



Buckinghamshire Council

Guide to Participating in this Opportunity

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1. Introduction

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

2. How to Register with the Portal (BBP) if you are not already registered

Type in <https://procontract.due-north.com/register> into your internet explorer

This will then open the following screen. Click on **Register**. You will then need to complete and submit the registration.

<p>Log In</p> <p>User Name</p> <input type="text"/>	<p>Welcome to ProContract</p> <p>Already registered?</p> <p>Simply enter your chosen username and password and click 'Continue'</p> <hr/> <p>New to ProContract?</p> <p>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</p> <hr/> <p>Migrated from ProContract Version 2?</p> <p>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</p> <hr/> <p>Still need help?</p> <p>Please visit the help center where you can access an extensive help library, FAQ's, videos and guides</p>
<p>Password</p> <input type="text"/>	
<p>Forgotten your username or password?</p> <p><input type="button" value="Continue"/></p>	

Your username and password will be automatically generated and emailed directly to you from the system.

When registering you need to indicate the categories of work that best suits your organisation this then generates alerts when opportunities are posted.

3. How to Express an Interest in an Opportunity

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



Home

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

A screenshot of a web application interface. On the left is a sidebar with filter sections: 'Portals' (with 'Buckinghamshire Business Portals' selected), 'Organisations' (with 'All' selected), 'Categories' (with 'There are 0 categories selected' and several '+ Add' buttons), 'Regions' (with 'There are 0 regions selected' and '+ Add new region'), 'Keywords' (with an empty input field), 'Include closed' (with 'Yes' and 'No' radio buttons), 'Expression date' (with 'Start date' and 'End date' dropdowns), and 'Published date' (with 'Start date' and 'End date' dropdowns). At the bottom of the sidebar, 'Reset' and 'Update' buttons are circled in orange. The main area shows a table of opportunities with columns 'Title', 'Buyer', 'Expression Start', and 'Express'. The table has a pagination bar at the top with '1 2 3 4 5 ... 30 Next >'.

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

- This will return all the opportunities that Buckinghamshire have advertised. Click on the **Project Title**

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

All data Buckinghamshire Go

S

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

Contact details

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

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

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.

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@bucksc.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

- Once you clicked on **here** you can then start your response. Click on **Start my response**

The screenshot displays a procurement portal interface with several sections:

- Activity information:** Buyer: Buckinghamshire County Council; Title: Guidance Open Tender Process ID: 5268295; Description: Guidance.
- Deadline & time remaining:** A response to this activity can be submitted no later than **31st March 2019 at 2:30 AM**. Time remaining: 3 Days, 10 Hours, 33 Minutes.
- Activity primary contacts:** Jenny Wootton, T: 01296 383089, F: [redacted], M: [redacted], E: jwootton@buckscc.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.
- Activity documentation, files & links (1):** Table with columns: Title, Type, Size. Row: Capture.JPG, JPG, 53 KB.
- Terms & conditions (1):** NOTE.
- 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
 - Upload at least one attachment
 - Accept terms & conditions fully or in part
 - Submit your response

The **Start my response** button is circled in orange.

4. Access the opportunity

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



- 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 and 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

<input type="checkbox"/>	Buyer	Title	Current event	Event deadline
<input type="checkbox"/>	Buckinghamshire	Restricted v99	Restricted v99	17/08/2015
<input checked="" type="checkbox"/>	Buckinghamshire	Services V1a	Services V1a	29/08/2015
<input type="checkbox"/>	Buckinghamshire	testing 310715	testing 310715	07/08/2015
<input type="checkbox"/>	Buckinghamshire	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](#)

Archive this activity

Messaging

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

Audit history

[View audit history](#)

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

- The Project will open. Here you'll be able to view the tender documents under attachments. The time remaining to respond, Messages, intent to respond, no longer wish to respond and **Start My response**.

The screenshot displays a tender portal interface with several sections:

- Activity information:** Buyer: Buckinghamshire Council; Title: Guidance Open Tender Process ID: 5268295; Description: Guidance.
- Deadline & time remaining:** A response to this activity can be submitted no later than **31st March 2019 at 2:30 AM**. A time remaining counter shows 3 Days, 10 Hours, and 33 Minutes.
- Activity primary contacts:** Jenny Wootton, T: 01296 383089, F: [redacted], M: [redacted], E: jwootton@buckscc.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.
- Activity documentation, files & links (1):** A table with columns Title, Type, and Size. One file is listed: Capture.JPG, Type: JPG, Size: 53 KB.
- Terms & conditions (1):** A section with a NOTE icon.
- Your response:** A checklist showing the current status of your response to this activity. The checklist items are: Indicate your intent to respond, Start response or opt out the activity, Complete the additional information section, Upload at least one attachment, Accept terms & conditions fully or in part, and Submit your response. At the bottom, there are buttons for 'Start my response' and 'Opt out', with 'Start my response' circled in orange.

- You can then download attachments to your PC and complete the documents as requested.
- Questions can be asked by clicking on the View Messages link The Council will answer the questions and these answers can be found in the same place.
- You can also declare your intent to apply (tender) or your decision to opt out. This informs the council of your decision.

You can access the ITT documents at any time by logging into the Portal with your user name, password and memorable word. You then click on "My activities" this will list all of

the activities you've been involved with. To access the documents or your submission click on the project title, then open where you will see the details.

5. Submitting a Response

- To submit as response Click on **Start My Response**

The screenshot shows a user interface for submitting a response. On the left, there are two sections: 'Activity documentation, files & links (1)' containing a file named 'Capture.JPG' (JPG, 53 KB) and 'Terms & conditions (1)' containing a note. On the right, the 'Your response' section displays a checklist of tasks: 'Indicate your intent to respond', 'Start response or opt out the activity', 'Complete the additional information section', 'Upload at least one attachment', 'Accept terms & conditions fully or in part', and 'Submit your response'. Below the checklist, there are two buttons: 'Start my response' (highlighted with an orange circle) and 'Opt out'. The 'Start my response' button is currently disabled.

- The following screen will open. Here you can upload the information required by following the steps below.

The screenshot shows the submission interface after clicking 'Start my response'. The 'Additional information' section is empty, with a message: 'You have not started the 'Additional information' section. Click on the 'Edit' link to begin.' The 'Response documentation, files & links (0)' section is empty, with a message: 'No attachments'. The 'Terms & conditions (1)' section shows a note and two buttons: 'Accept terms & conditions' (checked) and 'Decline terms & conditions'. On the right, the 'Your response' section displays a progress checklist: 'Indicated intent to respond (27/03/2019 15:56)', 'Started to draft your response to this activity', and 'Before you can submit your response you need to...'. The checklist items are: 'Complete the additional information section', 'Upload at least one attachment', 'Accept terms & conditions fully or in part', and 'Submit your response'. Below the checklist, there are two buttons: 'Submit response' and 'Opt out'.

- To add attachments click on **Add** under “Response documentation, files & links”

Response documentation, files & links (0)

+ Add

No attachments

- Click Add Files then Click start upload

Attachments

Show weblinks

File upload rules:

- Maximum file size: 100MB
- Valid file types: txt, rtf, mpp, vsd, dwg, rar, msg, ics, gif, jpg, png, jpeg, tiff, tif, zip, pdf, doc, xls, ppt, docx, xlsx, pptx, mp3, mov, m4a, swf, wmv, mpg, mpeg, avi, wav, odt, odp, ods, numbers, pages, xer

Add files...

Start upload

Cancel upload

- You'll then see the attachments listed.

Response documentation, files & links (1)

+ Add

Title

Type

Size



Capture

JPG

53 KB



- Terms & Conditions will either need to be accepted or declined. If you decline then you'll need to put a reason why. To accept Click the **Green Tick**

Terms & conditions (1)



Accept terms & conditions



Decline terms & conditions

Title



NOTE

- Status will then change to accepted or declined.

Terms & conditions (1)



Decline terms & conditions

Title



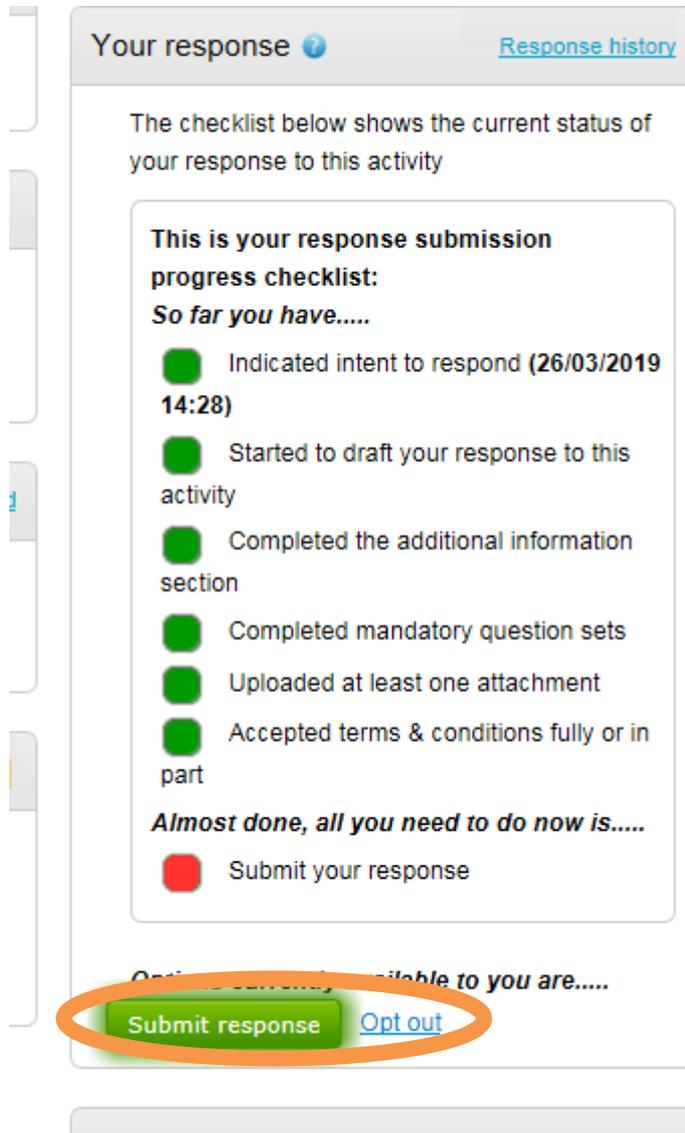
NOTE



You have acknowledged your acceptance of the listed terms & conditions

6 Submit completed documents

- You will see the summary on the right showing your completed SSQ. To submit the response click on **Submit Response**



The screenshot shows a user interface for a response submission. At the top, it says "Your response" with a help icon and a link to "Response history". Below this, a message states: "The checklist below shows the current status of your response to this activity".

The main content is a "progress checklist" titled "This is your response submission progress checklist: So far you have.....". It lists six items, each with a green circle indicating completion:

- Indicated intent to respond (26/03/2019 14:28)
- Started to draft your response to this activity
- Completed the additional information section
- Completed mandatory question sets
- Uploaded at least one attachment
- Accepted terms & conditions fully or in part

Below the checklist, it says "Almost done, all you need to do now is....." followed by a red circle and the text "Submit your response".

At the bottom, there are two buttons: "Submit response" (highlighted with an orange oval) and "Opt out".

- Confirm you want to **submit response**

Submit response

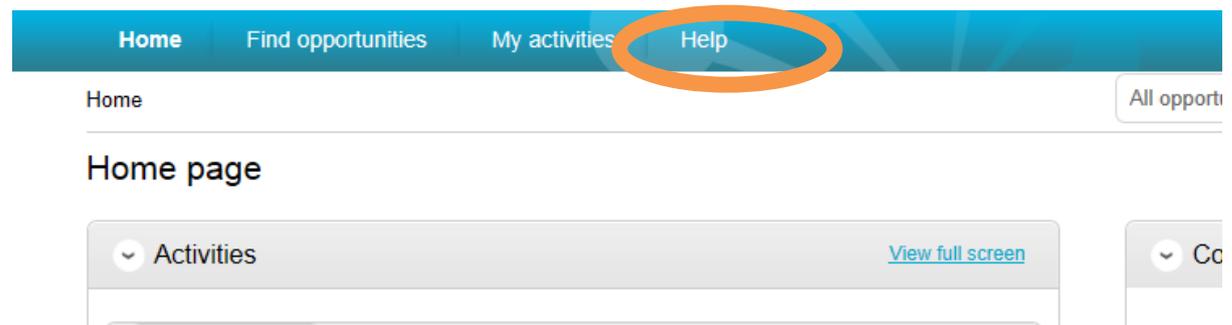
Are you sure you want to submit this response?

[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

The screenshot shows a user interface for viewing a submitted response. On the left, there are three 'Hide' buttons. The main content area has a header 'Your response (Version 1 – Submitted)' circled in orange, with a 'Response history' link below it. The text below reads: 'The checklist below shows the current status of your response to this activity'. A checklist box contains the text: 'This is your response submission progress checklist: You have successfully.....' followed by a green circle icon and the text 'Submitted your response (Version 1 – 26/03/2019 14:36)'. Below this, it says 'Options currently available to you are.....' and lists three options: 'Change Response' (a green button), 'View submitted response' (a blue link), and 'Opt out' (a blue link). At the bottom, there is a partially visible 'Audit history' section.

6. 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.

7. 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/>

Telephone

You can contact the supplier support team via:

0330 005 0352

The opening hours for this number are 8.30am to 5.30pm, Monday to Friday. For calls outside these hours, or if no specialist is available to take the call you will be given the opportunity to leave a voicemail.

8. Messages/Questions

Throughout any process the council can submit messages asking questions. You can respond or ask questions yourself by using the messages function

If you want to submit a question

- Login to the Portal from the homepage navigate to the Project
- Click on the **Project Title**

Home All opportunities

Home page

Activities [View full screen](#)

Active activities Archived activities Last viewed activities

All buyers Search

Buyer	Activity Title	Description	Date
Buckinghamshire	Local Healthwatch	Tender for the Provision of Local Healthwatch Services	03/12/2012
	Family Support Services	FAMILY SUPPORT SERVICES	19/11/2012
	Transformation Support Consultancy	Transformation Support Consultancy	01/11/2012
	Structured Treatment and Recovery Service	Tender for the Provision of a Structured Treatment and Recovery Service (STARS)	08/07/2013
	Coroners Body Removal Services	Tender for the provision for the Body Removals Service	29/07/2013
	Stroke Support	PQQ for the Provision of a	

Company details summary [Edit](#)

bucks

walton st, aylebury, Buckinghamshire, HP20 1YG

Description

council

Keywords

council

Workgroups

Activities are assigned to workgroups allowing all contacts within a workgroup to work on the activities together

[Procurement](#) (1)

- The Project will then open. Click on **view all**

[Messages](#) | [Open](#)

[Archive this activity](#)

Messages (0)

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

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

- Click **create new message**

[Home](#) > [My activities](#) > [School Transport - V1a](#) > Messaging

All data Search

[Return to previous page](#)

Messages for School Transport - V1a

Narrow your results

Read Status

All

Read

Unread

Start date

End date

Inbox

--Actions--

Ref No	Subject	From	Date

- The following message window appears. Type the subject and then the content of your message. Then click **Send Message**

[Home](#) > [My activities](#) > [School Transport - V1a](#) > [Messaging](#) > New

New message

To: Project team

Subject: further information

Attachments:

Please clarify

[Cancel](#)

- You are then automatically taken back to messages where you can see your message has been sent. The Council will receive an alert and review the message then post a reply. There's nothing else you can do until you receive an alert asking you to login to the system and review the answer to your message.

Messages for School Transport - V1a

[Return to previous page](#)

Narrow your results

Read Status

All

Read

Unread

Start date

End date

Inbox

--Actions--

Ref No	Subject	From	Date
<input type="checkbox"/> 3.1	further information	bucks - Procurement	25/08/2015 14:42

9. Response to Message

When a reply has been posted to your message you will receive the following

Dear Supplier,

The following message has been sent to you by Project team.

Project: School Transport - V1a

Subject: Testing

Link: <https://procontract.due-pro.com/Message/View/42e223a5-2c4b-e511-80ef-000c29c9ba21?projectId=1705001b-224b-e511-80ef-000c29c9ba21>

- Click on the hyperlink
- You'll be asked to login to the system with your username, password, memorable word. Once you've done this the response to the message will automatically be shown. You can reply to the message or click back which will take you back to the project messages.

Message

From: Project team
Subject: Testing
Date: 25/08/2015 14:24
Attachments:

testing

[Reply](#) [Back](#)

10. Message submitted by Council

If the council submit a message via the system then you will receive

Dear Supplier,

The following message has been sent to you by Project team.

Project: School Transport – V1a

Subject: Route

Link: <https://procurement.due-north.com/Message/View/5a79b097-2c4b-e511-80ef-000c29c9ba21?projectId=1705801b-224b-e511-80ef-000c29c9ba21>

- Click on the hyperlink in the email.
- You'll be asked to login to the system with your username, password, memorable word. Once you've done this the response to the message will automatically be shown. You can reply to the message or click back which will take you back to the project messages.

Message

From: Project team
Subject: Testing
Date: 25/08/2015 14:24
Attachments:

testing

[Reply](#) [Back](#)

- If you click reply you need to type your response then click **send message**

To: Project team
Subject: RE: Route
Attachments: +

change to route infor

[Show / hide original message](#)

[Send message](#) [Cancel](#)

- If you chose the back button then this is what you'd see. Click on the subject which will open up the message and again you can respond

Messages for School Transport - V1a

[Return to previous page](#)

Narrow your results

Read Status

All
 Read
 Unread

Start date End date

Inbox

Ref No	Subject	From	Date	
<input type="checkbox"/> 1.1	Route	Project team	25/08/2015 14:24	
<input type="checkbox"/> 2.1	Review	Project team	25/08/2015 14:24	
<input type="checkbox"/> 3.1	further information	bucks - Procurement	25/08/2015 14:42	