#### 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

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

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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	~
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#### 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.

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$\overline{\langle}$	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	
	<ul> <li>Opportunities</li> </ul>	<ul> <li>Workgroups</li> </ul>	
	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	~
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#### 2. All tender documentation will be found in the 'Public Attachments' section.

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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.

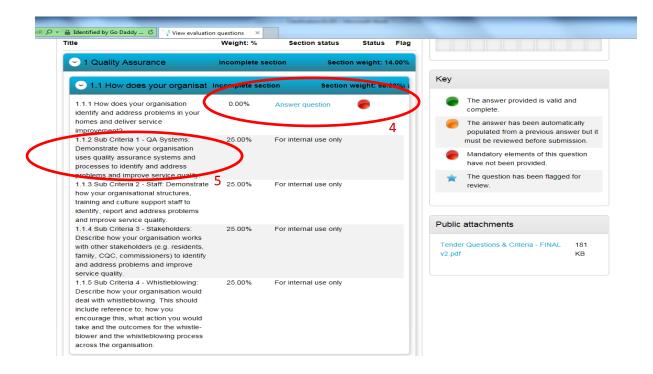
- 1. Click on 'Start my Response' to access the different parts of the response.
- 2. Refer to the document entitled 'Tender Questions & Criteria' for a summary of the questions in Parts C, D, E & F. This details the questions, sub-criteria and weightings of the questions in these parts. This can be 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.

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#### Step Five: Submit response

Take note of the Time Remaining countdown clock.

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

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#### 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.

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Specification & Requirements Document.docx	12 KB	Start my response Register intent to respond No longer wish to respond
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If you have any technical issues using the system please contact ProContract:

- Email: <a href="mailto:support@due-north.com">support@due-north.com</a>
- Tel: 01670 597137
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