

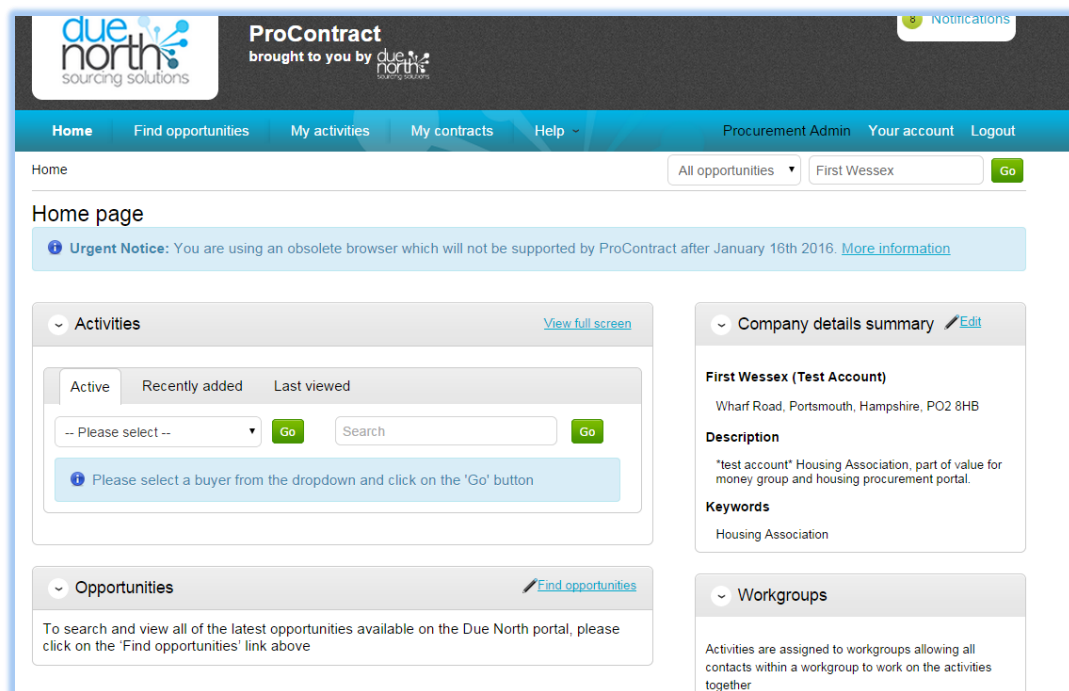
VIVID - ProContract Short Guide

At VIVID, we realise that a number of organisations and authorities use different purchasing systems and methods, therefore it can seem complicated when having to use multiple tendering systems when trying to submit a quote or tender. This short guide has been produced to provide key notes to help you get started.

This is not designed to replace the official user guide that can be found here:
<https://supplierhelp.due-north.com/>

1. Register or Login

Once registration is completed or you have logged on, you will be taken to the home page pictured below:



2. Search for Opportunities

Click on the tab 'Find opportunities' and type VIVID into the search box on the top right hand of the screen. This will show tenders that are currently advertised by VIVID.

The screenshot shows the ProContract 'Find Opportunities' search results page. The top navigation bar includes 'Home', 'Find opportunities', 'My activities', 'My contracts', 'Help', 'Procurement Admin', 'Your account', and 'Logout'. A search bar on the right contains 'First Wessex'. The main content area is titled 'Opportunities - Search results' and features a 'Narrow your results' sidebar on the left with filters for Portals, Organisations, Categories, Regions, and Keywords. The main table lists search results with columns for Title, Buyer, Expression Start, Expression End, and Estimated value.

Title	Buyer	Expression Start	Expression End	Estimated value
First Wessex - Internal & External Cyclical Decorations - St Georges Barracks North Gosport	First Wessex	28/07/2016	17/08/2016	N/A
First Wessex - Training Services for Leadership Development Programme	First Wessex	25/07/2016	05/08/2016	N/A
First Wessex: My North Town, Aldershot Estate Regeneration Scheme phase 6	First Wessex	28/07/2016	02/08/2016	£26,000,000.00

3. Expression of Interest

On the right hand side of the screen there is a large green box with "Register interest in this opportunity", click this to confirm that you wish to register your interest in the tender/quote.

The screenshot shows the 'Expression of Interest' page for the opportunity 'First Wessex - Internal & External Cyclical Decorations - St Georges Barracks North Gosport'. The page is divided into several sections: 'Main contract details', 'Expression of interest window', 'Contact details', 'Key dates', and 'Attachments'. The 'Main contract details' section provides information about the opportunity ID, title, categories, description, region of supply, estimated value, and keywords. The 'Expression of interest window' section shows the time period from 28/07/2016 15:39 to 17/08/2016 12:00 and a green button to 'Register interest in this opportunity'. The 'Contact details' section lists the buyer, contact person, email, telephone, and address. The 'Key dates' section shows the estimated contract dates, start date, and end date. The 'Attachments' section indicates that there are no attachments.

Main contract details

Opportunity Id DN175186

Title First Wessex - Internal & External Cyclical Decorations - St Georges Barracks North Gosport

Categories 45451000-3 - Decoration work
50000000-5 - Repair and maintenance services

Description Internal & External Cyclical Decorations & Minor repairs to Thomas Grant & Henry Player Avenue in Gosport

Region(s) of supply Hampshire and Isle of Wight

Estimated value N/A

Keywords Repair, Decoration

Expression of interest window

From 28/07/2016 15:39 to 17/08/2016 12:00

Register interest in this opportunity

Contact details

Buyer First Wessex

Contact Samantha Coonan

Email samantha.coonan@firstwessex.org

Telephone +44 2392896764

Address First Wessex, Peninsular House
Portsmouth
Hampshire
PO2 8HB
United Kingdom

Key dates

Estimated contract dates

Start date 31/08/2016 **End date** 30/11/2016

Attachments

No attachments

Once you have registered an interest, the page will change to confirm that your expression of interest has been registered. The green box will grey out and no longer function, as detailed in the image below:

[Home](#) [Find opportunities](#) [My activities](#) [My contracts](#) [Help](#) [Procurement Admin](#) [Your account](#) [Logout](#)

[Home](#) > [Find opportunities](#) > [First Wessex - Internal & External Cyclical Decorations - St Georges Barracks North Gosport](#)

First Wessex - Internal & External Cyclical Decorations - St Georges Barracks North Gosport [Return to find opportunities](#)

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Estimated value N/A

Keywords Repair, Decoration

Key dates

Estimated contract dates

Start date 31/08/2016 **End date** 30/11/2016

Expression of interest registered

Date 01/08/2016 09:54:00

Workgroup Procurement Team

Expression of interest window

From 28/07/2016 15:39 to 17/08/2016 12:00

[Register interest in this opportunity](#)

Contact details

Buyer First Wessex

Contact Samantha Coonan

Email samantha.coonan@firstwessex.org

Telephone +44 2392896764

Address First Wessex, Peninsular House
Portsmouth
Hampshire
PO2 8HB
United Kingdom

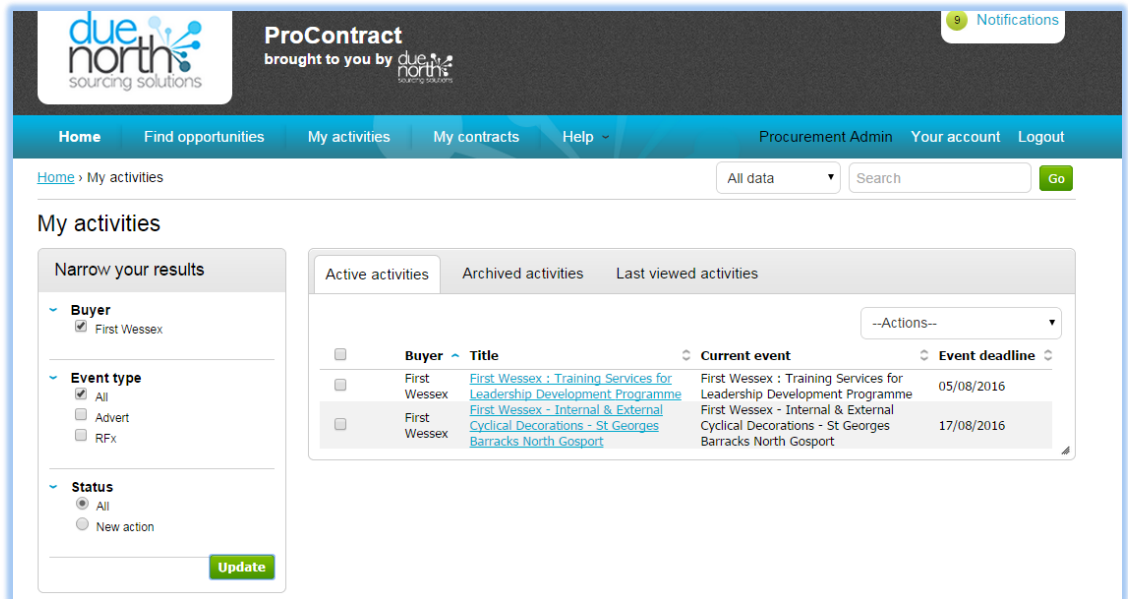
Please note once you have expressed an interest in the tender, the system will automatically allow you access to the tender documents. We will not manually send any information to you outside of the portal, you can find this information by following the next steps.

VIVID will only accept expressions of interest by this method, we do not register any expressions of interest that are submitted by email or outside of the portal.

4. My Activities

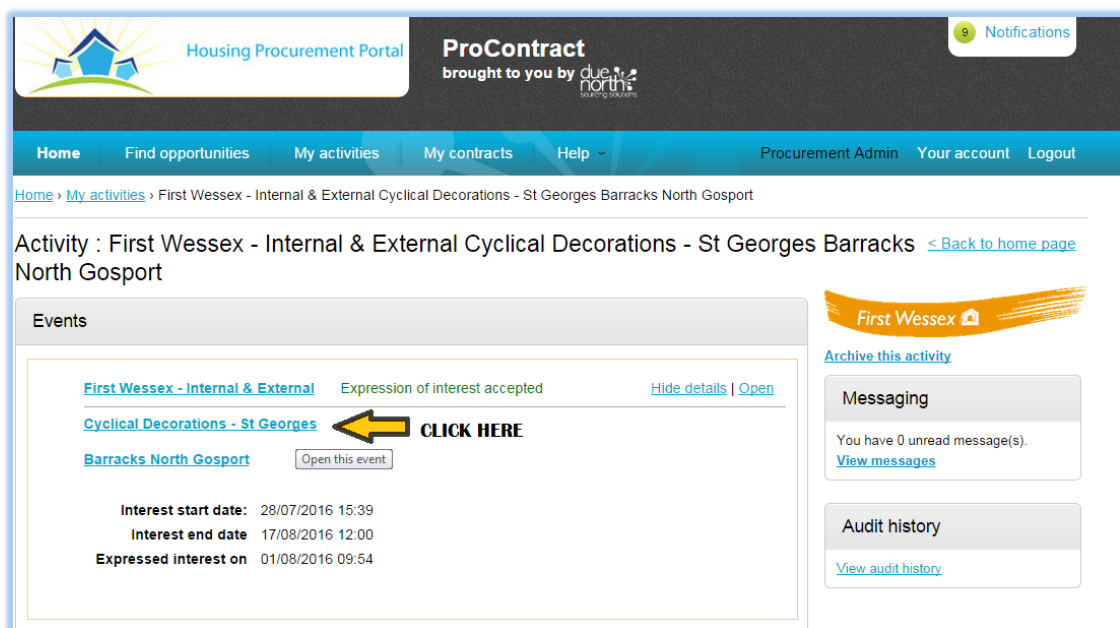
Once you have expressed an interest:

- Click on 'My activities' in the blue section at the top of the page.
- Click the check box under the option 'Buyer' which will say VIVID.
- Click 'Update', then click on the blue link which will open under the tender.



5. Open the Opportunity

Click on the hyperlink which shows the name of the opportunity that you want to view, as detailed in the image below.



If it is a Quick Quote (price only) that you are responding to, the following points are demonstrated in the image below:

- Brief description of the tender.
- Attachments that are relevant to the quote.
- Large green box that highlights the time remaining.
- Option to register an 'Intent to respond' (our preferred method so that we can track the interest in a tender).
- Option to start your response.
- Message board.

The screenshot shows a tender portal interface. At the top right, there is a link "<Back to dashboard". The main header area displays "First Wessex - Quick quote" and the number "162729". Below this, the interface is divided into several sections:

- Main details:** Contains the title "First Wessex - Internal & External Cyclical Decorations - St Georges Barracks North Gosport", the response deadline "Respond by: 22 August 2016 12:00:00", and a detailed description of the work.
- Attachments:** A table listing five PDF attachments: "FINAL Part 1 - Preliminaries.pdf" (164 KB), "FINAL Part 2 - Preambles.pdf" (105 KB), "FINAL Part 3 - Schedule of Works.pdf" (234 KB), "FINAL Part 4 - Main Summary.doc" (74 KB), and "St Georges Barracks Site Plan.pdf" (291 KB).
- Time remaining:** A large green box showing a countdown of 19 Days, 1 Hour, 33 Minutes, and 54 Seconds.
- Messaging:** A section indicating "You have 1 unread message(s)" with a link to "View messages".
- Response controls:** A section with three buttons: "Start my response" (green), "Register intent to respond" (blue), and "No longer wish to respond" (blue).
- My responses:** A section stating "You have not yet started your response."

If it is a tender (quality and price evaluation) that you are responding to, the following points are demonstrated in the image below:

- Brief description of the tender.
- Evaluation questions.
- Large green box that highlights the time remaining.
- Option to register an 'Intent to respond' (our preferred method so that we can track the interest in a tender).
- Option to start you response.
- The ability to veiw messages.

First Wessex - PQQ

162361

▼ Main details

Title: First Wessex : Training Services for Leadership Development Programme

Response by: 09 August 2016 13:00:00

Description:
First Wessex are looking to procure the services of an experienced external provider that can deliver a business transformational programme to our leadership team to fully support and enable managers to consistently lead and manage even more effectively through the transition and change backdrop and achieve more with less in a changing landscape. Please see specification for full details.

▼ Evaluation criteria/question sets

Title	Questions		
	Mandatory	Online	Internal
Leadership Training Programme Tender 2016 - Open Procedure	30	36	0

Time remaining

6

Days

2

Hours

20

Minutes

43

Seconds

Intent to respond

Messaging

You have 6 unread message(s).
[View messages](#)

Response controls

[No longer wish to respond](#)

My responses

[Version 1](#)
[Draft](#)
[Edit](#)

Audit history

[View audit history](#)

Below is an image of the tender response and current progress. The status will show whether the response is in draft format or submitted.

My response

2063464 **Draft**

▼ Additional information

Supplier reference:

▼ Evaluation criteria/question sets

Title	Action	Progress
Leadership Training Programme Tender 2016 - Open Procedure	Edit response	<div></div>

▼ Attachments

No attachments

Add attachment

Time remaining

6

Days

2

Hours

5

Minutes

16

Seconds

Respond by: 09 August 2016 13:00:00

Response controls

Submit response

Open response wizard

Submission checklist

Evaluation criteria/question sets

Audit history

[View audit history](#)

6. Messaging

Please make sure that you read any messages that we send. We will not contact suppliers outside of the portal for audit purposes. If there are any clarification questions, these should be raised here.

Messages for First Wessex : Training Services for Leadership Development Programme - Search results [Return to previous page](#)

Narrow your results

Read Status

- ☒ Read
- ☒ Unread
- ☒ Flagged

Start date

End date

Inbox

<input type="checkbox"/>	Ref No	Subject	From	Date	Public
<input type="checkbox"/>	6.1	Presentation/Interview dates	Project team	28/07/2016 12:21	✓
<input type="checkbox"/>	7.1	Specification	Project team	28/07/2016 12:26	✓
<input type="checkbox"/>	8.1	Number of attendees	Project team	28/07/2016 12:50	✓
<input type="checkbox"/>	13.1.1	RE: FW2020	Project team	03/08/2016 08:31	✓
<input type="checkbox"/>	14.1.1	RE: Measurability/ Return on Investment	Project team	03/08/2016 08:32	✓
<input type="checkbox"/>	15.1.1	RE: Public and professional liability insurance	Project team	02/08/2016 10:11	✓
<input type="checkbox"/>	15.1.1.3	CORRECTION: Public and professional liability insurance	Project team	02/08/2016 12:33	✓
<input type="checkbox"/>	33.1	FAQ's	Project team	03/08/2016 09:01	✓

...Actions...

If there are any adjustments to the specification they will be addressed through the message boards. It is your responsibility to keep up to date with the tender information.

For full detailed instructions to use the system, please use the online guide here:

<https://supplierhelp.due-north.com/>

If you experience any technical difficulties with the system please contact Due North directly on 01670 597136, not VIVID.