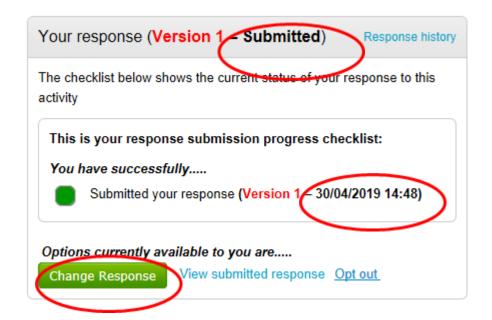
You do not need to complete your submission in one go, it will save and you can pick up again where you left off. To do this click on 'View draft response'



When you are happy that your submission is complete submit your response by clicking on the 'Submit Response' button



Once your submission has been submitted you will see the status change to 'Submitted' and it will be time and date stamped. You should also receive a confirmation email from Proactis.

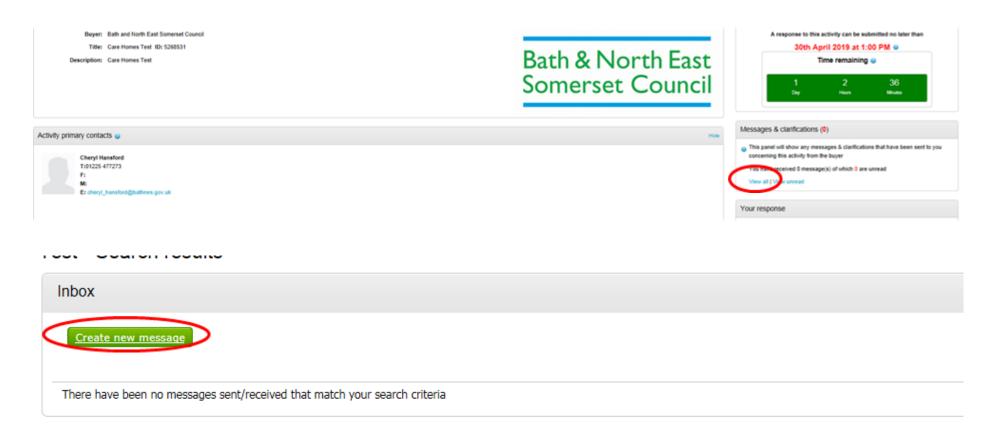


You have not successfully submitted your response until you see a screen like the once above.

Should you wish to amend your response after submission, but prior to the deadline date you can amend it by clicking 'Change Response'

If you have questions about the tender process or the published documents please use the messaging function to submit them to the project team.

Do this by clicking on 'View all' and then 'Create new message'



The Flexible Framework allows the Council to re-open the application process for new entrants. As and when this is done the system will create a new 'Acceptance Round' with a revised deadline date, as shown below. The initial application window will be called Acceptance Round 1 with each subsequent round being numbered consecutively.

