



# How to amend a response to an online evaluation in ProContract

# Online Evaluations

These instructions are to be used by bidders when a 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 ProContract 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.

This guide is to be used when you have already submitted a bid and wish to make a change to one of the question responses. The guide consists of the following steps:

- 1. Accessing the submitted bid**
- 2. Amending the question response**
- 3. Re-submitting your bid**

# 1. Accessing the submitted bid

The Pro Contract portal that the Council is using allows a bidder to amend the response to the tender as many times as they require, and you are not penalised for submitting early. To amend your response to a question, log in to the home page of the Pro Contract portal.

Home page

Activities [View full screen](#)

Active Recently added Last viewed

-- Please select --  Search

Please select a buyer from the dropdown and click on the 'Go' button

Opportunities [Find opportunities](#)

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 submitted bid

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 ones you have not previously accessed. Click on the title of the project to select it.

Newark & Sherwood District  
Council

[\\*\\*\\*Supplier and scorer test 27.01.21\\*\\*\\*](#)

\*\*\*Supplier and scorer test 27.01.21\*\*\*

28/01/2021

In the next screen click on the link shown. This displays the Open, Edit, or Start depending on whether or not you have previously accessed the documentation and the procurement process being used. Note that the bid status should be showing as “submitted”.

Events

[\\*\\*\\*Supplier and scorer test](#)

Submitted (Respond by: 28/01/2021)

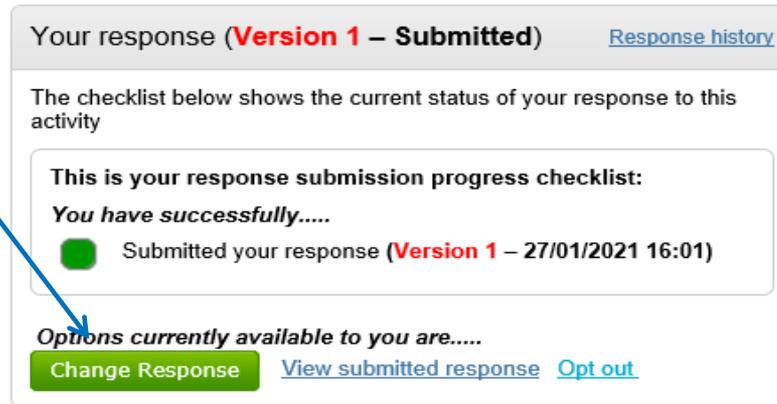
[Hide details](#) [Open](#)

[27.01.21\\*\\*\\*](#)

Activity type:	RFQ
Reference:	497995
Respond by:	28 January 2021 at 16:30
Response status:	Version 1 - Submitted on time 27/01/2021 at 16:01

## 2. Amending the question response

The system should now show your Activity summary. On the right side of the screen, you should be able to see what draft of your response you are currently on, your response history, and the date and time that your last version was submitted. Select the green button called Change Response.



Your response (**Version 1 – Submitted**) [Response history](#)

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

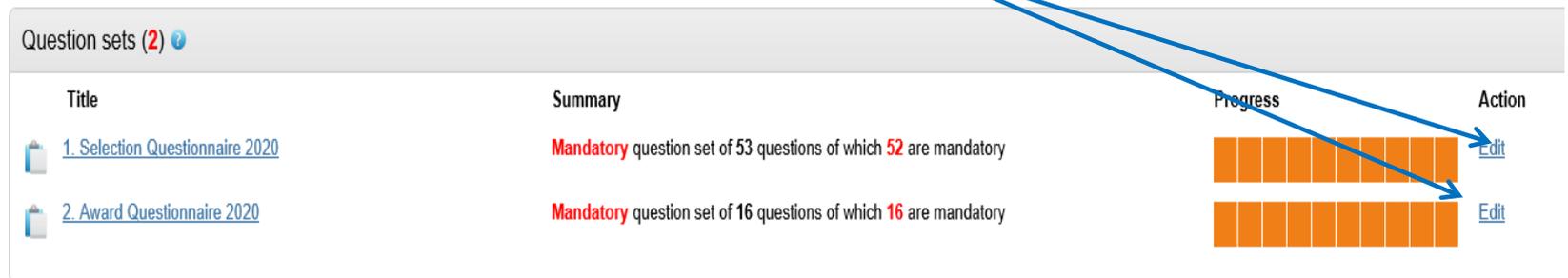
**This is your response submission progress checklist:**  
**You have successfully.....**

- Submitted your response (**Version 1 – 27/01/2021 16:01**)

**Options currently available to you are.....**

[Change Response](#) [View submitted response](#) [Opt out](#)

You can now access the required questionnaire by clicking on the Edit button in the response summary, then locate and update the required question.



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>

## 2. Amending the question response

Pick the required question from the list to make the change(s) to. The below example involves making a change to the Selection Questionnaire. If we pick the question 1.1 to change the name, we need to click on the Answer question link.

View evaluation questions

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>		

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

## 2. Amending the question response

Overtyping the text you need to change, or if the question you are changing involves changing an option to a radio button or dropdown menu, simply change the answer as you require. Click on Save and close when done.

Section 1 - Potential supplier information | Question 1 of 19

Question

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

Answer Flag question for review

Welland Procurement test

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

Section 8.1 - Insurances	Complete section	Section weight: 0.00%
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?	N/A	<a href="#">Answer question</a> <span style="color: green;">●</span>

When the necessary changes are complete, scroll to the bottom and click on the green back button to exit.

[Back](#)

## 2. Amending the question response

To change an uploaded document within the Award questionnaire, select the edit button from the question sets and then select the required question to change.

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>

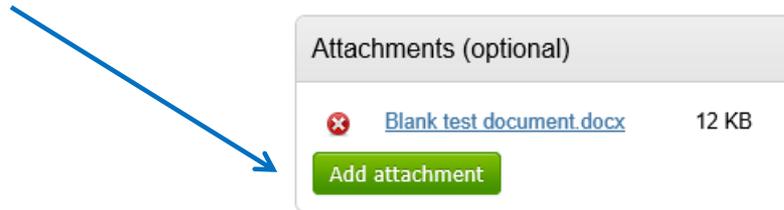
As Award question responses are uploaded documents (unless otherwise specified, you will need to remove the replaced document. Click on the red X next to the document you wish to change.

This will remove it, ready for you to upload the new response.

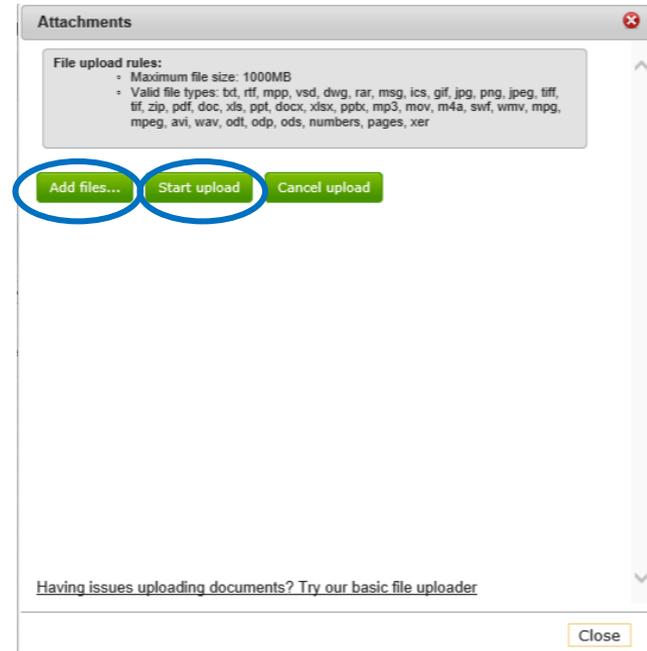
<b>Question</b>	<b>Weight</b>
<b>Title:</b> AQ2.1 Please explain how the goods / services / works to be provided under this Contract will improve the economic, social and environmental well-being within the Council's local area	20.00 %
<b>Answer</b>	<b>Section help</b>
<input type="checkbox"/> Flag question for review	
 <a href="#">Blank test document.docx</a> 12 KB	<b>Question help</b>
<a href="#">Add attachment</a>	This question is mandatory
<a href="#">Save and close</a> <a href="#">Save and previous</a> <a href="#">Save and next</a>	Your answer must not exceed 1 side of A4 (Arial 11 pt).

## 2. Amending the question response

Select the Add attachment button, and click on Add files in the resultant pop-up box.



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.



### 3. Re-submitting your bid

Once you have completed your amendments, click on the Save and Close button within the question, and scroll to the bottom of the screen to click on the green Back button, which will return you to the submission screen.

Section 8.1 - Insurances	Complete section	Section weight: 0.00%
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?	N/A	<a href="#">Answer question</a>

[Back](#)

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

When you are ready to submit the new draft, click on the green Submit amended response button as shown. **Note that each new draft completely replaces the previous draft.**

Your response [Response history](#)

What happened to my previous submission?

Rest assured your response ( [Version 1](#) - submitted 27/01/2021 16:01 ) is still submitted against this activity and will remain so until you have submitted [Version 2](#) to replace it.

What should I do now?

The checklist below shows the current [Version 2](#) 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 16:01)
- 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 ([Version 2](#))

Options currently available to you are.....

[Submit amended response](#) [Opt out](#)

