

Guide to Participating in DPS opportunity

1. Introduction

This document is designed to help you use the Buckinghamshire Business Portal to participate in this opportunity.

2. Login or Register on portal

- Type in <https://procontract.due-north.com/register> into your internet explorer
- This will then open the following screen. Click on **Register** if you haven't already done so and follow the registration process. If you have registered enter your username and password

Log In

User Name

Password

[Forgotten your username or password?](#)

Welcome to ProContract

Already registered?
Simply enter your chosen username and password and click 'Continue'

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](#)

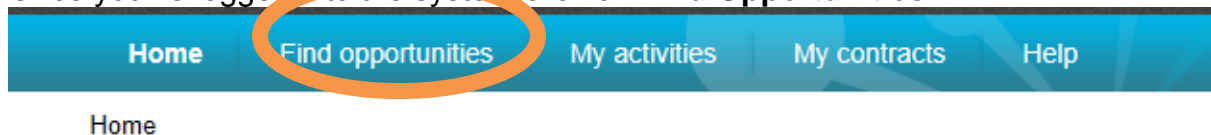
Migrated from ProContract Version 2?
If you are currently registered with a ProContract Version 2 procurement portal and the procurement portal has migrated to Version 3 your details have been automatically transferred, however for security and account validation you will be required to reset your password 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

- Once your logged in you will need to search for the opportunity and express an interested to gain access to the documentation.

3. How to Express an Interest in an Opportunity

Once you've logged into the system click on **Find Opportunities**



In the portals function select Buckinghamshire then click **update**

1 2 3 4 5 ... 30 Next >

Buckinghamshire Business Port

Organisations

All

Categories

There are 0 categories selected

- + Add UNSPSC categories
- + Add NHS eClass Version 2014 categories
- + Add CPV categories
- + Add ProClass categories

Regions

There are 0 regions selected

- + Add new region

Keywords

Include closed

Yes No

Expression date

Start date End date

dd/mm/yy dd/mm/yy

Published date

Start date End date

dd/mm/yy dd/mm/yy

Reset Update

Title	Buyer	Expression Start	Express
01 - TEST PROJECT - Supplier day	YPO	14/02/2017	21/02/2
09022017- Corporate Training DPS	Wirral Borough Council	09/02/2017	31/03/2
1112-073 - Mental Health Employment Service	Islington	03/12/2011	31/07/2
14-085 DPS Adult Community Learning	Rotherham MBC	18/03/2016	31/07/2
146_16 Ready Mixed Concrete (DPS test)	ESPO	22/06/2016	22/02/2
16 Plus Accommodation Tender DPS	Luton Borough Council	24/05/2017	02/05/2
181116	Leicestershire County Council	18/11/2016	01/11/2
18112016	Leicestershire County Council	18/11/2016	01/11/2
2016.04.22 DPS Project	South Tyneside Council	22/04/2016	30/04/2
2016.07.08 Test DPS	East Riding of Yorkshire	08/07/2016	07/07/2

1 2 3 4 5 ... 30 Next >

- This will return all the opportunities that Buckinghamshire have advertised. Click on the **Project Title** that you want to express an interest.

Find opportunities My activities My contracts Help A Wootton Your account Logout

All data Go

S

Opportunities				
Title	Buyer	Expression Start	Expression End	Estimated Value
eSourcing Solution	Buckinghamshire County Council	21/08/2015	28/08/2015	N/A
PL Test Pro Contract	Buckinghamshire County Council	16/07/2015	31/08/2015	N/A
Business Information	Buckinghamshire County Council	24/08/2015	28/08/2015	N/A
Services V1a	Buckinghamshire County Council	26/08/2015	29/08/2015	N/A

- This will then open the Project Details. You then need to click **Register Interest in this opportunity.**

Services V1a

[Return to find opportunities](#)

[Register interest in this opportunity](#)

Main contract details	
Opportunity Id	DN5986831
Title	Services V1a
Categories	152000 - Procurement
Description	Services
Estimated value	N/A

Key dates	
Estimated contract dates	
Start date	02/12/2015
End date	02/12/2015
Expression of interest dates	
Start date	26/08/2015 10:43:00
End date	29/08/2015 14:00:00

Contact details	
Buyer	Buckinghamshire County Council
Contact	Jenny Wootton
Email	jwootton@buckscc.gov.uk
Telephone	01296 383089
Fax	
Address	1) NCO Aylesbury Buckinghamshire HP20 1YQ United Kingdom

Attachments	
No attachments	

- Once you have expressed an interest in this opportunity you can open it direct from the page below by clicking **HERE**. If you decide not to you can access the opportunities via activities which is explained (below section 4).

Expression of interest successful

Expression of interest successful

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

ITTV6

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.
- ITTV6 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 exemptions@buckscc.gov.uk. The invitation contains a direct link to this ITT.
- Please note however that the closing date for this ITT is 28 June 2017 11:00. Make sure you leave enough time to complete your response.

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

	Mrs Jenny Wootton T: 01296 383089 F: M:	Procurement Portal Buckinghamshire Business Portal Ref Id	Organisation Buckinghamshire County Council Activity
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- Once you clicked on **here** (as above) you can then click **start your response**.

The screenshot shows a web interface for an opportunity. At the top left, it says "Buckinghamshire County Council - ITT" with the ID "5261845". Below this is a "Main details" section with "Title: ITTV6" and "Respond by: 28 June 2017 11:00:00". A "Description:" section follows with "ITTV6". Below that is a "Terms & conditions" section with a "NOTE" link. On the right side, there is a "Time remaining" section showing a countdown: 0 Days, 2 Hours, 51 Minutes, and 5 Seconds. Below that is a "Messages (0)" section stating "You have received 0 message(s) of which 0 are unread" with links for "View all" and "View unread". At the bottom right, there is a "Response controls" section with a green "Start my response" button circled in orange, and links for "Register intent to respond" and "I no longer wish to respond". Below that is a "My responses" section stating "You have not yet started your response."

4. Access the opportunity

- To access the opportunity you've expressed an interest in click on **My Activities**

The screenshot shows a navigation bar with five items: "Home", "Find opportunities", "My activities", "My contracts", and "Help". The "My activities" item is circled in orange. Below the navigation bar, the word "Home" is visible on the left side.

- The following screen will appear detailing all the opportunities you're involved with. The opportunity with the **Blue Star** is the opportunity you've expressed an interest in that you've not viewed. Click on the **Project Title**

Home Find opportunities My activities My contracts Help A Wootton Your account Logout

Home > My activities All data Search Go

My activities

Narrow your results

Buyer

All
 Buckinghamshire County Council

Event type

All
 RFx

Status

All
 New action

Update

Active activities Archived activities Last viewed activities

--Actions--

<input type="checkbox"/>	Buyer	Title	Current event	Event deadline
<input type="checkbox"/>	Buckinghamshire County Council	Restricted v99	Restricted v99	17/08/2015
<input checked="" type="checkbox"/>	Buckinghamshire County Council	Services V1a	Services V1a	29/08/2015
<input type="checkbox"/>	Buckinghamshire County Council	testing 310715	testing 310715	07/08/2015
<input type="checkbox"/>	Buckinghamshire County Council	verification demo	verification demo	10/08/2015

- The Project will then open. You need to click **Start** in order to view the details

Home > My activities > Services V1a

Activity : Services V1a

[< Back to home page](#)

Events

[Services V1a](#) Not started (Respond by: 29/08/2015) [Hide details](#) | [Start](#)

Reference: 5127953
Respond by: 29 August 2015 at 14:00
Response status: Not started

[Archive this activity](#)

Messaging

You have 0 unread message(s).
[View messages](#)

Audit history

[View audit history](#)

- The Project will open. Here you'll be able to view the SSQ and any other documents. You'll also see the time remaining to respond, Messages & clarifications, intent to respond, no longer wish to respond and Start My response.


Home > My activities > Mainstream Taxi Services > Mainstream Taxi Services - Acceptance Round 1 <Back to dashboard

Activity Information

Buyer: Buckinghamshire County Council

Title: Mainstream Taxi Services ID: 5266762 Acceptance Round: 1

Description: Demo - Mainstream Taxi Services



Deadline & Time remaining

A response to this activity can be submitted no later than

21st September 2018 at 12:00 PM

1 22 17 52

Hours Minutes Seconds

Attachments

Attachments can be viewed by procurers and suppliers involved in this rfx

OJEU Forms for BCC.JPG	29 KB
... Connect user guide_V10.docx	254 KB

Terms & conditions

NOTE

Evaluation criteria/question sets

Title	Questions		
	Mandatory	Online	Internal
Pre-Qualification Questionnaire for EU and Non-EU Procurements	42	57	0

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](#)

Response actions

[Start my response](#)

[Register intent to respond](#)

[No longer wish to respond](#)

My responses

You have not yet started your response.

5. Access the opportunity

- In order to start completing the SSQ and documentation you need to click on **Start Response** the response wizard will open. Click **Continue**

Create response

1 Details
2 Question sets
3 Attachments
4 Terms & conditions

Response reference: 105823566

The wizard will assist you with the completion of your response.

You will be presented with a number of different steps to complete. Once each step has been completed you can click the 'Continue' button to proceed to the next step, or 'Back' to return to the prior step or 'Cancel' to exit the wizard.

After the completion of each step, the response information entered will be saved as a draft, which will allow you to resume the response at a later date if required.

Once all the steps have been completed and all mandatory response criteria have been met, you will be asked if you wish to submit your response.

If you agree to submit your response, you will receive a confirmation receipt email. Please note, if you do not receive the confirmation email please contact support as you cannot be guaranteed that your response has been received.

Continue
Reset
Cancel

- There will be a number of screens you need to follow which are not mandatory until you get to the question sets. It's up to you if you want to fill in the information. Once you've got to the question sets you need to click on **Edit Response**

Home > My activities > Mainstream Taxi Services > Mainstream Taxi Services > Create DPS response

Create DPS response

[Details](#)
[Additional information](#)
3 Question sets
 [4 Attachments](#)
[5 Terms & conditions](#)

Title	Action	Progress
Questionnaire for EU and Non-EU Procurements	Edit response	██████████

[Continue](#)
[Reset](#)
[Cancel](#)
[Back](#)

- This will open the SSQ. To answer the SSQ Questions click **Answer question**

Title	Weight: %	Section status	Status	Flag
1 1. Grounds for Mandatory and discretionary rejection Incomplete section Section weight: 0.00%				
1.1 Please complete the attached document " Statement Relating to Good Standing".	N/A	Answer question	●	
2 Organisation identity and basic details Incomplete section Section weight: 0.00%				
2.1 Organisation name	N/A	Answer question	●	
2.2 Registered office address	N/A	Answer question	●	
2.3 Telephone number	N/A	Answer question	●	
2.4 Website address	N/A	Answer question	●	
2.5 VAT registration number	N/A	Answer question	●	
2.6 Organisations registration number (if applicable)	N/A	Answer question	●	
2.7 Date of registration for organisation (if applicable)	N/A	Answer question	●	
2.8 Name of immediate parent company (if applicable)	N/A	Answer question	●	
2.9 Name of the ultimate parent company (if applicable)	N/A	Answer question	●	
2.10 Would the ultimate holding organisation be prepared to guarantee your contract performance as its subsidiary (if applicable)	N/A	Answer question	●	
2.11 Type of organisation	N/A	Answer question	●	
2.12 Have any directors, partners or associates of the organisation been involved in any organisation that has been liquidated or gone into receivership	N/A	Answer question	●	
2.13 Have any of the organisation's directors, partners etc. been disqualified from acting as directors of any company under the provisions of the Company Directors Disqualification Act 1986, or equivalent country legislation, in the last five years	N/A	Answer question	●	
2.14 Are you aware of any conflict of interest which may arise as a result of the organisation's involvement in this contract	N/A	Answer question	●	
2.15 Have there been any significant corporate changes	N/A	Answer question	●	

Progress (0%)

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.

Public attachments

No attachments

- This opens the question where you can then input your answer. Always click **Save & Close** or **Save & Next** so you don't lose the information.

test | Question 1 of 8

Question	Weight
1. Full name of the Supplier completing the PQQ	0.00 %
Answer Flag question for review <input type="checkbox"/>	Question attachments
<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div> <p style="text-align: right;">You have 100 characters remaining</p>	No attachments
Save and close Save and previous Save and next	Help
	Maximum of 100 characters. This question is mandatory

- As you work your way through the SSQ questions you'll see the progress bar at the top moving to show how far you've got. Where the status changes to green means the question is complete, amber part complete and red means not answered. All questions must be green in order for you to submit the completed document.

View evaluation questions

Questions	Progress (97%)			
Title	Weight: %	Section status	Status	Flag
1 1. Grounds for Mandatory and discretionary rejection		Complete section	Section weight: 0.00%	
1.1 Please complete the attached document " Statement Relating to Good Standing".	N/A	Answer question	●	
2 2 Organisation identity and basic details		Complete section	Section weight: 0.00%	
2.1 Organisation name	N/A	Answer question	●	
2.2 Registered office address	N/A	Answer question	●	
2.3 Telephone number	N/A	Answer question	●	
2.4 Website address	N/A	Answer question	●	
2.5 VAT registration number	N/A	Answer question	●	
2.6 Organisations registration number (if applicable)	N/A	Answer question	●	

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.

- Once you've completed the SSQ the status bar will show 100% complete. Then scroll to the bottom and click on **Back**



- Then click **continue**

Create response

Details 2 Question sets 3 Attachments 4 Terms & conditions

Title	Action	Progress
Evaluation test template v1	Edit response	<div style="display: flex; align-items: center;"><div style="width: 100px; height: 15px; background-color: #4CAF50; margin-right: 10px;"></div>Opt out</div>

[Continue](#) [Reset](#) [Cancel](#) [Back](#)

- You're then taken back to the response wizard. You'll then need to upload any attachments if required. Click **continue**
- Accept or decline the Terms & Conditions then click **Finish**

Create response

Details Question sets Attachments 4 Terms & conditions

Please follow the link to read the terms and conditions

NOTE

Accept

Decline

[Finish](#) [Reset](#) [Cancel](#) [Back](#)

6 Submit completed documents

- You will see the summary below showing your completed SSQ attachments if there are any. To submit the response click on **Submit Response**

My response 105823566 Draft

Terms & conditions - Accepted Decline

NOTE

Evaluation criteria/question sets

Title	Action	Progress
Evaluation test template v1	Edit response	<div style="width: 100%; height: 10px; background-color: green;"></div> Opt out

Attachments

Doc1.docx 12 KB

Add attachment

Time remaining

Respond by: 29 August 2015 14:00:00

2 Days 22 Hours 57 Minutes 40 Seconds

Response controls

Submit response

Open response wizard

Submission checklist

- Terms & conditions
- Evaluation criteria/question sets
- Attachments

Audit history

- Confirm you want to **submit response**

Submit response

Are you sure you want to submit this response?

Submit response Cancel

- You'll then see this screen where you can see your submission has been sent. You will also receive an email confirmation

Main details

Title: Services V1a **Respond by:** 29 August 2015 14:00:00
Description: Services

Terms & conditions

 [NOTE](#)

Evaluation criteria/question sets

Title	Questions		
	Mandatory	Online	Internal
Evaluation test template v1	19	20	0

Time remaining

2 Days	22 Hours	56 Minutes	54 Seconds
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Submitted

Messaging

You have 0 unread message(s).
[View messages](#)

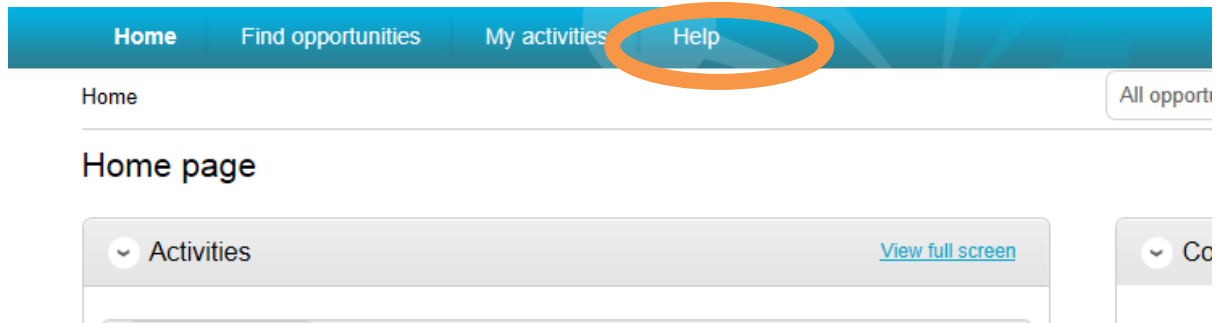
Response controls

[I would like to edit my response](#)
[No longer wish to respond](#)

My responses

Version 1	Submitted	26/08/2015 15:03:01
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7 Getting Help



Please note that you can get help with ProContract by selecting the help function. This contains guidance on how to use the system.

8 Still experiencing problems with using the Portal

If you are still experiencing problems with the portal / Pro Contract e please use the following contact details:

Service Desk

You can raise a call via the ProActis Helpdesk on the following link

<http://www.proactissupport.com/>