Contents

[How to find this opportunity using the Kent Business Portal 1](#_Toc170302360)

[How to access the SQ documents 4](#_Toc170302361)

[How to submit an SQ response 5](#_Toc170302362)

# How to find this opportunity using the Kent Business Portal

To find the Opportunity on the Kent Business Portal, go to [www.kentbusinessportal.org.uk](http://www.kentbusinessportal.org.uk) and click ‘Current Opportunities’ on the left hand side.

A screenshot of a computer

Description automatically generated

Choose ‘Kent County Council’ from the ‘Organisations’ drop down list

A screenshot of a computer

Description automatically generated

A screenshot of a computer

Description automatically generatedClick on the opportunity title from the list shown.

Click ‘Register Interest in this opportunity’. You may be prompted to login to your Kent Business Portal account.

A screenshot of a computer

Description automatically generated

To access the SQ documents, click on the link shown. You should also receive an email including a link to the SQ documents. A screenshot of a computer

Description automatically generated

# How to access the SQ documents

Click ‘Open’

A screenshot of a computer

Description automatically generated

The SQ page includes a countdown to the deadline for responses on the right-hand side.

Click on ‘View All’ on the right-hand side to access any clarification messages relating to this opportunity, or submit a question about the opportunity to the Council.

A screenshot of a computer

Description automatically generated

The SQ documents can be found at the bottom of the page

A screenshot of a computer

Description automatically generated

# How to submit an SQ response

When you are ready to submit your response, click **‘Start my response’.**

A screenshot of a computer

Description automatically generated

To attach your SQ response document, click ‘Add’.

A screenshot of a computer

Description automatically generated

A screenshot of a computer

Description automatically generatedClick **‘Add Files’** and select the relevant documents from your computer. When you have selected your files, click **‘Start Upload’.**

Before you submit your SQ response, you must click ‘Accept Terms and Conditions’ to indicate that you accept the Council’s proposed terms and conditions. The checklist on the right-hand side will show any required actions not completed in red. When all actions are green, the response can be submitted.

A screenshot of a computer

Description automatically generated

When you have successfully submitted your response, you should receive an automated email to confirm from the Kent Business Portal.