



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. Email Received

When you are invited into a quote process you will receive an email alert direct from the system. This will have the following details

Dear Supplier

You have been invited take part in a new PROJECT TILTLE - V1a exercise by Buckinghamshire County Council.

The contract details are as follows:-

ID: 1703801B224BE51180EF000C29C9BA21

Title: PROJECT - V1a

The PROJECT - V1a must be answered no later than 26/08/2015 at 13:00.

To access this PROJECT - V1a please go to the link below and log in using your username and password:-

If you cannot remember your username and/or password please use the following link and follow the on screen instructions:-

[Supplier Home](#)

3. Logging into the system

Click on the Supplier Home link in the email. You will then see this page.



Log In

Username

Password

[Forgotten your username or password?](#)

Continue

- Enter your username and password click **continue**. Then click **Login**

4. Homepage

You are then presented with the home page.

Simply scroll down to see the new opportunity. This is flagged with a Blue Star

Home All opportunities Search Go

Home page

Activities [View full screen](#)

Active activities Archived activities Last viewed activities

All buyers Go Search Go

Buyer	Title	Current event	Event deadline
Buckinghamshire County Council	Family Support Services	FAMILY SUPPORT SERVICES	19/11/2012
	The Provision of Supervised Contact Services	Tender for Provision of a Framework Agreement for Children & Young People's Supervised Contact	16/11/2010
	Energy Efficiency lighting for two multi story car parks	Procurement of energy efficient lighting for two multi storey car parks	08/12/2010
	Waste Management Technical Advisors	Waste Management Technical Advisors	27/09/2010

Opportunities [Find opportunities](#)

Company details summary [Edit](#)

Bucks
Walton St, aylesbury, Buckinghamshire, HP20 1YG

Description
Council

Keywords
council

Workgroups

Activities are assigned to workgroups allowing all contacts within a workgroup to work on the activities together

[Test \(1\)](#)

[Add new workgroup](#)

Home All opportunities Search Go

Home page

Activities [View full screen](#)

Active activities Archived activities Last viewed activities

All buyers Go Search Go

Buckinghamshire	Pensions Payroll Administration System	Pensions Payroll Administration System	11/10/2010
	Bucks & MK Armed Forces Day 2015 Catering Contract	Bucks & MK Armed Forces Day 2015 Catering Contract	15/05/2015
	eSourcing System	test	12/03/2015
	Mainstream Home To School Transport	Mainstream Bus and Coach Home to School	19/05/2014
	School Transport - V1a	School Transport - V1a	26/08/2015

Company details summary [Edit](#)

Bucks
Walton St, aylesbury, Buckinghamshire, HP20 1YG

Description
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Keywords
council

Workgroups

Activities are assigned to workgroups allowing all contacts within a workgroup to work on the activities together

[Test \(1\)](#)

- To access the quote details. Click on the **Project Name**. This is highlighted as a blue hyperlink.

- The Project will open. Here you'll be able to view the quotations documents under attachments. The time remaining to respond, Messages, intent to respond, no longer wish to respond and Start My response.

Activity information [Take a tour](#)

Buyer: Buckinghamshire County Council
 Title: Guidance Open Tender Process ID: 5268295
 Description: Guidance

Deadline & time remaining

A response to this activity can be submitted no later than
31st March 2019 at 2:30 AM

Time remaining

3 Days 10 Hours 33 Minutes

Activity primary contacts [Hide](#)

Jenny Wootton
 T: 01296 383089
 F:
 M:
 E: jwootton@buckscc.gov.uk

Messages & clarifications (0)

This panel will show any messages & clarifications that have been sent to you concerning this activity from the buyer

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

[View all](#) | [View unread](#)

Activity documentation, files & links (1) [Hide](#)

Title	Type	Size
Capture.JPG	JPG	53 KB

Terms & conditions (1) [Hide](#)

[NOTE](#)

Your response

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

This is your response submission progress checklist:

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

- Indicate your intent to respond
- Start response or opt out the activity
- 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....

[Start my response](#) [Opt out](#)
[Indicate your intent to respond](#)

- Click **start my response**
- The following screen appears. This will detail what we're asking you to quote.

Activity documentation, files & links (1) [Hide](#)

Title	Type	Size
Capture.JPG	JPG	53 KB

Terms & conditions (1) [Hide](#)

[NOTE](#)

Your response

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

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- Start response or opt out the activity
- 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....

[Start my response](#) [Opt out](#)
[Indicate your intent to respond](#)

- Here you can upload the information required by following the steps below.

The screenshot shows a submission interface with three main sections on the left: 'Additional information' (with an 'Edit' link), 'Response documentation, files & links (0)' (with an 'Add' link), and 'Terms & conditions (1)' (with 'Accept terms & conditions' and 'Decline terms & conditions' links). The 'Terms & conditions' section has a 'NOTE' link. On the right, a 'Your response' sidebar shows a 'Response history' link and a progress checklist. The checklist includes: 'Indicated intent to respond (27/03/2019 15:56)', 'Started to draft your response to this activity', and 'Before you can submit your response you need to...' with sub-items: 'Complete the additional information section', 'Upload at least one attachment', 'Accept terms & conditions fully or in part', and 'Submit your response'. At the bottom of the sidebar are 'Submit response' and 'Opt Out' buttons.

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

This is a close-up of the 'Response documentation, files & links (0)' section. The text 'No attachments' is visible below the header. An orange circle highlights the '+ Add' button in the top right corner of the section.

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

The screenshot shows the 'Attachments' dialog box. It has a title bar with a close button. Below the title bar is a 'Show weblinks' link. A 'File upload rules' box lists: 'Maximum file size: 100MB' and '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'. At the bottom, three green buttons are visible: 'Add files...', 'Start upload', and 'Cancel upload'. An orange circle highlights these three buttons.

- You'll then see the attachments listed.

Response documentation, files & links (1)			
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	

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

Your response [Response history](#)

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 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

Almost done, all you need to do now is.....

- Submit your response

Options currently available to you are.....

[Opt out](#)

-
- Confirm you want to **submit response**

Submit response

Are you sure you want to submit this response?

[Cancel](#)

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

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](#)

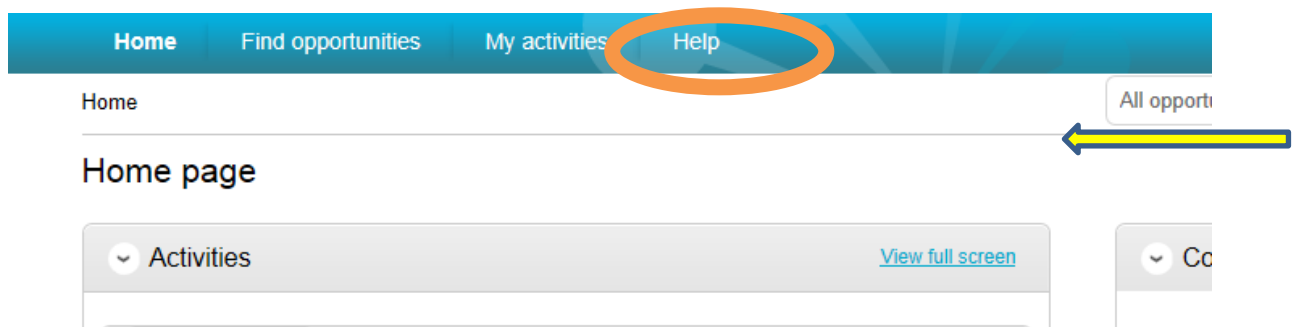
[Opt out](#)

Audit history

- Questions can be asked by clicking on the View messages link of the project. The Council will answer the questions and these answers can be found in the same place.

You can access the quote documents at any time by logging into the Buckinghamshire Business Portal with your user name, password and memorable word. You then click on “My activities” this will list all of the activities you’ve been involved with. To access the documents or your submission click on the project title, then open where you will see “my response”.

5. 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.

6. 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/>

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.

1. 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

7. Login to the Portal from the homepage navigate to the Project

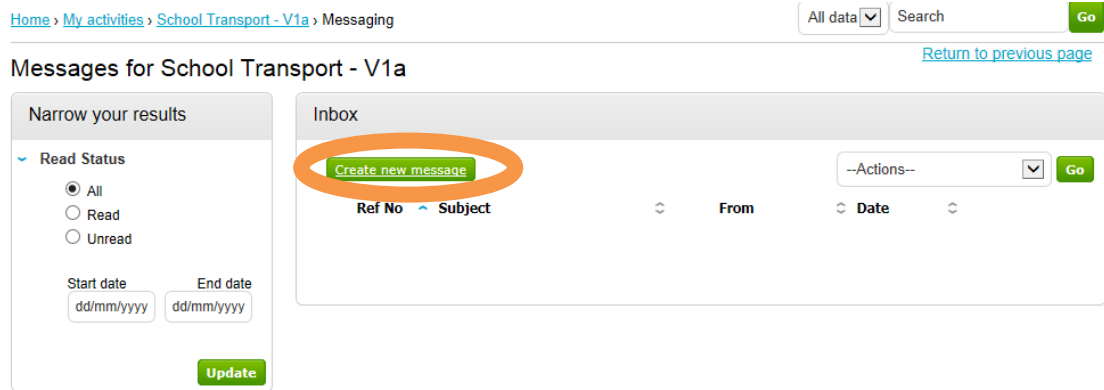
8. Click on the Project Title

The screenshot shows the portal homepage. At the top, there is a navigation bar with 'Home' on the left and a search bar on the right containing 'All opportunities' and a 'Go' button. Below the navigation bar, the main content area is titled 'Home page'. On the left, there is a 'Activities' section with a 'View full screen' link. It contains three tabs: 'Active activities', 'Archived activities', and 'Last viewed activities'. Under 'Active activities', there is a dropdown menu for 'All buyers' and a 'Go' button. A search bar is also present. Below this, a list of activities is displayed. The activity 'Transformation Support Consultancy' is highlighted with an orange circle. To the right of the activities list, there is a 'Company details summary' section for 'bucks', showing the address 'walton st, aylebury, Buckinghamshire, HP20 1YG', the description 'council', and the keyword 'council'. Below this, there is a 'Workgroups' section with the text 'Activities are assigned to workgroups allowing all contacts within a workgroup to work on the activities together' and a link for 'Procurement (1)'.

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



- Click **create new message**



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

New message

To: Project team

Subject: further information

Attachments: +

Please clarify

[Send message](#) [Cancel](#)

- 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.

[Home](#) > [My activities](#) > [School Transport - V1a](#) > Messaging All data [Go](#)

[Return to previous page](#)

Messages for School Transport - V1a

Narrow your results

Read Status

All

Read

Unread

Start date End date

[Update](#)

Inbox

[Create new message](#) --Actions-- [Go](#)

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

2. 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-digital.com/Message/View/42e223a5-2c4b-e511-80ef-000c29c9ba21?projectId=1705821b-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](#)

3. 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.dunorth.com/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