



# How to submit a response to an Online Evaluation in ProContract

# Online Evaluations

These instructions are to be used by bidders when an tender has been published using the online evaluation functionality for Award Questionnaires. This means that the questions that are required for the evaluation of the project are embedded within the Pro Contract IT system, rather than being in paper format. This is used to increase the efficiency of the process, keep it error free and to make it quicker.

In these situations, the Council will not provide paper documents in place of the online evaluation to ensure there is consistency it its approach.

This guide consists of the following steps:

- 1. Accessing the questionnaires**
- 2. Answering the Selection Questionnaire**
- 3. Answering the Award Questionnaire**
- 4. Submitting your bid**

## Before you start....

This evaluation will be undertaken solely online and will not involve paper processes.

You can download the questions in excel to read them, but you must reply to the questions themselves within the templates embedded into the project (online).

It is recommended that you start your response to the online questions in good time to ensure that you do not have any technical difficulties.

Potential suppliers that require any technical assistance in using the portal or have any difficulty registering or logging in, should contact the system provider ProContract, who operates the website and portal.

Tel: 0330 005 0352 (8.30am to 5.00pm Monday to Friday);

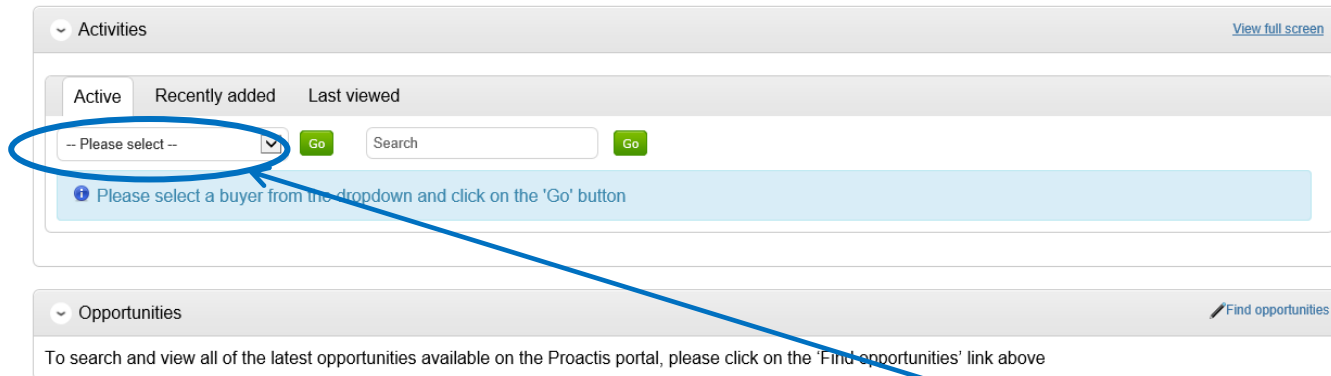
Email: [ProContractSuppliers@proactis.com](mailto:ProContractSuppliers@proactis.com); or

Log a support ticket [online](#).

# 1. Accessing the questionnaires

After you have expressed an interest in a project (please see separate guide for this), you will need to access the tender documents and questionnaires. To do this, log into Pro Contract and access the Home page.

Home page



The screenshot shows the 'Home page' interface. At the top, there is a 'View full screen' link. Below it, the 'Activities' section is active, with tabs for 'Active', 'Recently added', and 'Last viewed'. A search bar is present with a dropdown menu set to '-- Please select --'. A blue arrow points from this dropdown menu to the text below. Below the search bar, there is a blue box with a plus icon and the text: 'Please select a buyer from the dropdown and click on the 'Go' button'. Below this, the 'Opportunities' section is visible, with a 'Find opportunities' link and a note: 'To search and view all of the latest opportunities available on the Proactis portal, please click on the 'Find opportunities' link above'.

Within the Active menu, click on the dropdown menu showing as – Please select—

Now select the name of the Council who are tendering for the requirement. If the Council is Rutland County Council, Melton Borough Council, Blaby District Council, Oadby and Wigston Borough Council, East Northamptonshire Council or Borough Council of Wellingborough, you must select Welland Procurement from the list.

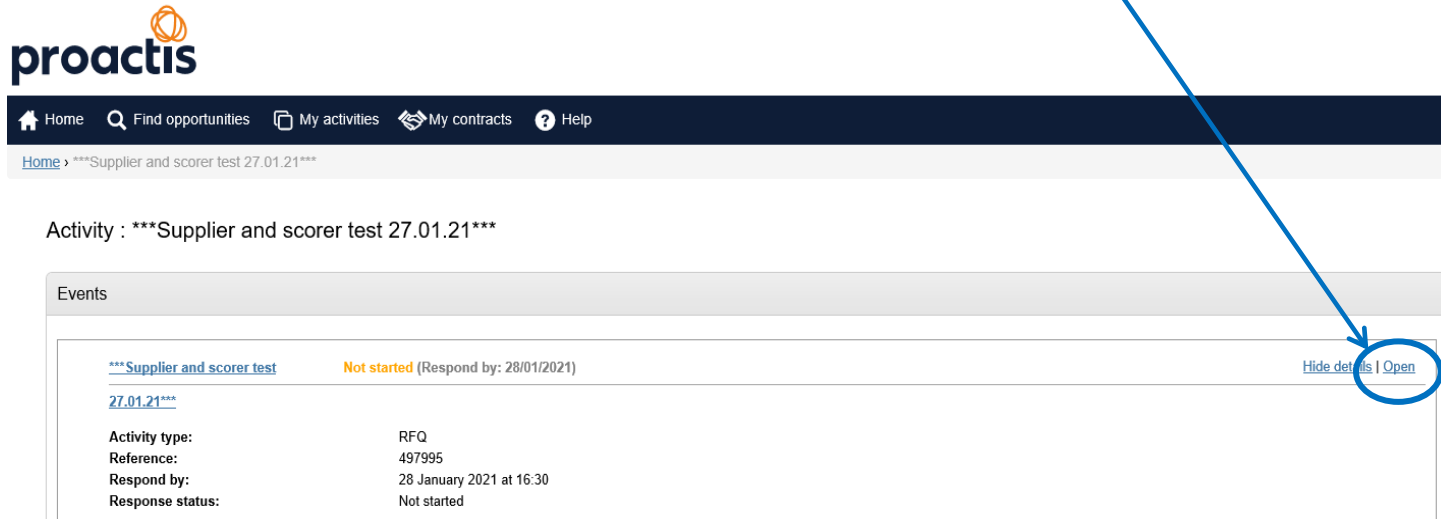
- Please select --
- Bath and North East Somerset Council
- Canterbury City Council
- City of York Council
- Croydon Council
- Newark & Sherwood District Council
- Nottinghamshire County Council
- Rushcliffe Borough Council
- Sedgemoor District Council and Homes in Sedgemoor
- South Kesteven District Council
- Welland Procurement

# 1. Accessing the questionnaires

After clicking on the green coloured Go button next to this, you will be presented with a list of projects you have previously expressed an interest in. The projects marked with a blue star are one's you have not previously accessed (read). Click on the title of the project to select it.



In the next screen click on the link shown. This display the Open, Edit, or Start depending on whether or not you have previously accessed the documentation.



# 1. Accessing the questionnaires

The area below will then display which allows you to view and download the tender documentation, and you can view the questionnaires.


Activity summary [<Back to dash](#)

Activity information Take a tour

Buyer: Newark & Sherwood District Council

Title: \*\*\*Supplier and scorer test 27.01.21\*\*\* ID: 497995

Description: \*\*\*Supplier and scorer test 27.01.21\*\*\*



Activity documentation, files & links (1) Hide

Title	Type	Size
<a href="#">0.1(a) Tips For Bidders - ProContract.docx</a>	docx	24 KB

Question sets (2) Hide

Title	Summary
<a href="#">1. Selection Questionnaire 2020</a>	<b>Mandatory</b> question set of 53 questions of which 52 are mandatory
<a href="#">2. Award Questionnaire 2020</a>	<b>Mandatory</b> question set of 16 questions of which 16 are mandatory

Deadline & time remaining

A response to this activity can be submitted no later than

**28th January 2021 at 4:30 PM**

Time remaining

1 Day 40 Minutes 53 Seconds

Messages & clarifications (0)

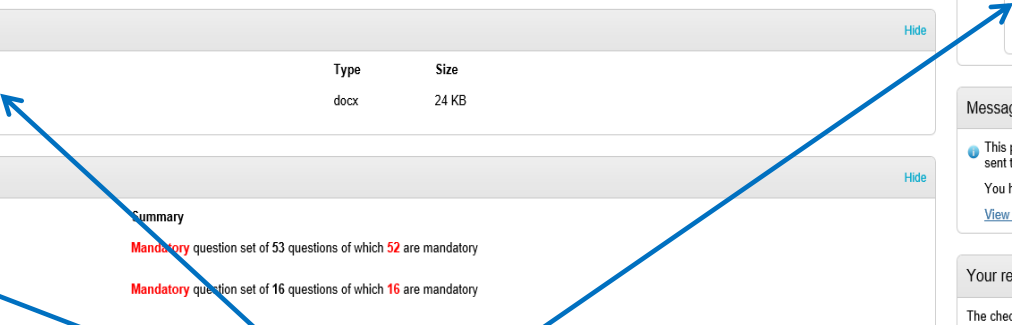
This panel will show any messages & clarifications that have been sent to you concerning this activity from the buyer

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

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

Your response

The checklist below shows the current status of your response to this



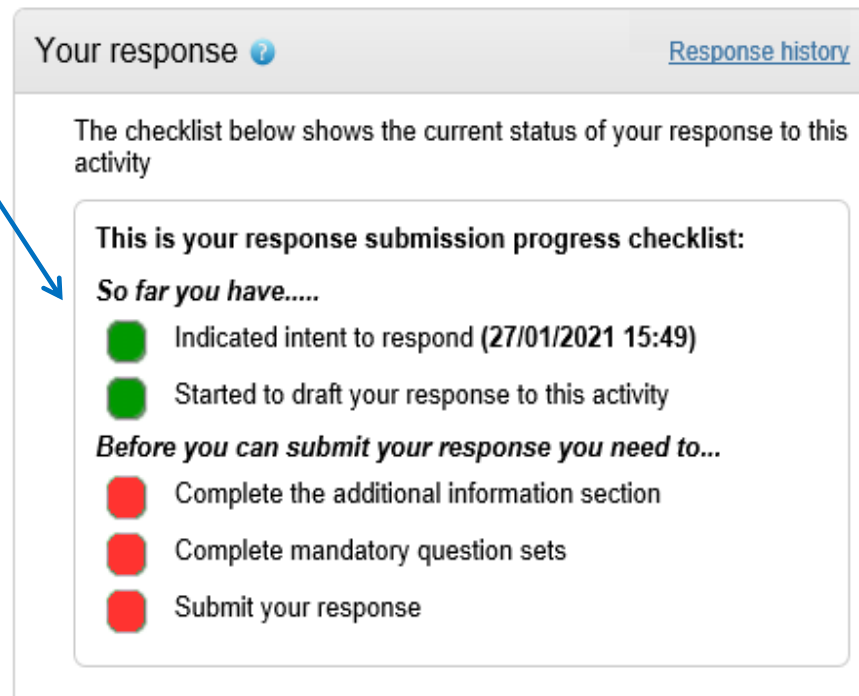
Key information here shows:

- The time remaining to submit your bid
- The tender documentation
- The questionnaires being used in this project

Download the documentation by clicking on it and saving it to your computer/device.

## 2. Answering the Selection Questionnaire

There is a traffic light system on the right side of the screen to show you what you must do in order to submit your bid.



Your response [Response history](#)

The checklist below shows the current status of your response to this activity

**This is your response submission progress checklist:**

*So far you have.....*

- Indicated intent to respond (27/01/2021 15:49)
- Started to draft your response to this activity

*Before you can submit your response you need to...*

- Complete the additional information section
- Complete mandatory question sets
- Submit your response

To start answering the Selection Questionnaire, click on the green coloured Start response button. If this does not immediately display, scroll down the screen until it does. It will appear just below the image shown above.

## 2. Answering the Selection Questionnaire

Some Councils may allow you to add any general information that you feel is helpful for your bid. This can be added to the Additional information section as shown. **Note that this section is not scored, and any information provided here will not be evaluated.**

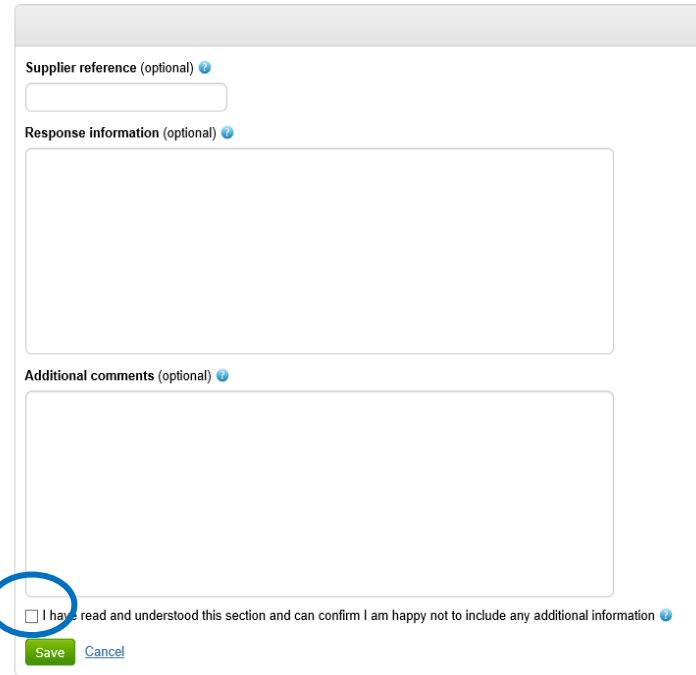


Additional information [Edit](#)

You have not started the 'Additional information' section. Click on the 'Edit' link to begin.

If the additional information box is present, click on the Edit button as shown above. Populate the areas if you wish, if not please tick the box shown below.

### Additional information



Supplier reference (optional) [?](#)

Response information (optional) [?](#)

Additional comments (optional) [?](#)

I have read and understood this section and can confirm I am happy not to include any additional information [?](#)

[Save](#) [Cancel](#)





## 2. Answering the Selection Questionnaire

By clicking on the Edit button, the page will display each question you must answer. Please note the key on the right side of them to indicate the action to take for each question.

View evaluation questions

Title	Weight: %	Section status	Status	Flag
<b>Important: Please Read</b> Complete section Section weight: 0.00%				
0.1(a) Please confirm that you:	N/A	<a href="#">Answer question</a>		
0.1(b) Please confirm that you:	N/A	<a href="#">Answer question</a>		
<b>Part 1: Potential Supplier Information</b> Complete section Section weight: 0.00%				
<b>Section 1 - Potential supplier infor</b> Complete section Section weight: 0.00%				
1.1(a) Full name of the potential supplier submitting the information	N/A	<a href="#">Answer question</a>		
1.1(b) - (i) Registered office address (if applicable)	N/A	<a href="#">Answer question</a>		
1.1(b) - (ii) Registered website address (if applicable)	N/A	<a href="#">Answer question</a>		
1.1(c) Trading status:	N/A	<a href="#">Answer question</a>		
1.1(d) Date of registration in country of origin	N/A	<a href="#">Answer question</a>		
1.1(e) Company registration number (if applicable)	N/A	<a href="#">Answer question</a>		
1.1(f) Charity registration number (if applicable)	N/A	<a href="#">Answer question</a>		
1.1(g) Head office DUNS number (if applicable)	N/A	<a href="#">Answer question</a>		
1.1(h) Registered VAT number	N/A	<a href="#">Answer question</a>		
1.1(i) - (i) If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?	N/A	<a href="#">Answer question</a>		
1.1(i) - (ii) If you responded 'Yes' to 1.1(i) - (i), please provide the relevant	N/A	<a href="#">Answer question</a>		

Progress (0%)

Key

- The answer provided is valid and complete.
- The answer has been automatically populated from a previous answer but it must be reviewed before submission.
- Mandatory elements of this question have not been provided.
- The question has been flagged for review.

Public attachments

No attachments

You will see that the questions are split into sections. Note that the section numbers may not flow consistently as some sections are optional and may have been removed.

## 2. Answering the Selection Questionnaire

Click on each question in turn and answer as appropriate. Questions are in various formats that may require:

- a Yes/No answer,
- a dropdown menu where you choose only one answer,
- a text box allowing you type freely,
- date fields,
- multiple selection boxes allowing you to check as many options as fits your response, and
- radio buttons which will only allow one answer.

Various questions may have attachments for you to download and read. Click once on these and open as required.

Important: Please Read | Question 1 of 2

Question	Weight
<p><b>Title:</b> 0.1(a) Please confirm that you:</p> <p><b>Description:</b> Have read and understood the relevant ProContract user guides, including 'Tips For Bidders - ProContract'.  Understand that you must answer these questions in complete honesty.  Understand that the questions used are taken from a template. If certain questions from the template are not used, there may be gaps in question numbering.  Understanding that when uploading attachments as part of your response, please include the question number only, as lengthy file names will prevent the Council from accessing the file content.  Shall not make (direct or indirect) contact with any employees, agents or consultants of the Council who are in any way connected with this procurement exercise, unless instructed otherwise by the Council via the ProContract messaging facility.  Understand that instructions on the selection questions you need to respond to and how to submit those responses are detailed on each question/section. If you are bidding on behalf of a group (consortium) or you intend to use sub-contractors, you should complete all of the selection questions on behalf of the consortium and/or any sub-contractors. If the relevant documentary evidence referred to in the Selection Questionnaire is not provided upon request and without delay we reserve the right to amend the contract award decision and award to the next compliant bidder.  Understand that only those organisations which pass the Selection Questions will have their Tender submissions evaluated.</p>	0.00 %
Section help	
Question help	
This question is mandatory	
Question attachments	
<a href="#">0.1(a) Tips For Bidders - ProContract.docx</a> 24 KB	

Answer Flag question for review

Yes  No

[Save and close](#) [Save and previous](#) [Save and next](#)

## 2. Answering the Selection Questionnaire

Each question will contain guidance within it on the right side of the screen. If a question is scored, the percentage of marks will display in the Weight section.

Weight	Weight
0.00 %	20.00 %

The majority of questions will be mandatory to answer, and this is also indicated on the right hand side of the screen.

Question	Weight
<b>Title:</b> 1.1(a) Full name of the potential supplier submitting the information	0.00 %
<b>Answer</b> <span style="float: right;">Flag question for review <input type="checkbox"/></span>	<b>Section help</b>
Welland Procurement test	<b>Question help</b> This question is mandatory
<a href="#">Save and close</a> <a href="#">Save and previous</a> <a href="#">Save and next</a>	<b>Question attachments</b> No attachments

## 2. Answering the Selection Questionnaire

Where the question uses a dropdown menu, click once on this to show the options and select the option relevant to your organisation.

Important: Please Read | Question 2 of 2

### Question

**Title:**

0.1(b) Please confirm that you:

**Description:**

The standard Selection Questionnaire is a self-declaration, made by you (the potential supplier), that you do not meet any of the grounds for exclusion. If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation (we call this self-cleaning)

A completed declaration of Part 1 and part 2 provides a formal statement that the organisation making the declaration has not breached any of the exclusion grounds. Consequently we require all the organisations that you will rely on to meet the selection criteria to provide a completed Part 1 and Part 2. For example these could be parent companies, affiliates, associates, or essential sub-contractors, if they are relied upon to meet the selection criteria. This means that where you are joining in a group of organisations, including joint ventures and partnerships, each organisations in the group must complete one of these self-declarations. Sub-contractors that you rely on to meet the selection criteria must also complete a self-declaration (although sub-contractors that are not relied upon do not need to complete the self-declaration).

Once completed, attached the completed "Additional Part 1 and Part 2 Information" document here.

### Weight

0.00 %

### Section help

### Question help

This question is mandatory

Potential Providers who answer "We are reliant upon other organisations and/or sub-contractors to fulfil this contract, BUT HAVE NOT attached the completed "Additional Part 1 and Part 2 Information" document here." will be eliminated from the procurement process.

### Answer

Flag question for review

Please select

Not applicable - our organisation is not reliant upon any other organisations or sub-contractors to fulfil this Contract

We are reliant upon other organisations and/or sub-contractors to fulfil this Contract, and have attached the completed "Additional Part 1 and Part 2 Information" document here

We are reliant upon other organisations and/or sub-contractors to fulfil this Contract, BUT HAVE NOT attached the completed "Additional Part 1 and Part 2 Information" document here

## 2. Answering the Selection Questionnaire

Some questions will need you to select an option, but will also allow a further comment to put your answer into context.

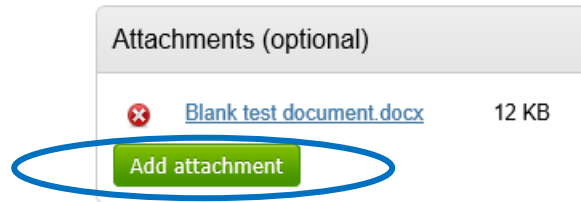
Section 1 - Potential supplier information | Question 4 of 19

Question	Weight
<b>Title:</b> 1.1(c) Trading status:	0.00 %
<b>Answer</b> <span>Flag question for review <input type="checkbox"/></span>	<b>Section help</b>
Other (please specify your tradit <input type="text"/>	
<b>Comments (optional)</b>	<b>Question help</b>
Local authority <input type="text"/>	This question is mandatory

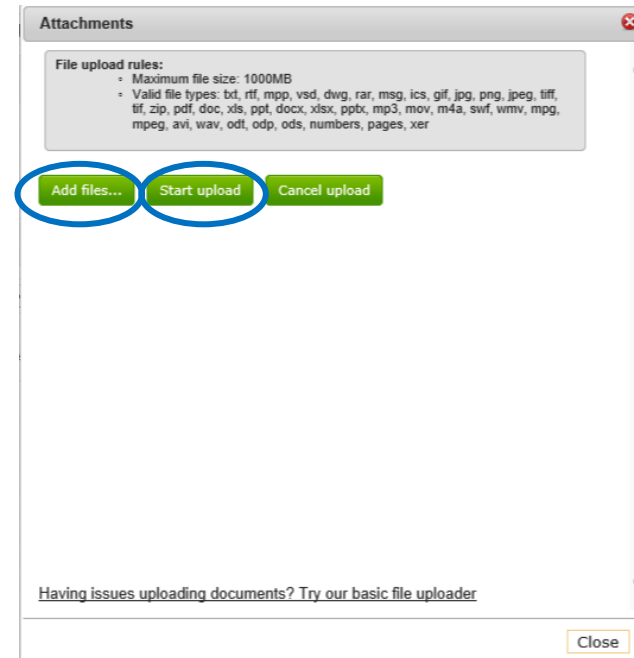
Where a question requires you to enter a date response, you will need to put this in the format of **DD/MM/YYYY**.

## 2. Answering the Selection Questionnaire

Where a question requires an attachment, click on the green Add attachment button to locate your required document (on your computer/device).



The next pop-up screen will advise what format your document must be in to upload it. Please note that a document cannot exceed 1000mb in size. Click on Add files to locate your document. Select it, and click on Start upload to add the document to your response.



## 2. Answering the Selection Questionnaire

Questions with square boxes as shown below will allow you to select more than one answer.

Question

Title:  
1.1(f) Relevant classifications:

Answer Flag question for review

Voluntary Community Social Enterprise (VSCE)  
 Sheltered Workshop  
 Public services mutual  
 N/A - None of the above

[Save and close](#) [Save and previous](#) [Save and next](#)

Answer Flag question for review

Participation in a criminal organisation  
 Corruption  
 Fraud  
 Terrorist offences or offences linked to terrorist activities  
 Money laundering or terrorist financing  
 Child labour and other forms of trafficking in human beings  
 Other offences listed on the webpage - please list these by attachment  
 None of the above apply

Question help

This question is mandatory

Potential Providers who answer 'None of the above' will pass this question. Any other option that is selected may result in elimination from this procurement process.

Question attachments

No attachments

Section 2 of the Selection questionnaire will contain a number of Pass/Fail questions. Where there is a possibility that your answer to a question could result in your bid failing to meet the minimum requirements of the Council (and this leading to your disqualification), you will be advised of this in the Question help section (and/or Document One).



## 2. Answering the Selection Questionnaire

The Council will require the successful bidder to have/obtain a minimum level of insurance to undertake the task. This question will describe differing levels on each project. Confirm you will have this using the dropdown box, and enter the earliest date where an insurance is due to end.

<b>Question</b>	<b>Weight</b>
<b>Title:</b> 8.1 Please self-certify whether you already have or can commit to obtain, prior to the commencement of the contract the levels of insurance cover indicated below?	0.00 %
<b>Description:</b> <ul style="list-style-type: none"><li>• Employers (Compulsory Liability Insurance = £5,000,000.00</li><li>• Public Liability Insurance = £5,000,000.00</li><li>• Professional Indemnity Insurance = £2,000,000.00</li></ul>	<b>Section help</b>
<b>Answer</b> <span>Flag question for review <input type="checkbox"/></span>	<b>Question help</b>
Please select <input type="button" value="v"/>	This question is mandatory The valid until date is required. It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note, this requirement is not applicable to Sole Traders. Potential Providers who answer 'I will NOT obtain the insurance levels required' will be eliminated from this procurement process. Suppliers will be required to provide evidence of this if they are successful at contract award stage.
<b>Valid until</b> DD/MM/YYYY	
<input type="button" value="Save and close"/> <a href="#">Save and previous</a> <a href="#">Save and next</a>	

## 2. Answering the Selection Questionnaire

After each question, select the save button below it to lock in your response and move to the next one. This means you do not have to answer all of the questions in one go. **Please note that saving your response does not constitute a tender submission.**

Answer Flag question for review

Yes - I already have the insuran

Valid until  
01/12/2021

[Save and previous](#) [Save and next](#)

Title	Weight: %	Section status	Status	Flag
Important: Please Read		Complete section		Section weight: 0.00%
0.1(a) Please confirm that you: <input type="checkbox"/>	N/A	<a href="#">Answer question</a>	<input type="radio"/>	
0.1(b) Please confirm that you: <input type="checkbox"/>	N/A	<a href="#">Answer question</a>	<input type="radio"/>	
Part 1: Potential Supplier Information		Complete section		Section weight: 0.00%
Section 1 - Potential supplier infor		Complete section		Section weight: 0.00%
1.1(a) Full name of the potential supplier submitting the information	N/A	<a href="#">Answer question</a>	<input type="radio"/>	
1.1(b) - (i) Registered office address (if applicable)	N/A	<a href="#">Answer question</a>	<input type="radio"/>	

Progress (100%)



Key

- The answer provided is valid and complete.
- The answer has been automatically populated from a previous answer but it must be reviewed before submission.
- Mandatory elements of this question have not been provided.
- The question has been flagged for review.

If you are unsure how to answer a question, you can mark it for review so that it stands out from the question list. When you completed all questions, click on Save and Close on the question you are on and make sure the progress bar is saved up to 100% as shown to the left here. Unanswered questions should stand out in the status section.

# 3. Answering the Award Questionnaire

The Award questionnaire works very similarly to the Selection questionnaire, however all of your responses must be uploaded as PDF document or similar rather than typing the answer directly into a text box in the system (unless the question specifies otherwise). From the response summary screen, click on Edit to open the questions.

Your response summary

[<Back to summary](#)

## Response information

<b>Supplier:</b> Rushcliffe Procurement	<b>Company reg number:</b> None
<b>Workgroup:</b> Procurement	<b>Company address:</b> Melton BC Parkside, Burton Street Melton Mowbray Leicestershire United Kingdom LE13 1GH
<b>Workgroup contacts:</b> Paul Williams	<b>Website:</b> <a href="http://www.melton.gov.uk/">http://www.melton.gov.uk/</a>
<b>Activity id:</b> DN522578	
<b>Response id:</b> R4982076	





## Additional information

[Edit](#)

### Supplier reference, response information & additional comments:

You have acknowledged that you do not want to include a reference of your own, further response information or additional comments as part of your response

## Question sets (2)

Title	Summary	Progress	Action
 <a href="#">1. Selection Questionnaire 2020</a>	<b>Mandatory</b> question set of 53 questions of which 52 are mandatory		<a href="#">Edit</a>
 <a href="#">2. Award Questionnaire 2020</a>	<b>Mandatory</b> question set of 16 questions of which 16 are mandatory		<a href="#">Edit</a>

### 3. Answering the Award Questionnaire

There are three standard questions in section one that are used on all procurement processes which are mandatory and must be answered. Please note that by answering question AQ1.3 as No, may result in your disqualification from the process.

Important Please Read | Question 3 of 3

<b>Question</b>	<b>Weight</b>
<b>Title:</b> AQ1.3 Please confirm that:	0.00 %
<b>Description:</b> You are fully accepting the contractual terms and conditions of this commission.	<b>Section help</b>
<b>Answer</b> <span style="float: right;">Flag question for review <input type="checkbox"/></span>	<b>Question help</b>
Yes <input checked="" type="radio"/> No <input type="radio"/>	This question is mandatory Potential providers who answer 'No' will be eliminated from this procurement process.
<b>Comments (optional)</b> <input type="text"/>	<b>Question attachments</b>
<a href="#">Save and close</a> <a href="#">Save and previous</a> <a href="#">Save and next</a>	

### 3. Answering the Award Questionnaire

The questions in section two are scored questions, and the weighting will be displayed for the quality question sections, and the question itself.

General Award Criteria - Quality Complete section Section weight: 60.00%

AQ2.1 Please explain how the goods / services / works to be provided under this Contract will improve the economic, social and environmental well-being within the 20.00% Answer question

**Please note any restrictions placed on the response you can give within the question help section.** This must be adhered to or your score may be restricted. For example, if the questions allows for 1 side of A4 in your response, the Council will only score the first page. Click on Add attachment to upload your response.

Question

Title:  
AQ2.1 Please explain how the goods / services / works to be provided under this Contract will improve the economic, social and environmental well-being within the Council's local area

Weight  
20.00 %

Answer  Flag question for review

No attachments  
[Add attachment](#)

[Save and close](#) [Save and previous](#) [Save and next](#)

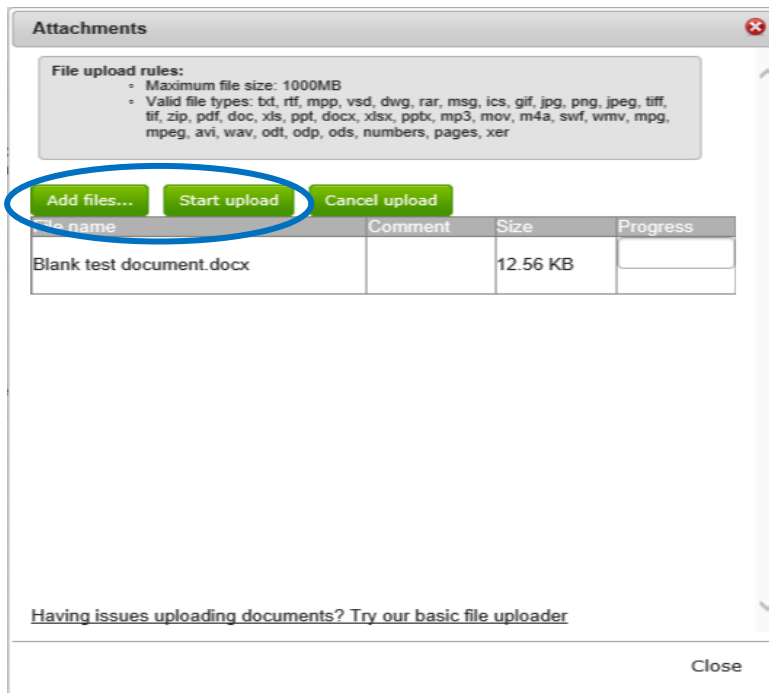
Section help

Question help

This question is mandatory  
Your answer must not exceed 1 side of A4 (Arial 11 pt).

### 3. Answering the Award Questionnaire

Select Add files to add your response and locate where you have saved this document (on your computer/device). Double click to select this. Once the document is added as shown below, click on Start upload to add the response to the question.



If the Council allows for supporting documentation, you can add multiple files, but **please note that scoring will only be applied to main response unless the tender documentation states otherwise.**

### 3. Answering the Award Questionnaire

Click on one of the Save buttons within the question move on to the next one or close the section. Please ensure the progress bar shows 100% before attempting to submit your response. Any unanswered questions will show as such as a status with a different colour.

The screenshot displays the 'Questions' section of an award questionnaire. It features a table with columns for Title, Weight: %, Section status, Status, and Flag. Two sections are visible: 'Important Please Read' (Complete section, Section weight: 0.00%) and 'General Award Criteria - Quality' (Complete section, Section weight: 60.00%). The 'Status' column shows green circles for completed questions and orange circles for questions that have been automatically populated from previous answers. A progress bar at the top right shows 100% completion. A 'Key' section on the right explains the status indicators: a green circle for valid and complete answers, an orange circle for automatically populated answers, a red circle for mandatory elements not provided, and a blue star for flagged questions.

Title	Weight: %	Section status	Status	Flag
<b>Important Please Read</b> Complete section Section weight: 0.00%				
AQ1.1 Please confirm that you:	N/A	<a href="#">Answer question</a>	●	
AQ1.2 Please confirm if any information submitted as part of your Selection Questionnaire (SQ) stage application has since changed.	N/A	<a href="#">Answer question</a>	●	
AQ1.3 Please confirm that:	N/A	<a href="#">Answer question</a>	●	
<b>General Award Criteria - Quality</b> Complete section Section weight: 60.00%				
AQ2.1 Please explain how the goods / services / works to be provided under this Contract will improve the economic, social and environmental well-being within the	20.00%	<a href="#">Answer question</a>	●	

Return back to the response summary and you should have the progress bar completed in full for all questionnaires.



## 4. Submitting your bid

If any of the questionnaires do not show as fully complete, click on Edit to re-enter the required questionnaire and add the missing response. Please note that you will not be able to submit a response until all questionnaires show as being 100% complete.

Additional information [?](#) [Edit](#)

Supplier reference, response information & additional comments:  
You have acknowledged that you do not want to include a reference of your own, further response information or additional comments as part of your response

Question sets (2) [?](#)

Title	Summary	Progress	Action
<a href="#">1. Selection Questionnaire 2020</a>	<b>Mandatory</b> question set of 53 questions of which <b>52</b> are mandatory		<a href="#">Edit</a>
<a href="#">2. Award Questionnaire 2020</a>	<b>Mandatory</b> question set of 16 questions of which <b>16</b> are mandatory		<a href="#">Edit</a>

Your response [?](#) [Response history](#)

The checklist below shows the current status of your response to this activity

This is your response submission progress checklist:

So far you have....


- Indicated intent to respond (27/01/2021 15:49)
- Started to draft your response to this activity
- Completed the additional information section
- Completed mandatory question sets

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

- Submit your response

Options currently available to you are....

[Opt out](#)

When you are happy that you have uploaded all the required documentation, click on Submit response and confirm this. 

Submit response [✕](#)

**Are you sure you are ready to submit your response?**

If you need to, following submission, you can change your response. You must make sure that your final submission is received before the activity deadline - **28th January 2021 at 4:30 PM**

[No, I will submit my response later](#)