

# How to find contract documents and submit applications on ProContract

## Quick Guide

<b>1</b>	<b>Express an interest to apply</b>	<b>2</b>
1.1	Step 1 – Click on ‘ <b>Login and register interest in this opportunity</b> ’	2
<b>2</b>	<b>Access documentation</b>	<b>3</b>
2.1	Step 1 – Click on ‘ <b>My activities</b> ’	3
2.2	Step 2 – Select ‘ <b>London Borough of Hackney</b> ’ as the Buyer	3
2.3	Step 3 – Click ‘ <b>Update</b> ’	3
2.4	Step 4 – Select <b>relevant contract notice</b> by clicking its title (underlined and blue text)	3
2.5	Step 5 – Click on ‘ <b>Start</b> ’ to access the documentation and start your application	4
2.6	Step 6 – Click on the document headings to view the <b>attachments</b>	4
2.7	Step 7 – Click on ‘ <b>Start my response</b> ’ to start your application	4
2.8	Step 8 – Read the instruction on the ‘ <b>Details</b> ’ and click on ‘ <b>Continue</b> ’ to progress to your application	5
2.9	Step 9 – You may wish record your internal reference number and provide comments (optional) in the ‘ <b>Additional information</b> ’ tab and click on ‘ <b>Continue</b> ’ to progress to your application	5
2.10	Step 10 – Click on the ‘ <b>Edit response</b> ’ to answer each section listed in the ‘ <b>Question sets</b> ’ and click on ‘ <b>Continue</b> ’ to progress to your application	5
2.11	Step 11 – You have the option to upload ‘ <b>Attachments</b> ’ and click on ‘ <b>Finish</b> ’ to progress to your application	5
2.12	Step 12 – Click on ‘ <b>Submit response</b> ’ to forward your application and confirm your submission in the pop-up message by clicking on ‘ <b>Submit response</b> ’	6
<b>3</b>	<b>Hints &amp; Tips</b>	<b>7</b>
3.1	Question set	7
3.2	Contract title landing page	7

# 1 Express an interest to apply

## 1.1 Step 1 – Click on ‘Login and register interest in this opportunity’

### Note

- The green button colour will be faded once interest has been expressed
- The supporting documents are accessed via ‘My activities’ – you see it appear on the header tab once you have expressed an interest
- If you are not already registered with ProContract, please factor in the time to set-up your account with DueNorth (ProContract provider) – please allow one working day

**LONDON** >> TENDERS PORTAL  
ProContract brought to you by **due north**

Home > Find opportunities > Hackney Business

### Hackney Business

**Main contract details**

Opportunity Id: DN6065541  
 Title: Hackney Business  
 Categories: 80000000-4 - Education and training services  
 Description: Supplier Demo  
 Sign-up to receive the latest opportunities  
 Region(s) of supply: UNITED KINGDOM  
 Estimated value: £1,000,000.00  
 Keywords: Education, Books, Knowledge, Literature

**Key dates**

Estimated contract dates  
 Start date: 01/07/2016 End date: 01/07/2018

**Expression of interest window**

From 24/06/2016 13:40 to 31/07/2016 13:40  
[Login and register interest in this opportunity](#)

**New to ProContract?**  
 If you are not currently registered on the ProContract procurement portal, you can complete a simple registration process by clicking the following link - [Register here](#)

**Contact details**

Buyer: London Borough of Hackney  
 Contact: Varsha Frederick  
 Email: [varsha.frederick@hackney.gov.uk](mailto:varsha.frederick@hackney.gov.uk)  
 Telephone: 0208 356 3637  
 Address: Hackney Town Hall  
 Hackney  
 Greater London  
 E8 1EA  
 United Kingdom

**Attachments**

20160202 DUE NORTH SUPPLIER REGISTRATION NOTES.pdf 975 KB

**LONDON** >> TENDERS PORTAL  
ProContract brought to you by **due north**

Home > Find opportunities > Hackney Business

### Hackney Business

**Main contract details**

Opportunity Id: DN6065541  
 Title: Hackney Business  
 Categories: 80000000-4 - Education and training services  
 Description: Supplier Demo  
 Sign-up to receive the latest opportunities  
 Region(s) of supply: UNITED KINGDOM  
 Estimated value: £1,000,000.00  
 Keywords: Education, Books, Knowledge, Literature

**Key dates**

Estimated contract dates  
 Start date: 01/07/2016 End date: 01/07/2018

**Expression of interest registered**

Date: 01/07/2016 10:16:28  
 Workgroup: Corporate

**Expression of interest window**

From 24/06/2016 13:40 to 31/07/2016 13:40  
[Register interest in this opportunity](#)

**Contact details**

Buyer: London Borough of Hackney  
 Contact: Varsha Frederick  
 Email: [varsha.frederick@hackney.gov.uk](mailto:varsha.frederick@hackney.gov.uk)  
 Telephone: 0208 356 3637  
 Address: Hackney Town Hall  
 Hackney  
 Greater London  
 E8 1EA  
 United Kingdom

**Attachments**

20160202 DUE NORTH SUPPLIER REGISTRATION NOTES.pdf 975 KB

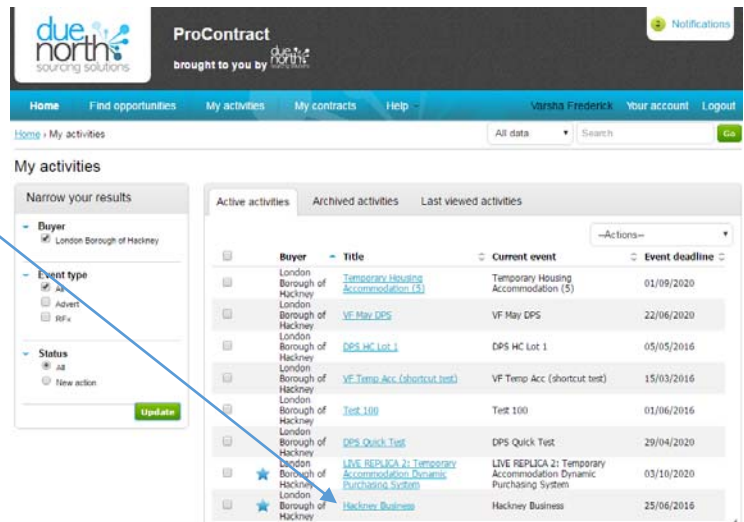
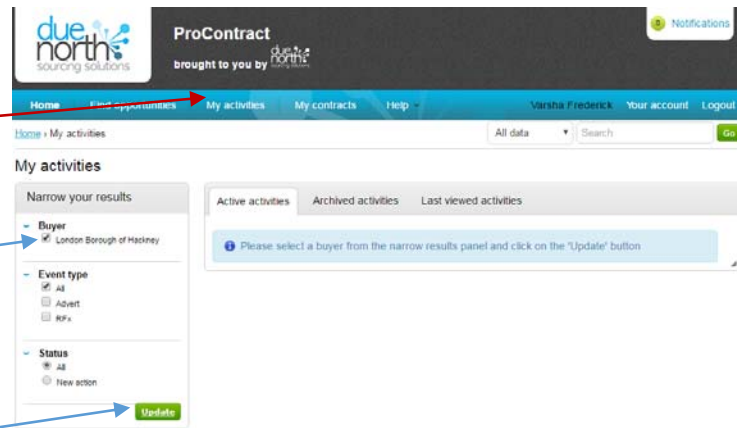
## 2 Access documentation

2.1 Step 1 – Click on 'My activities'

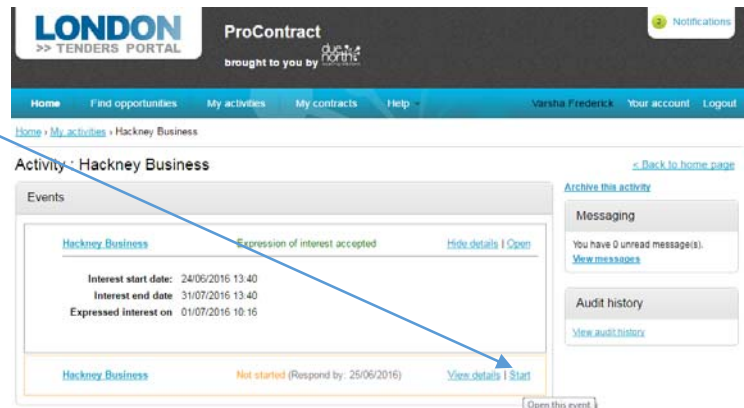
2.2 Step 2 – Select 'London Borough of Hackney' as the Buyer

2.3 Step 3 – Click 'Update'

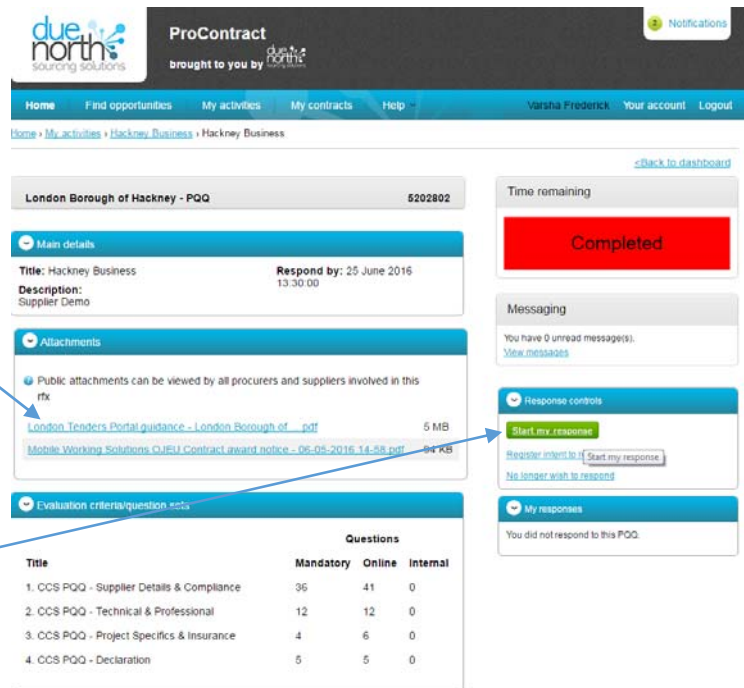
2.4 Step 4 – Select relevant contract notice by clicking its title (underlined and blue text)



## 2.5 Step 5 – Click on ‘Start’ to access the documentation and start your application



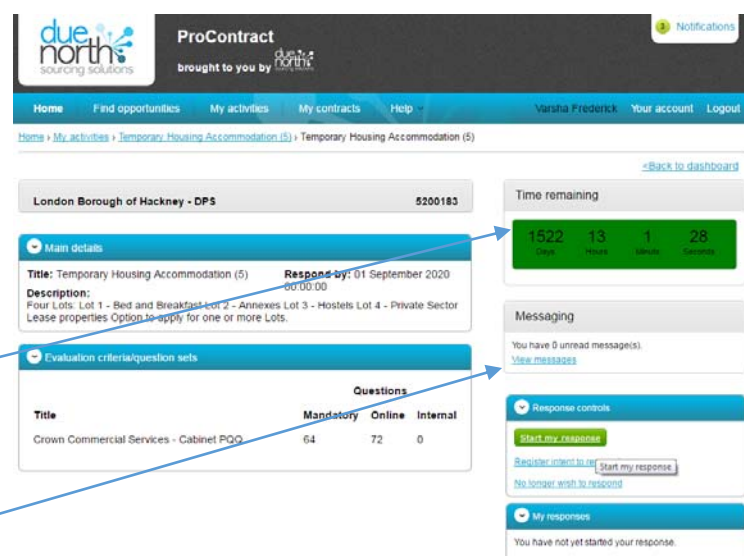
## 2.6 Step 6 – Click on the document headings to view the attachments



## 2.7 Step 7 – Click on ‘Start my response’ to start your application

### Note

- You have the option to start and stop any time you wish as you can save your answers as you go along
- The system will save your answers for other Hackney Council tenders you apply for (this is subject to the publish question being identical to that previously answered)
- There is a countdown displayed on this page (referred to as the ‘contract title landing page’) to flag the deadline (we do not accept late returns)
- You have the functionality to submit queries via the ‘Messaging’ function



2.8 Step 8 – Read the instruction on the ‘**Details**’ and click on ‘**Continue**’ to progress to your application

**due north** sourcing solutions

**ProContract**  
brought to you by **due north**

Home Find opportunities My activities My contracts Help Varsha Frederick Your account Logout

Home > My activities > Hackney Business > Hackney Business > Create PQQ response

Create PQQ response

1 Details 2 Additional information 3 Question sets 4 Attachments

Response reference: 106970388

Welcome to the PQQ response wizard.

The wizard will assist you with the completion of your response.

You will be presented with a number of different steps to complete. Once each step has been completed you can click the 'Continue' button to proceed to the next step, or 'Back' to return to the prior step or 'Cancel' to exit the wizard.

After the completion of each step, the response information entered will be saved as a draft, which will allow you to resume the response at a later date if required.

Once all the steps have been completed and all mandatory response criteria have been met, you will be asked if you wish to submit your response.

If you agree to submit your response, you will receive a confirmation receipt email. Please note, if you do not receive the confirmation email please contact support as you cannot be guaranteed that your response has been received.

[Continue](#) [Reset](#) [Cancel](#)

2.9 Step 9 – You may wish record your internal reference number and provide comments (optional) in the ‘**Additional information**’ tab and click on ‘**Continue**’ to progress to your application

**due north** sourcing solutions

**ProContract**  
brought to you by **due north**

Home Find opportunities My activities My contracts Help Varsha Frederick Your account Logout

Home > My activities > Hackney Business > Hackney Business > Create PQQ response

Create PQQ response

1 Details 2 Additional information 3 Question sets 4 Attachments

Supplier reference (optional)

Example

Response information (optional)

123

Additional comments (optional)

456

[Continue](#) [Reset](#) [Cancel](#) [Back](#)

2.10 Step 10 – Click on the ‘**Edit response**’ to answer each section listed in the ‘**Question sets**’ and click on ‘**Continue**’ to progress to your application

#### Note

- Each section of the CCS PQQ contain multiple questions (the number of questions are listed under the ‘online’ column in the ‘Evaluation criteria/question sets’ on the ‘contract title landing page’)
- You have the option to start and stop any time you wish as you can save your answers as you go along
- The system will save your answers for other Hackney Council tenders you apply for (this is subject to the publish question being identical to that previously answered)

Evaluation criteria/question sets			
Title	Questions		
	Mandatory	Online	Internal
1. CCS PQQ - Supplier Details & Compliance	36	41	0
2. CCS PQQ - Technical & Professional	12	12	0
3. CCS PQQ - Project Specifics & Insurance	4	6	0
4. CCS PQQ - Declaration	5	5	0

**due north** sourcing solutions

**ProContract**  
brought to you by **due north**

Home Find opportunities My activities My contracts Help Varsha Frederick Your account Logout

Home > My activities > Hackney Business > Hackney Business > Create PQQ response

Create PQQ response

1 Details 2 Additional information 3 Question sets 4 Attachments

Title	Action	Progress
CCS PQQ - Supplier Details & Compliance	<a href="#">Edit response</a>	
CCS PQQ - Technical & Professional	<a href="#">Edit response</a>	
CCS PQQ - Project Specifics & Insurance	<a href="#">Edit response</a>	
CCS PQQ - Declaration	<a href="#">Edit response</a>	

[Continue](#) [Reset](#) [Cancel](#) [Back](#)

2.11 Step 11 – You have the option to upload ‘**Attachments**’ and click on ‘**Finish**’ to progress to your application

**due north** sourcing solutions

**ProContract**  
brought to you by **due north**

Home Find opportunities My activities My contracts Help Varsha Frederick Your account Logout

Home > My activities > Hackney Business > Hackney Business > Create PQQ response

Create PQQ response

1 Details 2 Additional information 3 Question sets 4 Attachments

No attachments

[Add attachment](#)

[Finish](#) [Reset](#) [Cancel](#) [Back](#)



2.12 Step 12 – Click on **'Submit response'** to forward your application and confirm your submission in the pop-up message by clicking on **'Submit response'**

**due north** sourcing solutions  
ProContract brought to you by **due north**

Home Find opportunities My activities My contracts Help Varsha Frederick Your account Logout

Home > My activities > LIVE REPLICA 2: Temporary Accommodation Dynamic Purchasing System > LIVE REPLICA 2: Temporary Accommodation Dynamic Purchasing System

**My response** 106970389 Draft

**Additional information** Edit

Supplier reference:

**Terms & conditions** - Accepted Decline  
Standard Terms and Conditions for Services

**Evaluation criteria/question sets**

Title	Action	Progress
Crown Commercial Services - Cabinet PQO	Edit response	Opt out

**Attachments**  
No attachments  
Add attachment

**Response controls**  
Submit response  
Open response wizard

**Submission checklist**  
Terms & conditions  
Evaluation criteria/question sets

**Audit history**  
View audit history

Time remaining  
Respond by: 03 October 2020 00:00:00  
1554 13 30 25  
Days Hours Minutes Seconds

**Submit response**

Are you sure you want to submit this response?

Submit response Cancel

**Note**

- The green button colour will be faded once the application has been submitted

**due north** sourcing solutions  
ProContract brought to you by **due north**

Home Find opportunities My activities My contracts Help Varsha Frederick Your account Logout

Home > My activities > LIVE REPLICA 2: Temporary Accommodation Dynamic Purchasing System > LIVE REPLICA 2: Temporary Accommodation Dynamic Purchasing System

**My response** 106970389 Draft

**Additional information** Edit

Supplier reference:

**Terms & conditions** - Accepted Decline  
Standard Terms and Conditions for Services

**Evaluation criteria/question sets**

Title	Action	Progress
Crown Commercial Services - Cabinet PQO	Edit response	Opt out

**Attachments**  
No attachments  
Add attachment

**Response controls**  
Submit response (faded)  
Open response wizard

**Submission checklist**  
Terms & conditions (green)  
Evaluation criteria/question sets (red)

**Audit history**  
View audit history

Time remaining  
Respond by: 03 October 2020 00:00:00  
1554 13 32 31  
Days Hours Minutes Seconds

### 3 Hints & Tips

#### 3.1 Question set

- The questions can be saved as draft
- You can flag questions for review
- You can save draft answers and navigate to the next question by clicking on 'Save and next' instead of 'Save and close' (the latter takes you back to the list of questions in the 'Questions set' subsection)

- Completed answers have a green circle next to them, unanswered mandatory question have a red circle and questions you have flagged will have a star next to it

View evaluation questions

Questions	Section status	Status	Flag
1 Supplier Information	Complete section		
1 Grounds for Mandatory Exclusion	Complete section		
1 Grounds for Discretionary Exclusion	Complete section		
1 Grounds for Discretionary Exclusion	Complete section		
1 Economic & Financial Standing	Complete section		
1 Technical & Professional Ability	Complete section		
Additional PQQ Modules	Incomplete section		
Project Specific Questions	Incomplete section		
Lots Applied	Answer question	Green circle	
process and experience of supplying Temp Acc.	Answer question	Red circle	
Properties	Answer question	Green circle	
Organisational Resources	Answer question	Green circle	Star
Company Certificates and Policies	Answer question	Green circle	
Environmental control and Sustainability	Answer question	Green circle	
Customer Services	Answer question	Green circle	
Repairs and Maintenance	Answer question	Green circle	
Additional Information	Answer question	Green circle	

Progress

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

PQQ Notes for Completion.docx 32 KB

#### 3.2 Contract title landing page

- You can return to the 'Questions set' by either re-entering the 'Response wizard' or 'edit response' in the Evaluation criteria/question sets

- You can resubmit your response provided it is with the defined deadline

The screenshot displays the ProContract platform interface for a tender titled "LIVE REPLICA 2: Temporary Accommodation Dynamic Purchasing System". The tender is managed by the London Borough of Hackney - DPS, with a reference number 5202909. The deadline for submission is 03 October 2020 at 00:00:00. The interface includes a navigation bar with links to Home, Find opportunities, My activities, My contracts, and Help. A user profile for Varsha Frederick is visible in the top right corner. The main content area is divided into several sections: "Tender details" providing a description of the tender, "Attachments" listing a document "CDM #16728290-v1-Temporary Accommodation PQO Evaluation Criteria.doc" (75 KB), and "Terms & conditions" linking to the "Standard Terms and Conditions for Services". On the right side, there is a "Time remaining" section showing 1554 days, 11 hours, 59 minutes, and 8 seconds, a "Submitted" button, a "Messaging" section indicating 0 unread messages, and a "Response controls" section with links to "Edit my response" and "No longer wish to respond". A "My responses" section at the bottom right shows a submitted response on 01/07/2016 at 10:29:58.