

Dynamic Purchasing System - Provision of Education and Social Care Transport Services

How to Guide?

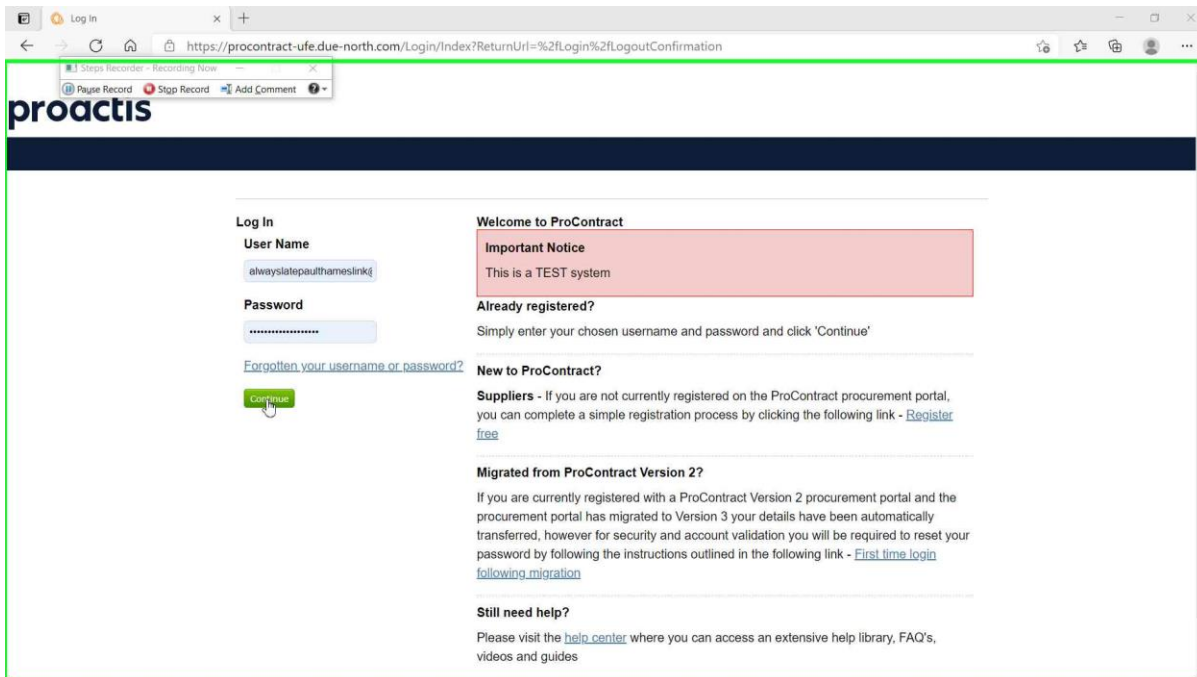
Changing your Response

This guide is for Providers who wish to edit their DPS application for example, if a Provider wishes to be accepted onto further Lots, or their situation has changed.

Log on to Cambridgeshire E-tendering Portal - ProContract.

Step 1 - Please click on the link below

[Log In \(due-north.com\)](https://procontract-ufe.due-north.com/LogIn/Index?ReturnUrl=%2fLogin%2fLogoutConfirmation)



Type in Username and Password.

Log In

User Name

paultamanislaing

Password

.....

[Forgotten your username or password?](#)

Continue

Step 2 - How to find your Opportunity (recap)

Home page

Activities [View full screen](#)

Active Recently added Last viewed

-- Please select -- Search

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

Opportunities [Find opportunities](#)

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

Home page

Activities [View full screen](#)

Active **Recently added** Last viewed

-- Please select -- Search

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

Click on Recently added tab.

This will show all the opportunities you have expressed interest in.

Active	Recently added	Last viewed
Buyer	Title	
LGSS	21034 Social and Education Transport Services Dynamic Purchasing System 2021	
LGSS	Cambridgeshire County Council Dynamic Purchasing System for Transport Services	

Select on the Project you wish to change or add to your Response

This will be the Screen you will be presented with.

Activity : 21034 Social and Education Transport Services Dynamic Purchasing System 2021

Current events		Show all DPS events
21034 Social and Education Transport Services Dynamic Purchasing System 2021 - Acceptance round 1	Draft (Respond by: 30/08/2026)	View details Open
21034 Social and Education Transport Services Dynamic Purchasing System 2021	Expression of interest accepted	View details Open

Click on the blue title (**21034 Social and Education Transport Services Dynamic Purchasing System 2021**)

Step 3 – Changing your response

Check if there has been any further Clarifications published or individual messages direct to you from the Authority.

[< Back to home page](#)

[Archive this activity](#)

Messages (0)

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

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

Note on this screen – you can see any questions and clarifications relating to this tender.

When you are ready to change your response, go to the Bottom right-hand corner of the webpage/screen.

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 – 07/06/2021 16:16**)

Options currently available to you are....

Change Response

[View submitted response](#)

[Opt](#)

[out](#)

Click on the Big GREEN button CHANGE RESPONSE.

This will allow you to Edit your answers to the questions...

Question sets (1)

Title	Summary	Progress	Action
Training Questionnaire	Mandatory question set of 8 questions of which 8 are mandatory		Edit

Response documentation, files & links (0)

[+ Add](#)

No attachments

Action

[Edit](#)

Click on **Edit** to review and change your responses.


Or Upload any documents in this section.

 [Add](#)

Click on **+ Add** under the Response documentation, files & links box

For further guidance please refer to the How to guide – Submitting your response

Once you are happy with your new response – On the Main Activity Summary screen, bottom right-hand side under the section ‘Your Response’ – Click on the Big Green Button - **‘Submit amended response’**.

Your response  [Response history](#)

What happened to my previous submission?
Rest assured your response ([Version 1](#) - submitted **07/06/2021 16:16**) is still submitted against this activity and will remain so until you have submitted **Version 2** to replace it.

What should I do now?
The checklist below shows the current **Version 2** status of your response to this activity

This is your response submission progress checklist:

So far you have.....

- Indicated intent to respond (**07/06/2021 16:16**)
- Started to draft your response to this activity
- Completed mandatory question sets

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

- Submit your response (**Version 2**)

Options currently available to you are.....

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

Remember you can amend your bid as many times as you wish.

The team will now evaluate your submission.