

## Tender Submission Proactis Guidance and Screenshots – Care Homes Flexible Framework

Access Proactis at:

<https://www.supplyingthesouthwest.org.uk/>

Log in through the Buyers Log In link:

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**Log In**

**User Name**

**Password**

[Forgotten your username or password?](#)

**Continue**

### Welcome to ProContract

#### Important Notice

##### ProContract Maintenance – Advance Notification

In order to deploy the latest ProContract update there will be scheduled downtime for up to an hour:

- **Live** environment Thursday 09 May 2019 at 20:00

#### Already registered?

Simply enter your chosen username and password and click 'Continue'


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#### New to ProContract?

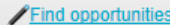
**Suppliers** - If you are not currently registered on the ProContract procurement portal, you can complete a simple registration process by clicking the following link - [Register free](#)

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On the Home Screen, click on 'Find Opportunities'


 Opportunities

To search and view all of the latest opportunities available on the Due North portal, please click on the 'Find opportunities' link above



Enter DN394994 into the search box in the top right of the screen and click 'Go'

DN394994




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[Home](#) [Find opportunities](#) [My activities](#) [My contracts](#) [Help](#)

User Supplier-BANES Your account Logout

Home > Find Opportunities

All data  

### Opportunities - Search results

Narrow your results

Portals


Organisations

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](#)

Opportunities

Title	Buyer	Expression Start	Expression End	Estimated value
Care Homes Test (Care Homes Test 3)	Bath and North East Somerset Council	29/04/2019	30/04/2019	N/A
North Yorkshire County Council Approved Provider List Community Care Providers (Care Homes and Care Homes with Nursing)	North Yorkshire County Council	13/08/2015	30/06/2021	N/A

Click on 'Register Interest in this Opportunity'



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[Home](#) > [Find opportunities](#) > Care Homes Test 3

[Return to find opportunities](#)

### Care Homes Test 3

#### Main contract details

**Opportunity Id** DN6155978  
**Title** Care Homes Test 3  
**Categories** 85000000-9 - Health and social work services  
**Description** Care Homes  
**Region(s) of supply** Bath and North East Somerset, North Somerset and South Gloucestershire  
**Estimated value** N/A  
**Keywords** Care Home

#### Expression of interest window

From 29/04/2019 07:00 to 30/04/2019 13:00

[Register interest in this opportunity](#)

#### Contact details

**Buyer** Bath and North East Somerset Council  
**Contact** Cheryl Hansford  
**Email** [cheryl\\_hansford@bathnes.gov.uk](mailto:cheryl_hansford@bathnes.gov.uk)  
**Telephone** 01225 477273  
**Address** Guildhall  
Bath  
Avon  
BA1 5AW  
United Kingdom

#### Key dates

**Estimated contract dates**  
**Start date** 31/03/2019 **End date** 29/02/2020

Access the full details of the opportunity, by clicking 'here' or through the Activities tile on the Home Page

**supplyingthesouthwest.org.uk**  
Procurement Portal

53 Notifications

Home Find opportunities My activities My contracts Help User Supplier-BANES-1 Your account Logout

Home > Find opportunities > Care Homes Test 3

Return to find opportunities

**Expression of interest successful**

**Expression of interest successful**

You have successfully registered interest in the following opportunity for **Test** :-

**Care Homes Test 3**

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


**What happens next?**

- You have been invited to participate in the ITT event for this opportunity.
- Care Homes Test 3 has been added as a new activity in your [activities centre](#).
- To view this ITT event now, click [here](#).

**I don't have time to look at the ITT 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 [rachel\\_clews@bathnes.gov.uk](mailto:rachel_clews@bathnes.gov.uk). The invitation contains a direct link to this ITT.
- Please note however that the closing date for this ITT is 30 April 2019 13:00. Make sure you leave enough time to complete your response.

For reference, the primary contact for this opportunity is listed below :-

	<b>Mrs Cheryl Hansford</b> T: 01225 477273 F: M: E: <a href="mailto:cheryl_hansford@bathnes.gov.uk">cheryl_hansford@bathnes.gov.uk</a>	<b>Procurement Portal</b> Supplying the South West Ref Id DN6155978	<b>Organisation</b> Bath and North East Somerset Council <b>Activity</b> <a href="#">Care Homes Test</a>
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Close

BAT 5AW

## Home page

Activities

View full screen

Active

Recently added

Last viewed

Bath and North East Somers

Go

394994

x

Go

Please select a buyer from the dropdown and click on the 'Go' button

Access the full details by clicking on 'Start' or 'Edit' next to the current Acceptance Round

### Activity : Test DPS Supplier Screen

Current events		Show all DPS events
Test DPS Supplier Screen	Expression of interest accepted	Hide details   Open
Interest start date: 28/03/2019 09:00		
Interest end date: 31/03/2019 00:00		
Expressed interest on: 28/03/2019 09:46		
Test DPS Supplier Screen - Acceptance round 2	Not started (Respond by: 01/03/2021)	View details   Start

Click 'Open' or  
'Start'

View the tender documentation on the opportunity home screen – under the Activity Documentation, Files & Links heading

To start responding click ‘Start my Response’


Buyer: Bath and North East Somerset Council  
Title: Care Homes Test ID: 5268531  
Description: Care Homes Test

## Bath & North East Somerset Council







A response to this activity can be submitted no later than  
**30th April 2019 at 1:00 PM**  
Time remaining

1	2	36
Day	Hours	Minutes




Activity primary contacts

 **Cheryl Hansford**  
T: 01225 477273  
F:  
M:  
E: [cheryl\\_hansford@bathnes.gov.uk](mailto:cheryl_hansford@bathnes.gov.uk)

Activity documentation, files & links (6)

Title	Type	Size
 <a href="#">Accreditation Draft KEG's changes.docx</a>	docx	96 KB
 <a href="#">Accreditation Draft v2 10.04.docx</a>	docx	63 KB
 <a href="#">Accreditation Draft.docx</a>	docx	95 KB
 <a href="#">Care Homes in Application.docx</a>	docx	15 KB
 <a href="#">Care Homes Selection Questionnaire Evaluation.xlsx</a>	xlsx	11 KB
 <a href="#">Local accreditation requirements - draft v2.docx</a>	docx	26 KB

Question sets (3)

Title	Summary
 <a href="#">Standard Selection Questionnaire (SQ)</a>	<b>Mandatory</b> question set of 35 questions of which <b>24</b> are mandatory
 <a href="#">Relevant Experience</a>	<b>Mandatory</b> question set of 3 questions of which <b>3</b> are mandatory
 <a href="#">Care Homes included in application</a>	<b>Mandatory</b> question set of 4 questions of which <b>3</b> are mandatory

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](#) [Or: opt out](#) [Indicate your intent to respond](#)

The questions for the opportunity will open. Click 'Edit' next to each question set to begin responding.



55 Notifications

[Home](#) [Find opportunities](#) [My activities](#) [My contracts](#) [Help](#) [User Supplier-BANES-1](#) [Your account](#) [Logout](#)

[Home](#) > [My activities](#) > [Care Homes Test](#) > Care Homes Test

### Your response summary

[-Back to summary](#) [Take a tour](#)

#### Response information

**Supplier:** BANES Test  
**Workgroup:** Test  
**Workgroup contacts:**  
**Workgroup contacts:** User Supplier-BANES-1  
**Activity id:** DN5268531  
**Response id:** R108211497

**Company reg number:** N/A  
**Company address:** Test  
Test  
Avon  
United Kingdom  
BA1 5BD  
**Website:** None

#### Deadline & time remaining

A response to this activity can be submitted no later than  
**30th April 2019 at 1:00 PM**  
Time remaining  

1 2 35  
Day Hours Minutes

#### Additional information

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

#### Question sets (3)

Title	Summary	Progress	Action
<a href="#">Standard Selection Questionnaire (SQ)</a>	Optional question set of 35 questions of which 24 are mandatory	<div></div>	<a href="#">Edit</a>
<a href="#">Relevant Experience</a>	Optional question set of 3 questions of which 3 are mandatory	<div></div>	<a href="#">Edit</a>
<a href="#">Care Homes included in application</a>	Optional question set of 4 questions of which 3 are mandatory	<div></div>	<a href="#">Edit</a>

#### 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 (29/04/2019 10:23)  
☒ 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

Options currently available to you are....

Complete all questions in all question sets. Note that the majority of questions are mandatory and you will not be able to submit until they have been completed.

## View evaluation questions

Questions			
Title	Section status	Status	Flag
<div> <div></div> Part 1: Potential Supplier Information </div>		Complete section	
<div> <div></div> Supplier Information </div>		Complete section	
1.1(a) Full name of the potential supplier submitting the information	Answer question		
1.1(b) - (i) Registered Office Address ( if applicable)	Answer question		
1.1(b) - (ii) Registered website address ( if applicable)	Answer question		
1.1(c) Trading Status	Answer question		
1.1(d) Date of registration in country of origin	Answer question		
1.1(e) Company registration number (if applicable)	Answer question		
1.1(f) Charity registration number (if applicable)	Answer question		
1.1(g) Head office DUNS number (if applicable)	Answer question		
1.1(h) Registered VAT number	Answer question		
1.1(i) - (i) If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?	Answer question		
1.1(i) - (ii) If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number (s).	Answer question		
1.1(j) - (i) Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement?	Answer question		
1.1(j) - (ii) If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this.	Answer question		
1.1(k) Trading name(s) that will be used if successful in this procurement	Answer question		
1.1(l) Relevant classifications (state whether you fall within one of these, and if so which one)	Answer question		
1.1(m) Are you a Small, Medium or Micro Enterprise (SME) ?	Answer question		
1.1(n) Details of Persons of Significant Control (PSC), where appropriate: Name; Date of Birth; Nationality; Country, state or part of the UK where the PSC usually lives; Service address; The date he or she became a PSC	Answer question		



Supplier Information | Question 1 of 19

Question

Title:  
1.1(a) Full name of the potential supplier submitting the information

Answer

Flag question for review ☐

Test

[Save and close](#) [Save and previous](#) [Save and next](#)

Section help



Question help

This question is mandatory

Question attachments

No attachments

Once all questions are complete the progress bar on each question set will show as full:

Question sets (1) <a href="#">?</a>			
Title	Summary	Progress	Action
 <a href="#">Example Online Questions</a>	<b>Mandatory</b> question set of 12 questions of which 12 are mandatory		<a href="#">Edit</a>

## Additional information

Supplier reference (optional) ?

Response information (optional) ?

Additional comments (optional) ?

☐ I have read and understood this section and can confirm I am happy not to include any additional information ?

Save

Cancel

Complete the additional information or tick the box to indicate that you are happy not to include any additional information

Click 'Save'

You do not need to complete your submission in one go, it will save and you can pick up again where you left off.

To do this click on 'View draft response'

Your response (**Version 1 – Draft**)[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 (29/04/2019 10:23)
- ☒ 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

*Options currently available to you are.....*

[View draft response](#) [Opt out](#)

Audit history

[View audit history](#)

When you are happy that your submission is complete submit your response by clicking on the 'Submit Response' button

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 (30/04/2019 14:48)
- ☒ 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 (**Version 2**)

*Options currently available to you are.....*

Submit response

[Opt out](#)

Once your submission has been submitted you will see the status change to 'Submitted' and it will be time and date stamped.

You should also receive a confirmation email from Proactis.

Your response (**Version 1 – Submitted**) [Response history](#)

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

**This is your response submission progress checklist:**

*You have successfully.....*

- ☒ Submitted your response (**Version 1 – 30/04/2019 14:48**)

*Options currently available to you are.....*


[Change Response](#) [View submitted response](#) [Opt out](#)

Should you wish to amend your response after submission, but prior to the deadline date you can amend it by clicking 'Change Response'

If you have questions about the tender process or the published documents please use the messaging function to submit them to the project team.

Do this by clicking on 'View all' and then 'Create new message'


Buyer: Bath and North East Somerset Council  
Title: Care Homes Test ID: 5268531  
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Activity primary contacts



Cheryl Hansford  
T: 01225 477273  
F:  
M:  
E: [cheryl\\_hansford@bathnes.gov.uk](mailto:cheryl_hansford@bathnes.gov.uk)

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

100% Search Results

Inbox



There have been no messages sent/received that match your search criteria

The Flexible Framework allows the Council to re-open the application process for new entrants. As and when this is done the system will create a new 'Acceptance Round' with a revised deadline date, as shown below. The initial application window will be called Acceptance Round 1 with each subsequent round being numbered consecutively.

Current events		<a href="#">Show all DPS events</a>
<a href="#">Test DPS Supplier Screen</a>	Expression of interest accepted	<a href="#">Hide details</a>   <a href="#">Open</a>
<div>Interest start date: 28/03/2019 09:00</div> <div>Interest end date 31/03/2019 00:00</div> <div>Expressed interest on 28/03/2019 09:46</div>		
<a href="#">Test DPS Supplier Screen -</a> <a href="#">Acceptance round 2</a>	Not started (Respond by: 01/03/2021)	<a href="#">View details</a>   <a href="#">Start</a>