Guide to Participating in DPS opportunity

1. Introduction

This document is designed to help you use the Buckinghamshire Business Portal to participate in this opportunity.

2. Login or Register on portal

- Type in https://procontract.due-north.com/register into your internet explorer
- This will then open the following screen. Click on **Register** if you haven't already done so and follow the registration process**.** If you have registered enter your username and password

Log In

User Name

Password

Forgotten your username or password?

Continue

Welcome to ProContract

Already registered?

Simply enter your chosen username and password and click 'Continue'

New to ProContract?

Suppliers - If you are not currently registered on the ProContract procurement portal, you can complete a simple registration process by clicking the following link   Register free

Migrated from ProContract Version 2?

If you are currently registered with a ProContract Version 2 procurement portal and the procurement portal has migrated to Version 3 your details have been automatically transferred, however for security and account validation you will be required to reset your password by following the instructions outlined in the following link - First time login following migration
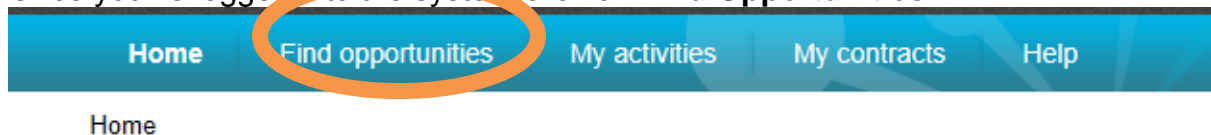
Still need help?

Please visit the help center where you can access an extensive help library, FAQ's, videos and guides

- Once your logged in you will need to search for the opportunity and express an interested to gain access to the documentation.

3. How to Express an Interest in an Opportunity

Once you've logged into the system click on **Find Opportunities**

Home	Find opportunities	My activities	My contracts	Help

Home

In the portals function select Buckinghamshire then click **update**

- This will return all the opportunities that Buckinghamshire have advertised. Click on the **Project Title** that you want to express an interest.

- This will then open the Project Details. You then need to click **Register Interest in this opportunity.**

Services V1a

Return to find opportunities

Register interest in this opportunity ▶

Main contract details

Opportunity Id	DN5986831
Title	Services V1a
Categories	152000 - Procurement
Description	Services
Estimated value	N/A

Contact details

Buyer	Buckinghamshire County Council
Contact	Jenny Wootton
Email	jwootton@buckscc.gov.uk
Telephone	01296 383089
Fax	
Address	1) NCO
	Aylesbury
	Buckinghamshire
	HP20 1YQ
	United Kingdom

Key dates

Estimated contract dates

Start date 02/12/2015   End date 02/12/2015

Expression of interest dates

Start date 26/08/2015 10:43:00   End date 29/08/2015 14:00:00

Attachments

No attachments

- Once you have expressed an interest in this opportunity you can open it direct from the page below by clicking **HERE**. If you decide not to you can access the opportunities via activities which is explained (below section 4).

Expression of interest successful

Expression of interest successful

You have successfully registered interest in the following opportunity for **Procurement** :-

ITTv6

You will receive an email notification shortly confirming your registration of interest.

What happens next?

- You have been invited to participate in the ITT event for this opportunity.
- **ITTv6** has been added as a new activity in your activities centre.
- To view this ITT event now, click here.

I don't have time to look at the ITT now, what should I do?

- Don't worry your activity is stored safely against your account and an invitation has been sent to your registered email address exemptions@buckscc.gov.uk. The invitation contains a direct link to this ITT.
- Please note however that the closing date for this ITT is 28 June 2017 11:00. Make sure you leave enough time to complete your response.

For reference, the primary contact for this opportunity is listed below :-

Mrs Jenny Wootton	**Procurement Portal**	**Organisation**
T: 01296 383089	Buckinghamshire Business	Buckinghamshire County
F:	Portal	Council
M:	**Ref Id**	**Activity**

- Once you clicked on **here** (as above) you can then click **start your response**.

Buckinghamshire County Council - ITT	5261845

Main details

Title: ITTv6

Description:
ITTv6

Respond by: 28 June 2017 11:00:00

Terms & conditions

NOTE

Time remaining

0	2	51	5
Days	Hours	Minutes	Seconds

Messages (0)

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

View all | View unread

Response controls

Start my response

Register intent to respond

No longer wish to respond

My responses

You have not yet started your response.

4. Access the opportunity

- To access the opportunity you've expressed an interest in click on **My Activities**

Home	Find opportunities	My activities	My contracts	Help

Home

- The following screen will appear detailing all the opportunities you're involved with. The opportunity with the **Blue Star** is the opportunity you've expressed an interest in that you've not viewed. Click on the **Project Title**

- The Project will then open. You need to click **Start** in order to view the details

- The Project will open. Here you'll be able to view the SSQ and any other documents. You'll also see the time remaining to respond, Messages & clarifications, intent to respond, no longer wish to respond and Start My response.

5. Access the opportunity

- In order to start completing the SSQ and documentation you need to click on **Start** Response the response wizard will open. Click **Continue**

- There will be a number of screens you need to follow which are not mandatory until you get to the question sets. It's up to you if you want to fill in the information. Once you've got to the question sets you need to click on **Edit Response**

- This will open the SSQ. To answer the SSQ Questions click **Answer question**

- This opens the question where you can then input your answer. Always click **Save & Close** or **Save & Next** so you don't lose the information.

- As you work your way through the SSQ questions you'll see the progress bar at the top moving to show how far you've got. Where the status changes to green means the question is complete, amber part complete and red means not answered. All questions must be green in order for you to submit the completed document.

- Once you've completed the SSQ the status bar will show 100% complete. Then scroll to the bottom and click on **Back**

- Then click **continue**

- You're then taken back to the response wizard. You'll then need to upload any attachments if required. Click **continue**
- Accept or decline the Terms & Conditions then click **Finish**

6 Submit completed documents

- You will see the summary below showing your completed SSQ attachments if there are any. To submit the response click on **Submit Response**

- Confirm you want to **submit response**

- You'll then see this screen where you can see your submission has been sent. You will also receive an email confirmation

Buckinghamshire County Council - PQQ   5127963

Time remaining

2	22	56	54
Days	Hours	Minutes	Seconds

Submitted

Main details

Title: Services V1a

Description:
Services

Respond by: 29 August 2015
14:00:00

Messaging

You have 0 unread message(s).

View messages

Terms & conditions

📎   NOTE

Response controls

I would like to edit my response

No longer wish to respond

Evaluation criteria/question sets

	Questions		
Title	**Mandatory**	**Online**	**Internal**
Evaluation test template v1	19	20	0

My responses

Version 1   Submitted   26/08/2015 15:03:01

7 Getting Help
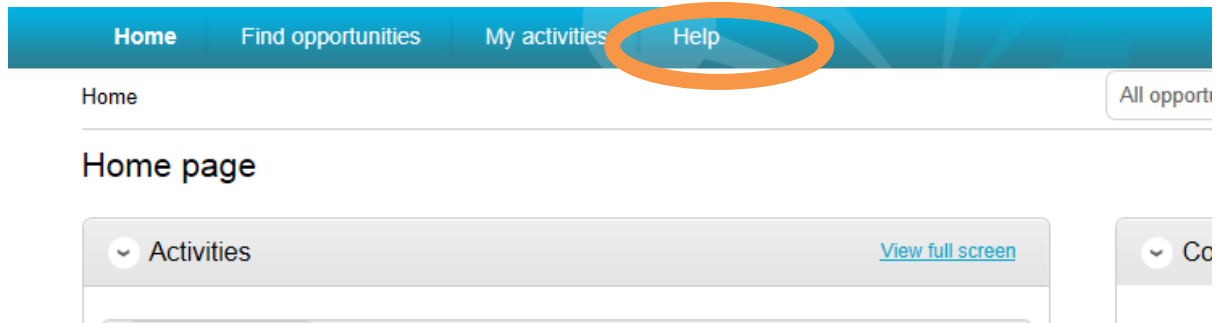
Please note that you can get help with ProContract by selecting the help function. This contains guidance on how to use the system.

8 Still experiencing problems with using the Portal

If you are still experiencing problems with the portal / Pro Contract e please use the following contact details:

Service Desk
You can raise a call via the ProActis Helpdesk on the following link

http://www.proactissupport.com/