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);
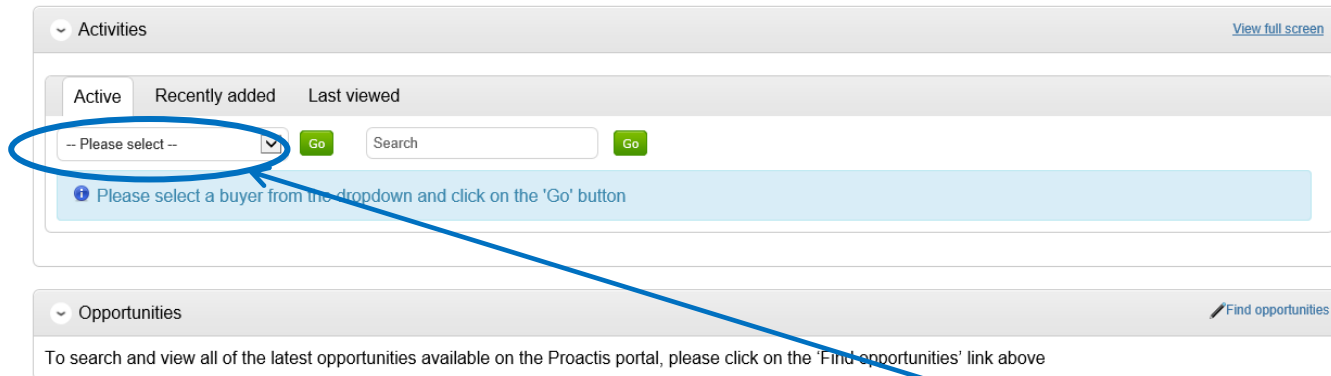
Email: ProContractSuppliers@proactis.com; or

Log a support ticket online.

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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.

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.
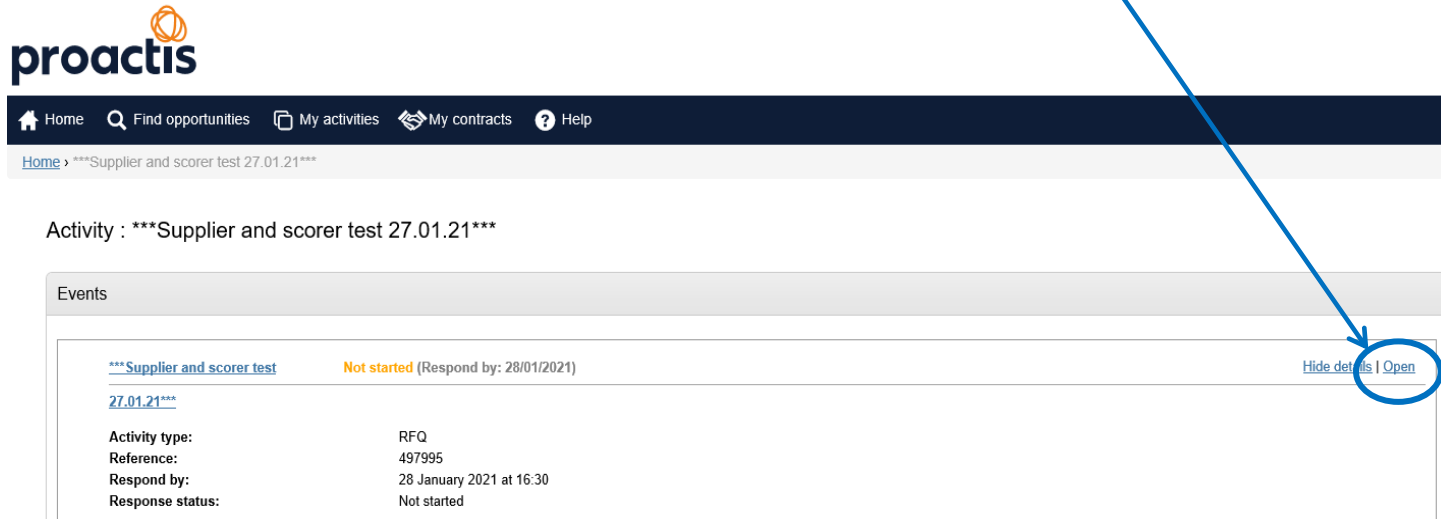
1. Accessing the questionnaires

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.
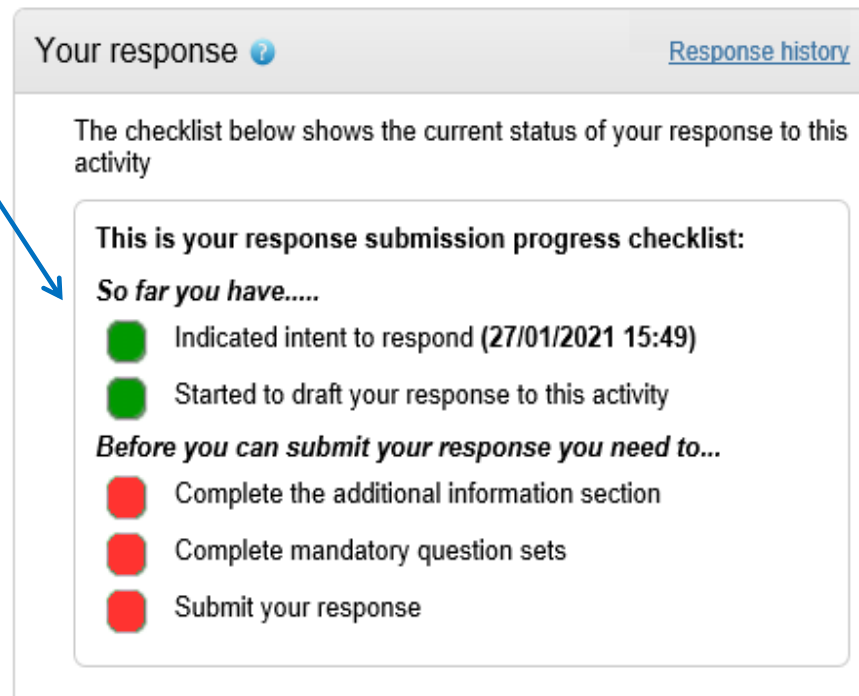

Key information here shows:
- The time remaining to submit your bid
- The tender documentation
- The questionnaires being used in this project

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.

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.**
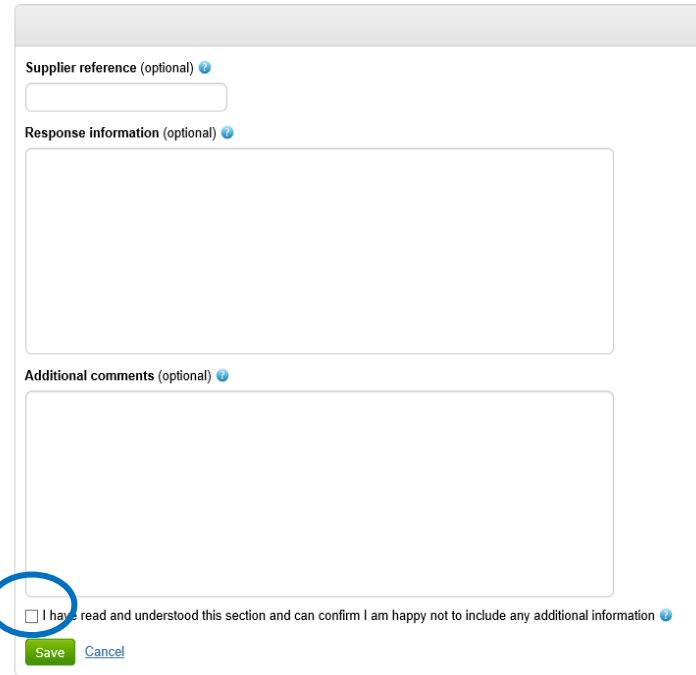
Additional information ❓

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

✏ Edit

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

You must answer all of the questions that appear in the questionnaire that the Council has created. There may be two templates/questionnaires that you need to respond to:

1. **Selection Questionnaire** – This contains a number of Pass or Fail questions relevant to the success of the project. This will allow the Council to see if it can consider your bid or not and contains questions that may result in your disqualification from the process if you do not meet the minimum requirements of the Council. We would advise you complete this first.
2. **Award Questionnaire –** This contains a list of project specific questions which will allow the Council to score your response for price and quality. You will need to upload your response to each question in PDF or similar document type.

Click on the Edit button to start to view the question requirements, and answer them.

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.

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.

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
Title: 1.1(a) Full name of the potential supplier submitting the information	0.00 %

Answer   Flag question for review ☐

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Section help

Question help

This question is mandatory

Question attachments

No attachments

[Save and close]   Save and previous   Save and next

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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		Weight

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

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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.
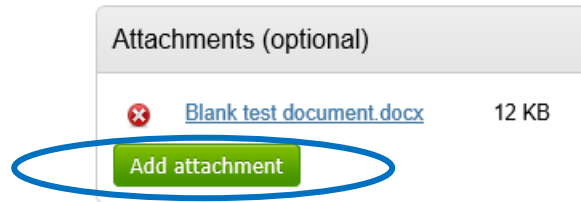

Where a question requires you to enter a date response, you will need to put this in the format of **DD/MM/YYYY**.

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.
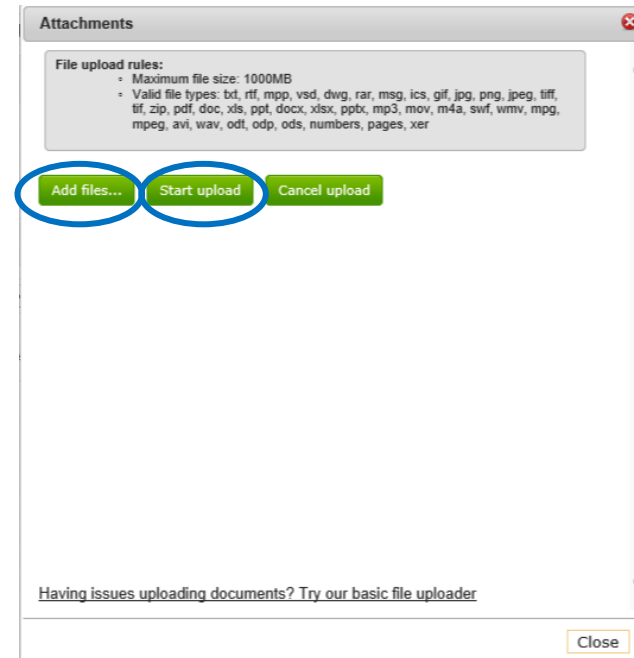
2. Answering the Selection Questionnaire

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

Question
Title: 1.1(l) 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).

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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.

Question	Weight
Title: 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? **Description:** • Employers (Compulsory Liability Insurance = £5,000,000.00 • Public Liability Insurance = £5.000,000.00 Professional Indemnity Insurance = £2,000,000.00	0.00 %

Section help

Answer

Flag question for review ☐

Please select ▼

Valid until

DD/MM/YYYY

Save and close   Save and previous   Save and next

Question help

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.

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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.**

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.

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.

3. Answering the Award Questionnaire

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

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.

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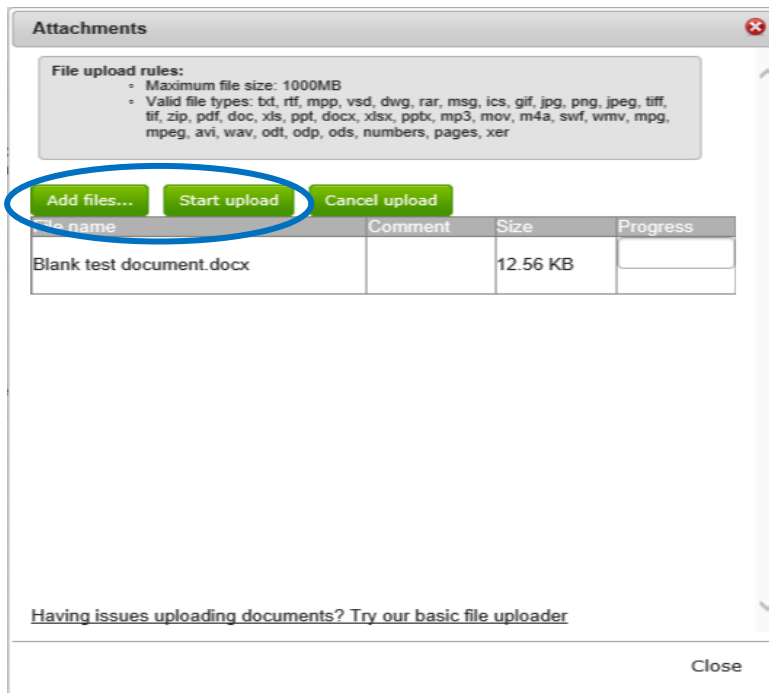
If the Council allows for supporting documentation, you can add multiple files, but **please note that scoring will only be applied to main response unless the tender documentation states otherwise.**

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 shows as such as a status with a different colour.

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.

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