

Guide to Participating in this Opportunity

1. Introduction

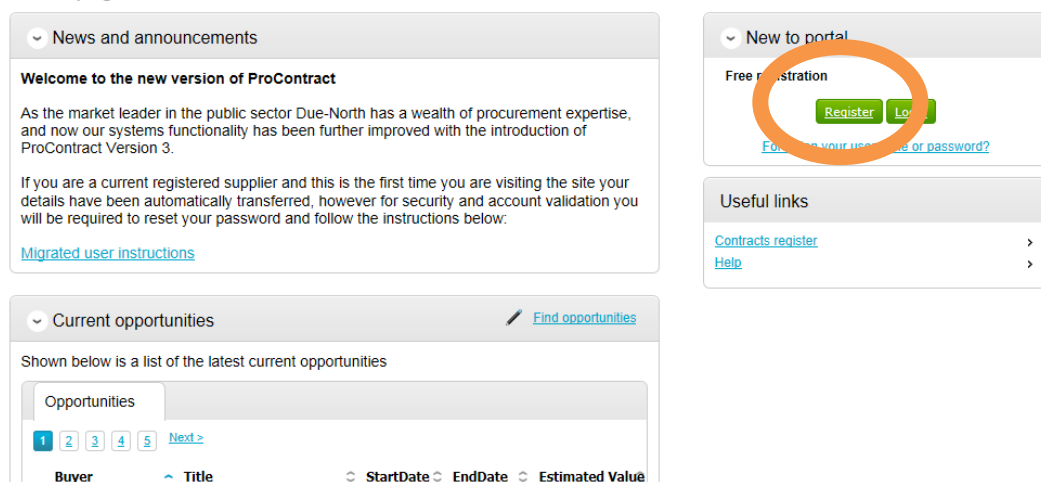
This document is designed to help you use the Buckinghamshire Business Portal to participate in this opportunity.

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.



Home page



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 search function type in Buckinghamshire then click **Go**

Opportunities				
1 2 3 4 5 ... 18 Next >				
Title	Buyer	Expression Start	Expression End	Estimated Value
1112-073 - Mental Health Employment Service	Islington	03/12/2011	31/07/2017	N/A
271_16 Self Drive Vehicle Hire	ESPO	22/05/2015	31/01/2016	N/A
3093_15 Community Life Choices and Supported Living Services	ESPO	11/05/2015	15/09/2015	N/A

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

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
Request for 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 are sent 2 e-mails.

- i) The first email confirms that you have expressed an interest.
- ii) The second e-mail confirms that you've been invited into the process and asks you to login to the system.

(Please Note: we have been informed that these messages may go into your junk mail folder)

4. Access the opportunity

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

Home Find opportunities **My activities** My contracts Help

Home

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

	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

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.

Buckinghamshire County Council - ITT		5127953						
<div><div>Main details</div><div><div>Title: Services V1a</div><div>Description: Services</div></div><div><div>Respond by: 29 August 2015 14:00:00</div></div></div>		<div>Time remaining</div> <div><div>3</div>Days<div>1</div>Hour<div>59</div>Minutes<div>27</div>Seconds</div>						
<div><div>Attachments</div><div>Public attachments can be viewed by all procurers and suppliers involved in this rfx</div><table><tr><td>Evaluation criteria.docx</td><td>12 KB</td></tr><tr><td>Spec.docx</td><td>12 KB</td></tr><tr><td>T's & C's.docx</td><td>12 KB</td></tr></table></div>		Evaluation criteria.docx	12 KB	Spec.docx	12 KB	T's & C's.docx	12 KB	<div>Messaging</div> <div>You have 0 unread message(s).</div> <div>View messages</div>
Evaluation criteria.docx	12 KB							
Spec.docx	12 KB							
T's & C's.docx	12 KB							
<div><div>Terms & conditions</div><div> NOTE</div></div>		<div><div>Response controls</div><div>Start my response</div><div>Register intent to respond</div><div>No longer wish to respond</div></div>						
		<div><div>My responses</div><div>You have not yet started your response.</div></div>						

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**

Amendments

Amended

25/08/2015 13:11:08

Sections

Highlighted In Yellow

Description

test

History

Version 2 Current

Version 1

Amended 25/08/2015 13:11:08 [View](#)

Main details

Title: School Transport - V1a

Respond by: 26 August 2015 13:00:00

Description: from XXXX to YYYY 3 individuals

Terms & conditions

[NOTE](#)

0 Days 23 Hours 15 Minutes 4 Seconds

Messaging

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

Response completed

Start my response

[Register intent to respond](#)

[No longer wish to respond](#)

My responses

RFQ Version 1

You did not respond to this version.

RFQ Version 2

You have not yet started your response.

- The response wizard will open. Click **Continue**

Create ITT response

1 Details 2 Attachments 3 Terms & conditions

Response reference: 105823545

Welcome to the ITT response wizard.

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

- Click on Add attachment. Navigate to where you have saved your tender and upload it to the system

Create ITT response

Details
2 Attachments
3 Terms & conditions

No attachments

Add attachment

Continue Reset Cancel Back

- Navigate and upload the document.

Home Find opportunities

Home > My activities > eSourcing S

Create ITT response

Details
2 Attachments

No attachments

Add attachment

Continue Reset Cancel Back

Attachments

Show weblinks

File upload rules:
Maximum file size: 1024MB
Valid file types: txt, rtf, mpp, vsd, dwg, rar, msg, ics, html, 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

File name	Comment	Size	Progress
Doc1.docx		12.6 KB	

Drop files here / Click to choose files

Upload

Having issues uploading documents? Try our basic file uploader


12 Notificat

- You will then see the attachment has been added. Click **Continue**

Home > My activities > eSourcing Solution > eSourcing Solution > Create ITT response

Create ITT response

Details 2 Attachments 3 Terms & conditions

 Doc1.docx 12 KB

Add attachment

Continue Reset Cancel Back

- You will then be prompted to accept the Terms & Conditions. Then click **Finish**

Details Attachments 3 Terms & conditions

Please follow the link to read the terms and conditions


NOTE


☒ Accept
☐ Decline

Finish Reset Cancel Back


- You're then taken back to your response. From here select **Submit Response**

My response 96998 Draft

Terms & conditions -  Accepted Decline

 NOTE

Attachments


 Doc1.docx 12 KB


Add attachment

Response controls

Submit response

Submission checklist

 Terms & conditions

 Attachments

[<Back to summary](#)

Time remaining

Respond by: 26 August 2015 13:00:00

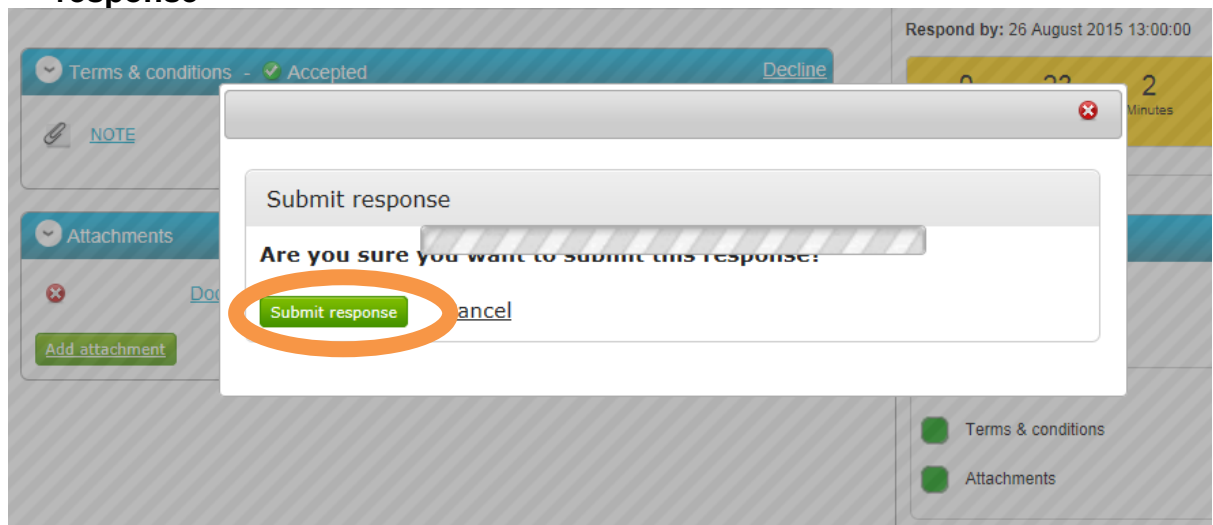
0 Days

23 Hours

2 Minutes

29 Seconds

- You'll be prompted to confirm you want to submit the response. Click **Submit response**



- Your submission is then sent. You will then receive an email confirming your submission was received.

[<Back to dashboard](#)

Buckinghamshire County Council - ITT 5127953

Main details

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

Description: Services

Attachments

Public attachments can be viewed by all procurers and suppliers involved in this rfx

Evaluation criteria.docx	12 KB
Spec.docx	12 KB
T's & C's.docx	12 KB

Terms & conditions

[NOTE](#)

Time remaining

3
Days
1
Hour
48
Minutes
34
Seconds

Submitted

Messaging

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

Response controls

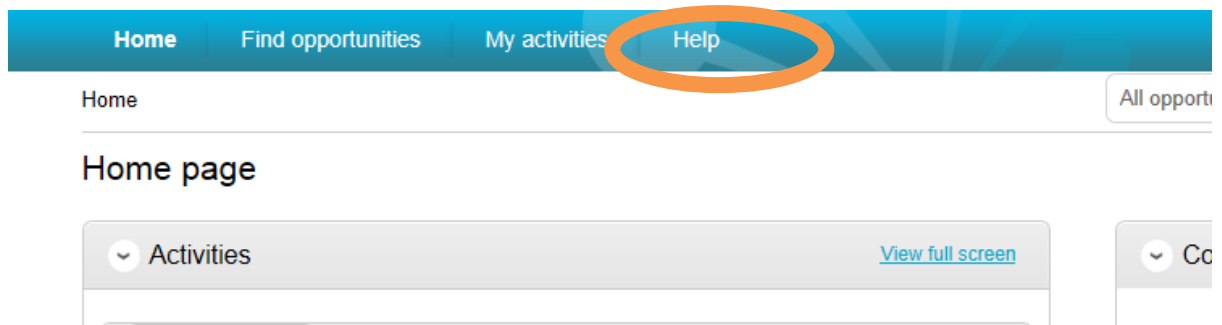
[I would like to edit my response](#)

[No longer wish to respond](#)

My responses

Version 1	Submitted	26/08/2015 12:11:19
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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 Go

Home page

Activities [View full screen](#)

Active activities Archived activities Last viewed activities

All buyers Search

1 2 [Next >](#)

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

[Home](#) > School Transport - V1a

Activity : School Transport - V1a [Back to home page](#)

Events

[School Transport - V1a](#) Submitted [Hide details](#) | [Open](#)

Reference: 7255

Respond by: 26 August 2015 at 13:00

Response status: Version 1 - Submitted on time 25/08/2015 at 13:58

[Archive this activity](#)

Messaging

You have 2 unread message(s).

[view messages](#)

Audit history

[View audit history](#)

- Click **create new message**

Messages for School Transport - V1a

[Return to previous page](#)

Narrow your results

Read Status

☒ All

☐ Read

☐ Unread

Start date

End date

[Update](#)

Inbox

[Create new message](#)

--Actions-- [Go](#)

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

[Send message](#) [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

Update

Inbox

Create new message

--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-north.com/messages/View/42e223a5-2c4b-e511-80ef-000c29c9ba21?projectId=170381b-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.

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

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://proconnect.due-norfolk.com/Message/View/5a79b097-2c4b-e511-80ef-000c29c9ba21?projectId=17038010-224b-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.

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

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: +

[Show / hide original message](#)

change to route information

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

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

All data Search

Go

[Return to previous page](#)

Messages for School Transport - V1a

Narrow your results

Read Status

☒ All

☐ Read

☐ Unread

Start date End date

Update

Inbox

Create new message

--Actions-- ☐ **Go**

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