Step One: Register an interest in the Opportunity

1. Find: CAR Community Support Services Open Framework using the 'Find Opportunities' link at the top of the home page

Thtps://procontractdue-north.c	Due North Li C Supplier Post-Login Home Opportunities Supplier Post-Login Home Documentation Support Supplier Post-Login Home Documentation Support	× ProContract Versi ProContract Versi https://supplierhe	on3 Help	ontract%20Version3%	20Help.html?HowtoGuid
Home	Find opportunities My activities My contracts Help -	Provide to	D <mark>Bristol Your 2.00</mark> Il data	unt Logout	e
Portals	Opportunities				
All	Title	Buyer	Expression Start	Expression End	Estimated value
C.B. Collected (Database	Framework for Learning Disabilities and Autism Spectrum Conditions (Framework for Learning Disabilities and Autism Spectrum Conditions)	Newcastle City	18/08/2016	22/09/2016	N/A
All	Framework for Learning Disabilities and Autism Spectrum Conditions (Framework for Learning Disabilities and Autism Spectrum Conditions) Sexual Health (Sexual Health)	Newcastle City Council Wirral Borough Council	18/08/2016 05/09/2016	22/09/2016 04/10/2016	N/A N/A
All	Disabilities and Autism Spectrum Conditions)	Council Wirral Borough			
All Categories	Disabilities and Autism Spectrum Conditions) Sexual Health (Sexual Health)	Council Wirral Borough Council Newcastle	05/09/2016	04/10/2016	N/A
All Categories Categories selected Add UNSPSC categories	Disabilities and Autism Spactrum Conditions) Sexual Health (Sexual Health) (NU/1204) Supply of a Lecture Capture System	Council Wirral Borough Council Newcastle University Newcastle	05/09/2016 21/08/2016	04/10/2016 19/09/2016	N/A N/A
All Categories Categories categories selected Add UNSPSC categories Add UNSPSC categories Add NPS categories Add ProClass categories Radd ProClass categories Regions	Disabilities and Autism Spectrum Conditions) Sexual Health (Sexual Health) (NU/1204) Supply of a Lecture Capture System (NU/1205) Printing of Newcastle University Undergraduate Prospectus	Council Wirral Borough Council Newcastle University Newcastle University Newcastle City	05/09/2016 21/08/2016 15/08/2016	04/10/2016 19/09/2016 09/09/2016	N/A N/A N/A
 Categories There are 0 categories selected Add UNSPSC categories Add VNFS eClass categories Add CPV categories Add PrvClass categories Add PrvClass categories 	Disabilities and Autism Spactrum Conditions) Sexual Health (Sexual Health) (NU/1204) Supply of a Lecture Capture System (NU/1205) Printing of Newcastle University Undergraduate Prospectus 004898 - NEPO - Aggregates and Concrete Market Consultation Event 2	Council Wirral Borough Council Newcastle University Newcastle University Newcastle City Council Newcastle City	05/09/2016 21/08/2016 15/08/2016 31/08/2016	04/10/2016 19/09/2016 09/09/2016 20/09/2016	N/A N/A N/A

- 2. Select 'CAR Community Support Services Open Framework'
- 3. Click on the 'register interest in this opportunity' button

		- 0 ×
🗲 🔄 🐂 https://procontract.due-north.c 🔎 × 🔒 Identified by 🕈 🖓 Supplier Post-Login Home 👘 Framework for Learning Dis 🗴	ProContract Version3 Help	6 ☆ 63
ProContract	7 Notifications	^
nepo portal ProContract brought to you by during		
Home Find opportunities My activities My contracts Help -	Provide to Bristol Your account Logout	
Home > Find opportunities > Framework for Learning Disabilities and Autism Spectrum Conditions		
Framework for Learning Disabilities and Autism Spectrum Conditions	Return to find opportunities	
Main contract details	Expression of interest window	
Opportunity Id DN166133 Title Framework for Learning Disabilities and Autism Spectrum Conditions Categories 85000000 - Healthcare Services	From 18/08/2016 09:00 to 22/09/2010 12:00 Register interest in this opportunity	3
Description Framework for Learning Disabilities and Autism Spectrum Conditions Region(s) of supply NORTH EAST (ENGLAND)	Contact details	
Estimated value N/A Keywords Adults, Framework, Children, Learning, Disabilities, Autism	Buyer Newcastle City Council Contact Michael Satchell Email mike satchell@newcastle.gov.uk Telephone 0191 2115349	
Key dates	Fax 0191 2114983 Address Room 104	
Estimated contract dates Start date 03/04/2017 End date 02/04/2021	Newcastle upon Tyne Tyne and Wear NE1 8QH United Kingdom	
	Attachments	~
		▲ 🛱 .ull 💊 11:36 06/09/2016

Step two: access and read tender documentation

1. Go to the Home Page and select the CAR Community Support Services Open Framework from the Activities section. Click on the title of project.

No. of Concession, Name	The state of the s		
E C Attps://procontra	ct.due-north.c 🔎 👻 🚔 Due North Li 🖒 💱 Supplier Post-Login Home 🛛 🗙		රා රු ශී
	ProContract brought to you by docting	Notifications	Â
	Home Find opportunities My activities My contracts Help -	Provide to Bristol Your account Logout	
	Home	All opportunities Search Go	
	Home page		
1	Activities	 Company details summary <pre>/Edit</pre>	
$\overline{\langle}$	Active Recently added Lass vewed	Bristol Waiver Smeaton Road, Bristol, Avon, BS1 6EE Description	
	Please select a buyer from the dropdown and click on the 'Go' button	Local authority Keywords BCC	
	 Opportunities 	 Workgroups 	
	To search and view all of the latest opportunities available on the Due North portal, please click on the 'Find opportunities' link above	Activities are assigned to workgroups allowing all contacts within a workgroup to work on the activities together	
		BCC Procurement (dummy supplier) (1) Add new workgroup	~
📀 🙆 🚞			▲ 🛱 .atl 🕪 10:42 08/09/2016

2. All tender documentation will be found in the 'Public Attachments' section.

Cheshire - ITT	41	Time remaining
Sector Main details		2 6 5 2 Days Hours Minutes Sec
Title: Example ITT	Respond by: 03/14/2015 21:30:00	
Description: Example ITT		
2		Messaging
Set of the set of		You have 0 unread message(s).
Public attachments can be viewed by all procurer	rs and suppliers involved in this rfx	<u>View messages</u>
	12 KB	Response controls
ITT Attachment.docx	12 KD	
ITT Attachment.docx Specification & Requirements Document.docx	12 KB	
	12110	Start my response
	12110	Start my response
Specification & Requirements Document.docx	12110	Start my response Register intent to respond

Whilst it is important for bidders to read all documentation provided, it is advised that the first documents they read are:

- Commissioning Plan gives an overview of the commissioning exercise
- Specification describes the services being commissioned
- Instructions to Tenderers gives details of the tendering process

Step three: prepare response

There are a number of different parts to the response – see the Instructions to Tenderers document for detail on which parts to complete – this is dependent on which lot(s) you are applying for.

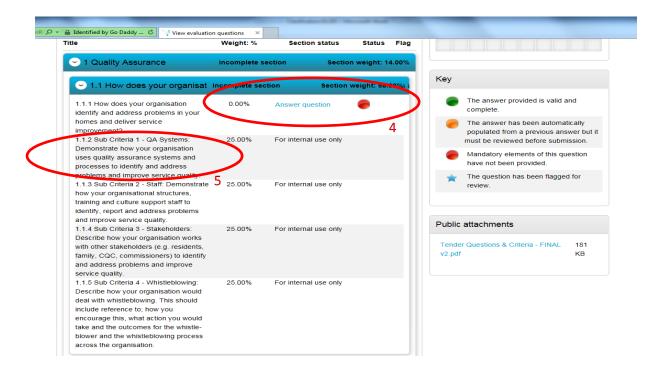
- 1. Click on 'Start my Response' to access the different parts of the response.
- 2. Refer to the document entitled 'Tender Questions & Criteria' for a summary of the questions in Parts C, D, E & F. This details the questions, sub-criteria and weightings of the questions in these parts. This can be used to consider and prepare your responses 'offline' before entering them into the system.
- 3. Click on the 'edit response' link to access the questions in each part and to begin preparing responses to questions online.

Your response can be saved at any point, and re-accessed at a later date.

- 4. Click on 'answer question' next to each question to enter your response use the text box to enter your response.
- 5. Ensure that your responses in parts C, D, E & F cover the sub-criteria provided for each question. These are detailed under each question and also in the 'Tender Questions & Criteria' document.

Cheshire - ITT	41	Time remaining
🗢 Main details		2 6 5 28 Days Hours Minutes Seconds
Title: Example ITT Description: Example ITT	Respond by: 03/14/2015 21:30:00	
		Messaging
Public attachments Public attachments can be viewed by all procurer	rs and suppliers involved in this rfx	You have 0 unread message(s). <u>View messages</u>
ITT Attachment.docx	12 KB	
Specification & Requirements Document.docx	12 KB	Start my response
Terms & conditions		No longer wish to respond
Standard Legal Terms		• My responses
		You have not yet started your response.

	due-north.c 🔎 👻 🔒 Due North Li C	ract.due-north.cor	n × ProContract Version3 Help		
t incps//piocontract	Supplier reference:	ract.due-north.cor	m A procontract versions Help	20 20 0 01 Days Hours Minutes Seconds	^
	Sevaluation criteria/question sets				1
	Part A - Suitabilit Assessment Questionnaire Part B - Service Delivery Part D - Declarations Category Selection Template Part C - Staff (For Nursing Homes only)	Action Edit response Edit response Edit response Edit response	Progress 3	Response controls Submit response Open response witard Submission checklist Evaluation criteria/question sets Audit history Miew audit history Miew audit history	
I	Attachments Add attachment erms and Conditions Privacy Accessibility Secure Site			due the Dot the activity activate	~
	o 💁 🔄 🕨				 ▲ 15:53 ▲ 15/03/2016



Step Five: Submit response

Take note of the Time Remaining countdown clock.

When your submission is ready, click on 'Submit Response'

2 of T-12.2 Manual Action of the Control of the Con	
🗲 🐑 🖓 https://procontract.due-north.c 🔎 = 🖀 Due North Li C	በ 🕁 🕲
ProContract sourcing solutions	39 Notifications
Home Find opportunities My activities My contracts Help -	Dummy Supplier Your account Logout
Home > My activities > CAR - Care Home Open Framework - Adult Residential and Nursing Care > Care	CAR - Care Home Open Framework - Adult Residential and Nursing
	<back summary<="" td="" to=""></back>
My response 1652646 Dr.	Time remaining
	Respond by: 13 April 2016 12:00:00
Additional information	28 1 40 41
Supplier reference:	Days Hour Minutes Seconds
Evaluation criteria/question sets	
Title Action Progress	Response controls
Part A - Suitability Assessment Questionnaire Edit response	Submit response Open response Upen response Open response
Part B - Service Delivery Edit response	Submission checklist
	Evaluation criteria/guestion sets
Part D - Declarations Edit response	
Category Selection Template Edit response	Qudt history
🚱 🙆 📋 💁 🕵 🔣 🛣	▲ 🛱il 🜗 10:19 16/03/2016

If you have any clarification questions during the process.....

Submit questions to the Council via ProContract using the messaging function. Responses to questions will be shared with all bidders.

Cheshire - ITT	41	Time remaining
🗢 Main details		2 6 5 28 Days Hours Minutes Seconds
Title: Example ITT Description: Example ITT	Respond by: 03/14/2015 21:30:00	Messaging
 Public attachments Public attachments can be viewed by all procure 	rs and suppliers involved in this rfx	You have 0 unread message(o): View messages
ITT Attachment.docx	12 KB	Response controls
Specification & Requirements Document.docx	12 KB	Start my response Register intent to respond No longer wish to respond
Standard Legal Terms		My responses You have not yet started your response.

If you have any technical issues using the system please contact ProContract:

- Email: support@due-north.com
- Tel: 01670 597137
- 08:30 17:30 Mon Fri