

# Social Connection Procurement

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# Agenda

**The Central Digital Platform (CDP)**

**Indicative Procurement Timescales**

**The Procurement Process**

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**Bidding Model and Who completes PSQ Part 5**

**Associated Persons**

**Key Points to remember when tendering**

**Pro-Contract Web Link**


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# Central Digital Platform CDP Government System

## Register Once, Access Many Opportunities

- **Purpose:** Providers register once
- **Action:** Register Now
- **Link:** <https://www.find-tender.service.gov.uk/Search>

## Required Information:

- Organisation details (name, type, address VAT, website)
  - Legal registration (form, law, numbers)
  - People connected to organisation
  - Financial information (accounts and uploading)
  - Anything that may exclude organisation
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# Councils e-Tendering Portal


## Purpose

- Advertise opportunities
- Receive, manage and evaluate tender submissions

## Key Features:

- **All tender documents and responses** submitted through the portal
- **Fully auditable and transparent** process
- **Efficient end to end** management of procurement lifecycle

## Requirements For Providers

- Register to access the portal
  - Access specific tender documentation to submit tenders
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# Procurement Indicative Timescales

| Date                              | Activity  |
|-----------------------------------|---|
| <b>Thursday 05 February 2026</b>  | Tender Advertisement  |
| <b>Monday 09 March 2026</b>       | Questions asked by deadline   |
| <b>Thursday 12 March 2026</b>     | Questions answered by date  |
| <b>Thursday 19 March 2026</b>     | Tender Return deadline  |
| <b>12 May 2026 to 14 May 2026</b> | Due diligence/negotiation meeting with highest scoring tenderers for each Lot (as applicable) |
| <b>Tuesday 02 June 2026</b>       | Notify Bidders of Award Decision (Starts standstill period of 8 working days) *               |
| <b>01 November 2026</b>           | Contract Start Date   |

*\* Dates are subject to change*

# Procurement Process

- FTS Tender
- Competitive Flexible Procedure
- Invitation to Tender
- Tender Response includes PSQ – Self Certification
- Welcome all bidding models - Consortium, Lead with Sub-Contracting, Single Provider

## Key Question for Each Organisation

Am I relying on this organisation or Individual to meet the Conditions of Participation?

- Financial capacity (turnover, accounts, financial stability)
- Technical ability (skills, experience, qualifications)
- Compliance (insurances, policies, data processing, not being an excluded Provider)

# Bidding Model and Who Completes PSQ Part 5

| Model                               | Description   | Who Completes PSQ Part 5  |
|-------------------------------------|---|---|
| <b>Single Organisation</b>          | You deliver all requirements yourself   | Tender Organisation   |
| <b>Lead + Subcontractor/Partner</b> | You rely on another organisation to meet the Conditions of Participation; Financial, technical or compliance evidence | Leader bidder and any organisation you rely on (Associated Persons) |
| <b>Consortium / Joint Venture</b>   | Multiple organisations bid together, sharing requirements to meet Financial, technical or compliance evidence         | Every member (all are Associated Persons)                           |

# Associated Persons

- An associated person is another organisation or individual you rely on to meet the Conditions of Participation.
- This could be:
  - A Subcontractor
  - A delivery partner
  - A consortium or joint venture member
  - A parent company

# Key Message

- If you depend on someone else to meet the Conditions of Participation, they must complete Part 5: Procurement Specific Questionnaire, all sections.

# Important to Know

- Banks or guarantors are NOT Associated Persons.
- Not all subcontractors are Associated Persons
- Only those relied on to meet the Conditions of Participation

# KEY POINTS

- Register On ProContract & Central Digital Platform
- Don't Turn Off Notifications
- Download All Documents
- Fully Read All Documents Carefully
- Check ProContract For Q & A Log
- Allow Adequate Time To Submit Tender
- Proofread All Responses
- Check All Required Documents Are Uploaded
- Do Not Contact A Council Officer Directly
- Any Question Submit Via ProContract

# WEBSITES FOR E-PROCUREMENT

- E-tendering portal run by ProContract:  
<https://www.eastmidstenders.org/>
- Provider Technical queries: 03300 050 352
- Email on: [support@proactisservicedesk.com](mailto:support@proactisservicedesk.com)
- Finder Service Tender: <https://www.find-tender.service.gov.uk/Search>

# Procurement Q&A's