

How to submit a DPS Application in ProContract - Suppliers

Dynamic Purchasing System Contents

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Dynamic Purchasing System

- A Dynamic Purchasing System (often abbreviated to a DPS) is a procurement procedure that allows the Council to approve suppliers for the potential future procurements of various commonly purchased items available on the market. These items are often split into categories called Lots, and suppliers can submit an application via an electronic means using the ProContract procurement portal for whichever Lot suits their needs.
- If you are familiar with a Procurement Framework there are similarities, but where a DPS differs from a Framework is that bidders can join at any time through the life of the DPS. This allows new companies to take part, and the Council can take advantage of changes in the market as they happen.
- When a DPS is created, the Council will advertise the opportunity on the Find a Tender Service website to give an overview of the requirement, and bidders must have a ProContract profile created to take part in all procurement exercises by registering on the website [here](#). This process is entirely free. Once your profile has been created and approved, then you can express interest electronically via the portal and access the DPS and its documentation.

Dynamic Purchasing System

- If your DPS application is successful, this is **not a commitment to a contract**. Suppliers whose DPS application is successful, will be invited to bid on various contracts in future as and when it is suitable to tender. We would therefore advise that you should keep your email notifications from the ProContract portal switched on at all times so that you do not miss any new opportunities to bid on competitive procurement exercises.
- Please note that suppliers must provide electronic submissions which are uploaded to the portal. No supplier will be able to participate using documents printed off to send to the Council as these submissions must be rejected.

East Midlands Tender Portal

- <https://www.eastmidstenders.org/>
- This portal is used across the East Midlands to carry out electronic tenders bringing buyers and suppliers together making it easier for businesses to grow, develop and benefit the local economy.
- You will receive automatic tender notifications - register your details and you'll receive alerts when opportunities arise. You can view our advertised opportunities if you are a registered supplier, if you don't have an account, you can register [here](#).
- If you have an existing account, you can continue to login [here](#).
- To be able to bid for Contracts, your organisation will need to register for an account.
- **RECOMMENDATIONS –**
 - either use a generic email address for notifications i.e. Procurement@suppliername.com or have someone responsible for changing the users as and when people leave (all notifications will go to this email address)
 - We advise you to leave notifications switched on or you may miss out on award notifications, important bid clarifications from buyers, and opportunities to bid on.

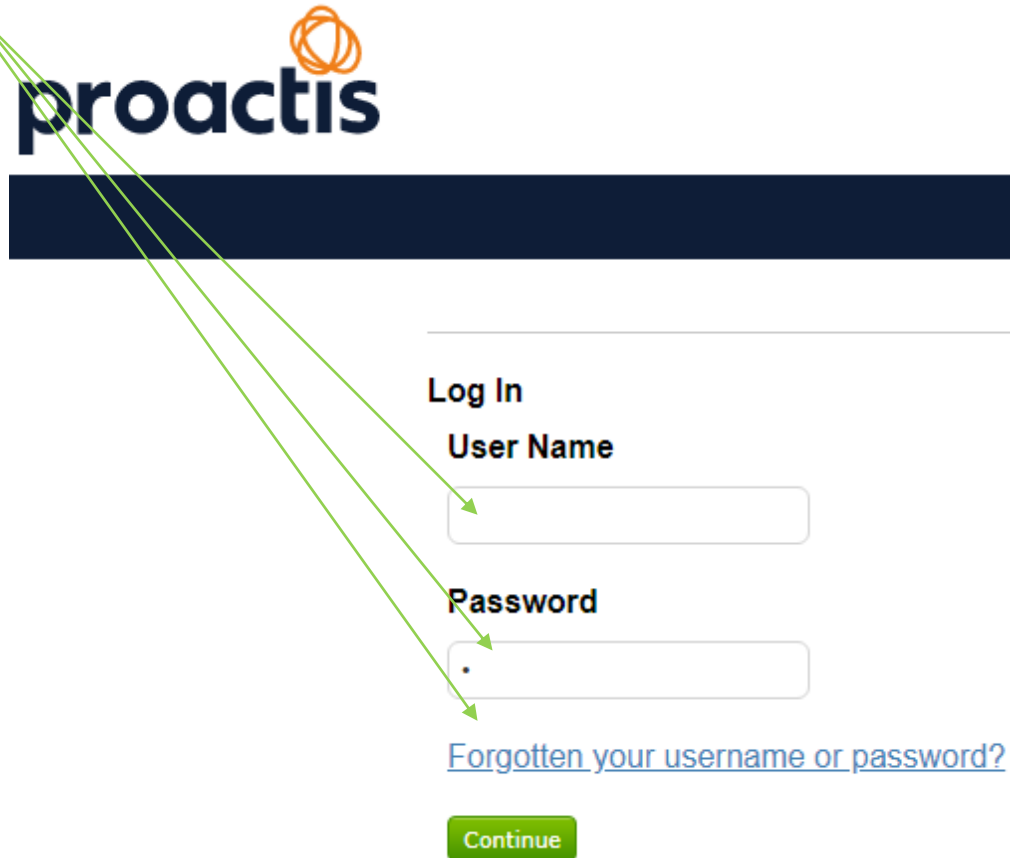
Log in to your profile

- Firstly, log in to your supplier profile. Visit the website <https://www.eastmidstenders.org/>
- From the Home page, click on the Supplier Login button show below.



Log in to your profile

- Enter your user name and password.
- If you cannot remember either the user name or password, use the link as shown underneath called “Forgotten username or password?” and follow the instructions to reset your password, or gain a reminder of your user name.



proactis

Log In

User Name

Password

[Forgotten your username or password?](#)

Continue

Find Opportunities

- Once logged in, you can find suitable opportunities for your business by clicking on either of the Find Opportunities links as shown below.

The screenshot shows the user interface of the Due North portal. At the top is a dark navigation bar with icons and text for 'Home', 'Find opportunities', 'My activities', 'My contracts', and 'Help'. Below this is a 'Home page' section with two main panels. The first panel, 'Activities', has tabs for 'Active', 'Recently added', and 'Last viewed'. It contains a dropdown menu with '-- Please select --', a 'Go' button, a search input field, and another 'Go' button. A light blue message box below the search area says: 'Please select a buyer from the dropdown and click on the 'Go' button'. The second panel, 'Opportunities', features a 'Find opportunities' link with a magnifying glass icon. A text block below this link reads: 'To search and view all of the latest opportunities available on the Due North portal, please click on the 'Find opportunities' link above'. A green arrow originates from the 'Find opportunities' link in the navigation bar and points to the 'Find opportunities' link in the Opportunities section.

Find Opportunities

- You can search using the filters provided in the website in multiple ways. Options include:
 - Project title
 - Buying organisation
 - Keywords
 - Project dates
- Look for a project using the main search box provided and enter text appropriate to what you supply then click on Go.

All data Search Go

[National opportunities](#)

Opportunities

1 2 3 4 5 ... 11 Next >

Title	Buyer	Expression Start	Expression End	Estimated value
1095794 Proposed Rear Extension, Internal Alterations and External Hardstanding to a property located in Darley Dale, Matlock, Derbyshire	Derbyshire County Council	24/10/2023	22/11/2023	N/A
121_24 Sandwiches and Food-to-Go	ESPO	12/10/2023	26/01/2024	£30,000,000.00
129_24 Copier Paper	ESPO	26/10/2023	27/11/2023	£22,000,000.00

Find Opportunities

- Searching by the buying organisation is quickly done by selecting them from the Organisation dropdown menu on the left side. Select Nottingham City Council from the options and the screen will auto-refresh to show you all current opportunities that are advertised by the Council

The screenshot shows a procurement portal interface. On the left, under 'Narrow your results', there is a dropdown menu for 'Organisations' with 'Nottingham City Council' selected. Below it, there are links to add various categories. The main area, titled 'Opportunities', shows a list of search results. A table with columns for Title, Buyer, Expression Start, Expression End, and Estimated value is visible. A green arrow points from the text above to the 'Organisations' dropdown, and another green arrow points from the text above to the 'Buyer' column in the table.

Title	Buyer	Expression Start	Expression End	Estimated value
Alternative Education Provision Accreditation	Nottingham City Council	20/07/2022	31/08/2027	N/A
CCTV for Nottingham City Council Housing Services	Nottingham City Council	03/11/2023	31/01/2024	N/A
CPU 2157 Care at Home Services for Adults Accreditation	Nottingham City Council	11/10/2019	31/03/2027	N/A

Find Opportunities

Narrow your results

Organisations

Nottingham City Council

Categories

There are 0 categories selected

- [+ Add UNSPSC categories](#)
- [+ Add NHS eClass Version 2014 categories](#)
- [+ Add CPV categories](#)
- [+ Add ProClass categories](#)
- [+ Add Proc HE categories](#)

Regions

There are 0 regions selected

- [+ Add new region](#)

Keywords

Cleaning x

Include closed

Yes No

Expression date

Start date

01/01/20:

End date

dd/mm/y:

Published date

Start date

dd/mm/y:

End date

dd/mm/y:

Reset

Update

- Alternatively use keywords and project dates in the search fields , and click on the Update button to refresh your screen with more specific opportunities.

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Find Opportunities

- Once you find an opportunity that interests you, all expressions of interest must be done electronically. Click on the name of the project to do this, and you can read some basic information provided.

Opportunities			
Title	Buyer	Expression Start	Expression End
DPS Test Case 30.10.2023	Nottingham City Council	30/10/2023	29/10/2027
Hot-Water Boilers	Nottingham City Council	13/11/2023	13/11/2023

- Click on the button called “Register interest in the opportunity”. You will not be able to take part in an advertised project without registering interest this way. You can withdraw interest later if you wish.

Hot-Water Boilers

Main contract details	Expression of interest window
<p>Opportunity Id DN6175666 Title Hot-Water Boilers Categories 42161000-5 - Hot-water boilers</p>	<p>From 13/11/2023 10:40 to 13/11/2023 11:00</p> <p>Register interest in this opportunity</p>

- Note that by simply expressing interest in an opportunity, it does not equate to making a bid/application and does not stop/delay the required submission deadline stated in the advert.
- Please do not email the officer details within the advert. We ask that all questions are put into the portal via the messaging area so that we have an effective audit trail of all FAQs.

Find Opportunities

- After registering interest, you will see the below pop up screen. By clicking on the link shown, you will have immediate access to all of the procurement documentation and you can start your response by clicking on the start my response button.

Expression of interest successful

Expression of interest successful

You have successfully registered interest in the following opportunity for Procurement :-
Hot-Water Boilers

You will receive an email notification shortly confirming your registration of interest.

What happens next?

- You have been invited to participate in the RFQ event for this opportunity.
- **Hot-Water Boilers** has been added as a new activity in your [activities centre](#).
- To view this RFQ event now, click [here](#).

I don't have time to look at the RFQ now, what should I do?

- Don't worry your activity is stored safely against your account and an invitation has been sent to your registered email address

Find Opportunities

- You can start your response by clicking on the start my response button in the resulting screen.

Deadline & time remaining

A response to this activity can be submitted no later than
30th June 2024 at 8:00 PM

Time remaining

9 Years 11 Months 3 Weeks

Messages & clarifications (0)

This panel will show any messages & clarifications that have been sent to you concerning this activity from the buyer

You have received 0 message(s) of which 0 are unread

[View all](#) | [View unread](#)

Your response

The checklist below shows the current status of your response to this activity

This is your response submission progress checklist:
Before you can submit your response you need to...

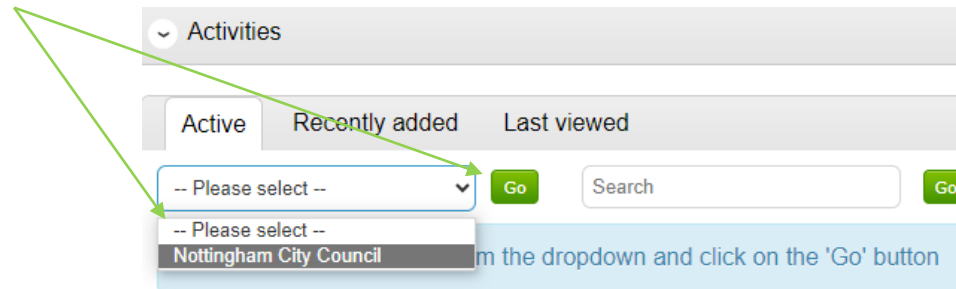
- Indicate your intent to respond
- Start response or opt out the activity
- Complete the additional information section
- Complete mandatory question sets
- Submit your response

Options currently available to you are.....

[Start my response](#) [Opt out](#) [Indicate your intent to respond](#)

Accessing Documents & Submitting

- At any time you can return to a project you have registered interest in. Log in, and from the Home page, select projects by firstly selecting Nottingham City Council from the dropdown menu under the “Active” project area, then click on Go.



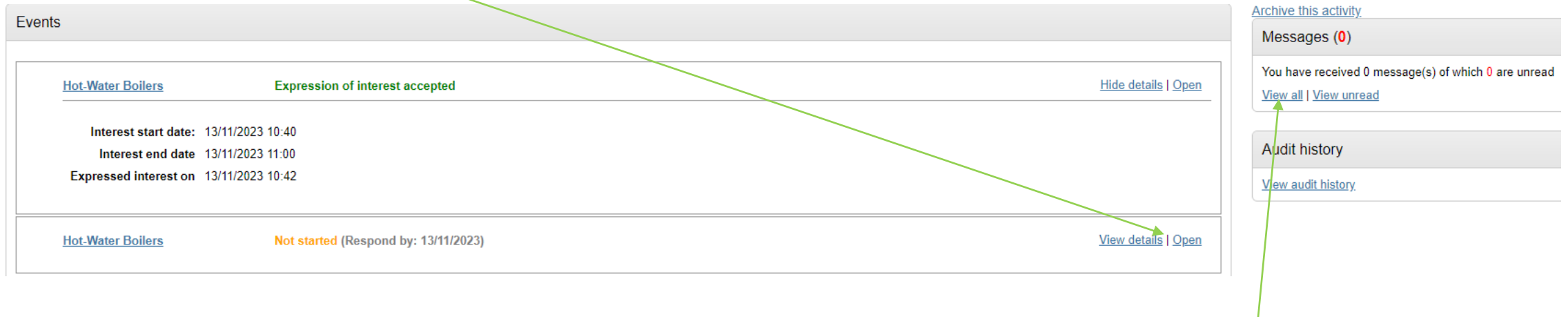
- A list of projects you have expressed interest in will now be displayed. Projects that you have not viewed before are listed and display a small blue star next to them. Click on the title to enter the project.

A screenshot of a web interface showing a list of projects. The 'Active' tab is selected. The dropdown menu is set to 'Nottingham City Council' and the 'Go' button is highlighted with a dashed blue box. A green arrow points from the text 'Click on the title to enter the project.' to the title 'Hot-Water Boilers' in the table.

Buyer	Title	Current event	Event deadline
Nottingham City Council	DPS Test Case 30.10.2023	DPS Test Case 30.10.2023	31/03/2024
Nottingham City Council	Lot 1 - Painting & Decorating	Lot 1 - Painting & Decorating	01/11/2023
★ Nottingham City Council	Hot-Water Boilers	Hot-Water Boilers	13/11/2023

Accessing Documents & Submitting

- Projects are split into a series of steps called Events. You have completed the first step to register your interest. The next step we need to follow is accessing the procurement pack. To do this, click on the link entitled “Open” as shown.



The screenshot displays a web interface with a main content area and a sidebar. The main area is titled "Events" and contains two entries for "Hot-Water Boilers". The first entry is "Expression of interest accepted" with a status of "Expression of interest accepted" and a link "Hide details | Open". Below this entry, there are three lines of text: "Interest start date: 13/11/2023 10:40", "Interest end date 13/11/2023 11:00", and "Expressed interest on 13/11/2023 10:42". The second entry is "Not started (Respond by: 13/11/2023)" with a status of "Not started" and a link "View details | Open". A green arrow points from the "Open" link in the first entry to the "View all" link in the sidebar. The sidebar contains three sections: "Archive this activity", "Messages (0)" with the text "You have received 0 message(s) of which 0 are unread" and links "View all | View unread", and "Audit history" with a link "View audit history".

- Note that you can access the Messages area at any time to send the Council a question. Click on the “View all” link to send an email.

Accessing Documents & Submitting

- After opening the required step, you will see a list of procurement documentation that you can read and download by clicking on them.
- Also note the timer in the top corner of the screen showing when your submission must be received by.
- A Selection Questionnaire is also used in all DPS application which you must access and complete as part of your submission

Activity summary

[<Back to dashboard](#)

Activity information

[Take a tour](#)

Buyer: Nottingham City Council
Title: Hot-Water Boilers ID: 5286731
Description: Hot-Water Boilers

Deadline & time remaining

A response to this activity can be submitted no later than
13th November 2023 at 11:00 AM

Time remaining

0 Hours 10 Minutes 38 Seconds

Activity documentation, files & links (2)

[Hide](#)

Title

Type

Size

[0.1\(a\) Tips For Bidders - ProContract.docx](#)

docx

24 KB

Question sets (2)

[Hide](#)

Title

Summary

[1. Selection Questionnaire 2020](#)

Mandatory question set of 53 questions of which **52** are mandatory

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Accessing Documents & Submitting

- There is a traffic light system in the top right of the screen to use as a checklist to help you understand the outstanding tasks you have to complete before submitting your response.

Your response [Response history](#)

The checklist below shows the current status of your response to this activity

This is your response submission progress checklist:

So far you have.....

- Indicated intent to respond (27/01/2021 15:49)
- Started to draft your response to this activity

Before you can submit your response you need to...


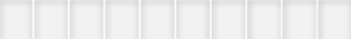
- Complete the additional information section
- Complete mandatory question sets
- Submit your response

- To start your response, click on the green coloured 'Start response' button beneath this area. **If the button is not immediately visible, scroll down until it appears.**

Accessing Documents & Submitting

- The Selection Questionnaire (sometimes abbreviated to SQ), contains a number of important questions where your responses are treated in different ways. Some responses are for information only and don't change the outcome, some questions can lead to you passing or failing the procurement process.
- When a potential response to a question could or will lead you being eliminated from the procurement process, you will see that in the help sections of the questionnaire there is guidance to outline the consequences of your response. Please also see the tender pack for guidance on this.
- We would advise you complete the Selection Questionnaire first to help you understand the minimum requirements of the Council.
- Click on the Edit link to view and answer the questions.

Question sets (2) ?

Title	Summary	Progress	Action
 1. Selection Questionnaire 2020	Mandatory question set of 53 questions of which 52 are mandatory		Edit

Accessing Documents & Submitting

- After clicking on 'Edit', the page will display each question that you must answer. Please see the Key to the right side of the questions to advise you where actions are required.
- After completing a Selection Questionnaire once, you will see that some questions pre-populate for you next time so that you do not have to re-type. You should however check your responses in all cases in case your organisation's circumstances have changed, or if there are any inaccuracies or specifics you need to update for the contract you are bidding for before you submit your response.
- Questions are split into sections and in some cases there may appear to be gaps in question numbers. This is because the Selection Questionnaire is created as a template and irrelevant questions can sometimes be removed where they are not relevant to the requirement.

view evaluation questions

Questions

Title	Weight: %	Section status	Status	Flag
Part 1 - Your information and the bid Complete section Section weight: 0.00%				
Section 1 – Your Information Complete section Section weight: 0.00%				
Part 1 Questions (General Information)	N/A	Answer question	●	
Guidance				
1.1 (a) Name (if registered, please give the registered name)	N/A	Answer question	●	
1.1(b) - (i) Registered address (if applicable) or head office address	N/A	Answer question	●	
1.1(b) - (ii) Registered website address (if applicable)	N/A	Answer question	●	
1.1(c) Trading status:	N/A	Answer question	●	
1.1(d) Date of registration (if applicable) or date of formation.	N/A	Answer question	●	
1.1(e) Registration number (company, partnership, charity, etc if applicable).	N/A	Answer question	●	

Progress (100%)

Key

- The answer provided is valid and complete.
- The answer has been automatically populated from a previous answer but it must be reviewed before submission.
- Mandatory elements of this question have not been provided.
- ★ The question has been flagged for review.

Accessing Documents & Submitting

- Click on the 'Answer question' link for each question and answer each in turn. There are various formats you can answer questions by, and the formats for this are controlled. You may be required to answer with:
 - Checking a Radio Button where you choose one answer only
 - A Dropdown menu where you choose one answer only
 - A Yes / No answer
 - A Text box where you can free-type (some may have word limit restrictions)
 - Date fields
 - Checkboxes where you can select more than one answer.
- Some questions will contain attached documents for you to read. Click on these to open them.
- Where questions are mandatory you will see an indicator to show this in the Question help area.

Answer Flag question for review

Our name

Section help

Question help

Maximum of 50 words

This question is mandatory

Accessing Documents & Submitting

- When a question uses a dropdown menu, click on the 'Please select' area to display the options and select the required response before saving and moving on.

Question	Weight
Title: Part 1 Questions (General Information) Guidance	0.00 %
Description: You must answer all questions in parts 1 and 2, and you must answer all questions in part 3 as well. Bidders must ensure that every organisation on which they will rely to meet the selection criteria completes and submits their own answers and declaration for part 1 and 2.	Section help
Answer Flag question for review <input type="checkbox"/>	Question help
I have read and acknowledge th <input type="text"/>	This question is mandatory <i>Additional copies for parts 1 & 2</i> <i>NB: Your responses from previous Nottingham City Council bidding exercises with this electronic Selection Questionnaire prepopulate each response section. However, you must ensure you review each one carefully and make any changes to ensure your declaration is fully up to date.</i> <i>Refer to the ITT for full guidance on this section.</i>
Save and close Save and previous Save and next	

Accessing Documents & Submitting

- Some questions may allow you to select multiple options and give you the option of uploading a document to support the response. In these cases you will see a green button in the attachments section to allow this. **Information on potential disqualifications shows in question help.**

Section 2 - Grounds for mandatory exclusion | Question 2 of 4

Question	Weight
Title: 2.1(a) Within the past five years, anywhere in the world, have you or any person who:	0.00 %
Description: <ul style="list-style-type: none">is a member of the supplier's administrative, management or supervisory body orhas powers of representation, decision or control in the supplier (see guidance note 5) been convicted of any of the offences within the 2.1 (a) (i) - (vii) and listed in full in Annex D of PPN03/23 linked on this Webpage .	Section help
Answer	Question help
<input type="checkbox"/> Participation in a criminal organisation	This question is mandatory
<input type="checkbox"/> Corruption	<i>Potential providers who answer 'None of the above' will pass this question. Any other option may result in elimination from this procurement process.</i>
<input type="checkbox"/> Terrorist offences or offences linked to terrorist activities	Question attachments
<input type="checkbox"/> Money laundering or terrorist financing	No attachments
<input type="checkbox"/> Child labour and other forms of trafficking in human beings	Attachments (optional)
<input type="checkbox"/> Any other offence within the meaning of Article 57(1) of the Directive as defined by the law of any jurisdiction outside England, Wales or Northern Ireland.	No attachments
<input type="checkbox"/> Any other offence within the meaning of Article 57(1) of the Directive created after 26th February 2015 in England, Wales or Northern Ireland	Add attachment
<input checked="" type="checkbox"/> None of the above	
Save and close Save and previous Save and next	

Accessing Documents & Submitting

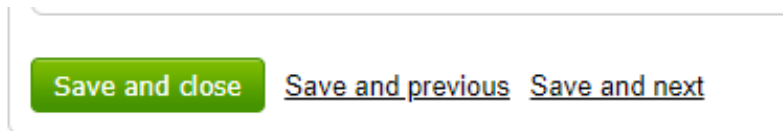
- As part of the Council's due-diligence checks, the successful bidder will need to have/obtain a minimum level of insurance to undertake the task, which must be in place prior to commencement of any contract. Minimum requirements will be displayed in this question and will be specified in the tender pack. Please select the appropriate option. You will be required to provide evidence of this if successful.

Section 7 - Additional Questions including Project Specific Questions | Question 1 of 4

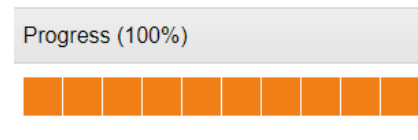
Question	Weight
<p>Title: 7.1 Please confirm whether you already have or can commit to obtain, prior to the commencement of the contract the levels of insurance cover indicated below and within the Tender Pack?</p> <p>Description: *Employers (Compulsory Liability Insurance = £5,000,000.00 Public Liability Insurance = £2,000,000.00 is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.</p>	0.00 %
<p>Answer Flag question for review <input type="checkbox"/></p> <p>Please select <input type="text"/></p> <ul style="list-style-type: none">Please selectWe already have the required insurances in placeWe will obtain the required insurance prior to contract commencementWe will NOT obtain the insurance levels required	<p>Section help</p> <p>Question help</p> <p>This question is mandatory</p> <p><i>Potential Providers who answer 'We will NOT obtain the insurance levels required' will be eliminated from this procurement process. Suppliers will be required to provide evidence of insurance cover if they are successful at contract award stage</i></p> <p>Question attachments</p> <p>No attachments</p> <p>Attachments (optional)</p> <p>No attachments</p> <p>Add attachment</p>

Accessing Documents & Submitting

- You can save your progress after each question by using the Save and Next, Save and Previous, or Save and Close buttons found beneath each question.



- Once all questions have been answered, you will see a progress bar at the top of the screen which will fill up to 100%. Once done, scroll to the bottom of the screen and click on the Back button.



Declaration	Complete section	Section weight: 0.00%
Please acknowledge:	N/A	Answer question ●
Contact name	N/A	Answer question ●
Name of organisation	N/A	Answer question ●
Role in organisation	N/A	Answer question ●
Postal address	N/A	Answer question ●
E-mail address	N/A	Answer question ●
Phone number	N/A	Answer question ●
Date	N/A	Answer question ●
Signature (electronic is acceptable)	N/A	Answer question ●

[Back](#)

Accessing Documents & Submitting

- In some cases you may be prompted to add in any additional information that are general details you may wish to present. Click on the Edit button on this area.



Additional information 

You have not started the 'Additional information' section. Click on the 'Edit' link to begin.

[Edit](#)

- If this section appears, you must enter this part even if you don't want to add anything to check the box stating no further information is required. **Note that this area is not scored as part of your response.**

Accessing Documents & Submitting

- There will be key elements that you need to be aware of when submitting a DPS application for Nottingham City Council regarding the completion of the Selection Questionnaire. Please ensure you read the documentation pack thoroughly for additional documents to complete. These will typically include the **Form of Tender**. This document must be completed and uploaded in the Response documentation section as shown below. Please check the procurement documentation to ensure you have all the required documentation available.
- To add all your response documents in the 'Response documentation, files & links' area. Click on +Add.



The checklist below shows the current status of your response to this activity

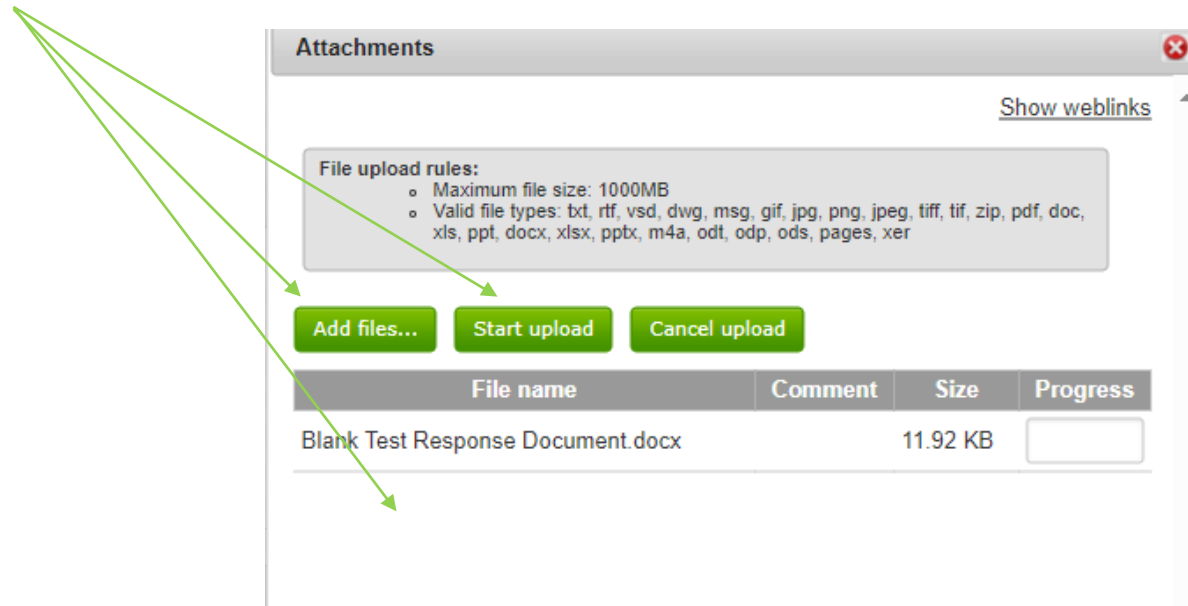
This is your response submission progress checklist:

So far you have.....

100% (10/10) (10/10) (10/10) (10/10) (10/10) (10/10) (10/10) (10/10) (10/10) (10/10)

Accessing Documents & Submitting

- You can add one document at a time using the 'Add files' button identified below, or you can drag and drop multiple items at once onto the Attachments frame below, then click on the Start Upload button. Please be aware of the uploading document rules



The screenshot shows a window titled "Attachments" with a close button in the top right corner. Below the title bar, there is a "Show weblinks" link. A section titled "File upload rules:" contains two bullet points: "Maximum file size: 1000MB" and "Valid file types: txt, rtf, vsd, dwg, msg, gif, jpg, png, jpeg, tiff, tif, zip, pdf, doc, xls, ppt, docx, xlsx, pptx, m4a, odt, odp, ods, pages, xer". Below the rules are three green buttons: "Add files...", "Start upload", and "Cancel upload". At the bottom, there is a table with columns for "File name", "Comment", "Size", and "Progress". One row is visible with the file name "Blank Test Response Document.docx", a size of "11.92 KB", and an empty progress bar.

File name	Comment	Size	Progress
Blank Test Response Document.docx		11.92 KB	<input type="text"/>

Accessing Documents & Submitting

- Check the response panel on the right side of the screen to make sure you have completed all required actions. When ready, click on Submit response.

Your response  [Response history](#)

The checklist below shows the current status of your response to this activity

This is your response submission progress checklist:

So far you have.....

- Indicated intent to respond (13/11/2023 10:56)
- Started to draft your response to this activity
- Completed the additional information section
- Uploaded at least one attachment

Almost done, all you need to do now is.....

- Submit your response

Options currently available to you are.....

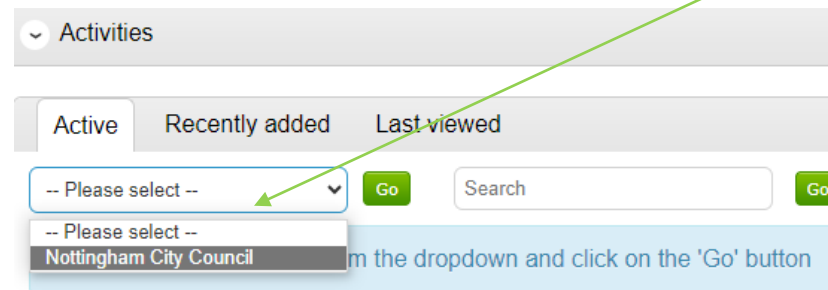
[Submit response](#) [Opt out](#)

Successful DPS Applications

- If your application is successful and your organisation passes all criteria for the DPS, you will be advised of this via the portal.
- A DPS comprises of several 'Rounds', and the first Round applications will be reviewed within a period of at least 30 days. When the Council receives new applications after Round 1, the Council will close the existing Round so that new applications can be accessed and evaluated. This will open a new Round automatically and will notify all suppliers.
- From this point, **successful suppliers do not need to re-complete a new DPS application** unless their circumstances have changed, or the supplier wishes to apply to a different Lot.
- A successful DPS application is not a contract award. The Council will commence competitive procurement exercises as and when required, on completion of Round 1 of the DPS onwards and will invite successful suppliers to participate. You will receive separate notifications via the ProContract system to invite you to these procurement processes, so we advise you to ensure that your organisations profile has all **email notifications switched on at all times** so that you do not miss out of opportunities to bid.

Unsuccessful/New DPS Applications

- The Council may reject applications to join a DPS. When this happens, the Council will provide feedback to all organisations to advise why this is the case. This may be because:
 - You did not meet the minimum requirements of the DPS
 - You did not submit the Form of Tender
 - Documentation is missing, incomplete, or a response lacks sufficient information to make a decision or pass the identified criteria
- The DPS will allow suppliers to re-apply to the DPS and you can do this at any point. Log in to your profile and select Nottingham City Council from the Home page as shown.



Activities

Active Recently added Last viewed

-- Please select --

Go Search Go

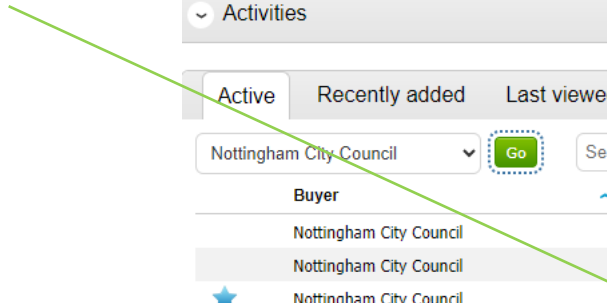
-- Please select --


Nottingham City Council

from the dropdown and click on the 'Go' button

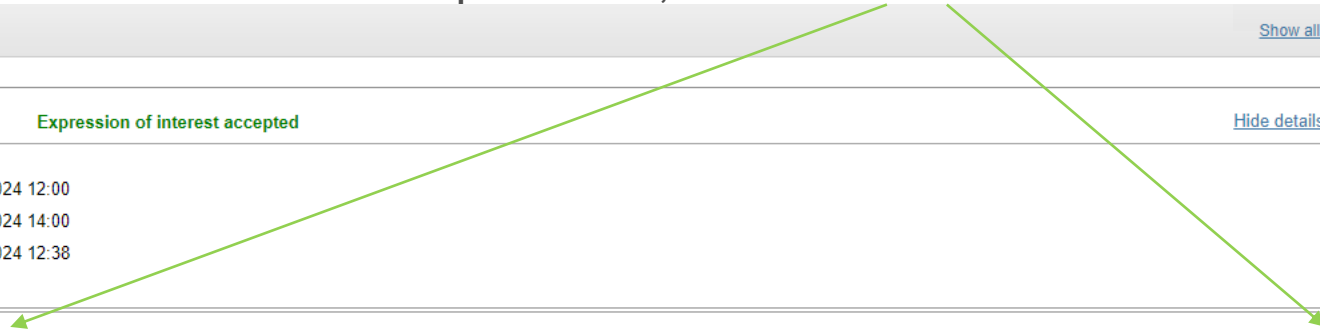
Unsuccessful/New DPS Applications

- A list of projects you have expressed interest in will now be displayed. Projects that you have not viewed before are listed and display a small blue star next to them. Click on the title to enter the project.



Buyer	Title	Current event	Event deadline
Nottingham City Council	DPS Test Case 30.10.2023	DPS Test Case 30.10.2023	31/03/2024
Nottingham City Council	Lot 1 - Painting & Decorating	Lot 1 - Painting & Decorating	01/11/2023
 Nottingham City Council	Hot-Water Boilers	Hot-Water Boilers	13/11/2023

- The next screen display the steps involved in a project and the Rounds that the DPS has both completed and are currently open. To submit a new application, click on the link called **Open** in the **latest Round**. In the example below, this will be Round 2.




Current events		Show all DPS events
DPS Reapply	Expression of interest accepted	Hide details Open
Interest start date: 05/07/2024 12:00 Interest end date 05/07/2024 14:00 Expressed interest on 05/07/2024 12:38		
DPS Reapply - Acceptance round 2	Not started (Respond by: 31/03/2025)	View details Open
DPS Reapply - Acceptance round 1	Submitted (Respond by: 05/07/2024)	View details Open



Unsuccessful/New DPS Applications

- You will then see a summary of the documentation available on this project. On the right side of the screen, scroll down until you see the green Start my response button and click on this.

Question sets (1) [Hide](#)

Title	Summary
 SQ 2023 V2	Mandatory question set of 51 questions of which 45 are mandatory

This panel will show any messages & clarifications that have been sent to you concerning this activity from the buyer

You have received 0 message(s) of which 0 are unread

[View all](#) | [View unread](#)

Your response

The checklist below shows the current status of your response to this activity

This is your response submission progress checklist:

Before you can submit your response you need to...

- Indicate your intent to respond
- Start response or opt out the activity
- Complete the additional information section
- Complete mandatory question sets
- Upload at least one attachment
- Submit your response

Options currently available to you are....

[Start my response](#) [Opt out](#) [Indicate your intent to respond](#)


Unsuccessful/New DPS Applications

- Complete the Additional information section as you did in your original response, adding in any information that would be useful to the Council such as applying for a different Lot/amended application.

Additional information [?](#) [Edit](#)

Supplier reference, response information & additional comments:
You have acknowledged that you do not want to include a reference of your own, further response information or additional comments as part of your response

Question sets (1) [?](#)

Title	Summary	Progress	Action
 SQ 2023 V2	Mandatory question set of 51 questions of which 45 are mandatory	<div style="display: flex; gap: 5px;"><div style="width: 10px; height: 10px; background-color: #ccc;"></div><div style="width: 10px; height: 10px; background-color: #ccc;"></div><div style="width: 10px; height: 10px; background-color: #ccc;"></div><div style="width: 10px; height: 10px; background-color: #ccc;"></div><div style="width: 10px; height: 10px; background-color: #ccc;"></div><div style="width: 10px; height: 10px; background-color: #ccc;"></div><div style="width: 10px; height: 10px; background-color: #ccc;"></div><div style="width: 10px; height: 10px; background-color: #ccc;"></div><div style="width: 10px; height: 10px; background-color: #ccc;"></div><div style="width: 10px; height: 10px; background-color: #ccc;"></div></div>	Edit

Response documentation, files & links (0) [?](#)

No attachments

- Access the Selection Questionnaire by clicking on the Edit button to the right of it. Check the answers you have given based on any feedback you have had and update any answers you can justify by clicking on the Answer question link. Update and save accordingly. Click on the Back button at the very bottom of the screen once you are satisfied with your response.

Section 7 - Additional Questions including Project **!** Incomplete section

7.1 Please confirm whether you already have or can commit to obtain, prior to the commencement of the contract the levels of insurance cover indicated below and within the Tender Pack?	Answer question	●
7.2(a) Data Protection Compliance	Answer question	●
7.2(b) Data Protection Technical Facilities and Measures	Answer question ✎	●

Declaration Complete section

Please acknowledge:	Answer question	●
Contact name	Answer question	●
Name of organisation	Answer question	●
Role in organisation	Answer question	●
Phone number	Answer question	●
E-mail address	Answer question	●
Postal address	Answer question	●
Date	Answer question	●

[Back](#)

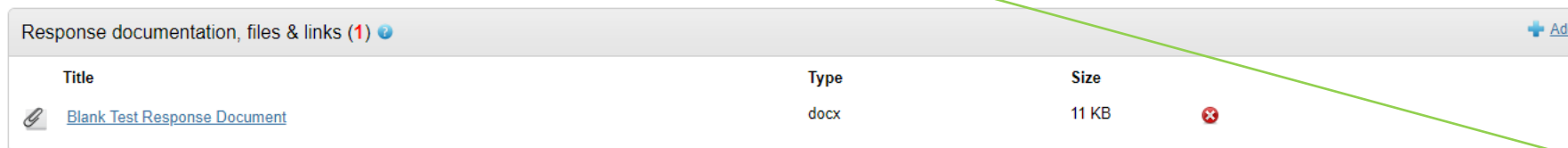


Unsuccessful/New DPS Applications

- Upload **ALL** documents required for your application (including anything you provided in the previous application) by clicking on the + Add button in the Response documentation section as shown.



- When all areas have been completed, the Submit response button will become available again. Click on this to submit.



- Completed the additional information section
 - Completed mandatory question sets
 - Uploaded at least one attachment
- Almost done, all you need to do now is.....*
- Submit your response

Options currently available to you are.....

[Submit response](#) [Opt out](#)