



Buckinghamshire Council

Guide to Participating in this Opportunity

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1. Introduction

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

2. How to Register with the Portal (BBP) if you are not already registered

- Type in <https://procontract.due-north.com/register> into your internet explorer
- This will then open the following screen. Click on **Register**. You will then need to complete and submit the registration.

Log In

User Name

Password

[Forgotten your username or password?](#)

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

- Your username and password will be automatically generated and emailed directly to you from the system.
- When registering you need to indicate the categories of work that best suits your organisation this then generates alerts when opportunities are posted.

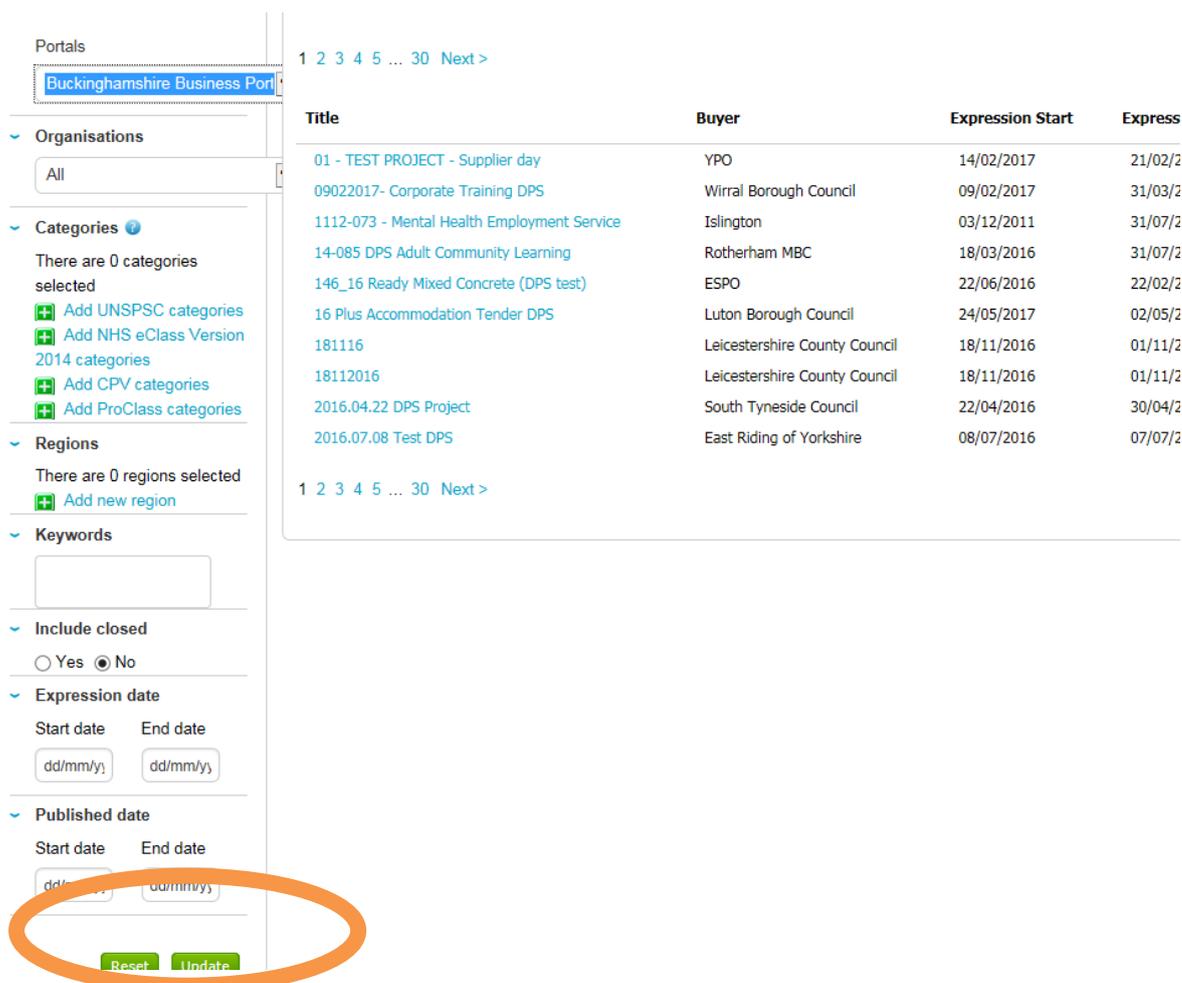
3. How to Express an Interest in an Opportunity

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



Home

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



The screenshot displays the 'Portals' section of the system. On the left is a sidebar with various filters: 'Organisations' (set to 'All'), 'Categories' (0 selected), 'Regions' (0 selected), 'Keywords' (empty), 'Include closed' (radio buttons for 'Yes' and 'No', with 'No' selected), 'Expression date' (start and end date pickers), and 'Published date' (start and end date pickers). The main area shows a table of opportunities with columns for 'Title', 'Buyer', 'Expression Start', and 'Express'. The table contains 10 rows of data. At the bottom of the sidebar, the 'Reset' and 'Update' buttons are circled in orange.

Title	Buyer	Expression Start	Express
01 - TEST PROJECT - Supplier day	YPO	14/02/2017	21/02/2
09022017- Corporate Training DPS	Wirral Borough Council	09/02/2017	31/03/2
1112-073 - Mental Health Employment Service	Islington	03/12/2011	31/07/2
14-085 DPS Adult Community Learning	Rotherham MBC	18/03/2016	31/07/2
146_16 Ready Mixed Concrete (DPS test)	ESPO	22/06/2016	22/02/2
16 Plus Accommodation Tender DPS	Luton Borough Council	24/05/2017	02/05/2
181116	Leicestershire County Council	18/11/2016	01/11/2
18112016	Leicestershire County Council	18/11/2016	01/11/2
2016.04.22 DPS Project	South Tyneside Council	22/04/2016	30/04/2
2016.07.08 Test DPS	East Riding of Yorkshire	08/07/2016	07/07/2

This will return all the opportunities that Buckinghamshire have advertised. Click on the **Project Title**

Find opportunities My activities My contracts Help A Wootton Your account Logout

All data Buckinghamshire

S

Opportunities

Title	Buyer	Expression Start	Expression End	Estimated Value
eSourcing Solution	Buckinghamshire County Council	21/08/2015	28/08/2015	N/A
PL Test Pro Contract	Buckinghamshire County Council	16/07/2015	31/08/2015	N/A
Request for Information	Buckinghamshire County Council	24/08/2015	28/08/2015	N/A
Services V1a	Buckinghamshire County Council	26/08/2015	29/08/2015	N/A

- 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

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

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

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.

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

T: 01296 383089

F:

M:

Procurement Portal

Buckinghamshire Business

Portal

Ref Id

Organisation

Buckinghamshire County

Council

Activity

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

The screenshot displays a procurement portal interface with the following sections:

- Activity information:** Buyer: Buckinghamshire County Council; Title: Client Transport (v6) ID: 5268268 Acceptance Round: 1; Description: Client Transport (v6). Includes a "Take a tour" link.
- Deadline & time remaining:** A response to this activity can be submitted no later than **31st March 2019 at 11:30 AM**. Time remaining: 4 Days, 21 Hours, 43 Minutes.
- Activity primary contacts:** (Empty)
- Activity documentation, files & links (0):** No attachments.
- Question sets (1):** Table with columns Title and Summary. Row: Client Transport - SSQ, Mandatory question set of 4 questions of which 2 are mandatory.
- Terms & conditions (1):** NOTE.
- Messages & clarifications (0):** (Empty)
- Your response:** Checklist for submission progress:
 - Indicate your intent to respond
 - Start response or opt out the activity
 - Complete the additional information section
 - Complete mandatory question sets
 - Upload at least one attachment
 - Accept terms & conditions fully or in part
- Options currently available to you are....**
 - Start my response (Circled in orange)
 - Opt out
 - Indicate your intent to respond

4. Access the opportunity

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

The screenshot shows a navigation bar with the following items: Home, Find opportunities, My activities (Circled in orange), My contracts, and Help. Below the navigation bar, the text "Home" is visible.

- 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**

Home Find opportunities My activities My contracts Help A Wootton Your account Logout

Home > My activities All data Search Go

My activities

Narrow your results

Buyer

All

Buckinghamshire County Council

Event type

All

RFx

Status

All

New action

Update

Active activities Archived activities Last viewed activities

--Actions--

<input type="checkbox"/>	Buyer	Title	Current event	Event deadline
<input type="checkbox"/>	Buckinghamshire	Council	Restricted v99	17/08/2015
<input checked="" type="checkbox"/>	Buckinghamshire	Council	Services V1a	29/08/2015
<input type="checkbox"/>	Buckinghamshire	Council	testing 310715	07/08/2015
<input type="checkbox"/>	Buckinghamshire	Council	verification demo	10/08/2015

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

Home > My activities > Services V1a

Activity : Services V1a < Back to home page

Archive this activity

Events

[Services V1a](#) Not started (Respond by: 29/08/2015) [Hide details](#) [Start](#)

Reference: 5127953

Respond by: 29 August 2015 at 14:00

Response status: Not started

Messaging

You have 0 unread message(s).

[View messages](#)

Audit history

[View audit history](#)

5. Completing the SSQ

- Regardless of how you login to the opportunity you will always see the following screen. You'll be able to complete the SSQ, Accept T's & C' and add any attachments that are required.
- Click **Edit** "under Question Sets" which will allow you to start answering the SSQ questions.

Your response summary

[-Back to summary](#)

[Take a tour](#)

Response information

Supplier: ABC (123) Consultancy Ltd	Company reg number: N/A
Workgroup: Consultancy	Company address: walton bcc buckinghamshire Buckinghamshire United Kingdom hp21 1yg
Workgroup contacts: Workgroup contacts: A Wootton	Website: None
Activity id: DN5268268	
Response id: R108211241	

Deadline & time remaining

A response to this activity can be submitted no later than

31st March 2019 at 11:30 AM

Time remaining

4 Days	21 Hours	42 Minutes
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Additional information

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

[Edit](#)

Question sets (1)

Title	Summary	Progress	Action
Client Transport - SSQ	Optional question set of 4 questions of which 2 are mandatory	<div style="width: 25%;"></div>	Edit

Your response

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

This is your response submission progress checklist:

Star you have.....

- Indicated intent to respond (26/03/2019 13:47)
- Started to draft your response to this activity

Before you can submit your response you need to...

[Response history](#)

Response documentation, files & links (0)

No attachments

[Add](#)

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

Questions

Title	Weight: %	Section status	Status	Flag
1 1. Grounds for Mandatory and discretionary rejection Incomplete section Section weight: 0.00%				
1.1 Please complete the attached document " Statement Relating to Good Standing".	N/A	Answer question	●	
2 Organisation identity and basic details Incomplete section Section weight: 0.00%				
2.1 Organisation name	N/A	Answer question	●	
2.2 Registered office address	N/A	Answer question	●	
2.3 Telephone number	N/A	Answer question	●	
2.4 Website address	N/A	Answer question	●	
2.5 VAT registration number	N/A	Answer question	●	
2.6 Organisations registration number (if applicable)	N/A	Answer question	●	
2.7 Date of registration for organisation (if applicable)	N/A	Answer question	●	
2.8 Name of immediate parent company (if applicable)	N/A	Answer question	●	
2.9 Name of the ultimate parent company (if applicable)	N/A	Answer question	●	
2.10 Would the ultimate holding organisation be prepared to guarantee your contract performance as its subsidiary (if applicable)	N/A	Answer question	●	
2.11 Type of organisation	N/A	Answer question	●	
2.12 Have any directors, partners or associates of the organisation been involved in any organisation that has been liquidated or gone into receivership	N/A	Answer question	●	
2.13 Have any of the organisation's directors, partners etc. been disqualified from acting as directors of any company under the provisions of the Company Directors Disqualification Act 1986, or equivalent country legislation, in the last five years	N/A	Answer question	●	
2.14 Are you aware of any conflict of interest which may arise as a result of the organisation's involvement in this contract	N/A	Answer question	●	
2.15 Have there been any significant contracts changes	N/A	Answer question	●	

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

- 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.

test | Question 1 of 8

Question

1. Full name of the Supplier completing the PQQ

Weight

0.00 %

Answer

Flag question for review

Question attachments

No attachments

Help

Maximum of 100 characters.
This question is mandatory

You have 100 characters remaining

Save and close Save and previous Save and next

- 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.

View evaluation questions

Title	Weight: %	Section status	Status	Flag
1 1. Grounds for Mandatory and discretionary rejection Complete section Section weight: 0.00%				
1.1 Please complete the attached document " Statement Relating to Good Standing".	N/A	Answer question	●	
2 Organisation identity and basic details Complete section Section weight: 0.00%				
2.1 Organisation name	N/A	Answer question	●	
2.2 Registered office address	N/A	Answer question	●	
2.3 Telephone number	N/A	Answer question	●	
2.4 Website address	N/A	Answer question	●	
2.5 VAT registration number	N/A	Answer question	●	
2.6 Organisations registration number (if applicable)	N/A	Answer question	●	

Progress (97%)

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.

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



- You'll then be taken back to the project homepage
- From here you can see that the progress bar on the right is either green or red. Green means you've completed a certain section and red means you still need to complete parts i.e. upload attachments, accept or decline t's & c's then submit your response.

Question sets (1)

Title	Summary	Progress	Action
Client Transport - SSQ	Optional question set of 4 questions of which 2 are mandatory	<div style="width: 100%; height: 10px; background-color: orange;"></div>	Edit

Response documentation, files & links (0) [+ Add](#)

No attachments

Terms & conditions (1) [Accept terms & conditions](#) [Decline terms & conditions](#)

Title

[NOTE](#)

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

This is your response submission progress checklist:

So far you have:

- Indicated intent to respond (26/03/2019 13:47)
- Started to do your response to this activity
- Completed mandatory question sets

Before you can submit your response you need to...

- Complete the additional information section
- Upload at least one attachment
- Accept terms & conditions fully or in part
- Submit your response

Options currently available to you are.....

- To add attachments click on **Add** under “Response documentation, files & links”

Response documentation, files & links (0) [+ Add](#)

No attachments

- Click **Add Files** then **Click start upload**

Attachments ✕

[Show weblinks](#) ^

File upload rules:

- Maximum file size: 100MB
- Valid file types: txt, rtf, mpp, vsd, dwg, rar, msg, ics, gif, jpg, png, jpeg, tiff, tif, zip, pdf, doc, xls, ppt, docx, xlsx, pptx, mp3, mov, m4a, swf, wmv, mpg, mpeg, avi, wav, odt, odp, ods, numbers, pages, xer

[Add files...](#) [Start upload](#) [Cancel upload](#)

- You’ll then see the attachments listed.

Response documentation, files & links (1) [+ Add](#)

Title	Type	Size	
Capture	JPG	53 KB	✕

- Terms & Conditions will either need to be accepted or declined. If you decline then you’ll need to put a reason why. To accept Click the **Green Tick**

Terms & conditions (1)

[Accept terms & conditions](#) [Decline terms & conditions](#)

Title

[NOTE](#)

- Status will then change to accepted or declined.

Terms & conditions (1)

[Decline terms & conditions](#)

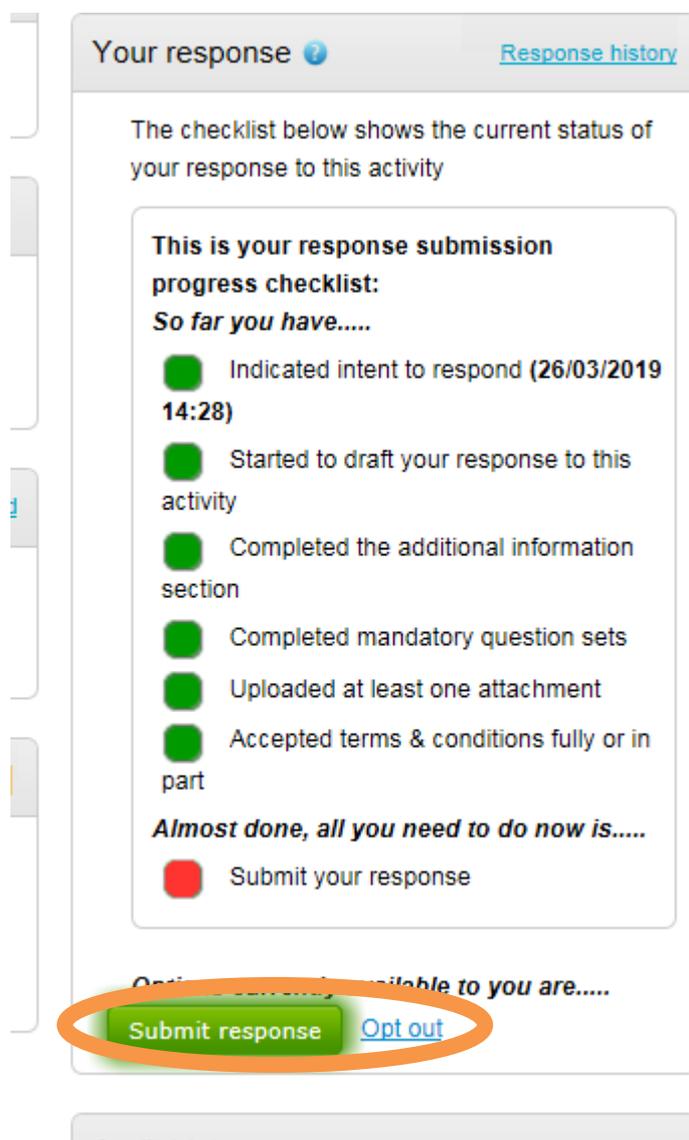
Title

[NOTE](#)

You have acknowledged your acceptance of the listed terms & conditions

6 Submit completed documents

- You will see the summary on the right showing your completed SSQ. To submit the response click on **Submit Response**



The screenshot shows a user interface for a response submission. At the top, it says "Your response" with a help icon and a link to "Response history". Below this, a message states: "The checklist below shows the current status of your response to this activity".

The main content is a checklist titled "This is your response submission progress checklist: So far you have.....". The checklist items are:

- Indicated intent to respond (26/03/2019 14:28)
- Started to draft your response to this activity
- Completed the additional information section
- Completed mandatory question sets
- Uploaded at least one attachment
- Accepted terms & conditions fully or in part

Below the checklist, it says "Almost done, all you need to do now is....." followed by:

- Submit your response

At the bottom, there is a section titled "Options available to you are....." with two buttons: "Submit response" (highlighted with an orange oval) and "Opt out".

- Confirm you want to **submit response**

Submit response

Are you sure you want to submit this response?

[Submit response](#) [Cancel](#)

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

Hide

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 – 26/03/2019 14:36**)

Options currently available to you are.....

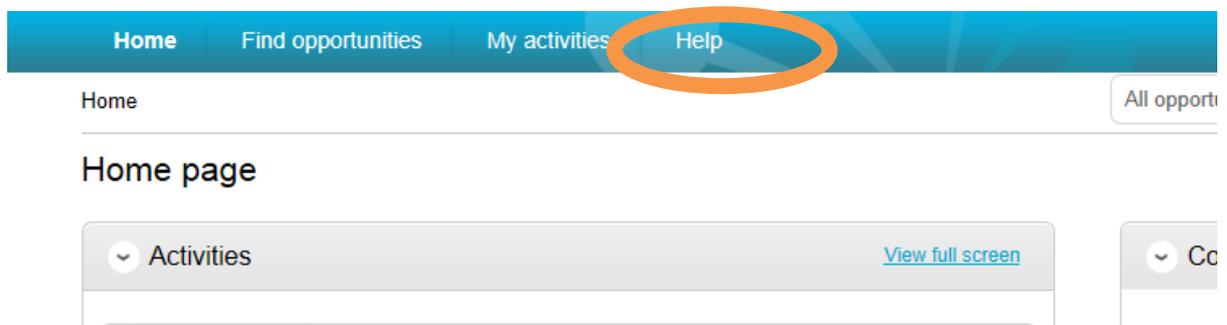
[Change Response](#) [View submitted response](#)
[Opt out](#)

Hide

Hide

Audit history

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 send raise a call via the ProActis Helpdesk on the following link

<http://www.proactissupport.com/>

Telephone

You can contact the supplier support team via:

0330 005 0352

The opening hours for this number are 8.30am to 5.30pm, Monday to Friday. For calls outside these hours, or if no specialist is available to take the call you will be given the opportunity to leave a voicemail.

9. Messages/Questions

Throughout any process the council can submit messages asking questions. You can respond or ask questions yourself by using the messages function

If you want to submit a question

- Login to the Portal from the homepage navigate to the Project
- Click on the **Project Title**

The screenshot shows the portal's homepage. At the top, there is a navigation bar with 'Home', 'All opportunities' (dropdown), a search box, and a 'Go' button. Below the navigation bar, the 'Home page' section is visible. On the left, there is a 'Activities' panel with tabs for 'Active activities', 'Archived activities', and 'Last viewed activities'. The 'Active activities' tab is selected, showing a list of activities for 'Buckinghamshire'. The activities are listed with their titles, descriptions, and dates. The activity 'Transformation Support Consultancy' is highlighted with an orange circle. On the right, there is a 'Company details summary' panel for 'bucks', showing its address, description, and keywords. Below that, there is a 'Workgroups' panel showing 'Procurement (1)'. The 'Transformation Support Consultancy' activity is also highlighted with an orange circle in the original image.

- The Project will then open. Click on **view all**

The screenshot shows the 'Messages' section of the portal. At the top, there is a link 'Archive this activity'. Below that, there is a box with the text 'Messages (0)' and 'You have received 0 message(s) of which 0 are unread'. At the bottom of the box, there are two links: 'view all' and 'View unread', both of which are circled in orange. To the left of the messages box, there is a link 'ails | Open'.

- Click **create new message**

Messages for School Transport - V1a

[Return to previous page](#)

Narrow your results

Read Status

All
 Read
 Unread

Start date End date

Inbox

--Actions--

Ref No	Subject	From	Date
--------	---------	------	------

- The following message window appears. Type the subject and then the content of your message. Then click **Send Message**

[Home](#) > [My activities](#) > [School Transport - V1a](#) > [Messaging](#) > New

New message

To: Project team

Subject: further information

Attachments:

Please clarify

- You are then automatically taken back to messages where you can see your message has been sent. The Council will receive an alert and review the message then post a reply. There's nothing else you can do until you receive an alert asking you to login to the system and review the answer to your message.

Messages for School Transport - V1a

Narrow your results

Read Status

- All
- Read
- Unread

Start date End date

Inbox

Ref No	Subject	From	Date
<input type="checkbox"/> 3.1	further information	bucks - Procurement	25/08/2015 14:42

10. Response to Message

When a reply has been posted to your message you will receive the following

Dear Supplier,

The following message has been sent to you by Project team.

Project: School Transport - V1a

Subject: Testing

Link: <https://procontract.due-dun.com/Message/View/42e223a5-2c4b-e511-80ef-000c29c9ba21?projectId=1705021b-224b-e511-80ef-000c29c9ba21>

- Click on the hyperlink
- You'll be asked to login to the system with your username, password, memorable word. Once you've done this the response to the message will automatically be shown. You can reply to the message or click back which will take you back to the project messages.

[Home](#) > [My activities](#) > [School Transport - V1a](#) > [Messaging](#) > [View](#)

Message

From: Project team

Subject: Testing

Date: 25/08/2015 14:24

Attachments:

testing

[Reply](#)

[Back](#)

11. Message submitted by Council

If the council submit a message via the system then you will receive

Dear Supplier,

The following message has been sent to you by Project team.

Project: School Transport – V1a

Subject: Route

Link: <https://procurement.dunfermline.gov.uk/Message/View/5a79b097-2c4b-e511-80ef-000c29c9ba21?projectId=1765801b-224b-e511-80ef-000c29c9ba21>

- Click on the hyperlink in the email.
- You'll be asked to login to the system with your username, password, memorable word. Once you've done this the response to the message will automatically be shown. You can reply to the message or click back which will take you back to the project messages.

[Home](#) > [My activities](#) > [School Transport - V1a](#) > [Messaging](#) > [View](#)

Message

From: Project team

Subject: Testing

Date: 25/08/2015 14:24

Attachments:

testing

[Reply](#)

[Back](#)

- If you click reply you need to type your response then click **send message**

To: Project team

Subject: RE: Route

Attachments: +

Show / hide original message

change to route infor

- If you chose the back button then this is what you'd see. Click on the subject which will open up the message and again you can respond

Home > My activities > School Transport - V1a > Messaging All data | Search

[Return to previous page](#)

Messages for School Transport - V1a

Narrow your results

Read Status

All

Read

Unread

Start date

End date

Inbox

--Actions--

Ref No	Subject	From	Date
<input type="checkbox"/> 1.1	Route	Project team	25/08/2015 14:24
<input type="checkbox"/> 2.1	further information	Project team	25/08/2015 14:24
<input type="checkbox"/> 3.1	further information	bucks - Procurement	25/08/2015 14:42