

# How to find contract documents and submit applications on ProContract

## Quick Guide

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# 1 Express an interest to apply

## 1.1 Step 1 – Click on ‘Login and register interest in this opportunity’

### Note

- The green button colour will be faded once interest has been expressed
- The supporting documents are accessed via ‘My activities’ – you see it appear on the header tab once you have expressed an interest
- If you are not already registered with ProContract, please factor in the time to set-up your account with DueNorth (ProContract provider) – please allow one working day

**LONDON** >> TENDERS PORTAL  
ProContract brought to you by due north

Home > Find opportunities > Hackney Business

### Hackney Business

Main contract details

Opportunity Id: DN6065541  
Title: Hackney Business  
Categories: 80000000-4 - Education and training services  
Description: Supplier Demo  
Sign-up to receive the latest opportunities  
Region(s) of supply: UNITED KINGDOM  
Estimated value: £1,000,000.00  
Keywords: Education, Books, Knowledge, Literature

Key dates

Estimated contract dates  
Start date: 01/07/2016 End date: 01/07/2018

Expression of interest window  
From 24/06/2016 13:40 to 31/07/2016 13:40  
[Login and register interest in this opportunity](#)

New to ProContract?  
If you are not currently registered on the ProContract procurement portal, you can complete a simple registration process by clicking the following link - [register here](#)

Contact details

Buyer: London Borough of Hackney  
Contact: Varsha Frederick  
Email: [varsha.frederick@hackney.gov.uk](mailto:varsha.frederick@hackney.gov.uk)  
Telephone: 0208 356 3637  
Address: Hackney Town Hall, Hackney, Greater London, E8 1EA, United Kingdom

Attachments

20160202 DUE NORTH SUPPLIER REGISTRATION NOTES.pdf 975 KB

**LONDON** >> TENDERS PORTAL  
ProContract brought to you by due north

Home Find opportunities My activities My contracts Help Varsha Frederick Your account Logout

Home > Find opportunities > Hackney Business

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Key dates

Estimated contract dates  
Start date: 01/07/2016 End date: 01/07/2018

Expression of interest registered  
Date: 01/07/2016 10:16:28  
Workgroup: Corporate

Expression of interest window  
From 24/06/2016 13:40 to 31/07/2016 13:40  
[Register interest in this opportunity](#)

Contact details

Buyer: London Borough of Hackney  
Contact: Varsha Frederick  
Email: [varsha.frederick@hackney.gov.uk](mailto:varsha.frederick@hackney.gov.uk)  
Telephone: 0208 356 3637  
Address: Hackney Town Hall, Hackney, Greater London, E8 1EA, United Kingdom

Attachments

20160202 DUE NORTH SUPPLIER REGISTRATION NOTES.pdf 975 KB

## 2 Access documentation

2.1 Step 1 – Click on 'My activities'

2.2 Step 2 – Select 'London Borough of Hackney' as the Buyer

2.3 Step 3 – Click 'Update'

2.4 Step 4 – Select **relevant contract notice** by clicking its title (underlined and blue text)

The screenshot shows the 'My activities' page in ProContract. The 'Narrow your results' panel is open, showing filters for Buyer (London Borough of Hackney), Event type (All, Advert, RFx), and Status (All, New action). The 'Update' button is visible at the bottom of the filter panel. A red arrow points to the 'My activities' tab in the top navigation bar. A blue arrow points to 'London Borough of Hackney' under the Buyer filter. Another blue arrow points to the 'Update' button.

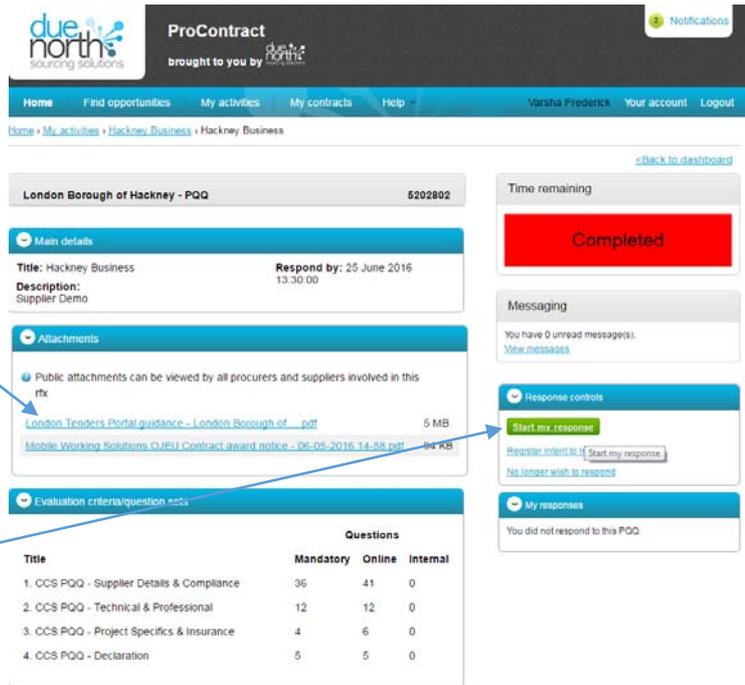
The screenshot shows the 'My activities' page with a list of contract notices. The 'Narrow your results' panel is still open. A blue arrow points to the title 'Hackney Business' in the list, which is underlined and blue text. The list includes columns for Buyer, Title, Current event, and Event deadline.

Buyer	Title	Current event	Event deadline
London Borough of Hackney	<a href="#">Temporary Housing Accommodation 13</a>	Temporary Housing Accommodation (5)	01/09/2020
London Borough of Hackney	<a href="#">VF May DPS</a>	VF May DPS	22/06/2020
London Borough of Hackney	<a href="#">DPS HC Lot 1</a>	DPS HC Lot 1	05/05/2016
London Borough of Hackney	<a href="#">VF Temp Acc (shortcut test)</a>	VF Temp Acc (shortcut test)	15/03/2016
London Borough of Hackney	<a href="#">Test 100</a>	Test 100	01/06/2016
London Borough of Hackney	<a href="#">DPS Quick Test</a>	DPS Quick Test	29/04/2020
London Borough of Hackney	<a href="#">LIVE REPLICA 2: Temporary Accommodation Dynamic Purchasing System</a>	LIVE REPLICA 2: Temporary Accommodation Dynamic Purchasing System	03/10/2020
London Borough of Hackney	<a href="#">Hackney Business</a>	Hackney Business	25/06/2016

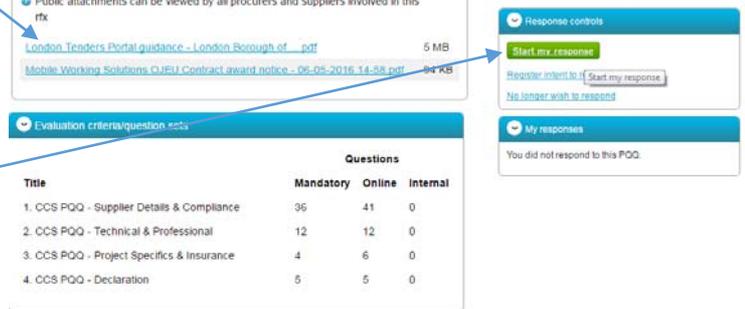
2.5 Step 5 – Click on ‘**Start**’ to access the documentation and start your application



2.6 Step 6 – Click on the document headings to view the **attachments**

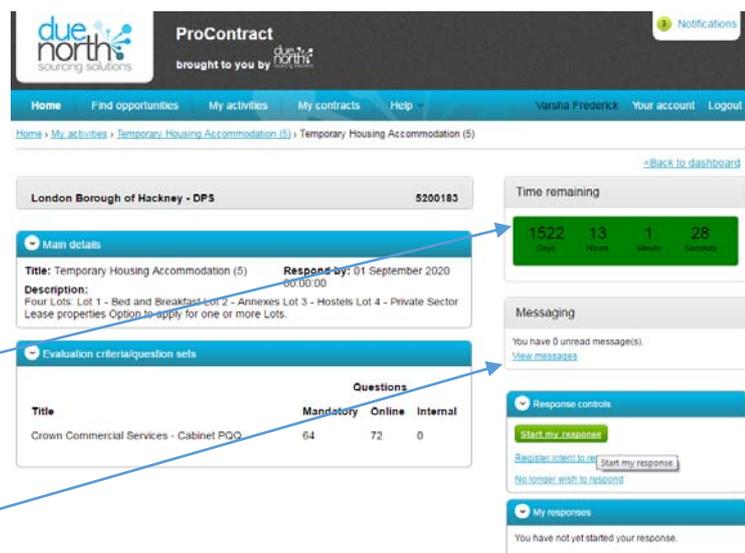


2.7 Step 7 – Click on ‘**Start my response**’ to start your application

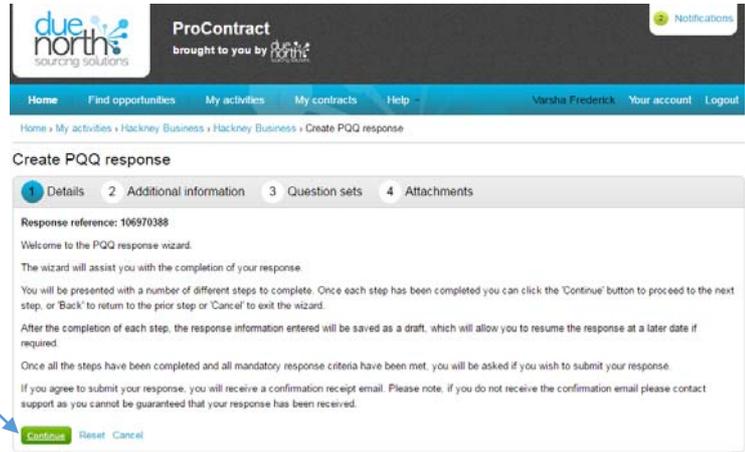


**Note**

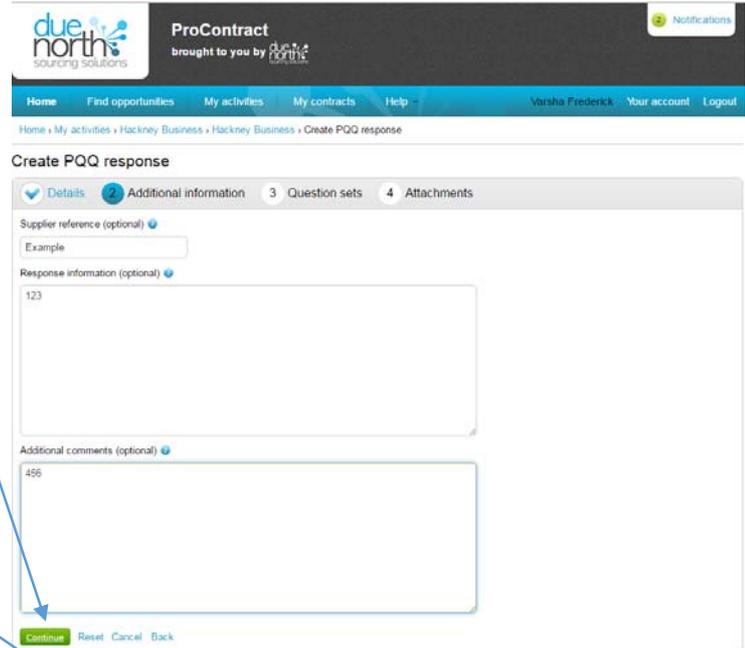
- You have the option to start and stop any time you wish as you can save your answers as you go along
- The system will save your answers for other Hackney Council tenders you apply for (this is subject to the publish question being identical to that previously answered)
- There is a countdown displayed on this page (referred to as the ‘contract title landing page’) to flag the deadline (we do not accept late returns)
- You have the functionality to submit queries via the ‘Messaging’ function



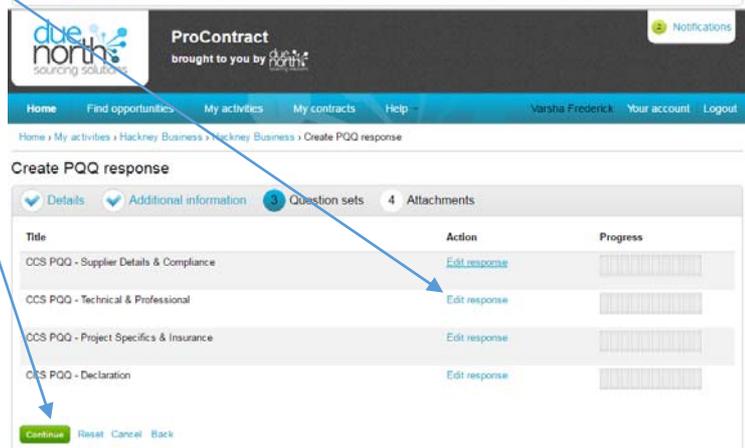
2.8 Step 8 – Read the instruction on the ‘**Details**’ and click on ‘**Continue**’ to progress to your application



2.9 Step 9 – You may wish record your internal reference number and provide comments (optional) in the ‘**Additional information**’ tab and click on ‘**Continue**’ to progress to your application



2.10 Step 10 – Click on the ‘**Edit response**’ to answer each section listed in the ‘**Question sets**’ and click on ‘**Continue**’ to progress to your application

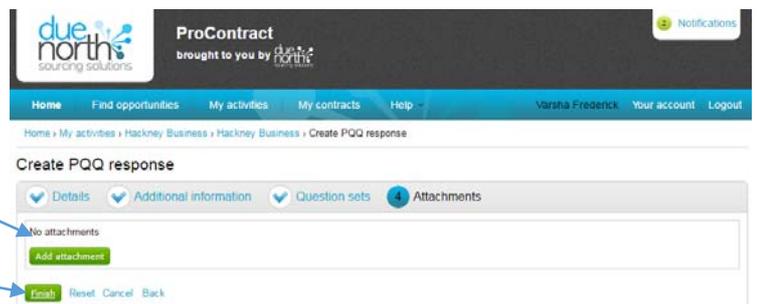


**Note**

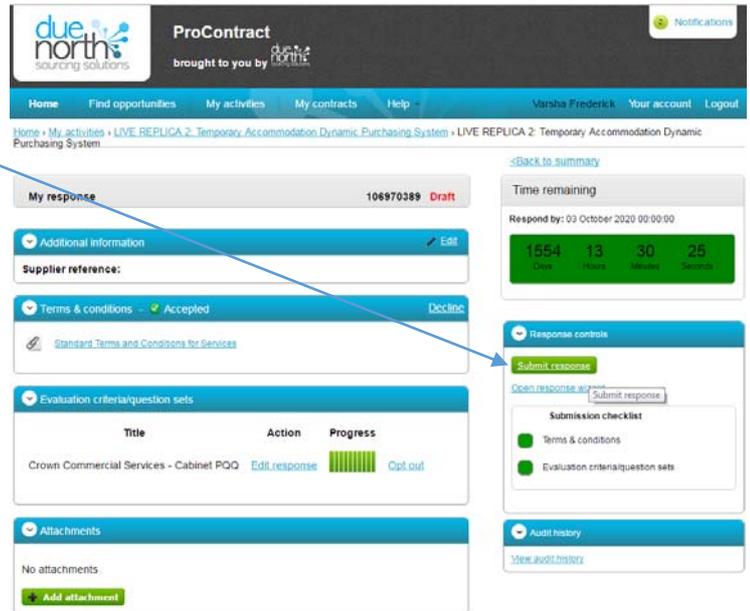
- Each section of the CCS PQQ contain multiple questions (the number of questions are listed under the ‘online’ column in the ‘Evaluation criteria/question sets’ on the ‘contract title landing page’)
- You have the option to start and stop any time you wish as you can save your answers as you go along
- The system will save your answers for other Hackney Council tenders you apply for (this is subject to the publish question being identical to that previously answered)

Title	Questions		
	Mandatory	Online	Internal
1. CCS PQQ - Supplier Details & Compliance	36	41	0
2. CCS PQQ - Technical & Professional	12	12	0
3. CCS PQQ - Project Specifics & Insurance	4	6	0
4. CCS PQQ - Declaration	5	5	0

2.11 Step 11 – You have the option to upload ‘**Attachments**’ and click on ‘**Finish**’ to progress to your application

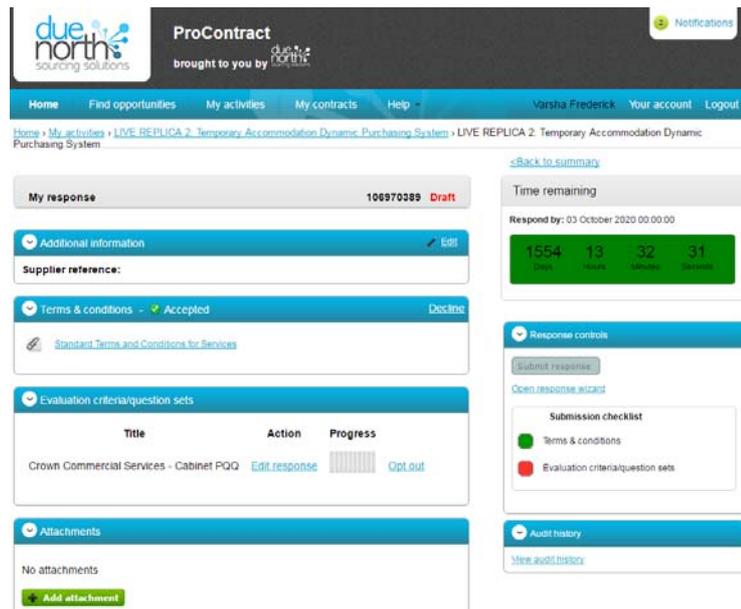


2.12 Step 12 – Click on ‘**Submit response**’ to forward your application and confirm your submission in the pop-up message by clicking on ‘**Submit response**’



**Note**

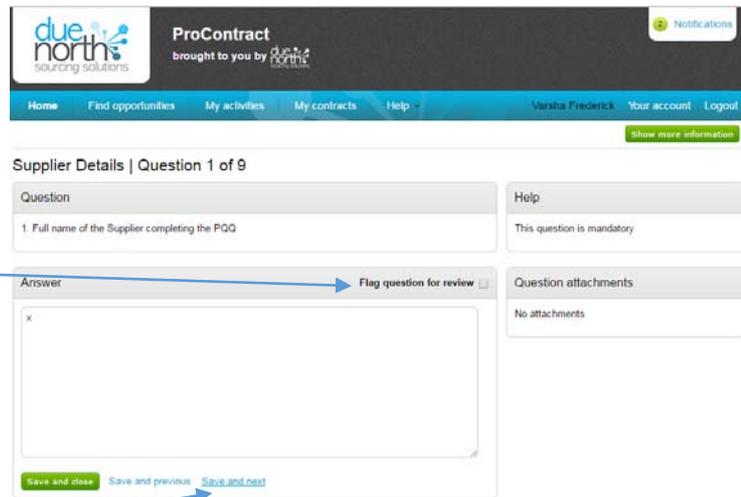
- The green button colour will be faded once the application has been submitted



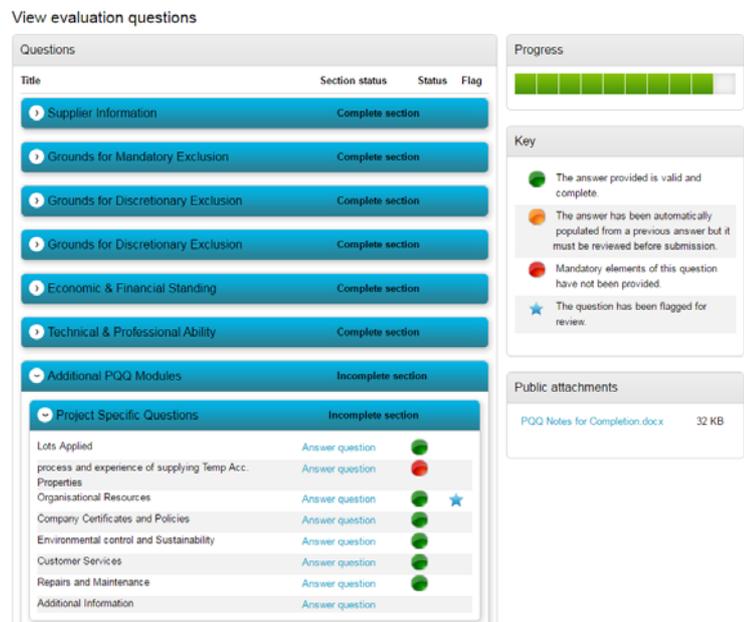
### 3 Hints & Tips

#### 3.1 Question set

- The questions can be saved as draft
- You can flag questions for review
- You can save draft answers and navigate to the next question by clicking on 'Save and next' instead of 'Save and close' (the latter takes you back to the list of questions in the 'Questions set' subsection)

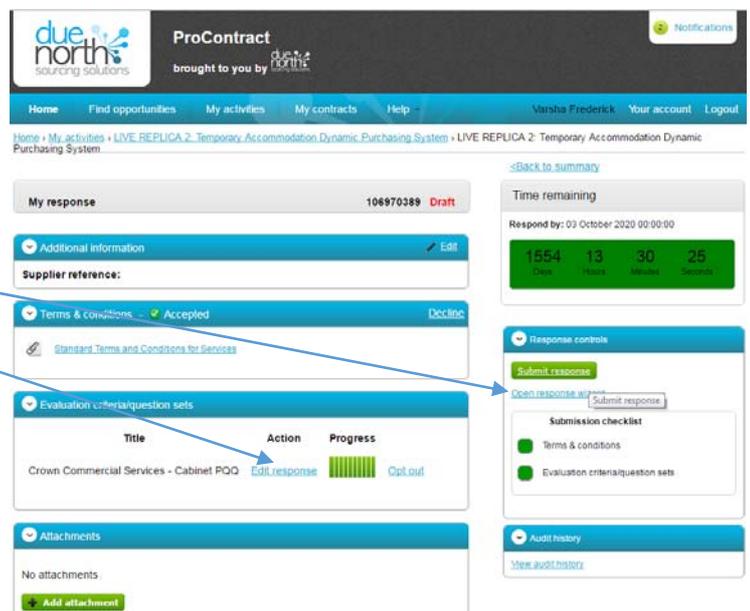


- Completed answers have a green circle next to them, unanswered mandatory questions have a red circle and questions you have flagged will have a star next to it



#### 3.2 Contract title landing page

- You can return to the 'Questions set' by either re-entering the 'Response wizard' or 'edit response' in the Evaluation criteria/question sets



- You can resubmit your response provided it is with the defined deadline

The screenshot displays the ProContract web application interface. At the top, the 'due north' logo is visible on the left, and 'ProContract brought to you by due north' is on the right. A navigation bar includes 'Home', 'Find opportunities', 'My activities', 'My contracts', and 'Help'. The user's name 'Varsha Frederick' and 'Your account' are shown on the right. The main content area shows a tender opportunity for 'London Borough of Hackney - DPS' with ID '5202509'. The 'Main details' section includes the title 'LIVE REPLICA 2: Temporary Accommodation Dynamic Purchasing System', a 'Respond by' date of '03 October 2020 00:00:00', and a description of the tender. The 'Attachments' section lists a document 'GDM.#16728290.v1-Temporary\_Accommodation\_PQQ\_Evaluation\_Criteria.docx' (75 KB). The 'Terms & conditions' section shows 'Standard Terms and Conditions for Services'. On the right side, there is a 'Time remaining' widget showing 1554 days, 11 hours, 59 minutes, and 8 seconds, with a 'Submitted' button. Below that is a 'Messaging' section with 0 unread messages. The 'Response controls' section includes links for 'Would like to edit my response' and 'No longer wish to respond'. The 'My responses' section shows a 'Version 1' that was 'Submitted' on '01/07/2016 10:29:58'.