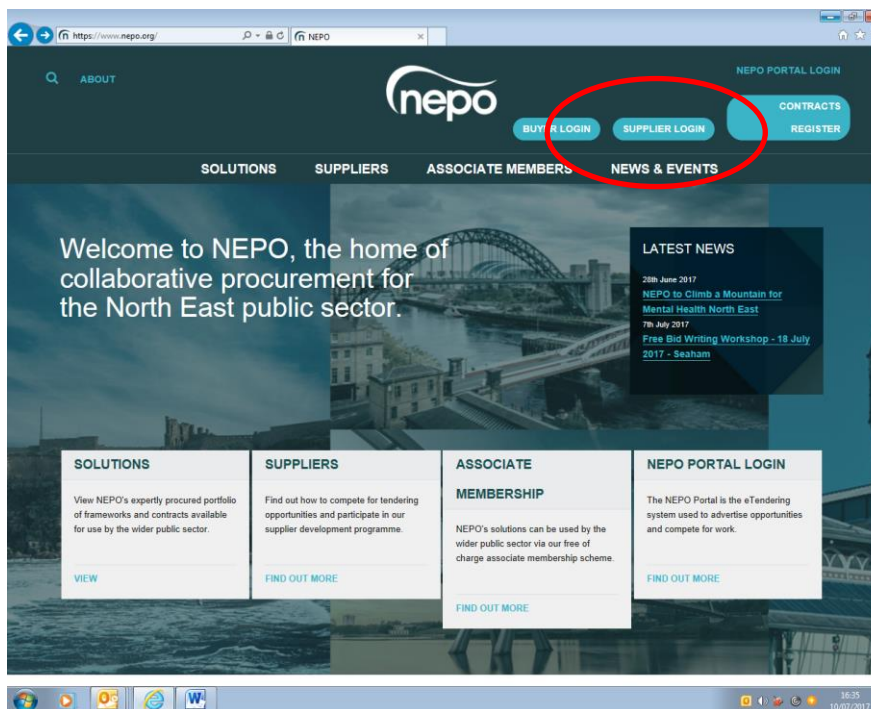
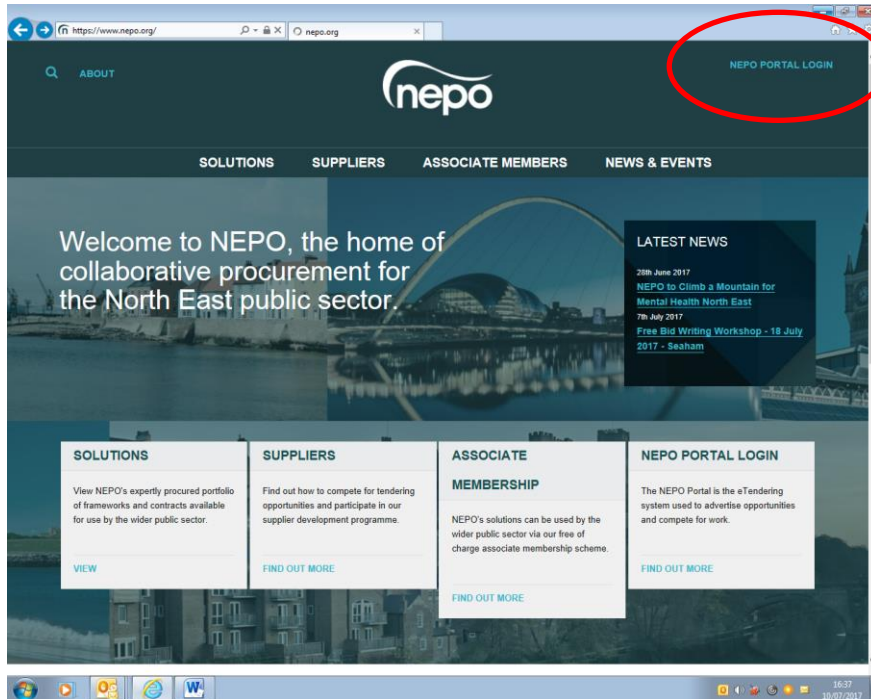
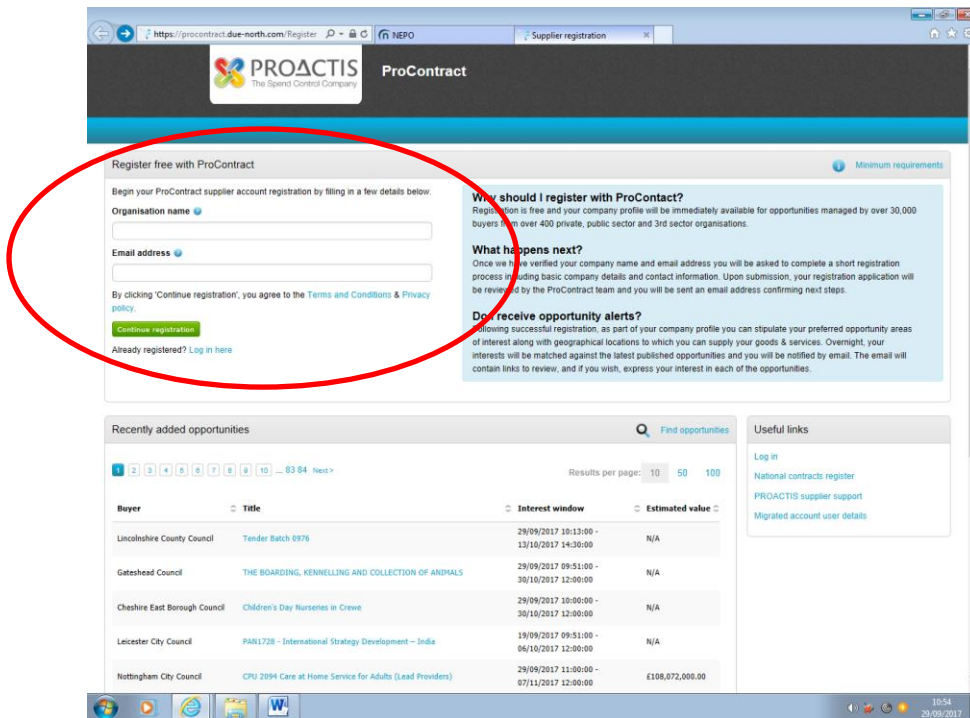


REGISTERING ON THE NEPO PORTAL

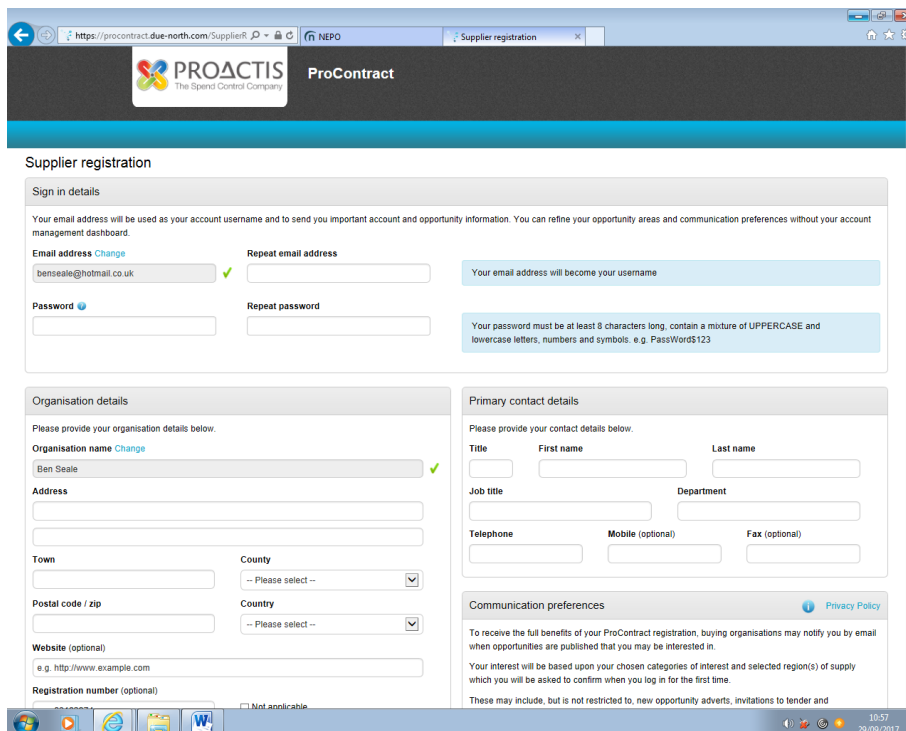
In order to start the application process, you will need to visit <https://www.nepo.org/> to register (assuming that you do not already have an account). On the main page, click on NEPO Portal Login.



Then click Supplier Login and you will see the following page:



Complete the information required in the upper left of the screen. This will open the Registration Page:



From here, complete the fields on this screen. Once you have done this, you will see a button in the bottom left of the screen that says "Complete Registration" (as below):

Last Updated – 29/09/2017

Supplier registration

Email address Change Repeat email address
benseale@hotmail.co.uk ✓ benseale@hotmail.co.uk ✓ Your email address will become your username

Password Repeat password
***** ✓ ***** ✓ Your password must be at least 8 characters long, contain a mixture of UPPERCASE and lowercase letters, numbers and symbols. e.g. PassWord5123

Organisation details
Please provide your organisation details below.
Organisation name Change
Ben Seale ✓
Address
Room 3.22 ✓
Civic Centre
Town
Sunderland ✓ County
Tyne and Wear ✓
Postal code / zip
SR2 7DN ✓ Country
United Kingdom ✓
Website (optional)
e.g. http://www.example.com ✓
Registration number (optional)
e.g. 03182974 ✓ Not applicable
VAT number (optional)
e.g. GB999 9999 73 ✓ Not applicable

Primary contact details
Please provide your contact details below.
Title First name Last name
Mr ✓ Ben ✓ Seale ✓
Job title Department
Public Health Business Manager ✓ Public Health ✓
Telephone Mobile (optional) Fax (optional)
0191 561 7812 x ✓

Communication preferences
To receive the full benefits of your ProContract registration, buying organisations may notify you by email when opportunities are published that you may be interested in.
Your interest will be based upon your chosen categories of interest and selected region(s) of supply which you will be asked to confirm when you log in for the first time.
These may include, but is not restricted to, new opportunity adverts, invitations to tender and clarifications.
Do you want to receive email notifications?
 Yes No, I acknowledge I may miss out on important notifications

Continue registration Already registered? Log in here

If you click “Complete Registration” you will be asked to confirm as follows:

Supplier registration

Email address Change Repeat email address
benseale@hotmail.co.uk ✓ benseale@hotmail.co.uk ✓ Your email address will become your username

Password Repeat password
***** ✓ ***** ✓ Your password must be at least 8 characters long, contain a mixture of UPPERCASE and lowercase letters, numbers and symbols. e.g. PassWord5123

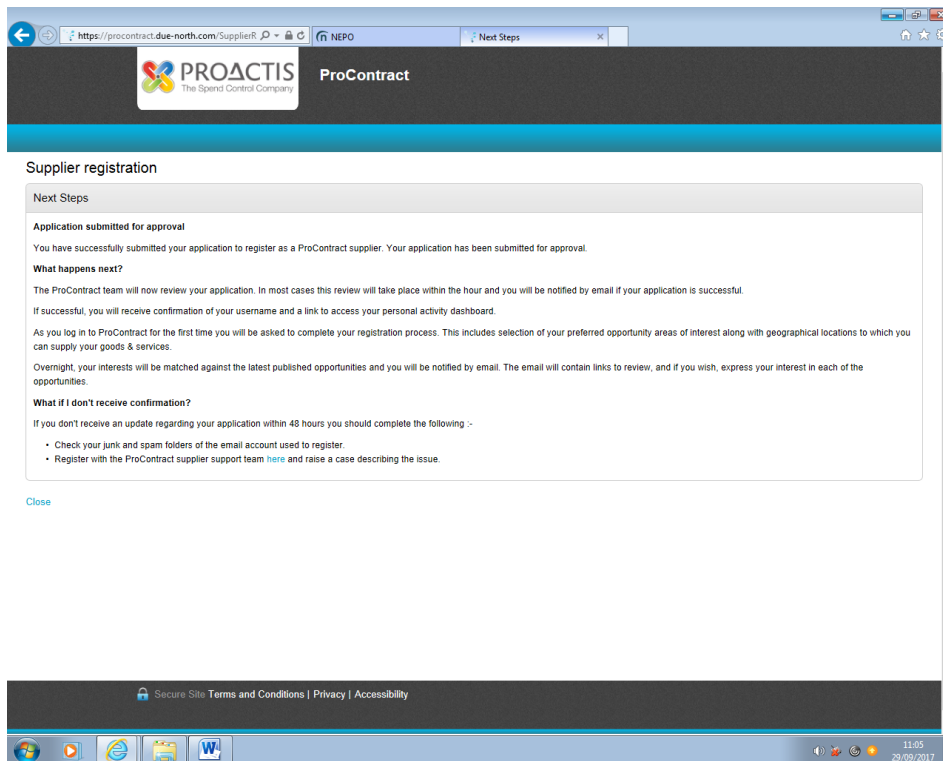
Organisation details
Please provide your organisation details below.
Organisation name Change
Ben Seale ✓
Address
Room 3.22 ✓
Civic Centre
Town
Sunderland ✓ County
Tyne and Wear ✓
Postal code / zip
SR2 7DN ✓ Country
United Kingdom ✓
Website (optional)
e.g. http://www.example.com ✓
Registration number (optional)
e.g. 03182974 ✓ Not applicable
VAT number (optional)
e.g. GB999 9999 73 ✓ Not applicable

Primary contact details
Please provide your contact details below.
Title First name Last name
Mr ✓ Ben ✓ Seale ✓
Job title Department
Public Health Business Manager ✓ Public Health ✓
Telephone Mobile (optional) Fax (optional)
0191 561 7812 x ✓

Confirmation
Are you sure you want to submit your registration application?
Yes, I am sure No, cancel my application

Continue registration Already registered? Log in here

If you click “Yes”, you will see the following screen containing further information which tells you about the next stage of the application process:



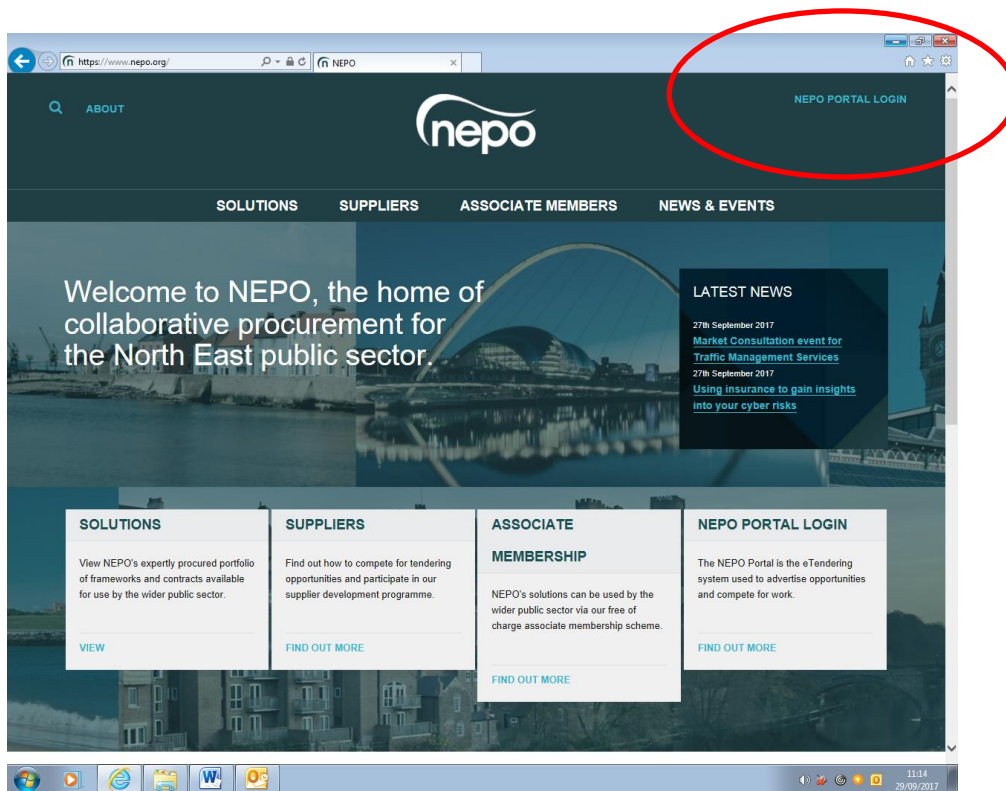
Your application may be straightforward and not receive further clarification, or you may be required by NEPO to clarify (for example, if it appears that an organisation with the same name/other details as yours is already registered).

LOGGING IN TO THE NEPO PORTAL

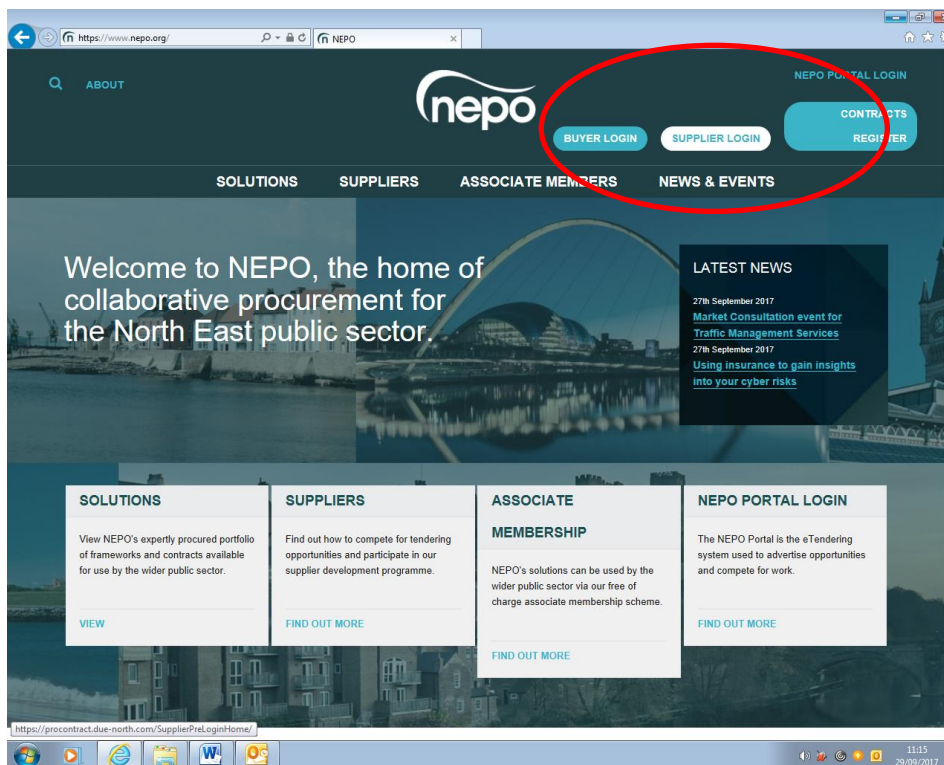
Later, once you have your account established, you will need to return to <https://www.nepo.org/> to log in and begin your application.

At the main website, again click NEPO Portal Login:

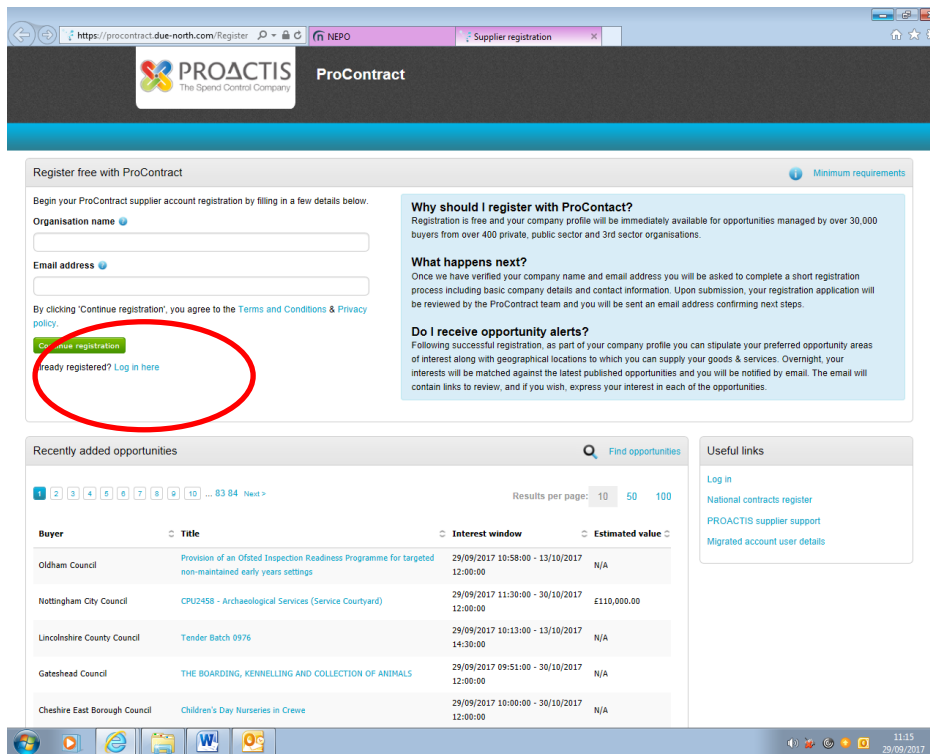
Last Updated – 29/09/2017



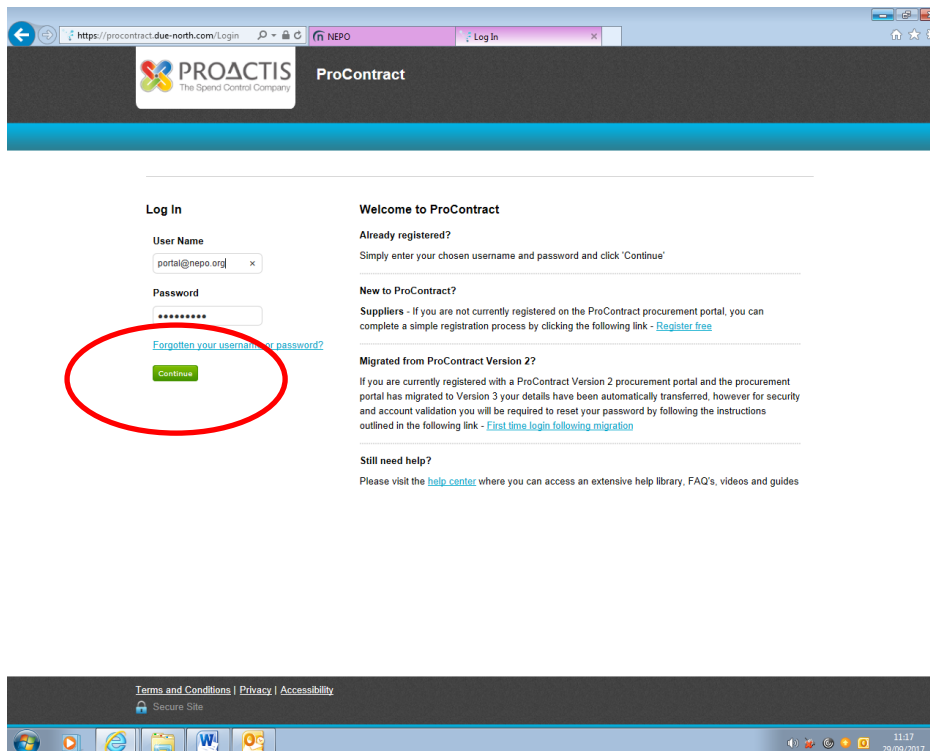
Then Click “Supplier Login”:



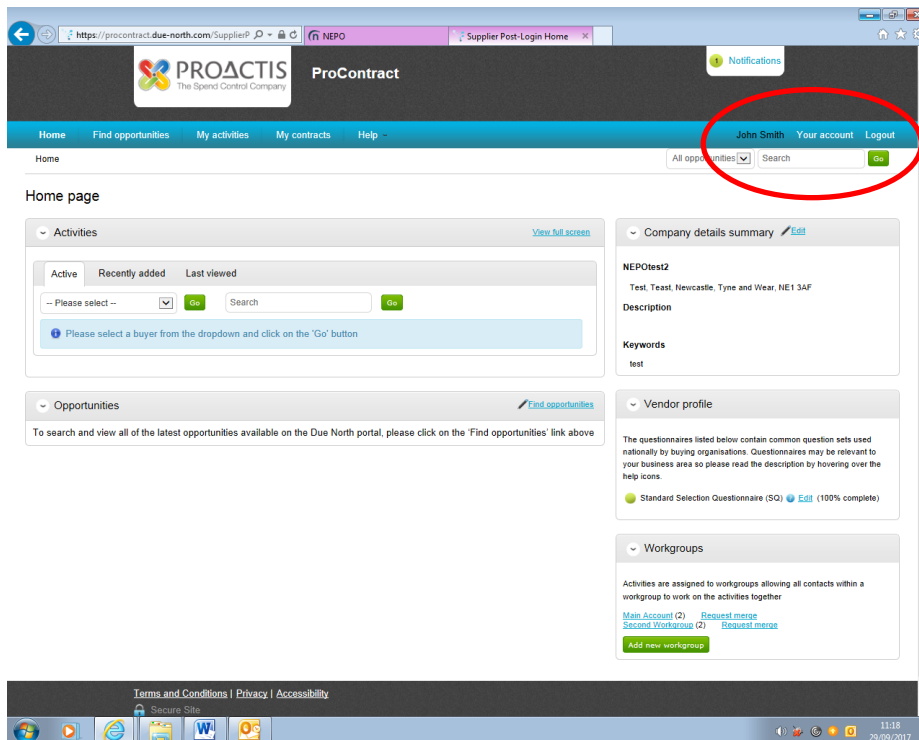
On the next screen, click on the “log in” link where it says “Already registered”:



Then, on the following page, enter your login details and click on “Continue”:

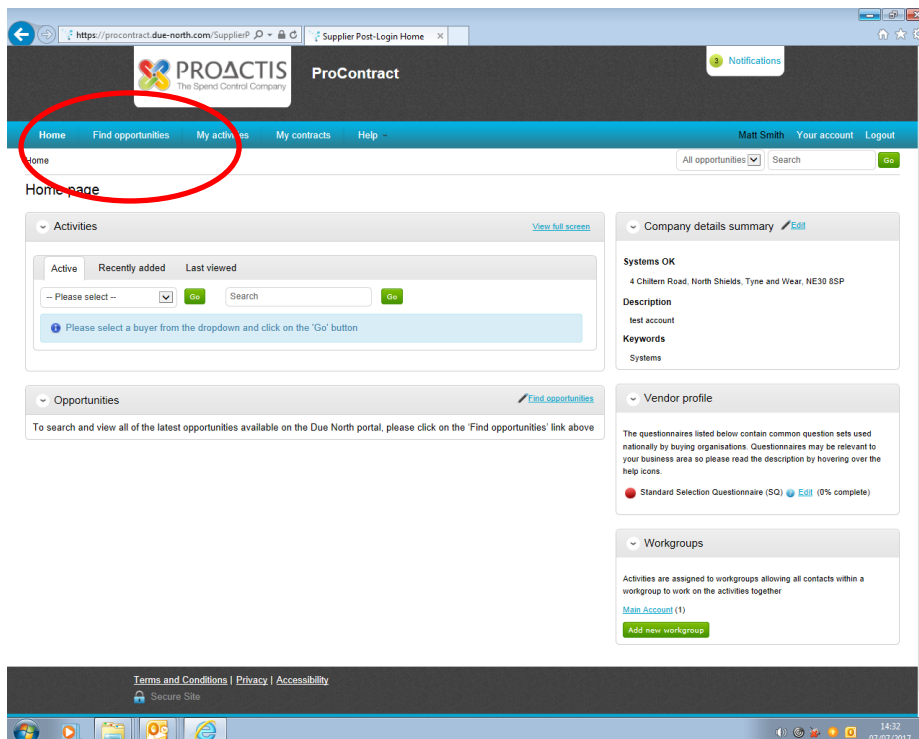


You will then be successfully logged in to the NEPO Portal and will see the following. Note, your account name is shown in the top right with the option to logout again:



FINDING AND REGISTERING FOR THE OPPORTUNITY

After you have registered on the NEPO portal and are able to log in, you will see the screen below. To locate the opportunity, click on Find Opportunities:



You will see the following screen. Use the drop down menu on the left to select Sunderland City Council.

Last Updated – 29/09/2017

Opportunities

Narrow your results

Portals: All

Organisations: Sunderland City Council

Categories: There are 0 categories selected

Regions: There are 0 regions selected

Keywords:

Include closed: Yes No

Expression date: Start date, End date

Published date: Start date, End date

Title	Buyer	Expression Start	Expression End	Estimated value
Apprenticeship Training Providers (Apprenticeship Training Providers)	Dorset County Council	03/07/2017	31/07/2019	N/A
(NU/1195) Newcastle University Urban Observatory Sensors DPS	Newcastle University	20/07/2016	18/08/2020	N/A
(NU/1325) The Supply and Installation of a Translation and Interpretation Suite	Newcastle University	24/09/2017	23/10/2017	£400,000.00
(NU/1330) Provision of Support and Maintenance for the University's SAP systems including maintenance and development of mandatory student reporting	Newcastle University	18/09/2017	20/10/2017	£10,000,000.00
005464 - Highways Traffic Signal Equipment	Newcastle City Council	19/09/2017	27/10/2017	N/A
005496 - Newcastle Laboratory, Science Central – Procurement of Operating Contract	Newcastle City Council	29/08/2017	30/10/2017	N/A
005600 - NEPO Education, Health & Social Care	Newcastle City Council	31/07/2017	09/10/2017	N/A
005836 - Provision of Sandwiches	Newcastle City Council	24/08/2017	02/10/2017	N/A
005886 - Motor Vehicle Body Repairs	Newcastle City Council	24/08/2017	06/10/2017	N/A
006004 - Data Communications - Market Engagement	Newcastle City Council	20/09/2017	02/10/2017	N/A

Then click Update at the bottom of the screen:

Opportunities

Narrow your results

Portals: All

Organisations: Sunderland City Council

Categories: There are 0 categories selected

Regions: There are 0 regions selected

Keywords:

Include closed: Yes No

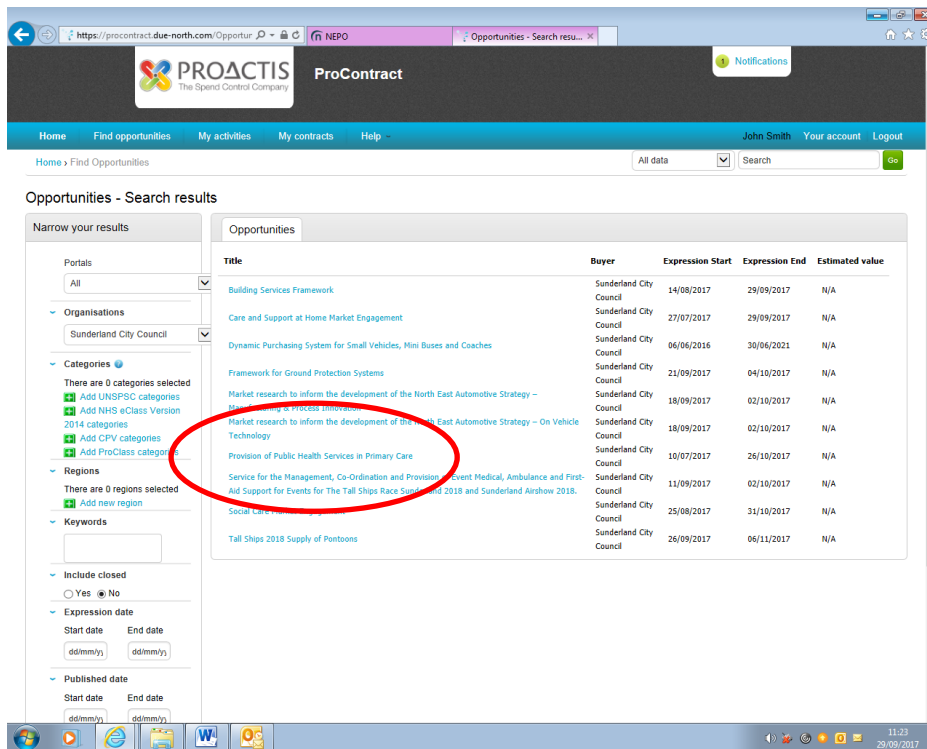
Expression date: Start date, End date

Published date: Start date, End date

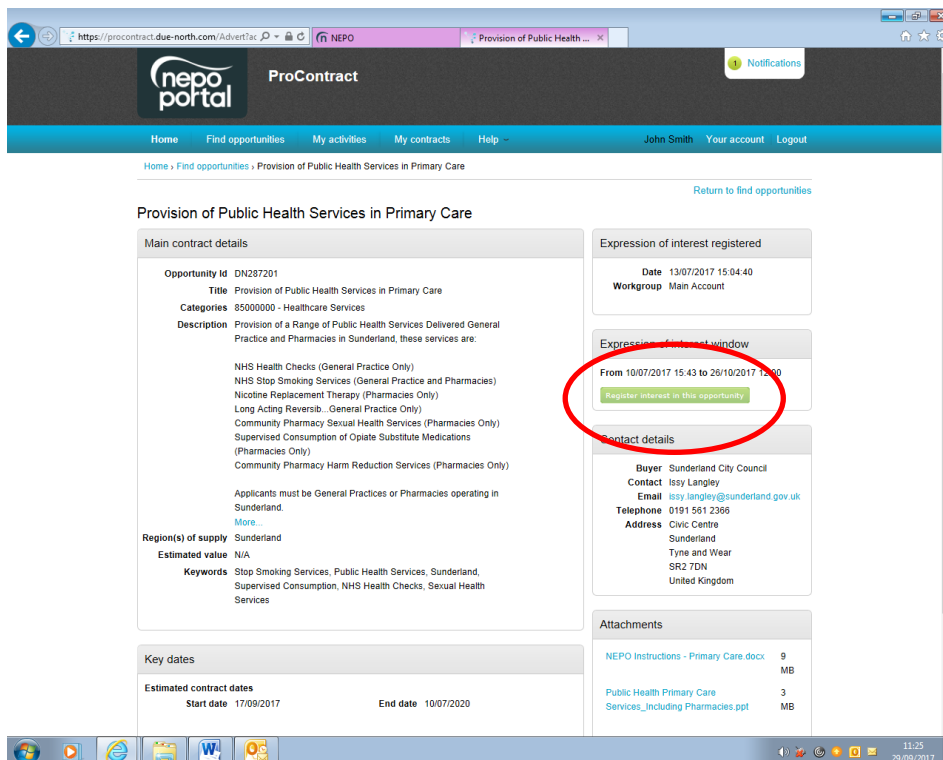
Reset Update

Title	Buyer	Expression Start	Expression End	Estimated value
Apprenticeship Training Providers (Apprenticeship Training Providers)	Dorset County Council	03/07/2017	31/07/2019	N/A
(NU/1195) Newcastle University Urban Observatory Sensors DPS	Newcastle University	20/07/2016	18/08/2020	N/A
(NU/1325) The Supply and Installation of a Translation and Interpretation Suite	Newcastle University	24/09/2017	23/10/2017	£400,000.00
(NU/1330) Provision of Support and Maintenance for the University's SAP systems including maintenance and development of mandatory student reporting	Newcastle University	18/09/2017	20/10/2017	£10,000,000.00
005464 - Highways Traffic Signal Equipment	Newcastle City Council	19/09/2017	27/10/2017	N/A
005496 - Newcastle Laboratory, Science Central – Procurement of Operating Contract	Newcastle City Council	29/08/2017	30/10/2017	N/A
005600 - NEPO Education, Health & Social Care	Newcastle City Council	31/07/2017	09/10/2017	N/A
005836 - Provision of Sandwiches	Newcastle City Council	24/08/2017	02/10/2017	N/A
005886 - Motor Vehicle Body Repairs	Newcastle City Council	24/08/2017	06/10/2017	N/A
006004 - Data Communications - Market Engagement	Newcastle City Council	20/09/2017	02/10/2017	N/A

You will see a list of all opportunities currently being advertised by the Council:

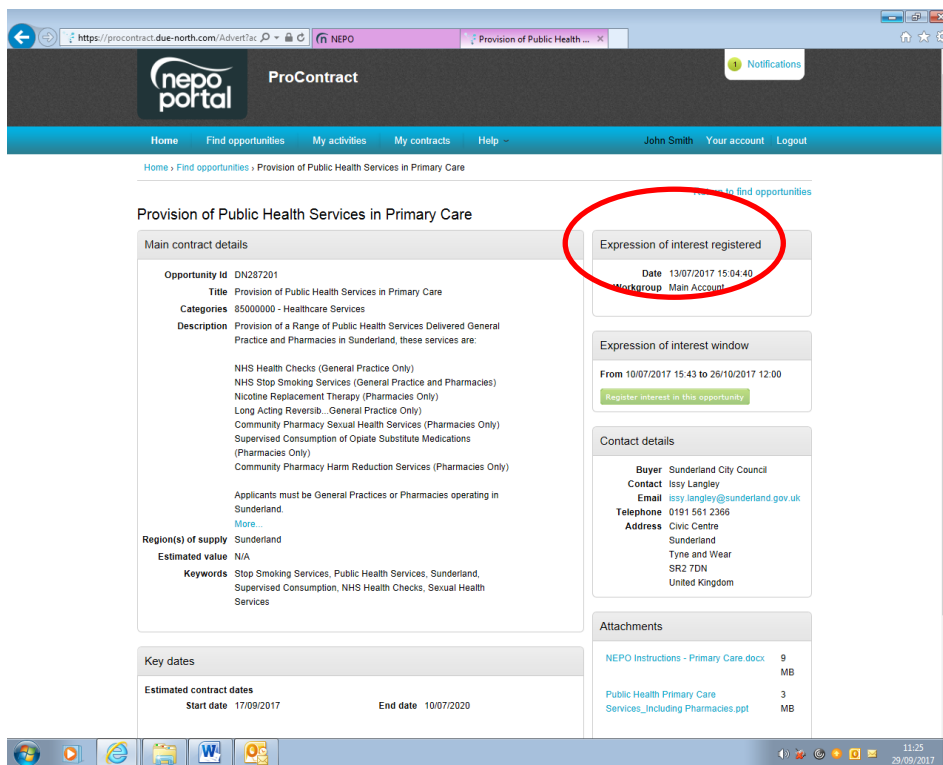


Within this list, you will see a link called “Provision of Public Health Services in Primary Care”. Select this from the list and you will see the screen below. Then click the Register an Interest in this Opportunity button:



PLEASE NOTE – IN THIS EXAMPLE, AN INTEREST HAS ALREADY BEEN REGISTERED, SO THE GREEN BUTTON IS NOT ACTIVE, HOWEVER IF YOU HAVE NOT YET REGISTERED AN INTEREST, YOU WILL BE ABLE TO CLICK ON IT.

Once you have done so, you will see that the Portal shows you have registered an interest:

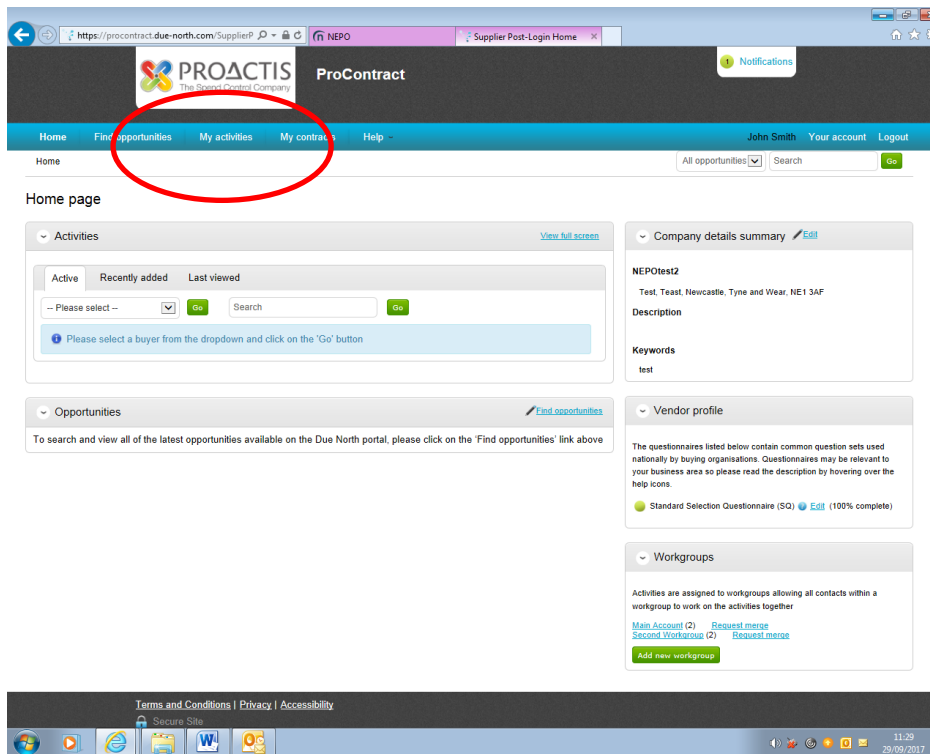


You should now log out of the system.

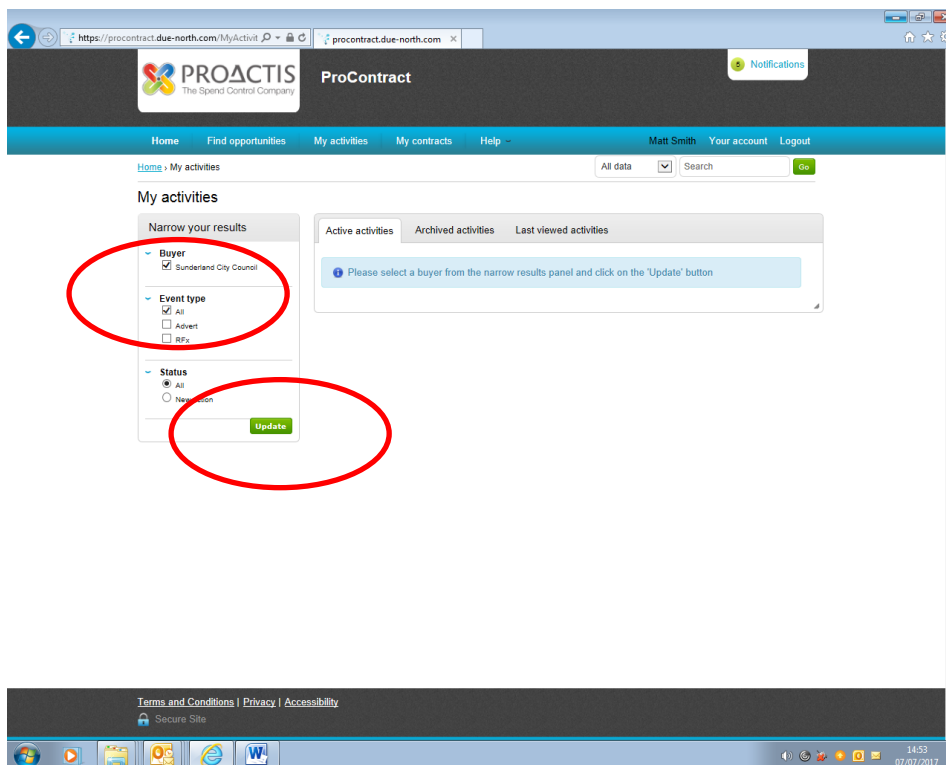
ACCESSING THE OPPORTUNITY

Following this, you will then receive an email advising you that the opportunity is available. This will be sent to the address you have registered on the NEPO Portal for correspondence. The email will contain a link. When you click on the link, you will be directed to the NEPO Portal and asked to log in. Once you have logged in to the Home Page, click on My Activities:

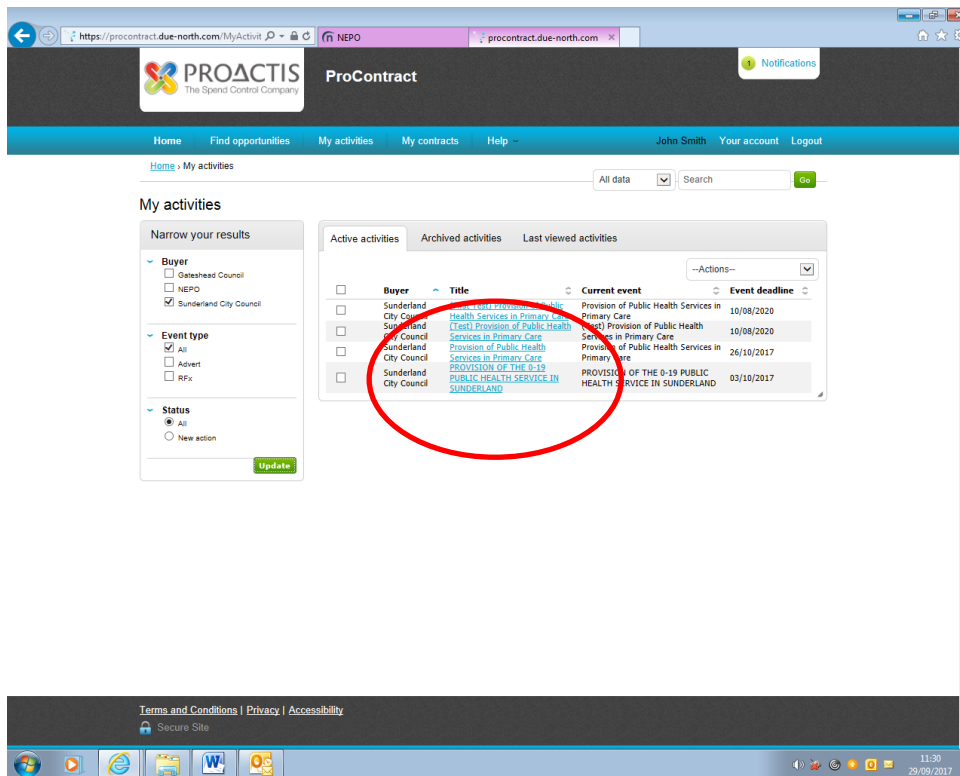
Last Updated – 29/09/2017



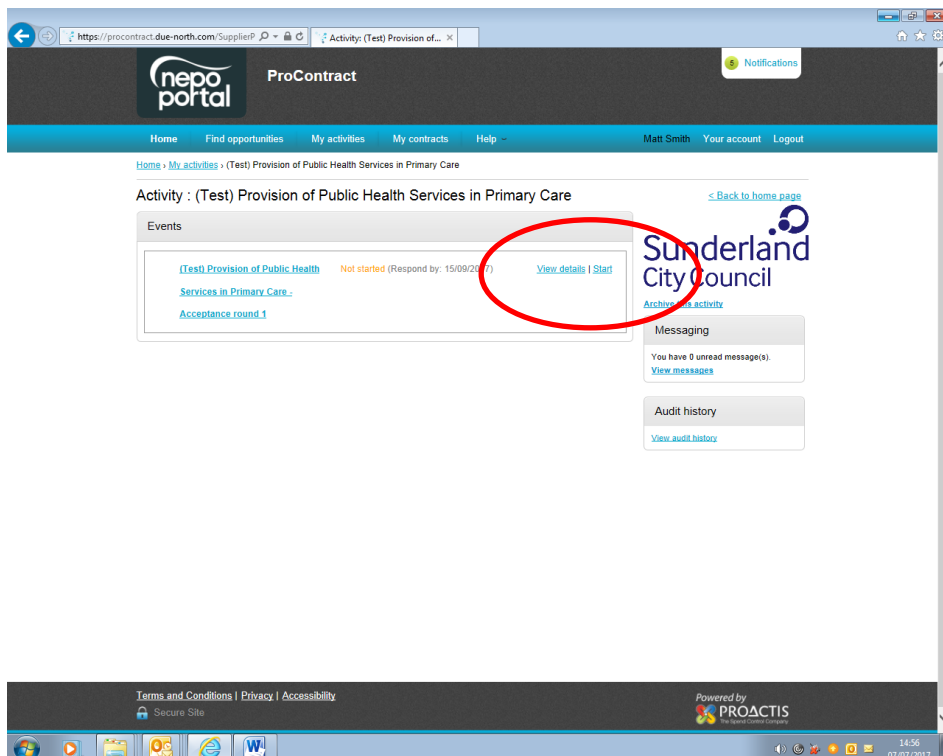
Select Sunderland City Council in the Buyer section, then click Update.



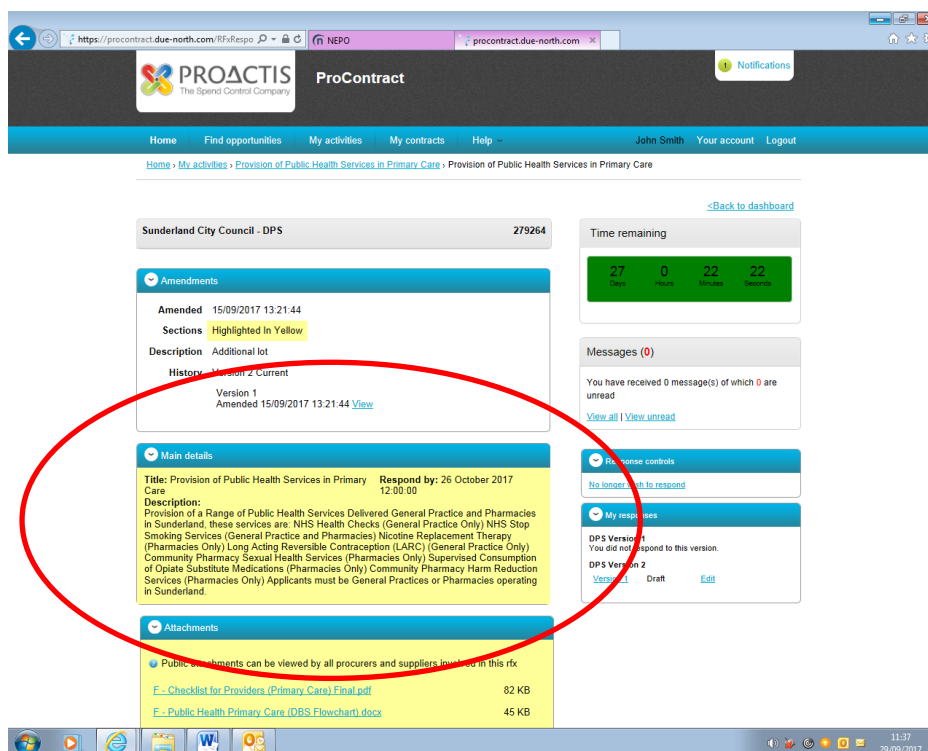
You will see all opportunities that you are working on/have registered an interest in:



Click on the relevant one. In this case, it is called “Provision of Public Health Services in Primary Care”. You will now see the main page for the opportunity. Now click on Start:



You will now see the detail of the opportunity itself. Firstly, there is a description of the opportunity:



Below that, there are a number of linked documents that support the application.



The first of these documents provides a checklist for providers describing what documents are needed for the application as a whole, and for each service within it. The range of other documents are described below.

Scroll down the page, and you will see a section describing a number of sets of questions.

Title	Questions		
	Mandatory	Online	Internal
1) Part 1 - General Declaration	12	12	0
2) Part 2 - General Specification Questions	9	9	0
Lot 1 - Sunderland NHS Health Check Programme (ITT Schedule 1A - Service Specification) (GPs Only)	9	9	0
Lot 1H - Provision of a Service to Supply Healthy Start Vitamins (Pharmacies Only)	9	9	0
Lot 2 - NHS Stop Smoking Services (GPs and Pharmacies)	10	10	0
Lot 3 - Community Pharmacy Nicotine Replacement Therapy Voucher - (ITT Schedule 1C - Service Specification) (Pharmacies Only)	10	10	0
Lot 4a - Long Acting Reversible Contraception In General Practice (ITT Schedule 1D - Service Specification) (GPs Only)	10	10	0
Lot 4b - Long Acting Reversible Contraception (Larc) Service - Section B (Intrauterine Device/Intrauterine System) (ITT Schedule 1D - Service Specification) (GPs Only)	10	10	0
Lot 5 - Community Pharmacy Sexual Health Service	11	11	0
Lot 6 - Community Based Supervised Consumption Services (ITT Schedule 1F - Service Specification) (Pharmacies Only)	8	8	0
Lot 7 - Community Pharmacy Harm Reduction Services (ITT Schedule 1G - Service Specification) (Pharmacies Only)	8	8	0
Self-Assessment – Prevent Duty	25	25	0

APPLYING FOR THE OPPORTUNITY - DOCUMENTS

Take the time to familiarise yourself with the documents that are listed as there are a large number of them and they describe a wide range of services. PLEASE NOTE – ALL DOCUMENTS HERE ARE WORD DOCUMENTS – DOWNLOAD ALL OF THEM FOR YOUR RECORDS SO THAT YOU CAN ACCESS THEM DURING THE APPLICATION.

The documents consist of (note – ITT stands for Invitation to Tender):

Checklist for Providers (Primary Care) – this provides detail of what documentation is required for each application as a whole and for each service.

Public Health Primary Care (DBS Flowchart) – this provides information regarding how to submit information relating to Disclosure and Barring Service (DBS) Checks. In recognition of the fact that applications for DBS checks can take some time, it is possible for providers to indicate that they have made the application though do not yet have the documents ready.

ITT Instructions and Details of Contract – this provides general details of the contract, including a checklist of the various types of documents to be completed. It also describes how the application will be evaluated.

ITT Schedule 1 – General Specification – this is an overarching specification that describes the services available within the opportunity and a number of common requirements. Later in the application, a checklist must be ticked to indicate that you have read the General Specification and will operate within its requirements.

ITT Schedule 10 – DoC (multiple documents) – DoC stands for Declaration of Competence. There is one for each of the services on offer, and each DoC describes the competencies that individual

practitioners require to undertake each service as well as training they need to undertake. If there are multiple practitioners delivering a service, a DoC must be completed for each one and uploaded as part of the application.

ITT Schedule 1... (multiple documents) – these are the service specifications for each of the services on offer. They contain full details of how they are to be performed, how they are remunerated etc. You should spend time using these to help you decide which services you want to submit an application for. Please note – some are for GPs only, some Pharmacies only and some for both.

ITT Schedule 2 – Terms and Conditions and ITT Schedule 2 – Terms and Conditions (Specials) – these are the core terms and conditions for the contract as a whole. You must familiarise yourself with these as you will be asked to indicate that you accept them later in the application.

ITT Schedule 3 – Form of Tender – this must be completed and signed to indicate that you are making your application, then uploaded. It also describes that you need to complete the following:

- **ITT Schedule 4 – Certificate of Non-Collusion and Non-Canvassing** – this must be completed and signed, then uploaded
- **ITT Schedule 7 – Selection Questionnaire** – this must be completed and signed, then uploaded
- **ITT Schedule 8 – Lots** – this must be completed and signed, then uploaded

ITT Schedule 9 – Appendix A (Sunderland Process Map for Prevent) – this is guidance in support of the declaration you will need to make later in the application in relation to the statutory Prevent Duty.

In summary, at this stage you must download and complete the following:

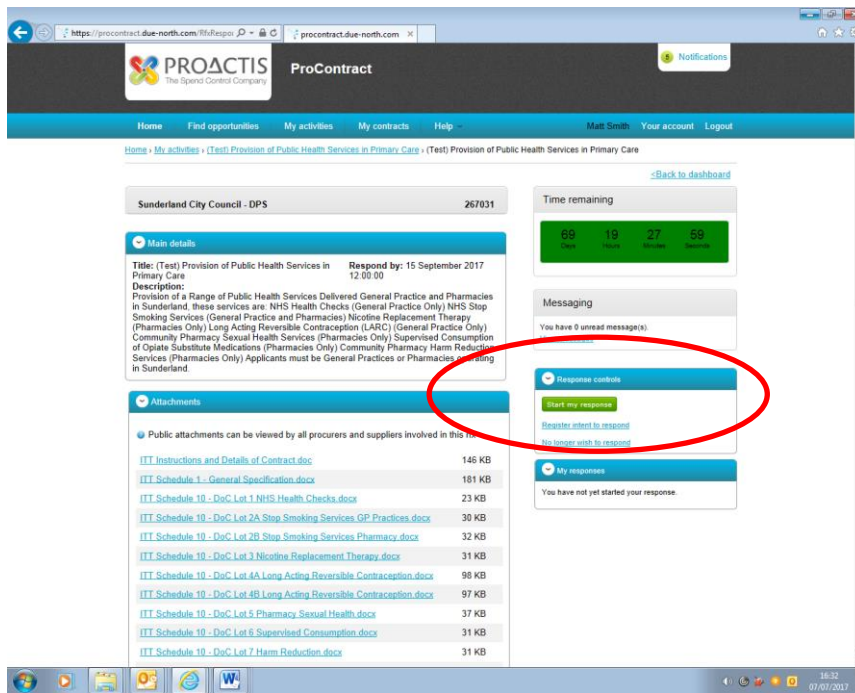
- **ITT Schedule 10 – DoC (multiple documents)**
- **ITT Schedule 3 – Form of Tender**
- **ITT Schedule 4 – Certificate of Non-Collusion and Non-Canvassing**
- **ITT Schedule 7 – Selection Questionnaire**
- **ITT Schedule 8 – Lots**

Once completed and, where required, signed these must be uploaded with your application. This will happen at a later stage, so at this point, ensure you have them stored together on your network drive so that you will be able to access them later.

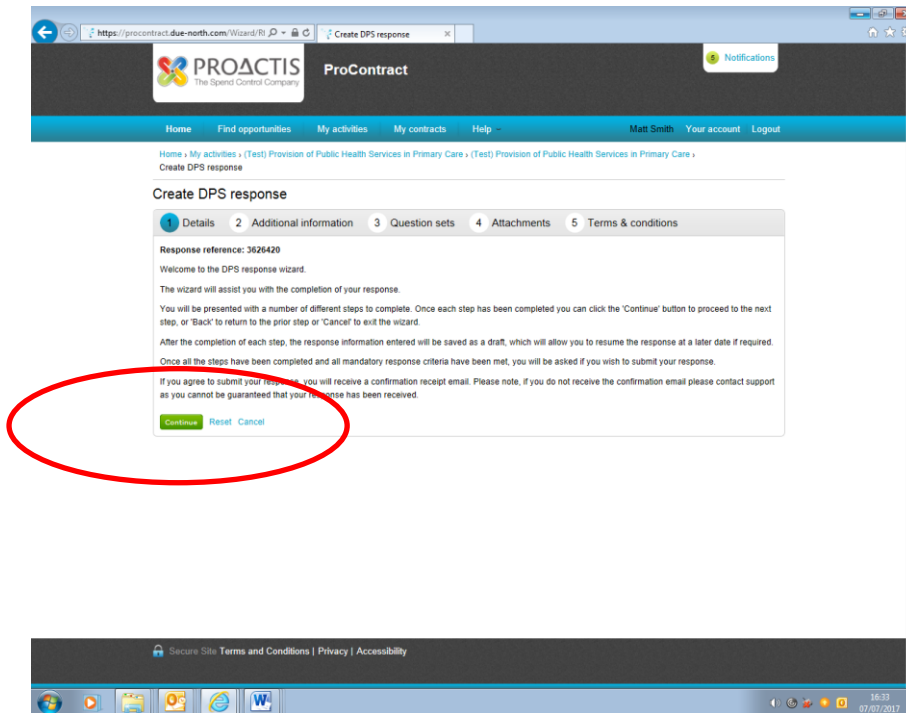
APPLYING FOR THE OPPORTUNITY – CHECKLISTS/QUESTIONNAIRES

Once you have completed the word documents you need to make the application, the remainder of the process is carried out via checklists/questionnaires on the NEPO Portal. From the main page of the opportunity, click on Start My Response:

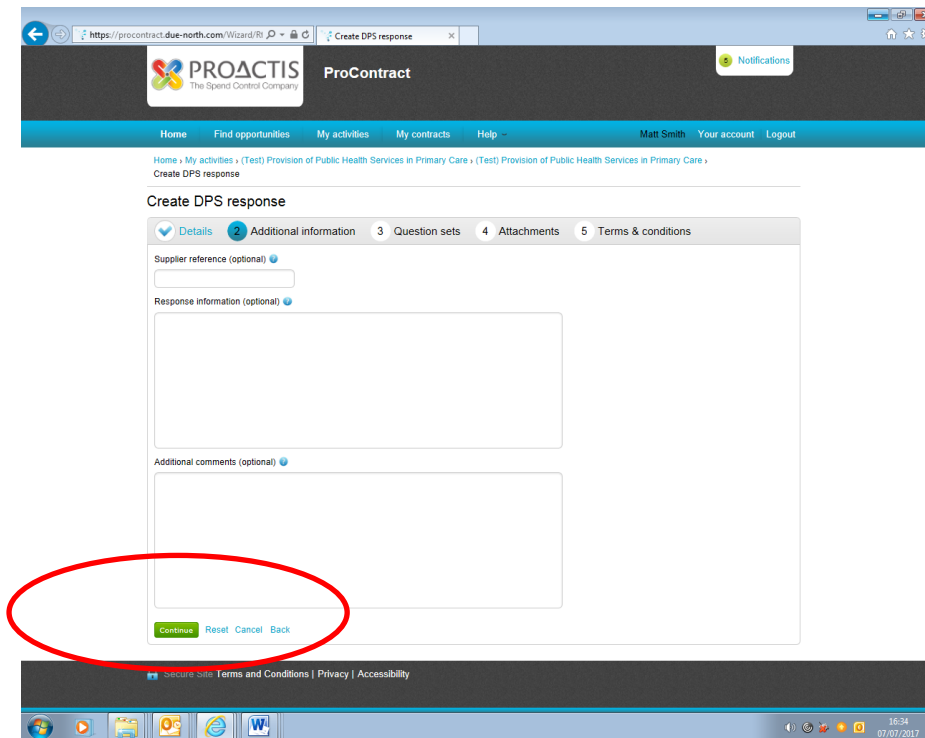
Last Updated – 29/09/2017



You will now begin the response wizard. Click on Continue:



This is a standard form which will look as follows:

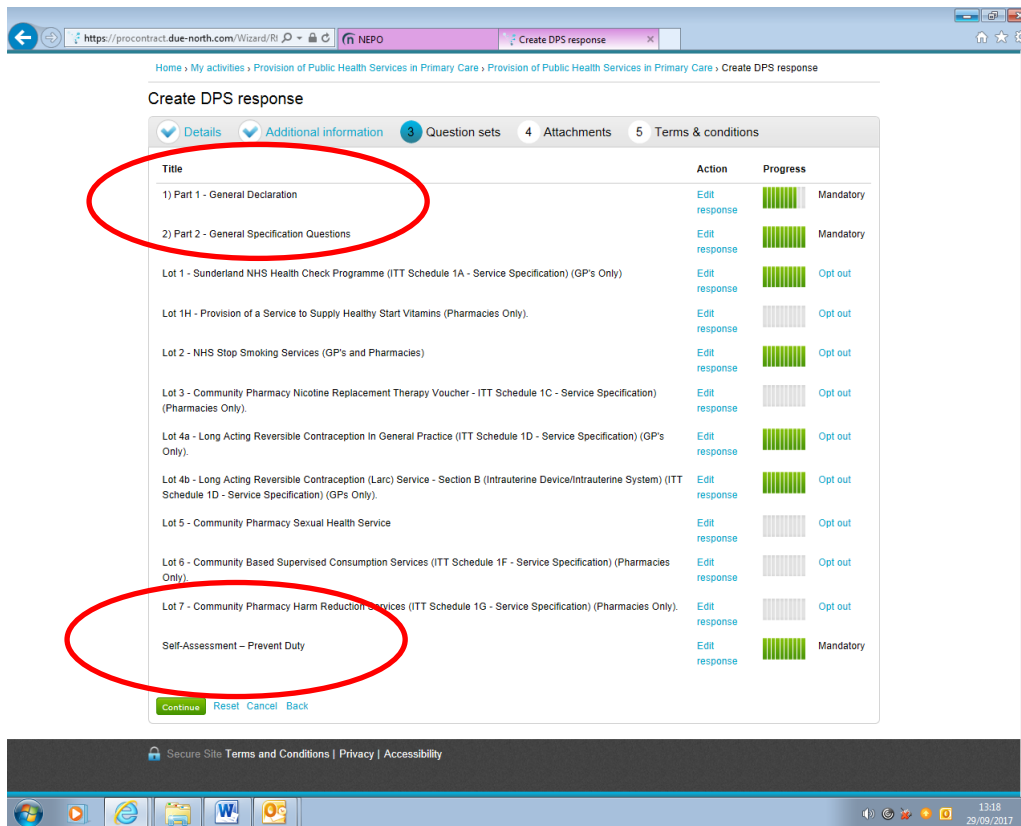


The fields on this section of the form are not used for this application, so you can leave them blank. Then click on Continue again.

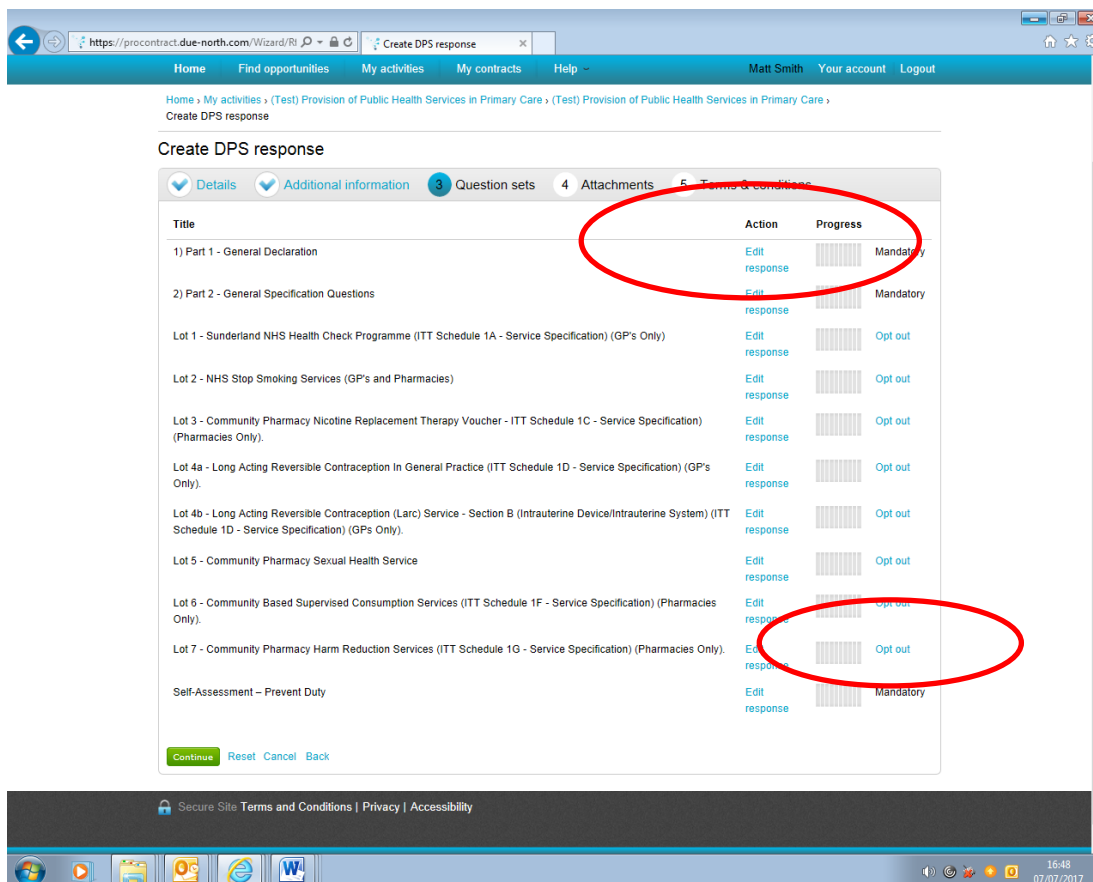
Now you will see various questionnaires that you need to complete your applications for the services.

You can apply for as many as you wish, as long as you have ensured that they are relevant to you as a provider (i.e. you are not a Pharmacy applying for a GP only service and vice versa) and all practitioners that will be providing the services have completed the relevant Declarations of Competence.

PLEASE NOTE – HOWEVER MANY SERVICES YOU APPLY FOR, YOU MUST COMPLETE PART 1 – GENERAL DECLARATION, PART 2 GENERAL SPECIFICATION QUESTIONS AND SELF ASSESSMENT – PREVENT DUTY (BELOW). THESE ARE ALL MARKED MANDATORY.

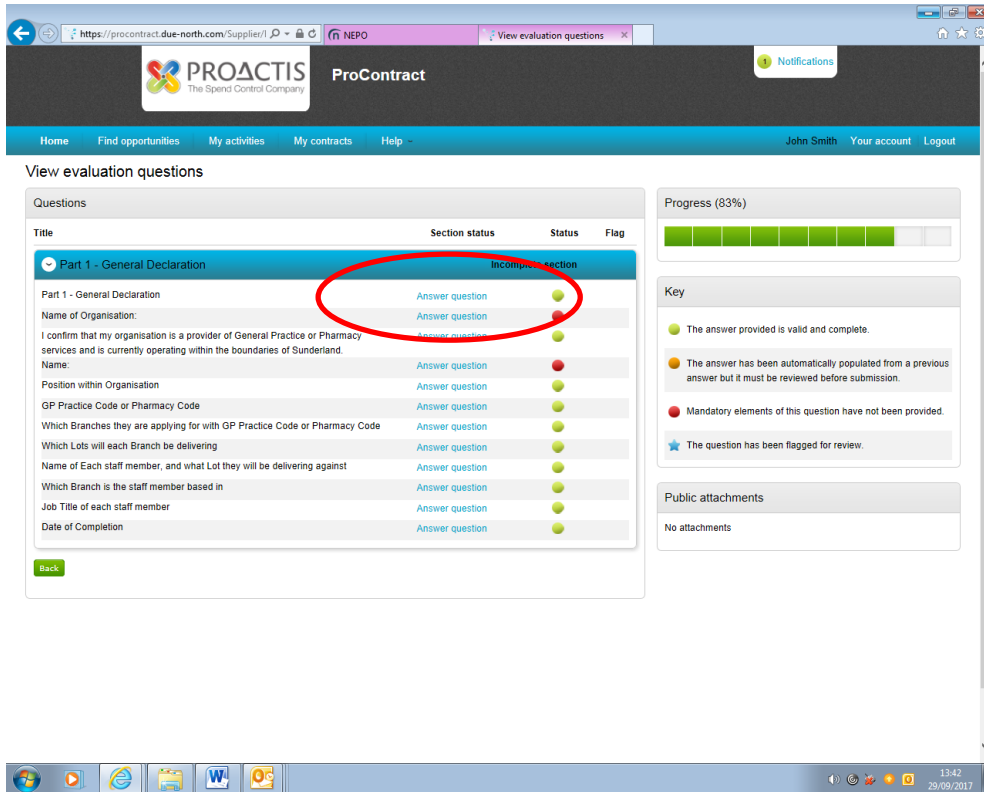


Each section has a link to the right marked Edit Response:



Also, there is a link marked Opt Out. If you do not wish to provide the service, click on the opt out link.

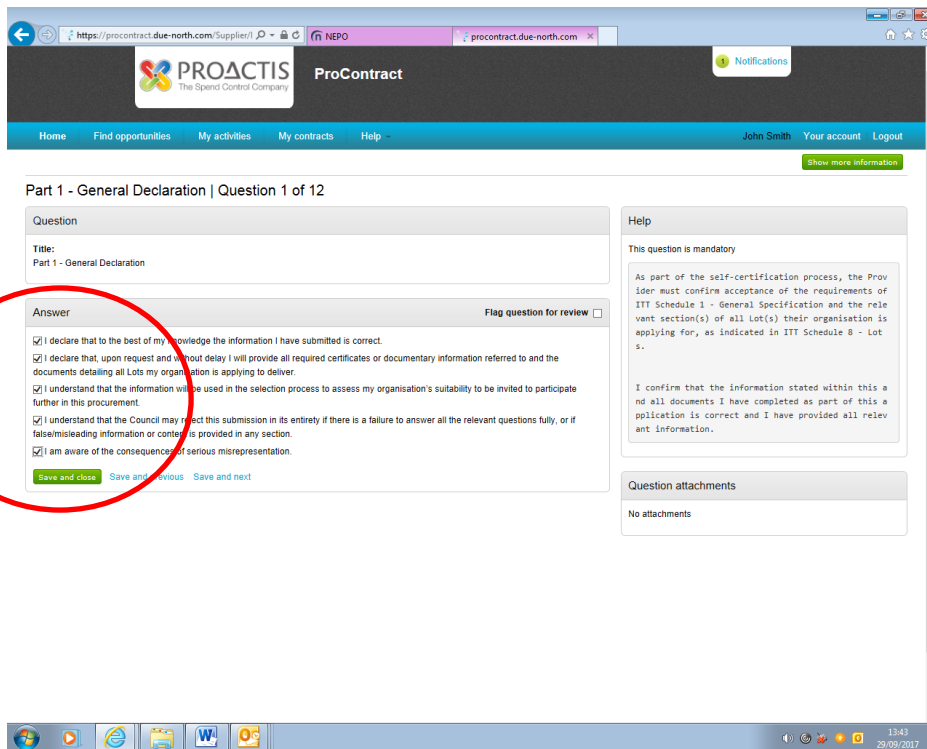
To begin responses, click on Edit Response. If you do this for Part 1, you will see the following form:



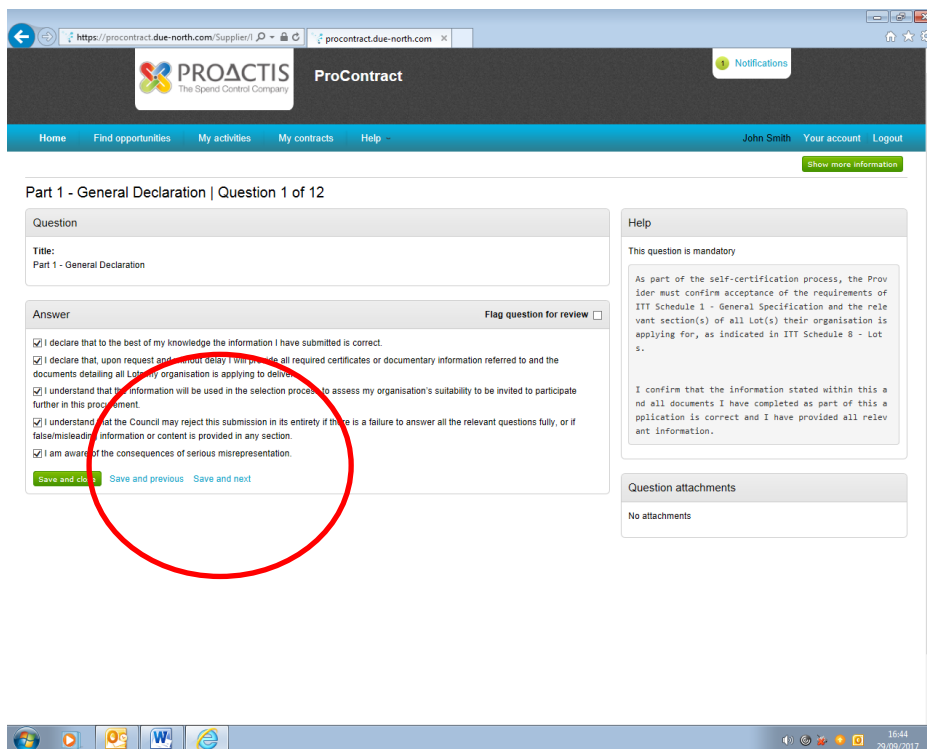
Now click Answer Question to begin completing your answers. You will see simple checklists and text boxes for you to complete.

Once you have completed them, you can Save and Close the form, save and move to the previous form (Save and Previous) or save and move to the next form (Save and Next). Typically, you will be checking all relevant boxes, or completing a text box and then clicking Save and Next.

On the screen below, review and tick the boxes as appropriate:



Then click on “Save and Next”:



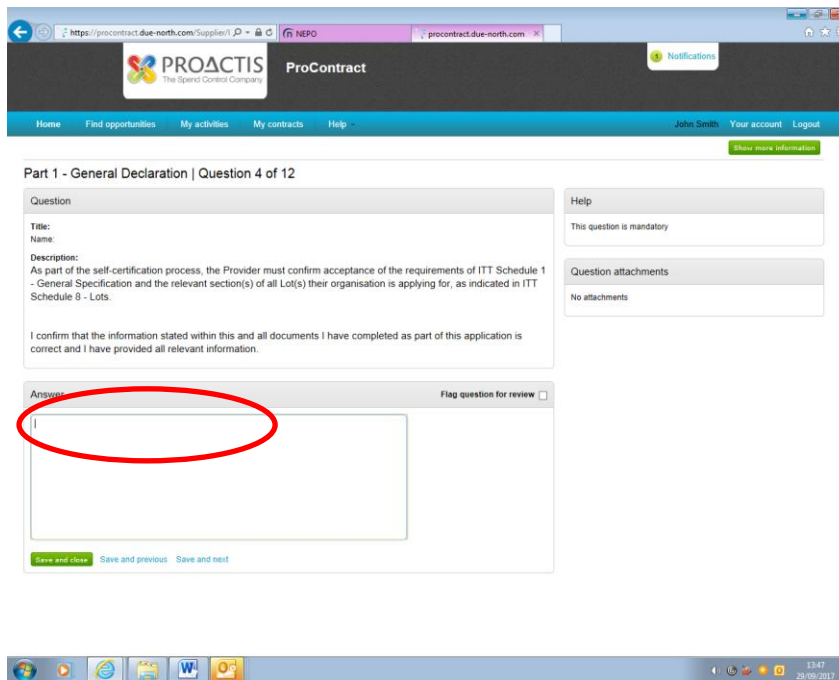
Within this form, you will now be presented with the next page which contains a text box:

The screenshot shows the ProContract web application interface. At the top, there is a navigation bar with the ProContract logo and the text 'The Spend Control Company'. Below the navigation bar, there is a header area with the text 'Part 1 - General Declaration | Question 2 of 12'. The main content area is divided into several sections: 'Question' with the title 'Name of Organisation', 'Answer' with a large empty text box circled in red, 'Help' with the text 'This question is mandatory', and 'Question attachments' with the text 'No attachments'. At the bottom of the answer section, there are three buttons: 'Save and close', 'Save and previous', and 'Save and next'. The browser's address bar shows the URL 'https://procontract.due-north.com/Supplier/i/'.

Enter the name of your organisation in the text box, then click “Save and Next”. The next form asks you to confirm whether you are a pharmacy or general practice in Sunderland:

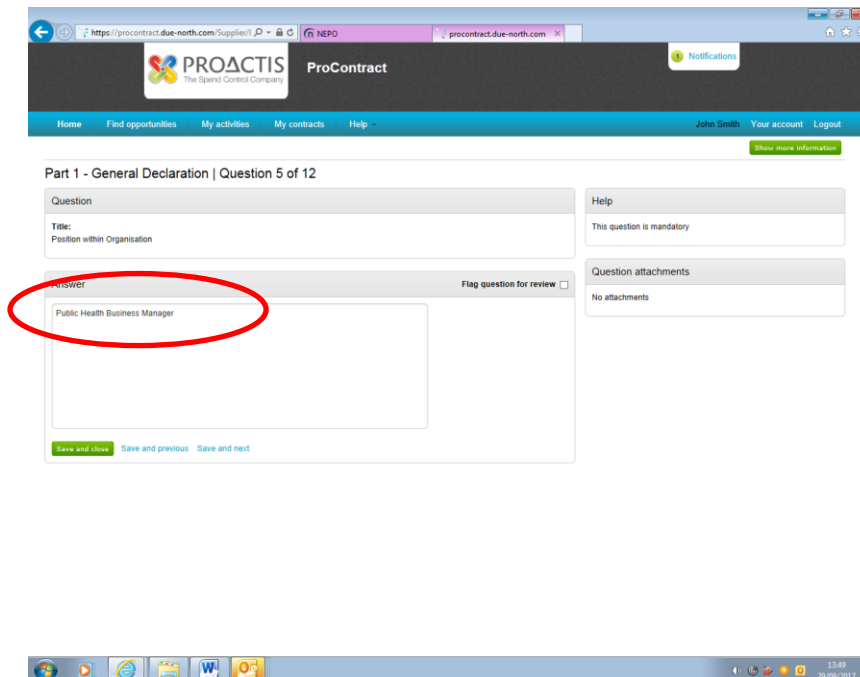
The screenshot shows the ProContract web application interface. At the top, there is a navigation bar with the ProContract logo and the text 'The Spend Control Company'. Below the navigation bar, there is a header area with the text 'Part 1 - General Declaration | Question 3 of 12'. The main content area is divided into several sections: 'Question' with the title 'I confirm that my organisation is a provider of General Practice or Pharmacy services and is currently operating within the boundaries of Sunderland', 'Answer' with radio buttons for 'Yes' and 'No', 'Help' with the text 'This question is mandatory', and 'Question attachments' with the text 'No attachments'. At the bottom of the answer section, there are three buttons: 'Save and close', 'Save and previous', and 'Save and next'. The browser's address bar shows the URL 'https://procontract.due-north.com/Supplier/i/'.

Click the correct button and click “save and next”. Next is a general undertaking that you have read the documentation relevant to each service.

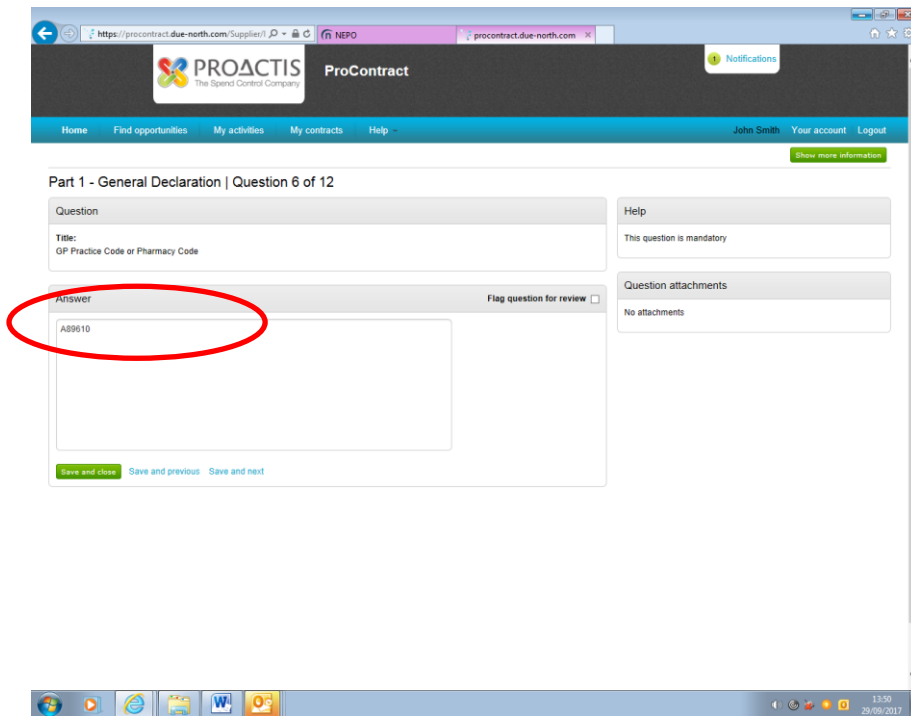


If you agree with the statement, enter your name in the text box provided.

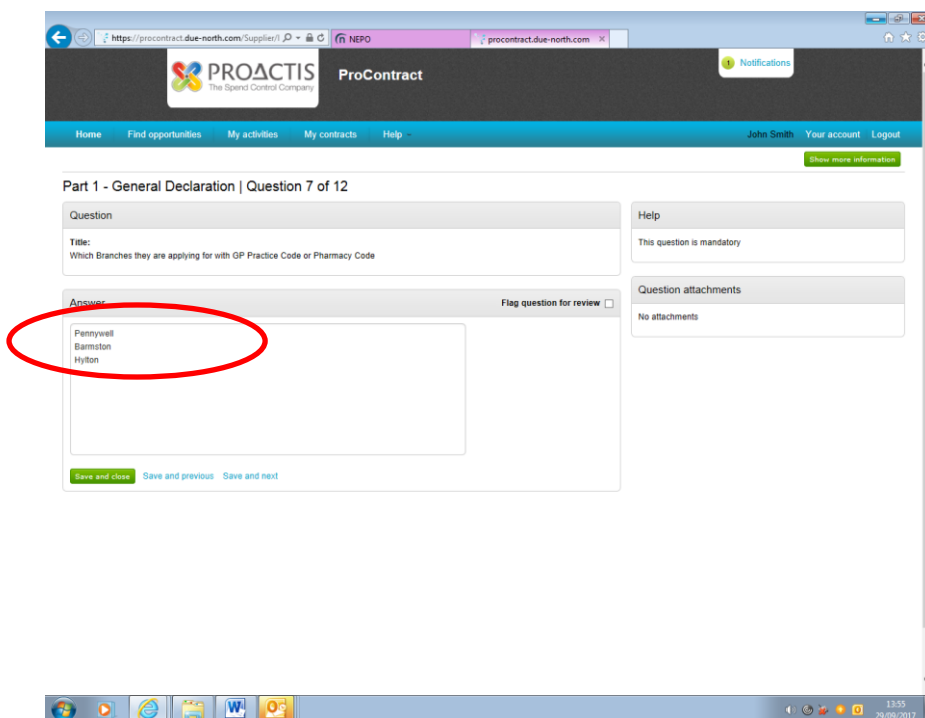
Then click Save and Next. On the next screen, add your position within your organisation (example below):



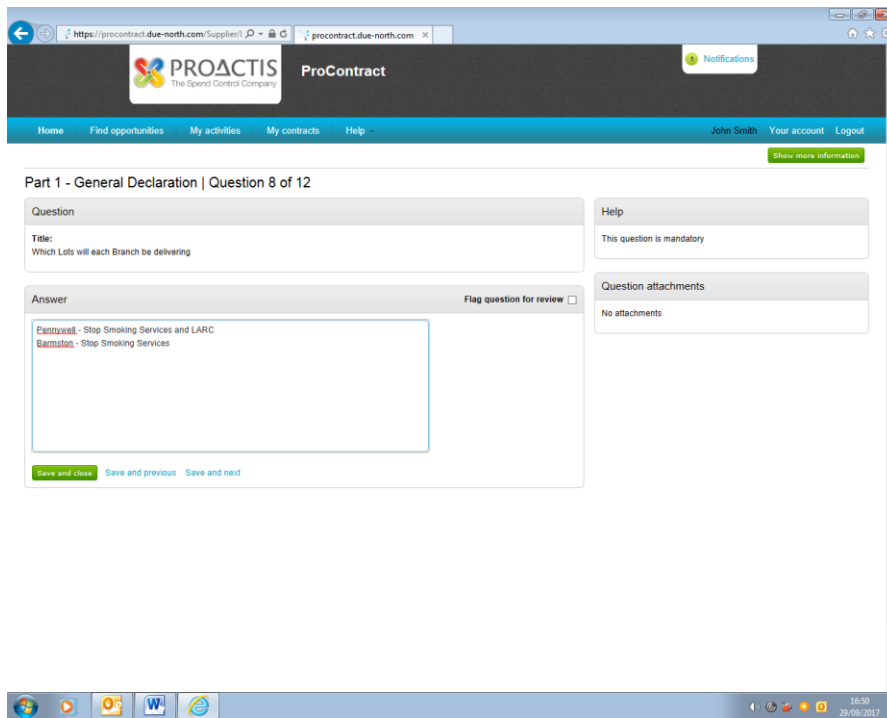
Then click “save and next”. The next screen asks you to supply your organisation code. This helps us to accurately identify your practice or pharmacy:



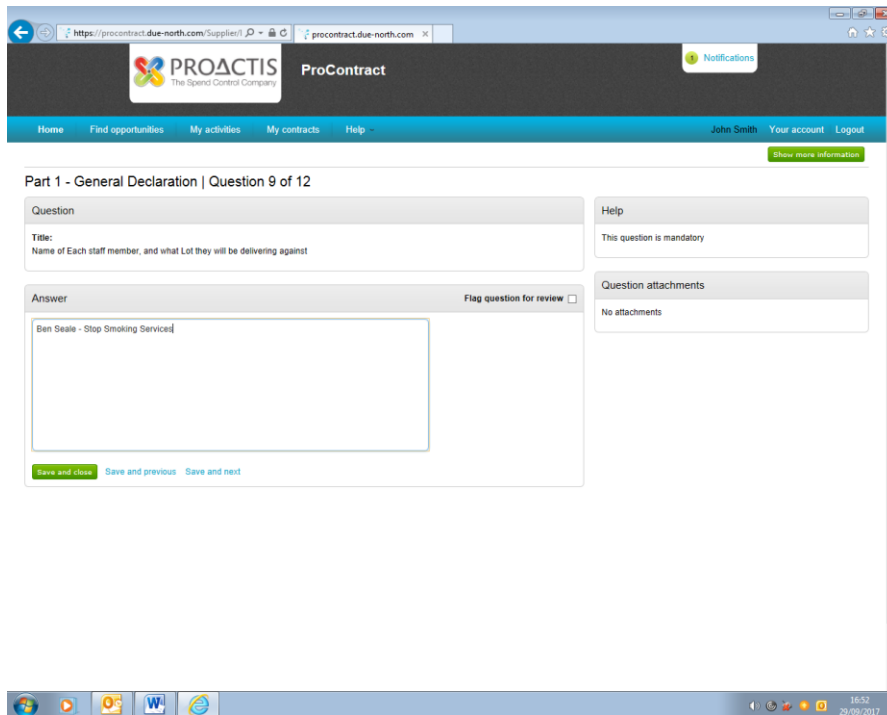
Enter your code in the text box – again click Save and Next. The next form is concerned with practices or pharmacies with multiple branches and asks where this is the case and the application is being made is a group, for the names and codes of the branches.



Enter the details in the text box and click “Save and Next”. The next page asks you to identify which services or “lots” the branches will be delivering. You can answer as per the following example:



The next screen asks you to identify which staff members will be delivering which services. This should be completed as per the following example:



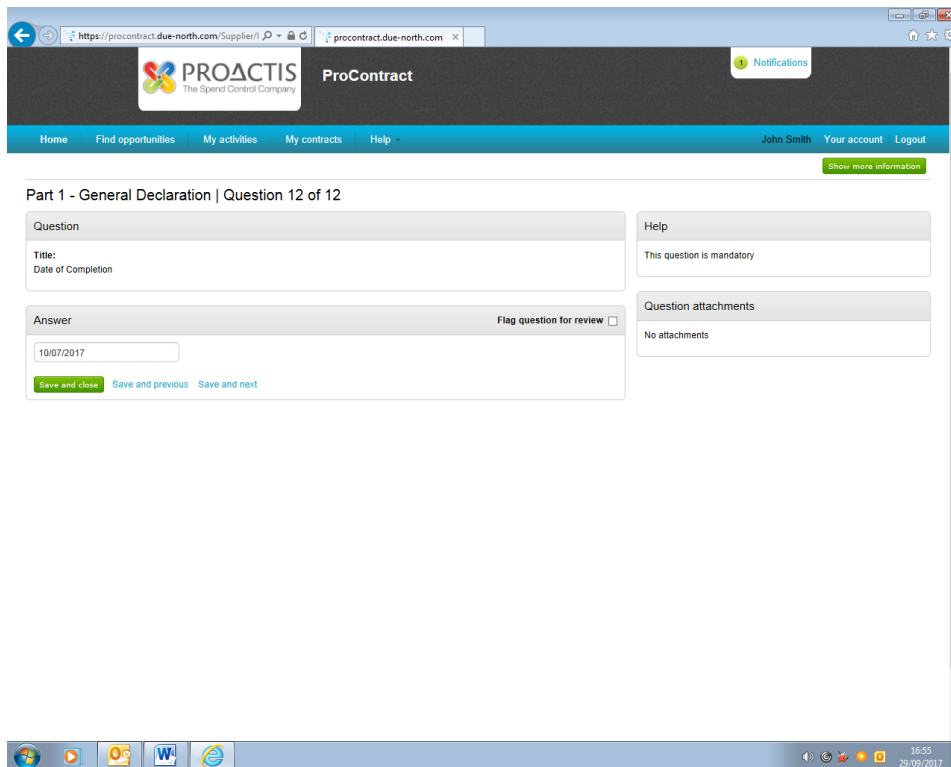
The next screen asks you to identify where the staff member is operating from. This should be completed as per the following example:

The screenshot shows a web browser window with the URL <https://procontract.due-north.com/Supplier/>. The page header includes the PROACTIS logo and 'ProContract' text. A navigation bar contains links for Home, Find opportunities, My activities, My contracts, and Help. The user is logged in as John Smith. The main content area is titled 'Part 1 - General Declaration | Question 10 of 12'. The question title is 'Which Branch is the staff member based in'. The answer field contains 'Ben Seale - Pennywell'. There are buttons for 'Save and close', 'Save and previous', and 'Save and next'. A 'Flag question for review' checkbox is also present. The right sidebar contains a 'Help' section stating 'This question is mandatory' and a 'Question attachments' section stating 'No attachments'. The Windows taskbar at the bottom shows the date and time as 16:54 on 29/09/2017.

The next page asks you to identify the job title (and therefore job type) of each staff member. This should be completed as per the following example:

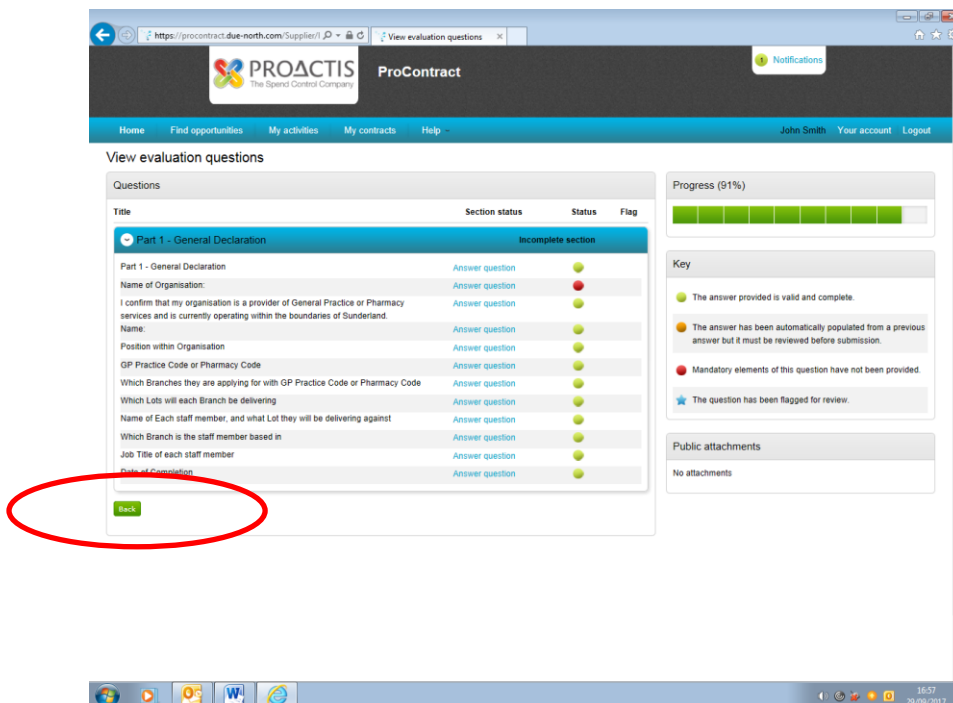
The screenshot shows the same web browser window as the previous one, but now displaying 'Part 1 - General Declaration | Question 11 of 12'. The question title is 'Job Title of each staff member'. The answer field contains 'Ben Seale - Practice Nurse'. The rest of the interface, including the navigation bar, user information, and right sidebar, remains the same. The Windows taskbar at the bottom shows the date and time as 16:54 on 29/09/2017.

Finally in this section, you are then asked to enter the date on which the form has been completed. This should be completed as per the following example:



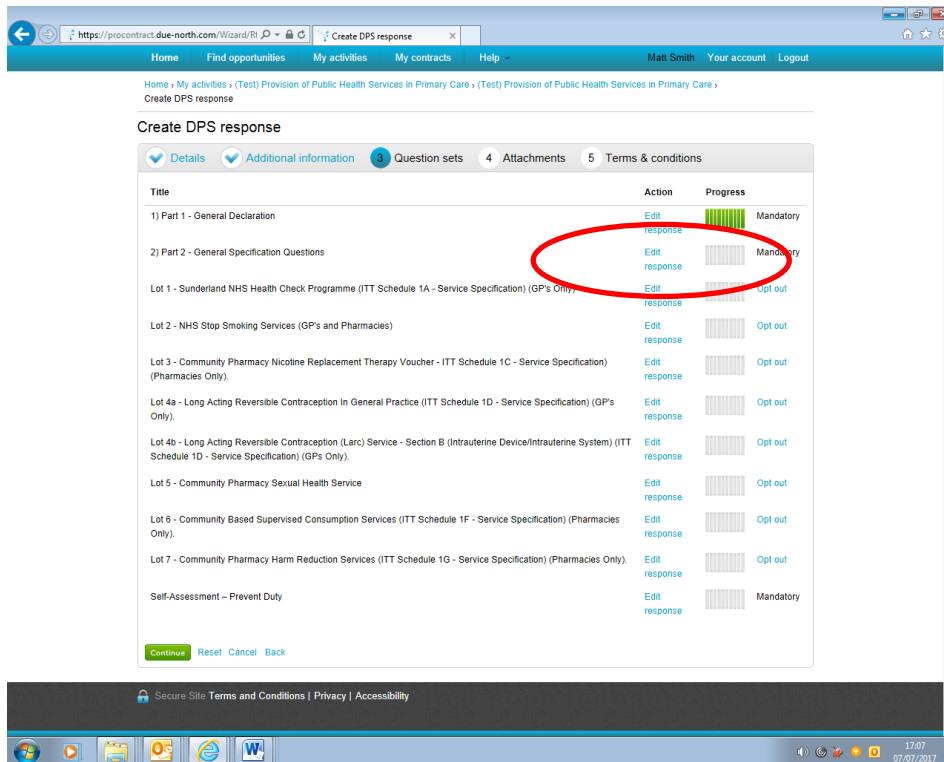
This has completed this section, as is indicated by Question 12 of 12. Finally, click Save and Close.

PLEASE NOTE - IF YOU CLICK ON SAVE AND NEXT AT THIS POINT, THE QUESTIONNAIRE WILL CYCLE TO THE FIRST QUESTION AGAIN, THOUGH IT WILL BE POPULATED WITH YOUR ANSWERS.



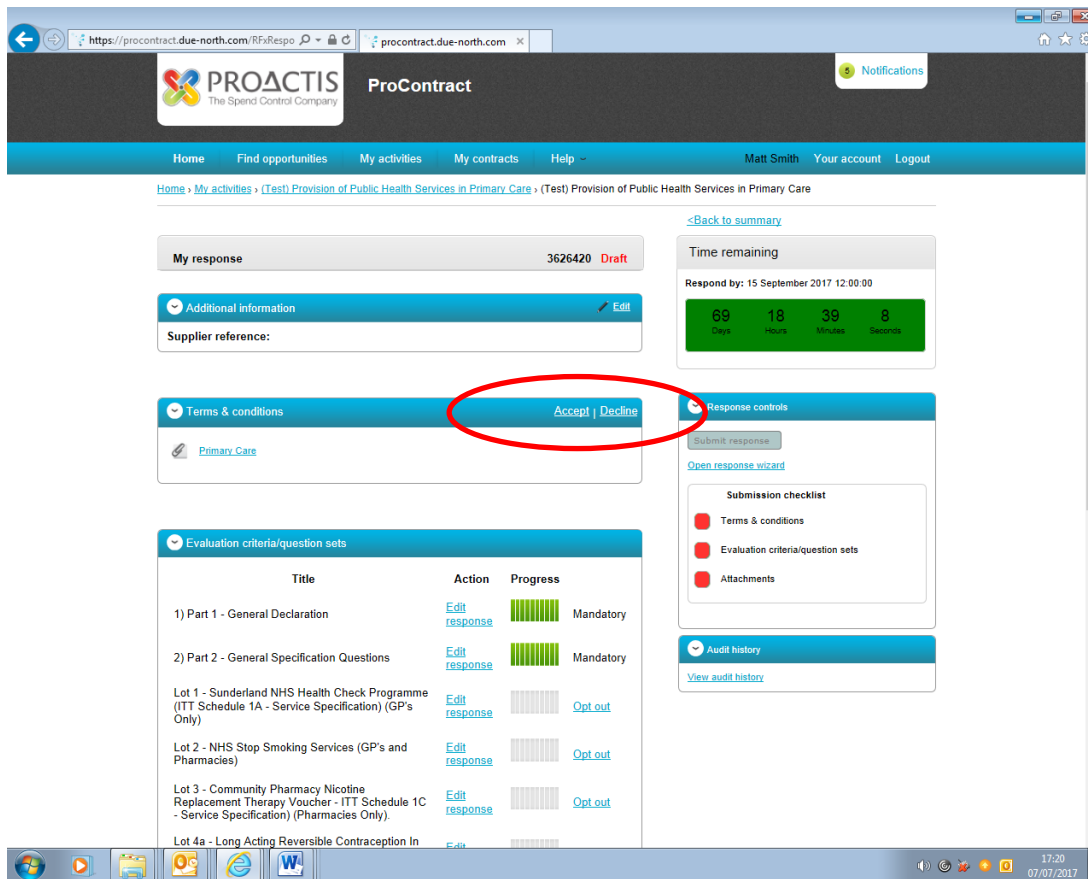
You can now see that you have a the status on all questions for Part 1 – General Declaration. To return to the main list of questionnaires, click on Back.

Now you can see the main list, showing that Part 1 – General Declaration is finished and you may continue to complete others by clicking on Edit Response and following the prompts for each questionnaire:

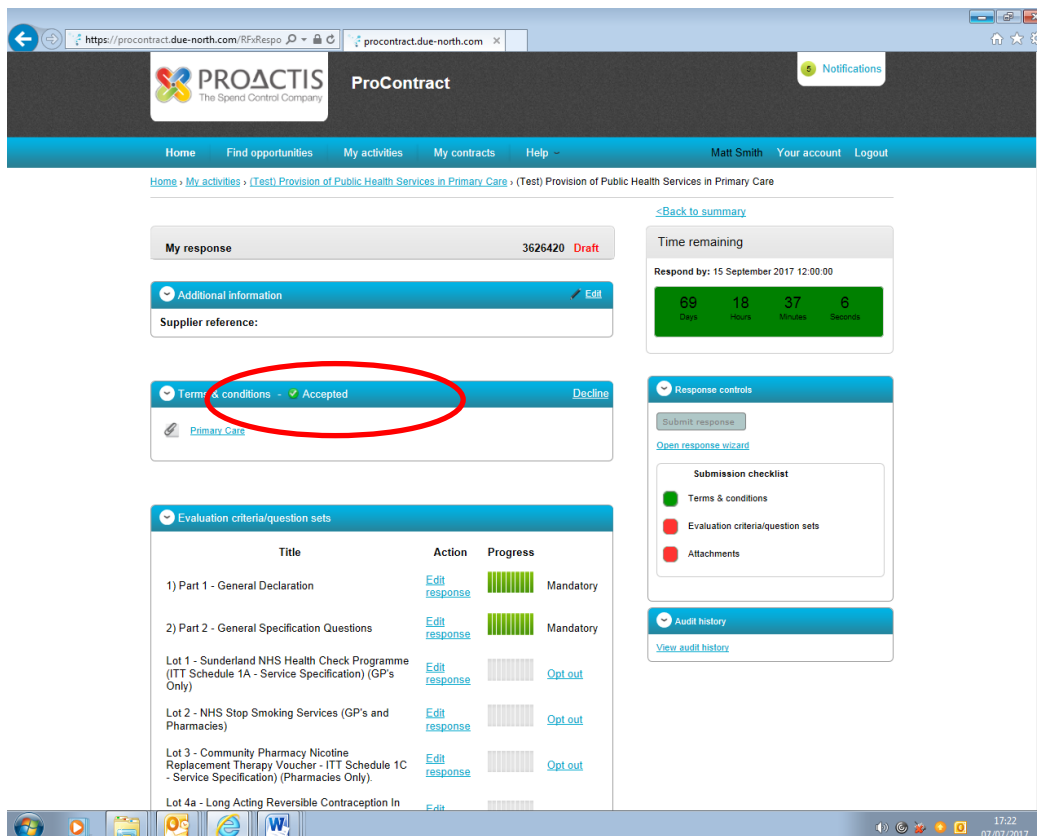


PLEASE NOTE – YOU MAY BE ASKED FOR SUPPORTING DOCUMENTS AS YOU PROCEED. FOR EXAMPLE, WITHIN PART 2 – GENERAL SPECIFICATION QUESTIONS, YOU ARE ASKED TO CONFIRM THAT YOU HAVE INSURANCES IN PLACE. AS WELL AS THIS, CERTIFICATES MUST BE UPLOADED.

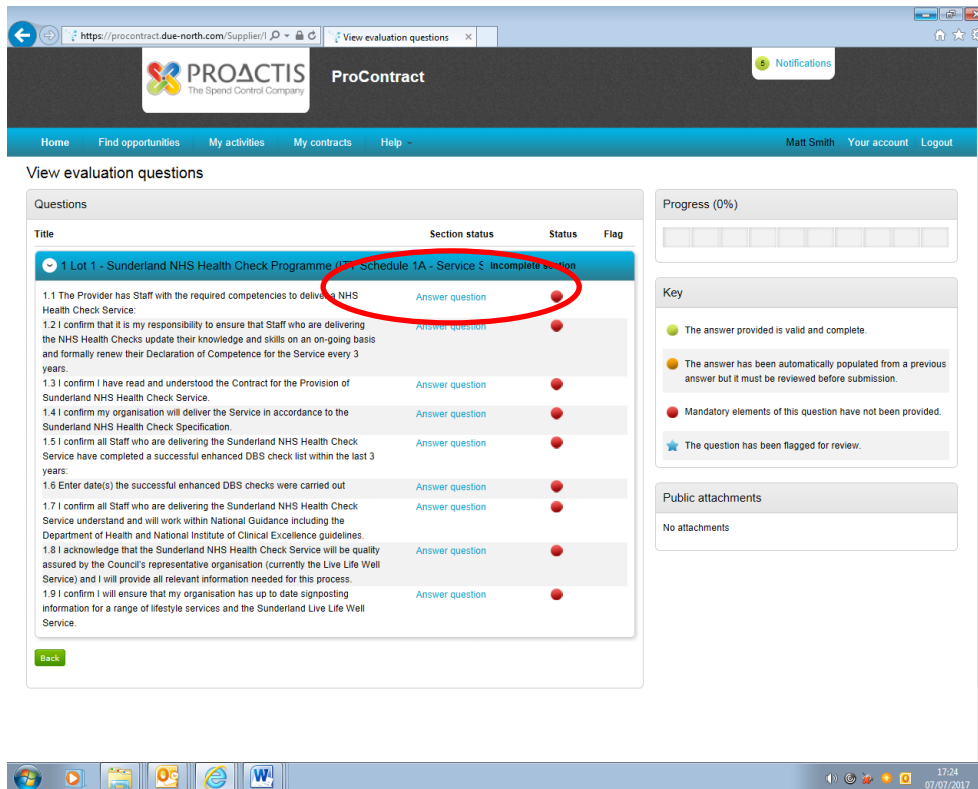
Once you have completed all mandatory questionnaires, you will see the following:



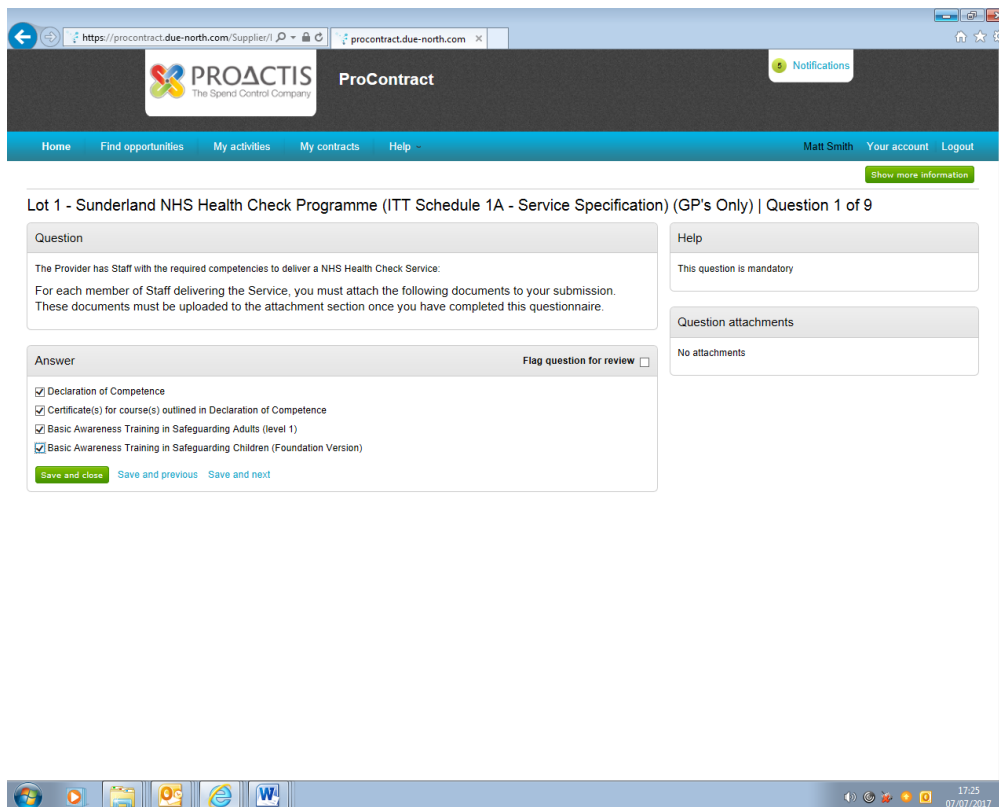
Here you must click on Accept to indicate that you accept the Council's Terms and Conditions for the Contract. Once you have completed this, you will see the following:



Following this, you can complete questionnaires for each service you wish to apply for. Here, the NHS Health Checks questionnaire has been opened:



As with previous questionnaire, click on Answer Question to begin cycling through the questions.



As you move through, you will be asked a number of questions about the services you wish to provide, such as whether staff have completed relevant training and have completed a Declaration of Competence. Questions may ask you to upload documents as evidence of this.

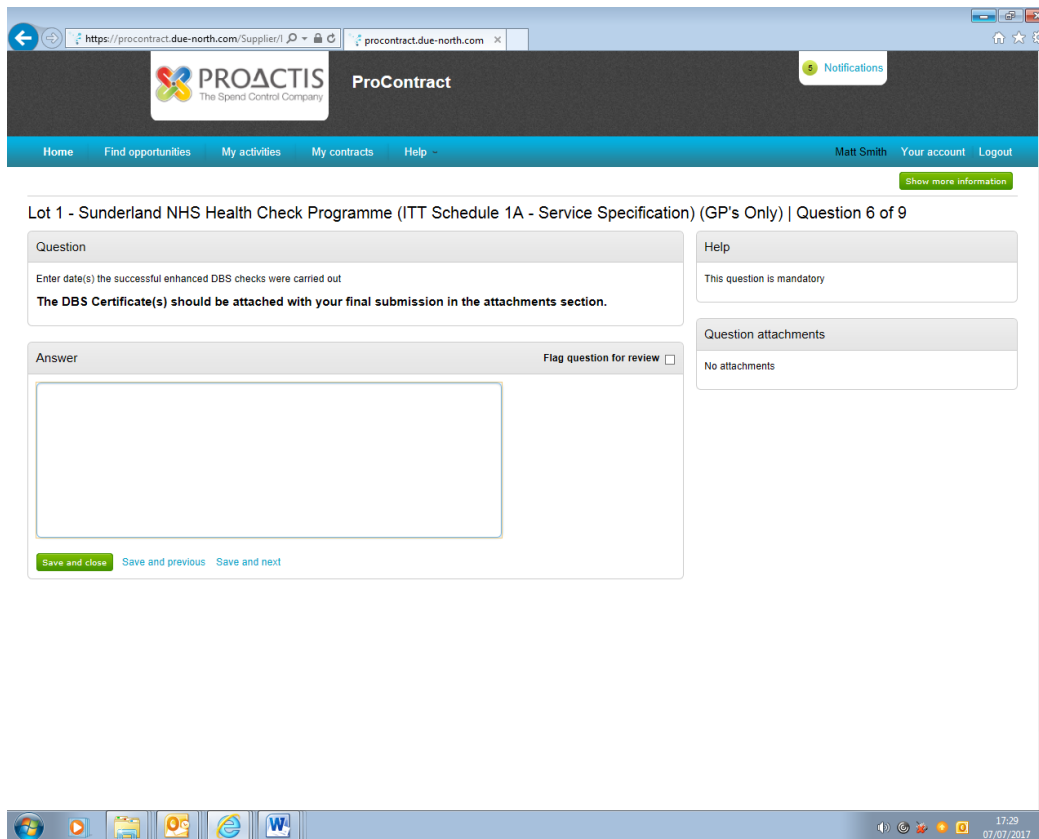
Others take the form of simple declarations that you make or text that you need to add:

The screenshot shows a web browser window displaying the ProContract website. The browser's address bar shows the URL <https://procontract.due-north.com/Supplier/>. The website header includes the ProContract logo and navigation links: Home, Find opportunities, My activities, My contracts, Help, Matt Smith, Your account, and Logout. A notification bell icon is visible in the top right corner.

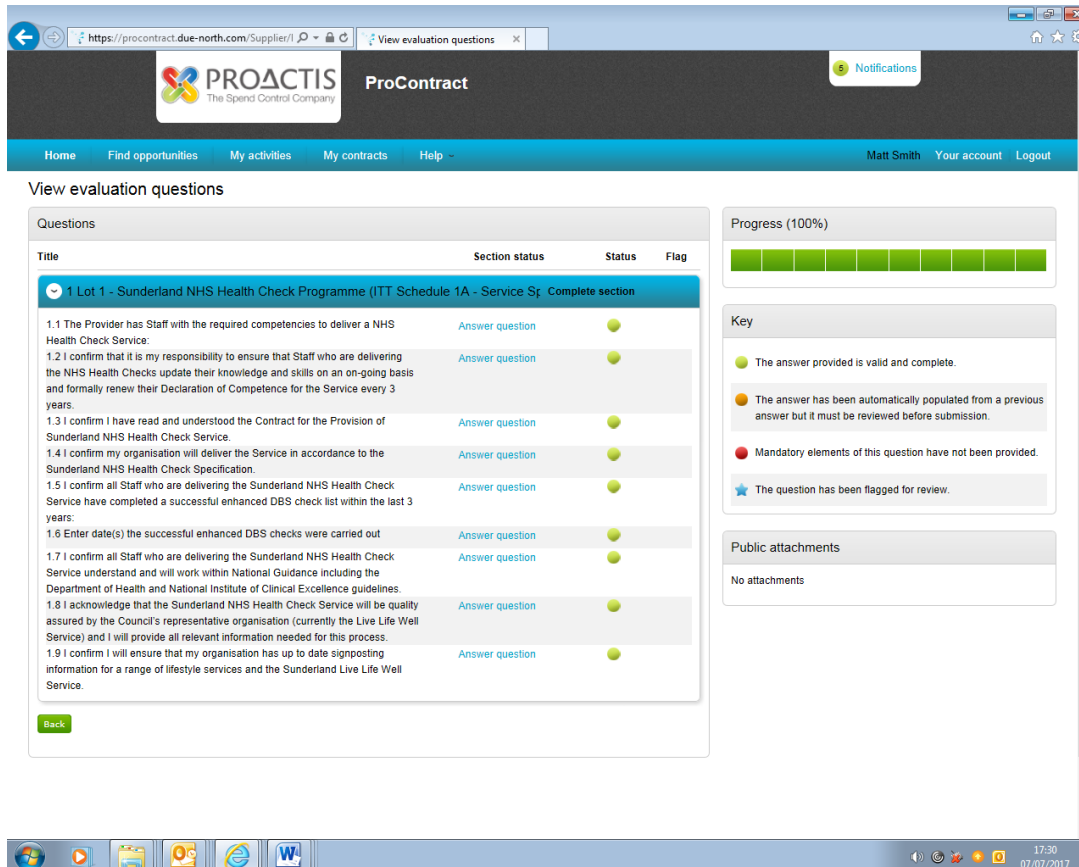
The main content area displays the following information:

- Lot 1 - Sunderland NHS Health Check Programme (ITT Schedule 1A - Service Specification) (GP's Only) | Question 4 of 9
- Question: I confirm my organisation will deliver the Service in accordance to the Sunderland NHS Health Check Specification.
- Help: This question is mandatory.
- Answer: Yes No (with a "Flag question for review" checkbox).
- Question attachments: No attachments.

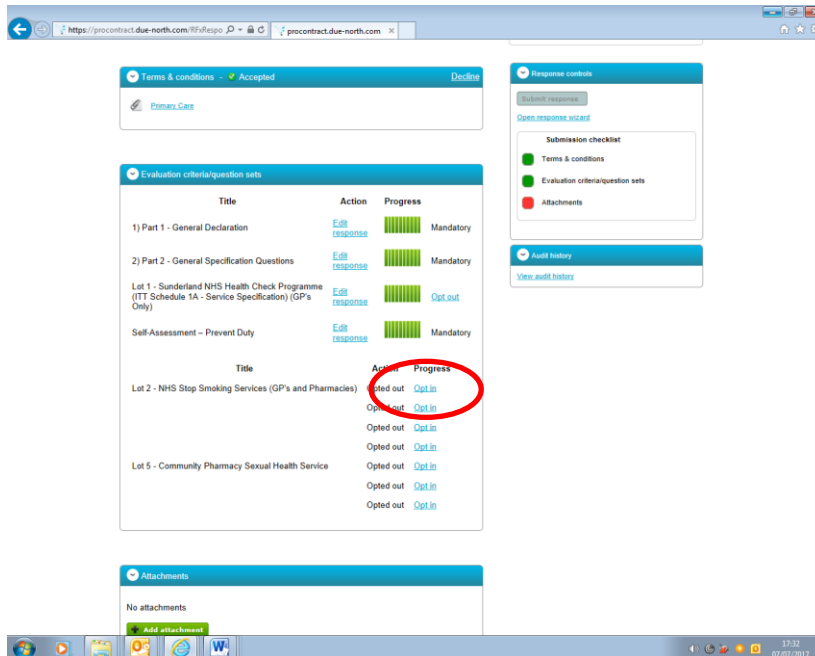
At the bottom of the form, there are three buttons: "Save and close", "Save and previous", and "Save and next". The Windows taskbar at the bottom of the screen shows the time as 17:27 on 07/07/2017.



Again, continue through until you reach the last question, then click Save and Close:



You can now see that all questions are completed for this service and you can click back to return to the summary. When you return to the summary, you will be able to work through questionnaires for other services or opt out of them. Please note, you must opt out of services that you do not want to provide (otherwise this will remain flagged as an area that is incomplete). Once you have opted out, the screen will appear as follows:



Services that have been opted out from now appear below the others. If at a later stage you wish to opt in, you may do so by clicking on the link.

Once you have completed questionnaires for all the services you wish to apply for and have answered all mandatory questions, you must upload all of the documents you need for the contract. To add an attachment, click on add attachment:

https://procontract.due-north.com/RfxRespo

procontract.due-north.com

Evaluation criteria/question sets

Title	Action	Progress	
1) Part 1 - General Declaration	Edit response	██████████	Mandatory
2) Part 2 - General Specification Questions	Edit response	██████████	Mandatory
Lot 1 - Sunderland NHS Health Check Programme (ITT Schedule 1A - Service Specification) (GP's Only)	Edit response	██████████	Opt out
Self-Assessment – Prevent Duty	Edit response	██████████	Mandatory

Title	Action	Progress
Lot 2 - NHS Stop Smoking Services (GP's and Pharmacies)	Opted out	Opt in
	Opted out	Opt in
	Opted out	Opt in
	Opted out	Opt in
	Opted out	Opt in
Lot 5 - Community Pharmacy Sexual Health Service	Opted out	Opt in
	Opted out	Opt in
	Opted out	Opt in

Attachments

No attachments

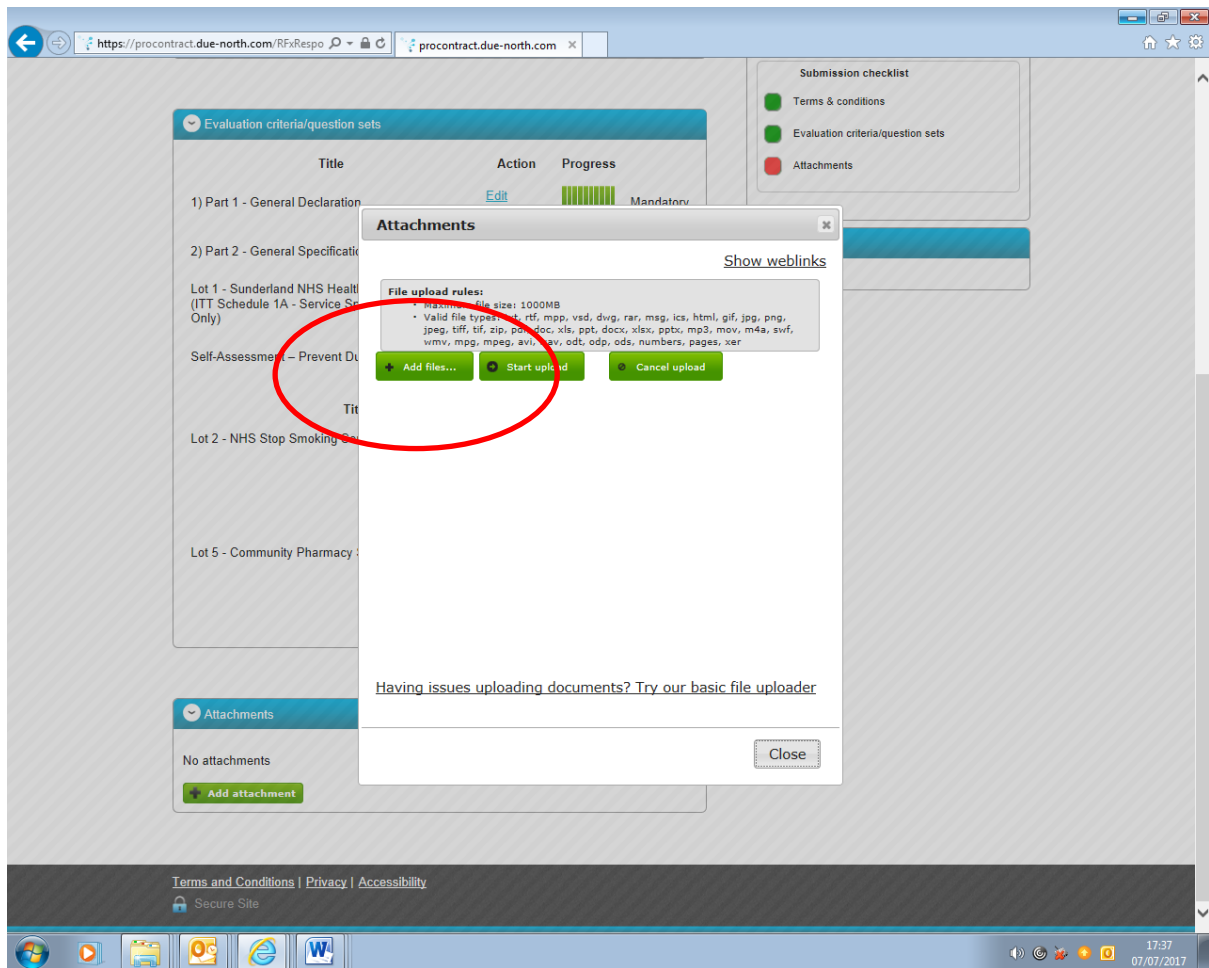
[Add attachment](#)

[Terms and Conditions](#) | [Privacy](#) | [Accessibility](#)

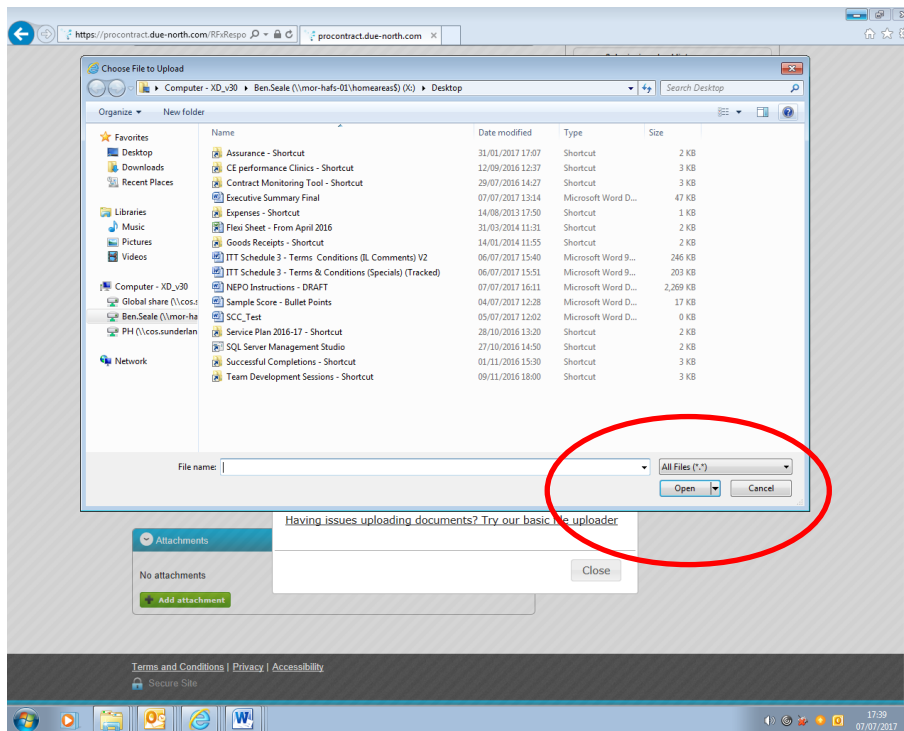
Secure Site

17:36 07/07/2017

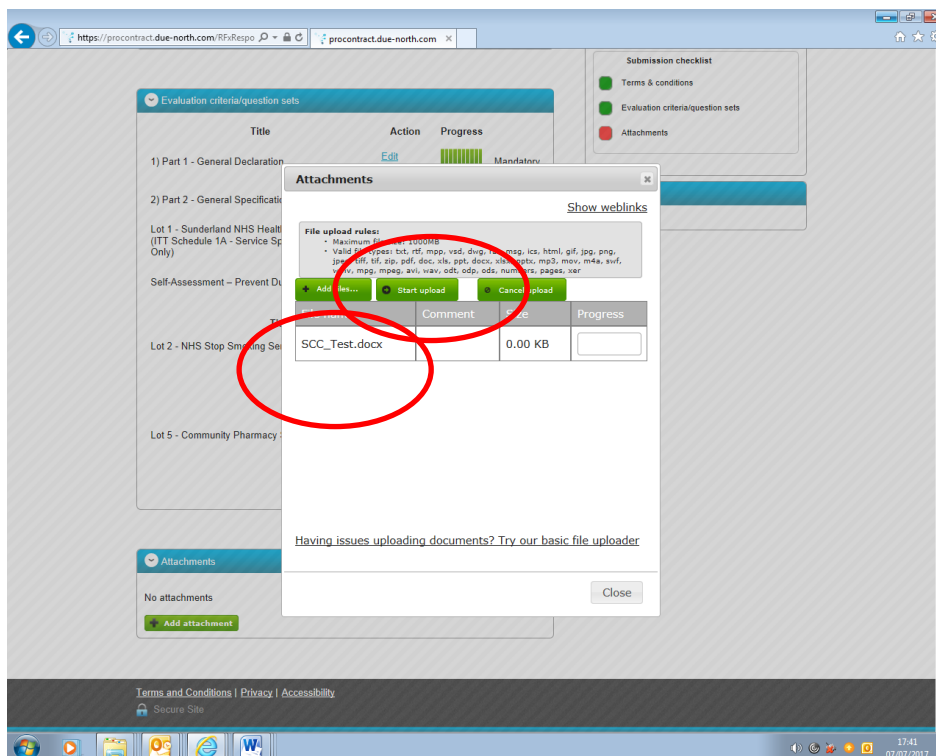
You will see the following screen which allows you to add attachments and begin uploading them:



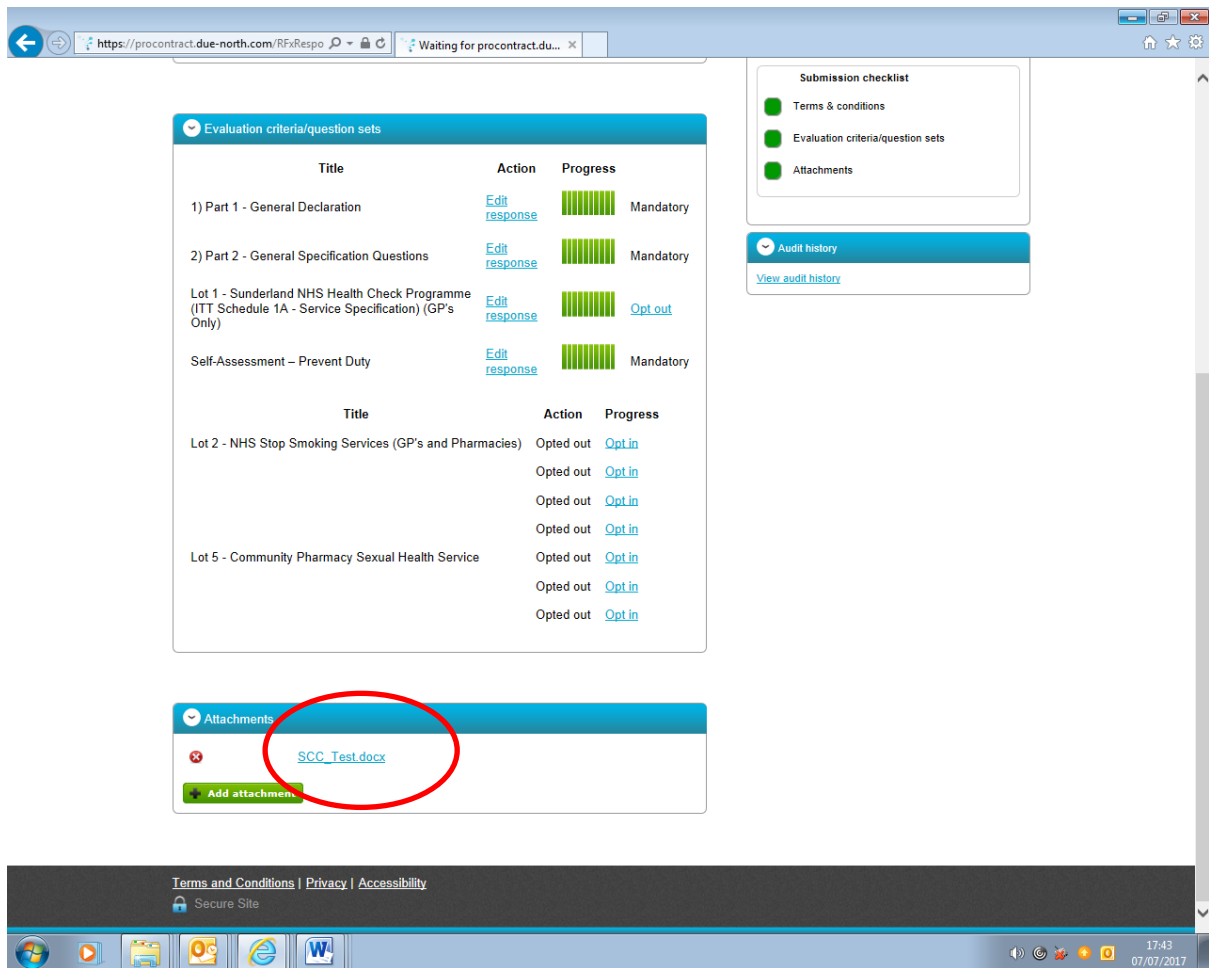
Click on Add Files to identify the files you want to upload. As mentioned earlier, it will be helpful if you have collected together all documents you need to enable you to upload them. You will then see a windows explorer window:



Select the file you want and click open. You will then see that your identified file appears in the following box:



Then click Start Upload and the file will begin uploading. Once uploaded, you will return to the summary screen:



This must be completed until all required documents are uploaded. These will vary from application to application, but as a rule they will be:

- General Tender Documents:
 - ITT Schedule 3 – Form of Tender
 - ITT Schedule 4 – Certificate of Non-Collusion and Non-Canvassing
 - ITT Schedule 7 – Selection Questionnaire
 - ITT Schedule 8 – Lots
- Declarations of Competency:
 - ITT Schedule 10 – DoC (multiple documents)
- Training Certificates (in support of the Declarations of Competency)
- Insurance Certificates
- Disclosure and Barring Checks

PLEASE NOTE THAT THE EVALUATION OF THE APPLICATIONS WILL TAKE INTO ACCOUNT PRESENCE OF THE CORRECT DOCUMENTS.

Now that all questionnaires are completed, the Terms and Conditions are accepted and attachments have been uploaded, you will see that the checklist on the right is indicating that all components are completed.

The screenshot shows a web browser window with the URL <https://procontract.due-north.com/RFxRespo>. The main content area is titled "Evaluation criteria/question sets" and contains two tables. The first table lists several evaluation criteria with their respective actions and progress bars. The second table lists additional criteria, all of which are "Opted out".

Title	Action	Progress	Requirement
1) Part 1 - General Declaration	Edit response	██████████	Mandatory
2) Part 2 - General Specification Questions	Edit response	██████████	Mandatory
Lot 1 - Sunderland NHS Health Check Programme (ITT Schedule 1A - Service Specification) (GP's Only)	Edit response	██████████	Opt out
Self-Assessment – Prevent Duty	Edit response	██████████	Mandatory

Title	Action	Progress
Lot 2 - NHS Stop Smoking Services (GP's and Pharmacies)	Opted out	Opt.in
	Opted out	Opt.in
	Opted out	Opt.in
	Opted out	Opt.in
Lot 5 - Community Pharmacy Sexual Health Service	Opted out	Opt.in
	Opted out	Opt.in
	Opted out	Opt.in

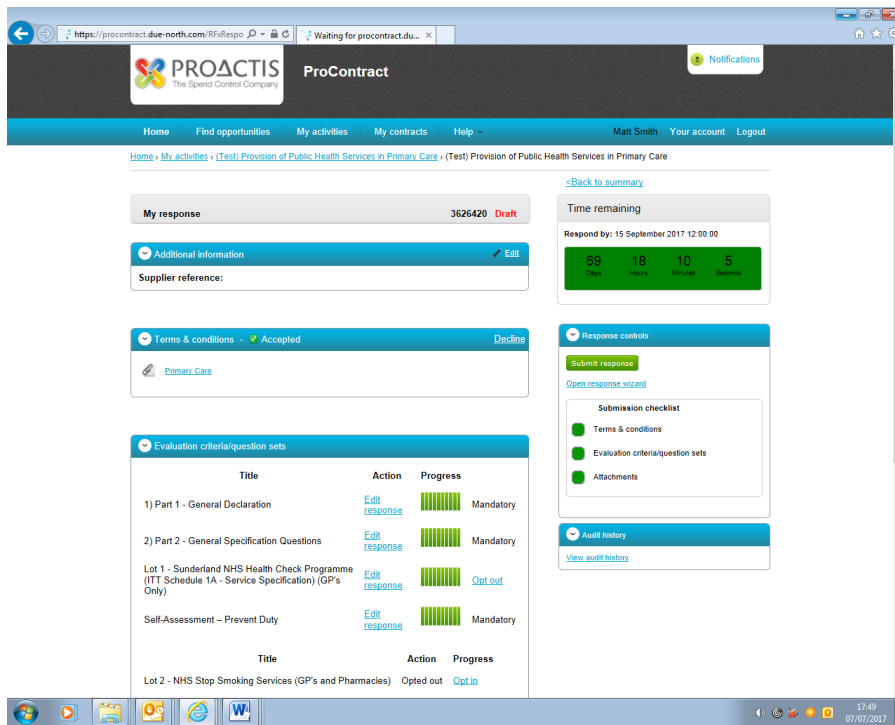
Below the tables is an "Attachments" section with a link to [SCC_Test.docx](#) and an "Add attachment" button.

On the right side, a "Submission checklist" is visible, with three items: "Terms & conditions", "Evaluation criteria/question sets", and "Attachments". All three items have green checkmarks, and the entire checklist area is circled in red. Below the checklist is an "Audit history" section with a "View audit history" link.

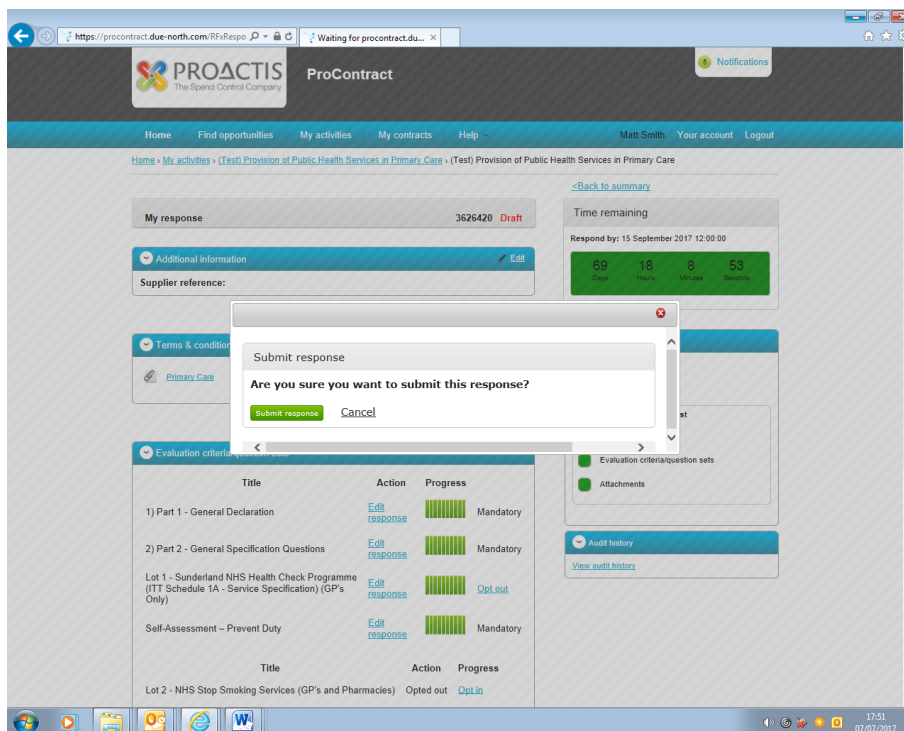
The footer of the page includes links for "Terms and Conditions", "Privacy", and "Accessibility", and a "Secure Site" indicator. The Windows taskbar at the bottom shows the time as 17:43 on 07/07/2017.

Next (if you are happy you have uploaded all relevant documents) – click Submit Response:

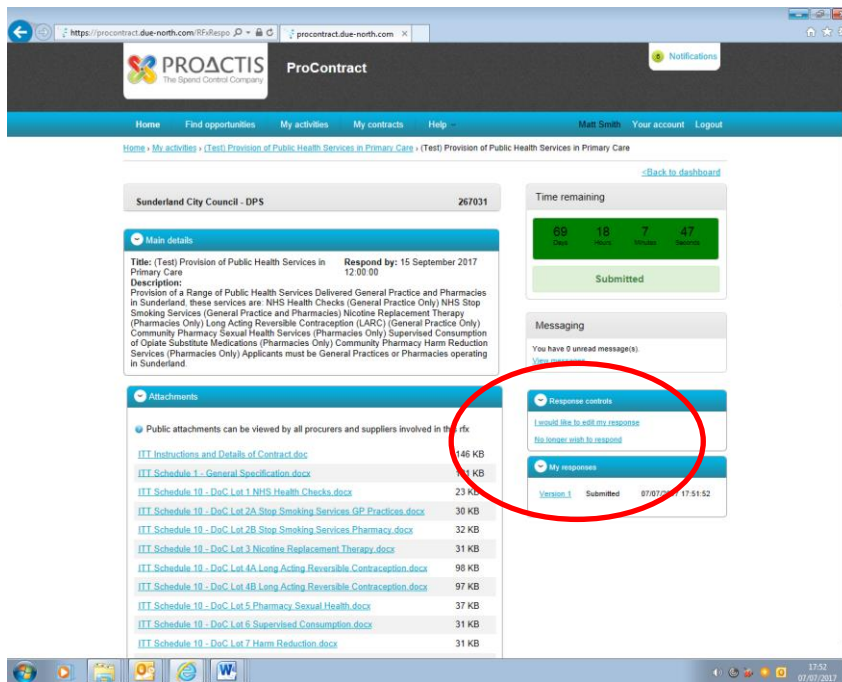
Last Updated – 29/09/2017



You will see that a further dialogue box appears:



Click Submit Response. You will then return to the main screen for the Opportunity:



Here you can see that your response is now marked submitted. If you need to edit the response, you can click on the link marked I want to Edit My Response. You can also withdraw the response by clicking No Longer Wish to Respond.

If you click on Edit My Response, you can then access the areas for completing questionnaires, accepting the Terms and Conditions and uploading attachments.

If you wish to edit your response, and click on the link a second version will be created that you can later work on by clicking "Edit" as shown below.

The screenshot displays the ProContract web application interface. At the top, there is a navigation bar with the ProContract logo and user information (Matt Smith, Your account, Logout). Below the navigation bar, the breadcrumb trail indicates the current location: Home > My activities > (Test) Provision of Public Health Services in Primary Care > (Test) Provision of Public Health Services in Primary Care. The main content area is divided into several sections:

- Sunderland City Council - DPS** (RFx ID: 267031)
- Main details:**
 - Title:** (Test) Provision of Public Health Services in Primary Care
 - Respond by:** 15 September 2017 12:00:00
 - Description:** Provision of a Range of Public Health Services Delivered General Practice and Pharmacies in Sunderland, these services are: NHS Health Checks (General Practice Only) NHS Stop Smoking Services (General Practice and Pharmacies) Nicotine Replacement Therapy (Pharmacies Only) Long Acting Reversible Contraception (LARC) (General Practice Only) Community Pharmacy Sexual Health Services (Pharmacies Only) Supervised Consumption of Opiate Substitute Medications (Pharmacies Only) Community Pharmacy Harm Reduction Services (Pharmacies Only) Applicants must be General Practices or Pharmacies operating in Sunderland.
- Attachments:** A list of 10 attachments, including "ITT Instructions and Details of Contract.doc" (146 KB) and various "ITT Schedule 10 - DoC Lot X" documents.
- Time remaining:** A green timer showing 69 Days, 18 Hours, 0 Minutes, and 34 Seconds remaining. A "Submitted" button is visible below the timer.
- Messaging:** A section indicating "You have 0 unread message(s)" with a "View messages" link.
- Response controls:** A section with a "No longer wish to respond" link.
- My responses:** A table showing two versions of the response:

Version	Status	Timestamp
Version 1	Submitted	07/07/2017 17:51:52
Version 2	Draft	Edit

 A red circle highlights this table.

PLEASE NOTE – IF YOU DO NOT COMPLETE THE SECOND VERSION, THE VERSION ALREADY SUBMITTED WILL BE TAKEN AS THE FINAL SUBMISSION. IF YOU EDIT A FURTHER VERSION THEN SUBMIT IT, THAT VERSION WILL BECOME THE FINAL RESPONSE.

ADDITIONALLY, IF YOU DO NOT COMPLETE YOUR APPLICATION BEFORE THE END OF THE ROUND, IT WILL BE SAVED WITHIN THE SYSTEM FOR FUTURE ROUNDS, THOUGH YOU WILL BE REQUIRED TO VERIFY RESPONSES TO ENSURE THAT THEY CONTINUE TO BE ACCURATE. YOU WILL ALSO NEED TO UPLOAD ATTACHMENTS AGAIN.