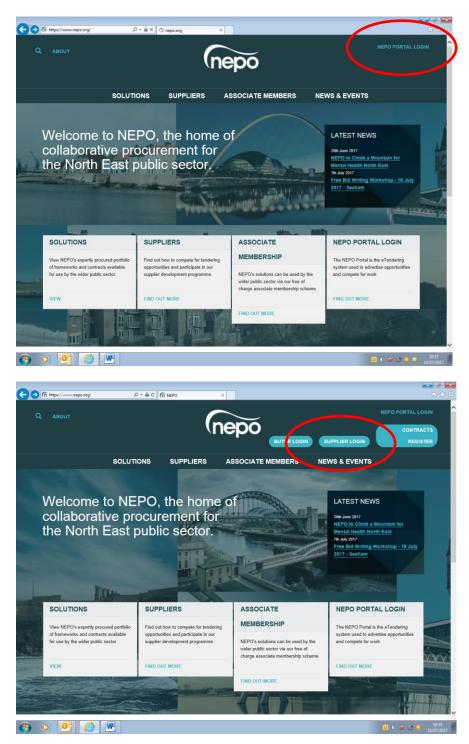
REGISTERING ON THE NEPO PORTAL

In order to start the application process, you will need to visit <u>https://www.nepo.org/</u> 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:

8	PROACTIS The Spend Control Company			
Register free with ProCor	ntract			Minimum requirer
Begin your ProContract supplie Organisation name O		Why should I register with Registration is free and your company buyers from over 400 private, public s	y profile will be immediately avail	able for opportunities managed by over 30,000
Email address 🥥		What happens next? Once we have verified your company	name and email address you wi	be asked to complete a short registration n submission, your registration application will
Continue registration		Des receive opportunity ale ollowing successful registration, as p		can stipulate your preferred opportunity areas
Already registered? Log in here		of interest along with geographical loc interests will be matched against the li contain links to review, and if you wish	atest published opportunities and	you will be notified by email. The email will
		interests will be matched against the la	atest published opportunities and	you will be notified by email. The email will
Already registered? Log in here Recently added opportun	ities () () (1) - 83 84 Next>	interests will be matched against the L contain links to review, and if you wist Results per	Allest published opportunities an h, express your interest in each of Q Find opportunities page: 10 50 100	f you will be notified by email. The email will if the opportunities.
Aready registered? Log in here Recently added opportun Recently added opportun Recently added opportun	ities (interests will be matched against the li contain links to review, and if you wish	Alterst published opportunities an h, express your interest in each of Pind opportunities page: 10 50 100 C Estimated value C	I you will be notified by email. The email will (the opportunities. Useful links Log in National contracts register
Already registered? Log in here Recently added opportun	ities () () (1) - 83 84 Next>	Interests will be matched against the L contain links to review, and if you wist Results per C Interest window 29/99/2017 Johnson - 29/99/2017 Johnson - 29/99/2017 Johnson -	Allest published opportunities an h, express your interest in each of Q Find opportunities page: 10 50 100	you will be notified by email. The email will the opportunities. Useful links Log in National costracts register PROACTIS support
Already registered? Log in here Recently added opportun 2 2 2 4 6 6 7 4 Buyer Linconstre County Council	s ities () () () = 03.84 / Heat > . () Talk Tender Bach 075	Interests will be matched against the L contain links to review, and if you wish Results per Interest window 2909/2017 Je13100 - 13/10/2017 14:30:00	Altert published opportunities an h, express your interest in each of Q. Find opportunities page: 10 50 100 C. Estimated value C. N/A	you will be notified by email. The email will the opportunities. Useful links Log in National costracts register PROACTIS support
Already registered? Log in here Recently added opportun Recently added opportun Rever Uscolshire Counci Gateshead Council	*	Interests will be matched against the L contain links to review, and if you wist Results per Interest window 13/10/2017 16:13:00 - 13/10/2017 16:30:00 23/99/2017 05:31:00 - 23/99/2017 12:30:00 23/99/2017 12:30:00	Alter Equilibried opportunities an h, express your interest in each of Q Find opportunities page: 10 50 100 C Extimated value C N/A N/A	you will be notified by email. The email will the opportunities. Useful links Log in National costracts register PROACTIS support

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

	<u>_</u>							
The Spe	nd Contro	Company ProContract						
pplier registration								
gn in details								
ur email address will be used as your acc anagement dashboard.	ount user	name and to send you important accour	nt and opportur	nity information. Yo	u can refine your op	portunity areas and com	munication preferences without y	your account
nail address Change		Repeat email address						
enseale@hotmail.co.uk	_ ✓			Your email ac	Idress will become	our username		
ssword 🕖		Repeat password						
							a mixture of UPPERCASE and	
				lowercase let	lers, numbers and s	ymbols. e.g. PassWord\$	123	
rganisation details				Primary cor	ntact details			
ase provide your organisation details belo	ow.			Please provide	e your contact detai	s below.		
ganisation name Change				Title	First name		Last name	
len Seale			✓					
Idress				Job title		Dep	artment	
				Telephone		Mobile (optional)	Fax (optional)	
wn		County	~					
etel eede (zie		Please select						
stal code / zip		Please select	~		ation preference		•	Privacy Policy
						ProContract registration that you may be interest	i, buying organisations may notify ed in.	/ you by email
ebsite (optional)								
ebsite (optional) .g. http://www.example.com				Your interest v	vill be based upon y	our chosen categories o when you log in for the	f interest and selected region(s) of	of supply

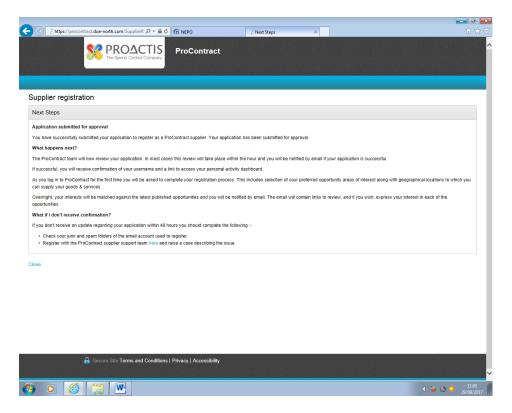
From here, complete the fields on this screen. Once you have done this, you will see a button in the bottom left of the screen that says "Complete Registration" (as below):

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. PassWord\$123						
Organisation details				Primary contact details						
Please provide your organisation deta	ails below.			Please provide your contact details below.						
Organisation name Change				Title First name Last name						
Ben Seale			<	Mr 🖌 Ben 🖌 Seale						
Address				Job title Department						
Room 3.22			✓	Public Health Business Manager						
Civic Centew				Telephone Mobile (optional) Fax (optional)						
Town		County		0191 561 7812 × 🗸						
Sunderland	V	Tyne and Wear	✓							
Postal code / zip		Country		Communication preferences						
SR2 7DN	✓	✓ United Kingdom	Vnited Kingdom	Vnited Kingdom	▼ ✓	 To receive the full benefits of your ProContract registration, buying organisations may notif 				
Website (optional)				when opportunities are published that you may be interested in.						
e.g. http://www.example.com				Your interest will be based upon your chosen categories of interest and selected region(s) of support						
Regist don number (c. Viscal)				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						
e.g. 03182974		Not applicable		clarifications.						
VAT number (optional)				Do you want to receive email notifications?						
e.g. GB999 9999 73	V	No applicable		Yes ○ No, I acknowledge I may miss out on important notifications						

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

		Repeat email ad	dress			111111					
benseale@hotmail.co.uk	. ✓	benseale@hotm	tail.co.uk		Your email a	ddress will becom	e your username				
assword 🕑		Repeat passwor	ď								
	1			1	Your passw	ord must be at leas	t 8 characters long, o	contain a	mixture of UPPERCASE	and	
					lowercase le	tters, numbers and	l symbols. e.g. Pass)	Nord\$123	3		
Organisation details					Primary co	ntact details					
Please provide your organisation details be	elow.				Please provi	de your contact de	ails below.				
Organisation name Change					Title	First name			Last name		
Ben Seale				1	Mr	V Ben		1	Seale		
Address					Job title			Departr	ment		
Room 3.22				1	Public Heal	in or cloess Manag	ier 🗸	Public	Health) 🗸
Civic Centew		/	Confirmation				Mobile (optional)	Fax (optional)		
own		County	Are you sure you want to	submit y	our registration	application?					<
Sunderland	✓	Tyne and Wear	Yes, I am sure No, Ca	incel my i	application						
Postal code / zip		Country					5			Privacy	Policy
SR2 7DN		United Kingo			To receive th		ur ProContract regis	tration, bu	uying organisations may i	notify you by	email
							d that you may be in				
Vebsite (optional)											
Vebsite (optional) e.g. http://www.example.com				~					terest and selected region t time	n(s) of supply	
				~	which you wi	ll be asked to confi	rm when you log in f	or the first	t time.		
e.g. http://www.example.com		Vot applicable			which you wi	ll be asked to confi	rm when you log in f	or the first			
e.g. http://www.example.com Registration number (optional)		Not applicable		>	which you wi These may in clarifications. Do you wan	I be asked to conf Include, but is not re t to receive email	rm when you log in fi estricted to, new oppo	or the first ortunity ad	t time. dverts, invitations to tende		

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 <u>https://www.nepo.org/</u>to log in and begin your application.

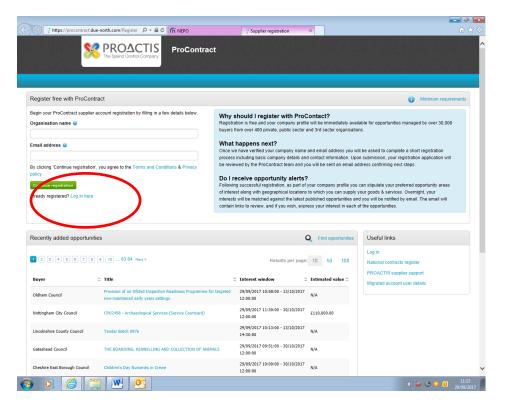
At the main website, again click NEPO Portal Login:

		ſn	epo	NEPO PORTAL LOGIN
S	OLUTIONS	SUPPLIERS	ASSOCIATE MEMBERS	NEWS & EVENTS
Welcome to collaborative the North Ea	e procur	ement for	of	LATEST NEWS 27B September 2017 Market Consultation event for Traffic Management Services 27B September 2017 Using Insurance to gain insights into your cyber Tisks
		- principle		
SOLUTIONS	SUPP	LIERS	ASSOCIATE	NEPO PORTAL LOGIN
SOLUTIONS View NEPO's expertly procured p of frameworks and contracts avai for use by the wider public sector	ortfolio Find out lable opportun	LIERS how to compete for tendering lifes and participate in our levelopment programme.	ASSOCIATE MEMBERSHIP NEPO's solutions can be used by wider public sector via our free of charge associate membership sch	the according to the standard sector of the sector of the standard sector of the secto
View NEPO's expertly procured p of frameworks and contracts avai	oortfollo Find out lable opportun . supplier	how to compete for tendering ities and participate in our	MEMBERSHIP NEPO's solutions can be used by wider public sector via our free of	the according to the standard sector of the sector of the standard sector of the secto

Then Click "Supplier Login":

C ABOUT) 5≞ - ۹	-		NEPO PLA TAL LOGIN CONTRA ETS REGUIER
	SOLUTIONS	SUPPLIERS	ASSOCIATE MEMPERS	NEWS & EVENTS
Welcome to collaborativ the North E	e procur	ement for	of	LATEST NEWS 27th September 2017 Market Consultation event for Trick Management Services 27th September 2017 Using insurance to gain insights into your cyber risks
SOLUTIONS	SUPP	LIERS	ASSOCIATE	NEPO PORTAL LOGIN
View NEPO's expertly procur of frameworks and contracts a for use by the wider public se	available opportun	how to compete for tendering ities and participate in our development programme.	MEMBERSHIP NEPO's solutions can be used by the wider public sector via our free of charge associate membership sche	
VIEW	FIND OL	IT MORE		FIND OUT MORE
https://procontract.due-north.com/SupplierPreL			FIND OUT MORE	
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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":

https://procontract.due-nor	th.com/Login 오ヶ읍୯ (∩ N	EPO Cog In X	6
۲ 522	ROACTIS Pro	oContract	
т 🔗	he Spend Control Company		
Log in		Welcome to ProContract	
		Already registered?	
User No	ame enepo.org ×	Simply enter your chosen username and password and click 'Continue'	
		New to ProContract?	
Passwo		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	
	en your usernam, or password?	Migrated from ProContract Version 2?	
Continu	a)	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	
Terms and	Conditions Privacy Accessibility		
🔒 Secure			
			0 0

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:

← ↔ https://procontract.due-north.com/SupplierP 오 × 🗎 Ĉ	💱 Supplier Post-Login Home 🛛 🗙	ĥ ★ @
ProContract		(3) Notifications
Home Find opportunities My activities My contracts Help –		John Smith Your account Logout
Home		All opporunities Search Go
Home page		
 Activities 	View full screen	 Company details summary
Active Recently added Last viewed - Please select - Please select a buyer from the dropdown and click on the 'Go' button		NEPOtest2 Test, Teast, Newcastle, Tyme and Wear, NE1 3AF Description Keywords Jest
 ✓ Opportunities 	Find opportunities	 Vendor profile
To search and view all of the latest opportunities available on the Due North portal, please click	on the 'Find opportunities' link above	The questionnaires listed below contain common question sets used rationally by buying organisations. Questionnaires may be relevant to your builtess area so please read the description by hovering over the help icons.
		• Workgroups
		Activities are assigned to workgroups allowing all contacts within a workgroup to work on the activities together
		Main Account (2) Request merge Second Workgroup (2) Request merge
		Add new workgroup
Terms and Conditions Privacy Accessibility		
🚱 🔉 🏉 😭 🖤 💁		(1) 🍻 🌀 🔹 🚺 11:18 29/09/2017

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:

ome Find opportunities My actives My contracts Help -	Matt Smith You	raccount L
Topage	All opportunities	
Activities	View full screen Company details summary ZEdit	
Active Recently added Last viewed - Please select - Image: Constraint of the constraint of	Systems OK 4 Chilten Road, North Shields, Tyne and Wear, Ni Description lest account Keywords Systems	E30 8SP
Opportunities	✓ <u>Find opportunities</u> Vendor profile 	
search and view all of the latest opportunities available on the Due North portal, please click on	he 'Find opportunities' link above The questionnaires listed below contain common que nationally by luvige organisations. Outsetionnaires in yorb business areas to please read the description by help icons. Standard Selection Questionnaire (SO) © Edit	nay be relevant t v hovering over t
	 Workgroups 	
	Activities are assigned to workgroups allowing all co- workgroup to work on the activities together <u>Main Account</u> (1) <u>Add new workgroup</u>	ntacts within a

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

Home Find opportunities	My activities My contracts Help ~			John Smith Y	our account Logout
Home > Find Opportunities		All d	ata 💌	Search	60
Opportunities					
Narrow your results	Opportunities				
Portals	1 2 3 4 5 84 Next >				
All	Y	_			
Organisations		Buyer Dorset County	Expression Start		Estimated value
Sunderland City Council	Ap; enticeship Training Providers (Apprenticeship Training Providers)	Council	03/07/2017	31/07/2019	N/A
👻 Categories 🥥	NU/1195) Newcastle University Urban Observatory Sensors DPS	Newcastle University	20/07/2016	18/08/2020	N/A
Those are 0 categories selected	(NU/1325) The Supply and Installation of a Translation and Interpretation Suite	Newcastle University	24/09/2017	23/10/2017	£400,000.00
 Add UNSPSC categories Add NHS eClass Version 	(NU/1330) Provision of Support and Maintenance for the University's SAP systems includin	Newcastle	18/09/2017	20/10/2017	£10,000,000.00
2014 categories Add CPV categories	maintenance and development of mandatory student reporting	University Newcastle City			
Add ProClass categories	005464 - Highways Traffic Signal Equipment	Council Newcastle City	19/09/2017	27/10/2017	N/A
 Regions 	005496 - Newcastle Laboratory, Science Central – Procurement of Operating Contract	Council	29/08/2017	30/10/2017	N/A
There are 0 regions selected Add new region	005600 - NEPO Education, Health & Social Care	Newcastle City Council	31/07/2017	09/10/2017	N/A
 Keywords 	005836 - Provision of Sandwiches	Newcastle City Council	24/08/2017	02/10/2017	N/A
	005886 - Motor Vehicle Body Repairs	Newcastle City	24/08/2017	06/10/2017	N/A
Include closed		Council Newcastle City			
⊖Yes ⊛No	006004 – Data Communications - Market Engagement	Council	20/09/2017	02/10/2017	N/A
 Expression date 	1 2 3 4 5 84 Next>				
Start date End date					

Then click Update at the bottom of the screen:

arro	w your results	Opportunities						
	Portals	1234584 N	lext >					
_	Organisations	Title			Buyer	Expression Start	Expression End	Estimated value
	Sunderland City Council	Apprenticeship Train	ing Providers (Apprenticeship Tr	raining Providers)	Dorset County Council	03/07/2017	31/07/2019	N/A
J	Categories 🥥	(NU/1195) Newcastle	e University Urban Observatory	Sensors DPS	Newcastle University	20/07/2016	18/08/2020	N/A
	There are 0 categories selected Add UNSPSC categories	(NU/1325) The Supp	ly and Installation of a Translati	ion and Interpretation Suite	Newcastle	24/09/2017	23/10/2017	£400,000.00
	Add NHS eClass Version 2014 categories		of Support and Maintenance for velopment of mandatory studen	r the University's SAP systems including	Newcastle University	18/09/2017	20/10/2017	£10,000,000.00
	Add CPV categories Add ProClass categories		Fraffic Signal Equipment		Newcastle City Council	19/09/2017	27/10/2017	N/A
Ļ	Regions	005496 - Newcastle	Laboratory, Science Central – Pr	rocurement of Operating Contract	Newcastle City Council	29/08/2017	30/10/2017	N/A
	There are 0 regions selected Add new region	005600 - NEPO Educ	ation, Health & Social Care		Newcastle City Council	31/07/2017	09/10/2017	N/A
÷	Keywords	005836 - Provision o	f Sandwiches		Newcastle City Council	24/08/2017	02/10/2017	N/A
		005886 - Motor Vehi	cle Body Repairs		Newcastle City Council	24/08/2017	06/10/2017	N/A
~	Include closed ○ Yes ● No	006004 – Data Comr	nunications - Market Engageme	nt	Newcastle City Council	20/09/2017	02/10/2017	N/A
-	Expression date	1 2 3 4 5 84 N	lext >					
	Start date End date							
Ļ	Published date							
Ĩ	Start date End date							
	dd/mm/yj							
1	Reset Update							
	keset Update							
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You will see a list of all opportunities currently being advertised by the Council:

https://procontract.due-north.c	:om/0	pportur P + ≜ C ∩ NEPO	×			ĺ	- 0 6 %
		ProContract		3	Notifications		
Home Find opportunities	My a	ctivities My contracts Help -			John Smith	Your account	Logout
Home > Find Opportunities				All data 💌	Search		Go
Opportunities - Search resu	ults						
Narrow your results		Opportunities					
Portals		Title	Buyer	Expression Start	Expression End	d Estimated vi	alue
All	~	Building Services Framework	Sunderlan Council	d City 14/08/2017	29/09/2017	N/A	
Organisations	~	Care and Support at Home Market Engagement	Sunderlan Council	27/07/2017	29/09/2017	N/A	
	~	Dynamic Purchasing System for Small Vehicles, Mini Buses and Coaches	Sunderlan Council	06/06/2016	30/06/2021	N/A	
 Categories () There are 0 categories selected 		Framework for Ground Protection Systems	Sunderlan Council	21/09/2017	04/10/2017	N/A	
Add UNSPSC categories Add NHS eClass Version		Market research to inform the development of the North East Automotive Strategy – Market research to Process Innovation	Sunderlan Council	18/09/2017	02/10/2017	N/A	
2014 categories Add CPV categories		Market research to inform the development of the web East Automotive Strategy – On Vehicle Technology	Sunderlan Council	18/09/2017	02/10/2017	N/A	
Add ProClass category s Regions		Provision of Public Health Services in Primary Care	Sunderlan Council	10/07/2017	26/10/2017	N/A	
There are 0 regions selected	-	Service for the Management, Co-Ordination and Provision. Event Medical, Ambulance and First- Aid Support for Events for The Tall Ships Race Support 2018 and Sunderland Airshow 2018.	Sunderlan Council	11/09/2017	02/10/2017	N/A	
 Add new region Keywords 		Social Care Control of	Sunderlan Council	25/08/2017	31/10/2017	N/A	
		Tall Ships 2018 Supply of Pontoons	Sunderlan Council	d City 26/09/2017	06/11/2017	N/A	
 Include closed 							
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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:

🗲 🕘 📝 https://procontract.due-north.com/Advert?ac 🖓 🛪 🔒 🖒 🕋 NEPO 👘 Verovision of Pub	lic Health \times \bigcirc \overleftrightarrow \bigotimes
nepo portal ProContract	Notifications
Home Find opportunities My activities My contracts Help	John Smith Your account Logout
Home > Find opportunities > Provision of Public Health Services in Primary Care	
Provision of Public Health Services in Primary Care	Return to find opportunities
Main contract details	Expression of interest registered
Opportunity Id DN287201 Title Provision of Public Health Services in Primary Care Categories 85000000 - Healthcare Services	Date 13/07/2017 15:04:40 Workgroup Main Account
Description Provision of a Range of Public Health Services Delivered General Practice and Pharmacies in Sunderland, these services are: NHS Health Checks (General Practice Cohy) NHS Stog Timoking Services (General Practice Cohy) Nicotine Replacement Therapy (Pharmacies Only) Long Acting Reversite. 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 Only) Applicants must be General Practices or Pharmacies Only Merg. Region(s) of suppy Sunderland Estimated value NA Keywords Stog Smiking Services, Public Health Services, Sunderland, Services	Expression of where stavingdow From 1007/2017 15.43 to 26/10/2017 15.00 Projector indexest in this appartantity Contact these appartants Contact tary Langley Email tary Langley Email tary Langley Contact Stary Control Subdefand Tyme and Wear SR 27 DN United Kingdom
	Attachments
Key dates	NEPO Instructions - Primary Care.docx 9 MB
Estimated contract dates Start date 17/09/2017 End date 10/07/2020	Public Health Primary Care 3 Services_Including Pharmacies.ppt MB
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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:

	dvert?ac .Q = a C C NEPO		Provision of Public Health	×		
(nepo porta	-			1 Notifie	cations	^
Home > Find opportu	opportunities My activities unities - Provision of Public Health Ser Public Health Services in		Help -	John Smith Your account		
Categorier Description Region(s) of supph Estimated value	DN287201 Provision of Public Health Services 8 5000000 - Healthcare Services Provision of Range of Public Health Practice and Pharmacies in Sunder NH5 Health Checks (General Pract NH5 Stop Smoking Services (General Pract NH5 Stop Smokers). General Pract Community Pharmacy Service (General Community Pharmacy Service) (General Practice State) Community Pharmacy Harm Reduc Sunderland. Sunderland Sunderland	th Services Delivered land, these services a lice Only) ral Practice and Phara mandes Only) clice Only) th Services (Pharmaci Substitute Medication tion Services (Pharm es or Pharmacies ope	re: macies) es Only) s cicles Only) rating in nd,	Expression of interest registered Date 13/07/2017 15/04-40 Markgroup Main Account Expression of interest window From 10/07/2017 15:43 to 26/10/2017 12: Pageter interest in the apportunity Contact details Buyer Sundariand City Council Contact test Langiery Email test langiery Gaudentand Telephone 0191 561 23/05 Address Civic Centre Sundariand Tyne and Wear SR2 TDN United Kingdom		
Key dates Estimated contract Start date		End date 10/07/202	D	NEPO Instructions - Primary Care.docx Public Health Primary Care Services_Including Pharmacies.ppt	9 MB 3 MB	~
🚯 🔉 🏉 🚞 💌					(ه) 🍻	

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:

thtps://procontract.due-noth.com/SupplieP.P a d n NEPO Supplier Post-Login Home × ProContract	n 🖈 🔅
Home Find apportunities My activities My contrat a Help -	John Smith Your account Logout
Home	All opportunities Search Go
Home page	
Activities <u>View full screen</u>	Company details summary ZEE
Active Recently added Last viewed	NEPOtest2
- Please select -	Test, Teast, Newcastle, Tyne and Wear, NE1 3AF Description
Please select a buyer from the dropdown and click on the 'Go' button	
	Keywords
Opportunities /Find opportunities	 Vendor profile
To search and view all of the latest opportunities available on the Due North portal, please click on the 'Find opportunities' link above	The questionnaires listed below contain common question selb used indicently by typing organizations. Occurritionnaires my be relevant to your buildness area so please read the description by hovering over the help icons. Standard Selection Questionnaire (SQ) Set (10%; complete)
	 Workgroups
	Activities are assigned to workgroups allowing all contacts within a workgroup to work on the activities together
	Main Account (2) Request merge Second Workgroup (2) Request merge
	Add new workgroup
Terms and Conditions Privacy Accessibility	
Gecure Site	
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Select Sunderland City Council in the Buyer section, then click Update.

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		\$\$ P		ProConti	ract				3 Notifi	ications	
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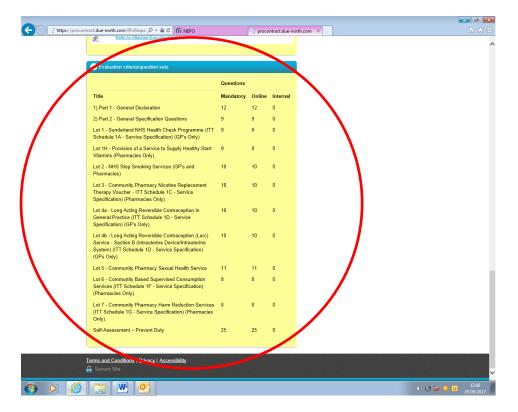
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Below that, there are a number of linked documents that support the application.

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F - Checklist for Providers (Primary Care) Final.pdf	82 KB	
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ITT Instructions and Details of Contract V3.doc	146 KB	
ITT Schedule 1 - General Specification v3.docx	181 KB	
ITT Schedule 10 - 10a DoC Healthy Vitamins - Pharmacists.docx	24 KB	
ITT Schedule 10 - 10b DoC Healthy Vitamins - Non-Clinicians.docx	23 KB	
ITT Schedule 10 - DoC Lot 1 NHS Health Checks v3.docx	24 KB	
ITT Schedule 10 - DoC Lot 2A Stop Smoking Services GP Practices v3.docx	31 KB	
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ITT Schedule 10 - DoC Lot 3 Nicotine Replacement Therapy v3.docx	32 KB	
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ITT Schedule 10 - DoC Lot 6 Supervised Consumption v3.docx	31 KB	
ITT Schedule 10 - DoC Lot 7 Harm Reduction v3.docx	31 KB	
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ITT Schedule 1C - Nicotine Replacement Therapy v3.docx	395 KB	
ITT Schedule 1D - Long Acting Reversible Contraception V4.docx	631 KB	
ITT Schedule 1E - Pharmacy Sexual Health v4.docx	407 KB	
ITT Schedule 1F - Supervised Consumption v3.docx	362 KB	
ITT Schedule 1G - Pharmacy Harm Reduction v4.docx	349 KB	
ITT Schedule 1H - Healthy Start Vitamins.docx	351 KB	
ITT Schedule 2 - Special Terms and Conditions v2.doc	142 KB	
ITT Schedule 2 - Terms and Conditions v2.doc	290 KB	
ITT Schedule 3 - Form of Tender doc	101 KB	
ITT Schedule 4 - Certificate of Non Collusion and Non Canvassing.doc	77 KB	
ITT Schedule 7 - Selection Questionnaire.docx	98 KB	

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.



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.

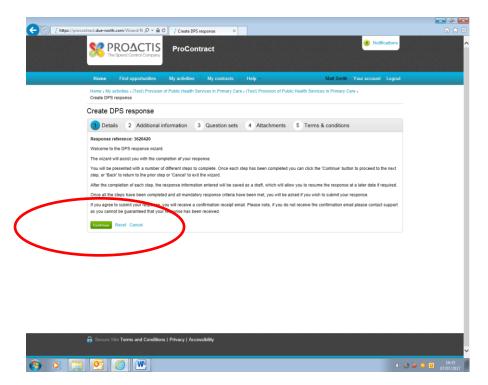
APPLYING FOR THE OPPORTUNITY – CHECKLISTS/QUESTIONNAIRES

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:

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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.

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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:

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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:

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Then click on "Save and Next":

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i - General Declaration		As part of the self-certification process, the Prov ider must confirm acceptance of the requirements of
swer	Flag question for review	ITT Schedule 1 - General Specification and the rele vant section(s) of all Lot(s) their organisation is
declare that to the best of my knowledge the information have submitted is correct. declare that upon request and control delay 1 when the all required certificates or documentary in uments detailing all core or ganisation is applying to either understand that if information will be used in the selection process assess my organisation's su their in this proc_ment. understand just the Council may reject this submission in its entirely if there is a failure to answer all exhibitions of the consequences of serious mitrepresentation. an aware of the consequences of serious mitrepresentation. Same adde to Save and previous Save and next	itability to be invited to participate	applying for, as indicated in ITT Schedule 8 - Lot 5. I confirm that the information stated within this a n all documents I have completed as part of this a pplication is correct and I have provided all relev ant information.
		Question attachments

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

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ProContract	(1) Notifications
ome Find opportunities My activities My contracts Help -	John Smith Your account Logout
t 1. October Declaration Quantizer 2 of 12	Show more information
t 1 - General Declaration Question 2 of 12	
vestion	Help
le: me of Organisation:	This question is mandatory
	Question attachments
swer Flag question	No attachments
we and close Save and previous Save and next	

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:

Co r https://procontract.due-north.com/Supplier/I D = C n NEPO			☆☆
ProContract ProContract	• Notifications		Â
Home Find opportunities My activities My contracts Help	John Smith	Your account	ogout
		Show more inform	ation
Part 1 - General Declaration Question 3 of 12			
Question	Help		
Title: I confirm that my organisation is a provider of General Practice or Pharmacy services and is currently operating within the boundaries of	This question is mandatory		
Sunderland.	Question attachments		
Answer Flag question for review 🗋	No attachments		
Yes 🔿 Na 🖲			
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Click the correct button and click "save and next". Next is a general undertaking that you have read the documentation relevant to each service.

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me Find opportunities. My activities My contracts Help			John Smith	Your account	
1 - General Declaration Question 4 of 12				-	
estion		Help			
e:		This question is mandator	У		
cription: part of the self-certification process, the Provider must confirm acceptance of the requenceal Specification and the relevant section(s) of all Lot(s) their organisation is applyit		Question attachment	s		
edule 8 - Lots.	ng tor, as indicated in 111	No attachments			
ups.	Flag question for review				
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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):

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SC PROACTIS ProContract		1 Notifications	
The Spend Control Company			
Home Find opportunities My activities My contracts Help		John Smith	Your account Logout
			Show more information
Part 1 - General Declaration Question 5 of 12			
Question		Help	
Title: Position within Organisation		This question is mandatory	
Posion willing organisation			
-suswer	Flag question for review	Question attachments	
Common and a second sec		No attachments	
Public Health Business Manager			
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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:

Home Find opportunities	My activities	My contracts	Help -				Iohn Smith	Your account Show more info	
Part 1 - General Declara	ation Questio	n 6 of 12				Help			
Title: GP Practice Code or Pharmacy Cod						This question is mandatory			
Answer				Flag question	for review 🗌	Question attachments			
A89610									
	s Save and next								
Save and close Save and previou	s Save and next								

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.

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Part 1 - General Declaration Question 7 of 12 Question Title: Which Branches they are applying for with OP Practice Code or Pharmacy Code Answer Flag question for review Pennywell Barmistion Hytion	Home Find opportunities My activities My contracts Help		John Smith	Your account	Logo
Question Help Title: This question for whith QP Practice Code or Pharmacy Code This question is mandatory Answer Flag question for review Question attachments Pennywell Barmistion No attachments Hytion Attachments No attachments				Show more infor	matio
Title: Which Branches they are applying for with OP Practice Code or Pharmacy Code This question is mandatory Answer Flag question for review Pennywell Barmistin Hytion Automents	Part 1 - General Declaration Question 7 of 12				
Which Branches they are applying for with GP Fractice Code or Pharmacy Code Answer Permywell Barmston Hytton	Question		Help		
Answar Flag question for revier Question attachments Pennyveil Barmiston No attachments Hyton Image: Comparison of the second seco			This question is mandatory		
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Barnston Hyton			No attachments		
	Save and close Save and previous Save and next				
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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:

Last Updated – 29/09/2017

Exercise Contract ProContract Intersection Nome My activities My contracts Help- Juits Simith Your account Lego Intersection Intersection Intersection Intersection Intersection Intersection Res File question for review Intersection Intersection Intersection Intersection Inswer File question for review Intersection Intersection Intersection Intersection Inswer File question for review Intersection Inters	ProContract ProProContract ProContract ProContract ProContract					
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trt 1 - General Declaration Question 8 of 12 aestion ae: usch Lots will each Branch be delivering swer Flag question for review Flag question for review Renoved - Stop Smoking Services and LARC ammation - Stop Smoking Services	th 1 - General Declaration Question 8 of 12 section s	tome Find opportunities My activities My contracts Help		John Smith	Your account Log	out
uestion Help ise: usch Lists will each Branch be delivering This question is mandatory uswer Flag question for review enzwesti Stop Smoking Services and LARC amazing Stop Smoking Services Question attachments	westion Help weit und Lots will auch Branch be delivering This question is mandatory swer Flag question for service manufact - Stop Smoking Services and LARC manufact - Stop Smoking Services Question attachments				Show more informatic	on
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Isser Flag question for review	Isser Flag guestion for review	tle: hich Lots will each Branch be delivering		This question is mandatory		
Annoval, - Step Smoking Services and LARC amatematical statements	Reproved - Step Smoking Services and LARC associate	15WPF	Elan question for review	Question attachments		
amsten Step Smaling Services	amaten - Stop Smoking Bervices			No attachments		
ave and close Save and previous Save and next		we and thus Save and previous Save and next				
						16:5

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

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Home Find opportunities My activities My contracts Help -	John Smith Your account Logout
	Show more information
Part 1 - General Declaration Question 9 of 12	
Question	Help
Title: Name of Each staff member, and what Lot they will be delivering against	This question is mandatory
Answer Flag question for review	Question attachments
Ben Seele - Stop Smoking Serviced	
Save and previous. Save and next	
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The next screen asks you to identify where the staff member is operating from. This should be completed as per the following example:

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ProContract		1 Notifica	ions	
ome Find opportunities My activities My contracts Help -		John :	Smith Your account	_
rt 1 - General Declaration Question 10 of 12				onnation
Jestion		Help		
le: ich Branch is the staff member based in		This question is mandatory		
swer	Flag question for review	Question attachments		
eve and close Save and previous Save and next				
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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:

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Home Find opportunities My activities My contracts Help -		John Smith	Your account Logout
			Show more information
Part 1 - General Declaration Question 11 of 12		Units	
Title:		Help	
Job Title of each staff member		This question is mandatory	
		Question attachments	
Answer	Flag question for review	No attachments	
Save and rext			
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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:

https://	/procontract.due-nort	h.com/Supplier/L.Q	* 🖨 🖒 📑 proce	ntract.due-north.com ×					اھ ۔۔ ا ش ش
	\$2 P			Contract		1	Notifications		
Home Fin	nd opportunities	My activities	My contracts	Help ~			John Smith	Your account	Logout
								Show more info	ormation
'art 1 - Gen	eral Declarat	ion Questio	n 12 of 12						
Question						Help			
Fitle: Date of Completion	'n					This question is mandatory			
Answer					Flag question for review	Question attachments			
						No attachments			
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Save and close	Save and previous	Save and next							
	<u>o</u>						())	© 🖗 🗿 🧕	16:55

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.

Questions	Section status	Status	Flag	Progress (91%)
Part 1 - General Declaration	Incom	plete section		
Part 1 - General Declaration	Answer question			Key
Name of Organisation:	Answer question			
I confirm that my organisation is a provider of General Practice or Pharmacy	Answer question			The answer provided is valid and complete.
services and is currently operating within the boundaries of Sunderland.		-		The answer has been automatically populated from a
Name: Position within Organisation	Answer question			 The answer has been automatically populated from a answer but it must be reviewed before submission.
Operation within Organisation GP Practice Code or Pharmacy Code	Answer question			
Which Branches they are applying for with GP Practice Code or Pharmacy Code	Answer question			Mandatory elements of this question have not been p
Which Lots will each Branch be delivering	Answer question			The question has been flagged for review.
Name of Each staff member, and what Lot they will be delivering against	Answer question			
Which Branch is the staff member based in	Answer question			
Job Title of each staff member	Answer question	•		Public attachments
Date of Completion	Answer question	•		No attachments
	Answei QUESDON	•		THE MEMORYNAMI

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.

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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:

Create DPS response Create DPS response				
	Terms & conditior	15		
Title	Action	Progress		
1) Part 1 - General Declaration	Edit	Flogress	Mandatory	
2) Part 2 - General Specification Questions	response Edit		Mandalory	
Lot 1 - Sunderland NHS Health Check Programme (ITT Schedule 1A - Service Specification) (GP's Om)	response Edit		Opt out	
Lot 2 - NHS Stop Smoking Services (GP's and Pharmacies)	response Edit		Opt out	
	response			
Lot 3 - Community Pharmacy Nicotine Replacement Therapy Voucher - ITT Schedule 1C - Service Specification) (Pharmacies Only).	Edit response		Opt out	
Lot 4a - Long Acting Reversible Contraception In General Practice (ITT Schedule 1D - Service Specification) (GP Only).	's Edit response		Opt out	
Lot 4b - Long Acting Reversible Contraception (Larc) Service - Section B (Intrauterine Device/Intrauterine System Schedule 1D - Service Specification) (GPs Only).	i) (ITT Edit response		Opt out	
Lot 5 - Community Pharmacy Sexual Health Service	Edit		Opt out	
Lot 6 - Community Based Supervised Consumption Services (ITT Schedule 1F - Service Specification) (Pharmac Only).	ies Edit response		Opt out	
Lot 7 - Community Pharmacy Harm Reduction Services (ITT Schedule 1G - Service Specification) (Pharmacies C	only). Edit response		Opt out	
Self-Assessment - Prevent Duty	Edit		Mandatory	
Continue Reset Cancel Back				

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:

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	The Spend Control Company	ProContract		Notifications	^
		My activities My contra		Matt Smith Your account Logout	_
	Home > My activities > (Test) Provision of P	ublic Health Services in Primar	v Care > (Test) Provision of Pu		
				<u><back summary<="" to="" u=""></back></u>	
	My response		3626420 Draft	Time remaining	
			4 mm	Respond by: 15 September 2017 12:00:00	
	Additional information		🖌 Edit	69 18 39 8 Days Hours Minutes Seconds	
	Supplier reference:				
	Conditions		Accept Decline	Response controls	
	Primary Care			Submit response Open response wizard	
	(Submission checklist	
				Terms & conditions	
	 Evaluation criteria/question sets 			Evaluation criteria/question sets	
	Title	Action	Progress	Attachments	
	1) Part 1 - General Declaration	<u>Edit</u> response	Mandatory		
	2) Part 2 - General Specification Que	estions <u>Edit</u> response	Mandatory	Audit history	
	Lot 1 - Sunderland NHS Health Cheo (ITT Schedule 1A - Service Specifica Only)		Opt out		
	Lot 2 - NHS Stop Smoking Services Pharmacies)	(GP's and Edit response	Opt out		
	Lot 3 - Community Pharmacy Nicotin Replacement Therapy Voucher - ITT - Service Specification) (Pharmacies	Schedule 1C	Opt out		
	Lot 4a - Long Acting Reversible Con	traception In Edit			~
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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:

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	ProCor The Spend Control Company	ntract	Notifications	^
	Home Find opportunities My activities	My contracts Help ~	Matt Smith Your account Logout	
	Home > My activities > (Test) Provision of Public Health Se	rvices in Primary Care > (Test) Provision of Public	Health Services in Primary Care	
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	My response	3626420 Draft	Time remaining	
			Respond by: 15 September 2017 12:00:00	
	Section Additional information	🖊 Edit	69 18 37 6	
	Supplier reference:		Days Hours Minutes Seconds	
	Conditions - Conditions - Terms & conditions	Decline	Response controls	
	Terms a conditions - Concepted		Submit response	
	Primary Care		Open response wizard	
			Submission checklist	
			Terms & conditions	
	Sevaluation criteria/question sets		Evaluation criteria/question sets	
	Title	Action Progress	Attachments	
	1) Part 1 - General Declaration	Edit response Mandatory		
	2) Part 2 - General Specification Questions	Edit response Mandatory	Audit history	
	Lot 1 - Sunderland NHS Health Check Programme (ITT Schedule 1A - Service Specification) (GP's Only)	Edit Opt out	View audit history	
	Lot 2 - NHS Stop Smoking Services (GP's and Pharmacies)	Edit Opt out		
	Lot 3 - Community Pharmacy Nicotine Replacement Therapy Voucher - ITT Schedule 1C - Service Specification) (Pharmacies Only).	Edit Opt out		
	Lot 4a - Long Acting Reversible Contraception In	Edit		~
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Following this, you can complete questionnaires for each service you wish to apply for. Here, the NHS Health Checks questionnaire has been opened:

w evaluation guestions	p ~			Matt Smith Your account Logo
estions				Progress (0%)
le	Section status	Status	Flag	
> 1 Lot 1 - Sunderland NHS Health Check Programme	Ile 1A - Service 5 Incom	plete section		
.1 The Provider has Staff with the required competencies to deliver a NHS leafth Check Service:	Answer question	•		Кеу
.21 confirm that it is my responsibility to ensure that Staff who are delivering ne NHS Health Checks update their knowledge and skills on an on-going basis nd formally renew their Declaration of Competence for the Service every 3	Answer question	•		 The answer provided is valid and complete. The answer has been automatically populated from a previous
ears. .3 I confirm I have read and understood the Contract for the Provision of underland NHS Health Check Service.	Answer question	٠		answer but it must be reviewed before submission.
4 I confirm my organisation will deliver the Service in accordance to the sunderland NHS Health Check Specification.	Answer question	•		Mandatory elements of this question have not been provided.
.5 I confirm all Staff who are delivering the Sunderland NHS Health Check tervice have completed a successful enhanced DBS check list within the last 3 ears:	Answer question	٠		🌪 The question has been flagged for review.
.6 Enter date(s) the successful enhanced DBS checks were carried out	Answer question	•		Public attachments
.7 I confirm all Staff who are delivering the Sunderland NHS Health Check service understand and will work within National Guidance including the lepartment of Health and National Institute of Clinical Excellence guidelines.	Answer question	•		No attachments
a individual of the sunder and the sunder of contract Accelerics guidelines. .8 I acknowledge that the Sunderland NHS Health Check Service will be quality source) and by the Council's representative organisation (currently the Live Life Well iervice) and I will provide all relevant information needed for this process.	Answer question	•		
.9 I confirm I will ensure that my organisation has up to date signposting normation for a range of lifestyle services and the Sunderland Live Life Well	Answer question	٠		

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

(a) If https://procontract.due-north.com/Supplie/I, D = @ C) If procontract.due-north.com × (b) If https://procontract.due-north.com/Supplie/I, D = @ C) (b) If https://procontract.due-north.com/Supplie/I, D = @ C) (c) If https://procontract.due	 Notifications
Home Find opportunities My activities My contracts Help	Matt Smith Your account Logout Show more information
Lot 1 - Sunderland NHS Health Check Programme (ITT Schedule 1A - Service Specification	
Question	Help
The Provider has Staff with the required competencies to deliver a NHS Health Check Service:	This question is mandatory
For each member of Staff delivering the Service, you must attach the following documents to your submission. These documents must be uploaded to the attachment section once you have completed this questionnaire.	Question attachments
Answer Flag question for review	No attachments
⊘ Declaration of Competence ⊘ Estic Averages Training in Safeguarding Adults (level 1) ✓ Estic Averages Training in Safeguarding Children (Foundation Version) Steve and close Save and previous Save and previous	
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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:

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Nome Find opportunities My activities My contracts Help Matt Smith Your account Lor Idear more information Contracts Mome Find opportunities My activities My contracts Meta Matt Smith Your account Lor Contract Question Lordifficition (GP's Only) Question 4 of 9 Help This question is mandatory Question attachments No contract		😌 📑 https://procontract.due-north.com/Supplier/1 🔎 🖛 🖨 🖒 🎼 procontract.due-north.com 🛛 🗙			
Show more informat Other more information Other more information Question Integration Confirm my organisation will deliver the Service in accordance to the Sunderland NHS Health Check Specification. Answer Flag question for review Question attachments No	Show more information Sunderland NHS Health Check Programme (ITT Schedule 1A - Service Specification) (GP's Only) Question 4 of 9 Help This question will deliver the Service in accordance to the Sunderland NHS Health Check Specification. Flag question for review Question attachments No attachments			(5) Notifications	
Duestion Help Confirm my organisation will deliver the Service in accordance to the Sunderland NHS Health Check Specification. This question is mandatory Answer Flag question for review Question attachments res No	- Sunderland NHS Health Check Programme (ITT Schedule 1A - Service Specification) (GP's Only) Question 4 of 9 tion mry organisation will deliver the Service in accordance to the Sunderland NHS Health Check Specification. This question is mandatory er Flag question for review No datachments No attachments	Home Find opportunities My activities My contracts Help -		Matt Smith Y	our account Logou
Question Help confirm my organisation will deliver the Service in accordance to the Sunderland NHS Health Check Specification. This question is mandatory wnswer Flag question for review Question attachments es © No No attachments	tion Help Help m my organisation will deliver the Service in accordance to the Sunderland NHS Health Check Specification. This question is mandatory er Flag question for review Question attachments No Question attachments No attachments				Show more information
confirm my organisation will deliver the Service in accordance to the Sunderland NHS Health Check Specification. This question is mandatory Inswer Flag question for review Question attachments es © No No attachments	m my organisation will deliver the Service in accordance to the Sunderland NHS Health Check Specification. This question is mandatory	t 1 - Sunderland NHS Health Check Programme (ITT Schedule 1A - S	ervice Specification) (GP's Only) Question 4 of 9	
Answer Flag question for review Question attachments No attachments No attachments	er Flag question for review Question attachments No No attachments	uestion		Help	
es No O No attachments	No O No attachments	confirm my organisation will deliver the Service in accordance to the Sunderland NHS Health Check Specification		This question is mandatory	
No attachments	No O No attachments				
		nswer F	lag question for review 🗌	Question attachments	
	and close Save and previous Save and next	s 💽 No 🔿		No attachments	
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ProContract	8 Notifications
Home Find opportunities My activities My contracts Help -	Matt Smith Your account Logout
Lot 1 - Sunderland NHS Health Check Programme (ITT Schedule 1A - Service Specification	
Question	Help
Enter date(s) the successful enhanced DBS checks were carried out	This question is mandatory
The DBS Certificate(s) should be attached with your final submission in the attachments section.	
	Question attachments
Answer Flag question for review	No attachments
Save and close Save and previous Save and next	
	 (4) (5) (20) (20) (20) (20) (20) (20) (20) (20

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

	Find opportunities	My activities	My contracts	Help ~			Matt Smith Your account Logo
Questions							Progress (100%)
ïtle				Section status	Status	Flag	
🗢 1 Lot 1	- Sunderland NHS	Health Check P	rogramme (ITT Sc	hedule 1A - Service Sr Co	mplete section		
1.1 The Provi Health Check	der has Staff with the r	required competenci	es to deliver a NHS	Answer question	•		Кеу
1.2 I confirm t the NHS Heal and formally r	that it is my responsibil th Checks update thei renew their Declaration	r knowledge and skil	ls on an on-going basi	Answer question	•		 The answer provided is valid and complete. The answer has been automatically populated from a previou
	have read and unders		r the Provision of	Answer question	٠		answer but it must be reviewed before submission.
1.4 I confirm r	my organisation will de IHS Health Check Spe	liver the Service in a	ccordance to the	Answer question	•		Mandatory elements of this question have not been provided.
	all Staff who are delive completed a successfi			Answer question	•		🚖 The question has been flagged for review.
1.6 Enter date	e(s) the successful enh	nanced DBS checks	were carried out	Answer question	•		Public attachments
Service under	all Staff who are delive rstand and will work wi If Health and National I	thin National Guidan	ce including the	Answer question	•		No attachments
assured by th	edge that the Sunderla e Council's representa I will provide all relevar	tive organisation (cu	rrently the Live Life We		•		
1.9 I confirm I	will ensure that my or or a range of lifestyle se	ganisation has up to	date signposting	Answer question	•		

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:

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	💛 Terms & conditions 🕘 🏼 Accepted			Decline	Response controls		
	Primary Care				Submit response		
					Open response wizard		
					Submission checklist		
	Sevaluation criteria/question sets				Terms & conditions		
					Evaluation criteria/question set	5	
	Title	Action	Progress		Attachments		
	1) Part 1 - General Declaration	EdB response		Mandatory			
	2) Part 2 - General Specification Questions	EdB response		Mandatory	C Audit history		
	Lot 1 - Sunderland NHS Health Check Programm (ITT Schedule 1A - Service Specification) (GP's Only)	e Edit response		Opt out	<u>View_audit history</u>		
	Self-Assessment - Prevent Duty	Edit response		Mandatory			
	Title	A	PP at Pr	ogress			
	Lot 2 - NHS Stop Smoking Services (GP's and Pt	narmacies) (pt	ted out 斗	at in			
		Op	Lout Or	tin			
		Opt	ted out 🛛	at.in			
			ted out Og				
	Lot 5 - Community Pharmacy Sexual Health Serv		ted out Or				
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		Opt	ieu out 🛛	0.00			
	Attachments						
	No attachments						
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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:

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	1) Part 1 - General Declaration	Edit response	Mandatory		
	2) Part 2 - General Specification Questions	Edit response	Mandatory	Audit history View audit history	
	Lot 1 - Sunderland NHS Health Check Programme (ITT Schedule 1A - Service Specification) (GP's Only)	Edit response	Opt out	View addit misiony	
	Self-Assessment – Prevent Duty	Edit response	Mandatory		
	Title	Action	Progress		
	Lot 2 - NHS Stop Smoking Services (GP's and Pha	macies) Opted o	ut <u>Opt in</u>		
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You will see the following screen which allows you to add attachments and begin uploading them:

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Lot 5 - Community Pharmacy		
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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:

Last Updated – 29/09/2017

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Sal Recent Places	😹 Contract Monitoring Tool - Shortcut	29/07/2016 14:27	Shortcut	3 KB	
	Executive Summary Final	07/07/2017 13:14	Microsoft Word D	47 KB	
🧊 Libraries	Expenses - Shortcut	14/08/2013 17:50	Shortcut	1 KB	
J Music	🕅 Flexi Sheet - From April 2016	31/03/2014 11:31	Shortcut	2 KB	
E Pictures	😹 Goods Receipts - Shortcut	14/01/2014 11:55	Shortcut	2 KB	
🚼 Videos	ITT Schedule 3 - Terms Conditions (IL Comments) V2	06/07/2017 15:40	Microsoft Word 9	246 KB	
	🔄 ITT Schedule 3 - Terms & Conditions (Specials) (Tracked)	06/07/2017 15:51	Microsoft Word 9	203 KB	
P Computer - XD_v30	NEPO Instructions - DRAFT	07/07/2017 16:11	Microsoft Word D	2,269 KB	
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Select the file you want and click open. You will then see that your identified file appears in the following box:

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

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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.

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	2) Part 2 - General Specification Questions	Edit response	Mandatory	Audit history View audit history	
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Next (if you are happy you have uploaded all relevant documents) – click Submit Response:

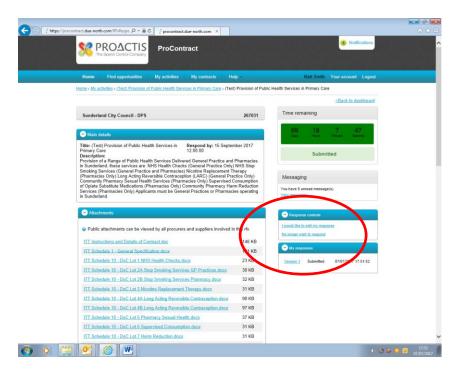
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You will see that a further dialogue box appears:

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

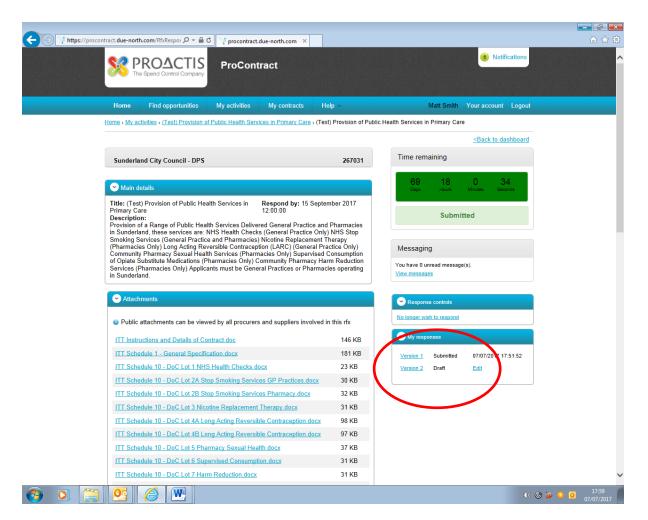
Last Updated – 29/09/2017



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.



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.