

This is a request for information on your framework for domiciliary care.

1. What are the rates you charge weekly for a service user to be placed?

We pay contracted providers £19.44 per hour. Clients' contributions are financially assessed.
2. I would also like to know how we could get onto your framework; what open bids does the council currently have?

Wigan Council's "The Deal 2030 – Care and Support Ethical Framework (tender reference 265) expires on the 31 March 24. It is common practice for contracts called off from frameworks to outlive the framework they were called off from. Some contracts will do this, and they are listed on the Council's contract register which can be found here:

[Business and tendering opportunities \(wigan.gov.uk\)](https://www.wigan.gov.uk/business-and-tendering-opportunities)

As to whether a new framework will be established. As yet this is not confirmed. However, please sign up for the daily alerts for contractual opportunities via "The Chest" procurement portal – www.the-chest.org.uk. As this will be where the new framework or any open contract award(s) would be advertised. Instructions for this website are attached to assist.
3. How many referrals are sent out weekly for domiciliary care homes?

For 2022/23 Quarter 4, 521 Support plans were completed with an outcome of "New Home Care provision" which works out at a weekly average of 40.1 per week

How to Register

On the portal home page there is a link to **Register** (for free) on the right hand side of the screen, as shown below.

Click this link to begin the step-by-step registration wizard, where you will be required to enter your company details.

Home page

The screenshot shows the portal home page with several sections:

- News and announcements**: Contains two news items. The first is "Tories plan 'extreme cuts' - Labour" with a sub-headline "Labour accuses the Conservatives of planning 'extreme' public spending cuts of £70bn after the election, while the Tories say Labour would cause 'chaos'." The second is "Cameron pledges 500 new free schools" with a sub-headline "The number of free schools in England will more than double to over 900 by 2020, if the Conservatives are re-elected, David Cameron is to say." Both items have a "More" link.
- Current opportunities**: A section titled "Shown below is a list of the latest current opportunities" containing a table of opportunities.
- New to portal**: A section titled "List of benefits" with three bullet points: "Gain real time feedback on the competitiveness of your bid", "Reduce the time required to win business", and "Bid in your own local currencies". Below this is "Automatically calculate landing costs". Underneath is a "Free registration" section with "Register" and "Login" buttons, and a link for "Forgotten your username or password?".
- Useful links**: A section with a link for "Contracts register".

Buyer	Title	StartDate	EndDate	Estimated Value
Cheshire	(a) Accommodation for Service User(s)	05/02/2015 08:00:00	04/02/2019 08:39:00	£5,000,000.00

Requirements

This page is an introduction to the process that you will be taken through in order to complete your registration on the portal. Please read this text carefully before proceeding through this process.

Minimum and recommended system requirements can also be viewed here. If you wish to proceed, click **Continue** from the options at the bottom of the page, or if you want to abort the registration process click **Cancel**.

Register

The screenshot shows the registration wizard progress bar with seven steps: 1 Requirements, 2 Contact info, 3 Company info, 4 Description, 5 Opportunities, 6 T&Cs, and 7 Confirmation. Below the progress bar is the introductory text:

Welcome to the supplier registration wizard. The wizard will assist you with the completion of your registration.

Once you have confirmed your details and submitted your registration you will receive an email receipt.

Your submission will then be validated by the supplier approver and once approved you will be issued with a username and password to access the site.

> [Minimum and recommended system requirements](#)

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

Contact Information

At this stage of the registration process you need to enter your own contact details, a username, a password, and a memorable word/hint. These details will be used when logging into the system. You will be the primary account holder for this company (although details can be changed post registration) so this account will be able to modify the details for the company and add more accounts (which is detailed in another guide).

Register

Registration progress bar: Requirements (checked), 2 Contact info (active), 3 Company info, 4 Description, 5 Opportunities, 6 T&Cs, 7 Confirmation.

We require all this information to create your account unless marked as optional.

Form fields:

- Title:
- First name:
- Last name:
- Job title:
- Department: (with a blue question mark icon)

Contact Information

In this section your contact information is entered along with your job details. Complete all mandatory fields as required.

Note: Further help regarding the fields can be found in the by hovering over the icon.

Department - This will form your work group. All future members of this work group will be able to access events you are involved in.

E-mail - This is the e-mail address that messages will be sent to confirming registration details, and all other system communication that may take place during the tender process (including notifications of new tender opportunities). It is recommended in most instances that a **GENERIC EMAIL ADDRESS** is used, so that communication will not be lost if that person is away or leaves their position (i.e. to a sales@... or tenders@... address possible.) Also this must be of standard email format e.g. name@company.com

Security Information

The second part of this stage is dedicated to setting up your security information. This is where you are asked to specify a password, a memorable word and a hint to help you in case you forget it. This must be something that is secure and also that is **memorable** to you.

When the details have been completed then please click on the **Continue** button to proceed, the **Back** button to go back to the previous stage, or the **Cancel** button to cancel the registration.

Company Information

In this section you will need to populate details regarding the company you work for/are registering on behalf of, as shown below.

Registration progress bar: Requirements (checked), Contact info (checked), 3 Company info (active), 4 Description, 5 Opportunities, 6 T&Cs, 7 Confirmation.

We require all this information to create your account unless marked as optional.

Form fields:

- Company name:
- Address:
- Town:
- County: (dropdown menu: -- Please select --)
- Postal code / zip:
- Country: (dropdown menu: -- Please select --)
- Website (optional): (example: http://www.example.com)

Buttons: Continue (green), Back, Cancel

You are required to enter the name of the company you work for and location details.

If any of the fields do not apply but are mandatory, such as "Postcode/ZIP" for companies based outside of the United Kingdom, by entering "N/A" here you can still proceed.

Note: Some of the fields (County and Country) are chosen by using a dropdown menu. To select a County/State click the arrow to the right of the box to reveal a drop down menu containing all the possibilities that can be chosen

From the list select the required option by clicking on its name and this will populate the field as required.

County

If United Kingdom is selected, then fields will appear requiring Registration number and VAT number.

When the details are complete then please click on the **Continue** button to proceed, the **Back** button to go back to the previous stage, or the **Cancel** button to cancel the registration.

Description

The first part of this stage requires a Company description and up to 6 keywords. Here more information on the company is entered to help the contracting organisation understand what it is your company does. The description helps promote your company to potential buyers, while the keywords can improve the 'searchability' of your company.

Note: A description and at least one keyword are required in this section. This is free text and as much information as required can be entered here.

It is important that you complete this information as the procuring organisations can search for a company based on the description or keywords specified.

Requirements Contact info Company info **4** Description 5 Opportunities 6 T&Cs 7 Confirmation

We require all this information to create your account unless marked as optional.

Company description
Promote your company to potential buyers.

E-Sourcing / Procurement software providers

Company keywords
Improve your company's searchability by entering a number of keywords.

1. Saas

2.

3.

4.

Number of Employees/Classifications

Enter your best estimate as to the number of employees in your organisation within the *Number of employees* field.

Number of employees

Please provide your best estimate as to the number of employees in your organisation

The final section is the *Classifications* section. This is where the supplier can highlight the classifications that the company belongs to (which is used for reporting purposes only). To select a classification hover over the relevant box and left click on the mouse to mark the box to the left with a tick. You can highlight as many that apply to your organisation.

Note: The first batch of classifications are mandatory and at least one must be selected from the list.

Classifications

Please check all that apply. This information is used for reporting purposes only.

Legal Status of Organisation

- Charitable Incorporated Organisation (CIO)
- Community Interest Company (CIC)
- General Partnership
- Industrial & Provident Society
- Limited Liability Partnership (LLP)
- Limited Partnership
- Private Company Limited by Guarantee (LTD)
- Private Limited Company (LTD)
- Public Limited Company (PLC)
- Sole Trader
- Unlimited Company
- Other

Note: The second batch of classifications are optional, and are selected in the same way as described above.

Further Organisation Detail (optional)

- Public sector organisation
- Charity
- Black and Minority Ethnic (BME) organisation
- A company owned and managed by women
- Social Enterprise (SE)
- Franchise
- Voluntary Community Sector (VCS)

When the details are complete then please click on the **Continue** button to proceed, the **Back** button to go back to the previous stage, or the **Cancel** button to cancel the registration.

Opportunities - Category/Region Selection

This is the category and region selection stage of the supplier registration, which will look as shown below.

To select your chosen categories click the **Select Categories** button.

Categories
Have opportunities in the following categories emailed to you.

Select categories

Categories List

This section is where you can register your company to receive automatic e-mail notifications of new opportunities that have been published that may be of interest to your company. This will greatly assist you when using the portal and means that relevant opportunities are not missed. At least one category must be selected.

Category selection

Search categories

 Exact match Fuzzy search

Categories list

- 01000000 - Food
- 02000000 - Supply Chain
- 03000000 - Supplies and Services
- 04000000 - Drink

Category: The top level categories that you can register to receive updates under are all listed.

To select a top level category, mark the box to the left of the category by clicking it. You can select multiple categories if required. Ensure that you click on **Select Categories** to add this to the list.

If you are not sure, or if you want to put your company against lower level classifications, you may use the search facility at the top of the page to search for specific words to help you narrow down the categories to add to your account.

This can also be done by clicking on the blue diamond to the left of the category which will take you down to the next level. This can then be repeated to go down further levels in some categories.

Note: When selecting categories, only categories relevant to the goods or services you can offer as a supplier should be selected. Category selection can be revisited at anytime to carry out required amendments, and searches of advertised opportunities for all categories can also be carried out at anytime.

Search categories

Exact match
 Fuzzy search

Categories list

- 01000000 - Food
- 02000000 - Supply Chain
 - 02010000 - Waste
 - 02020000 - Energy
 - 02020100 - Utilities
 - 02020200 - Equipment

When all required categories have been chosen, click **Select Categories** from the options at the bottom of the page.

Requirements
Contact info
Company info
4 Description
 5 Opportunities
 6 T&Cs
 7 Confirmation

Please correct the 2 errors on the form to continue

We require all this information to create your account unless marked as optional.

Categories

Have opportunities in the following categories emailed to you.

02020200 - Equipment

✘ Please select at least one category.

Selected categories are now shown as above.

Note: If a category has been added in error this can be removed by clicking the ✘ button.

Regions

At least one *Region* must now be selected. These will limit the opportunities that you are emailed to only regions that you supply to. Regions are selected in the same way as categories.

Region selection

Search regions

Enter the search criteria... Exact match Fuzzy search

Regions list

- UK - UNITED KINGDOM
 - UKC - NORTH EAST (ENGLAND)
 - UKC1 - Tees Valley and Durham
 - UKC2 - Northumberland and Tyne and Wear
 - UKD - NORTH WEST (ENGLAND)
 - UKE - YORKSHIRE AND THE HUMBER
 - UKF - EAST MIDLANDS (ENGLAND)
 - UKG - WEST MIDLANDS (ENGLAND)

Selected regions

UKC2 - Northumberland and Tyne and Wear

Additional Classifications/Categories

Also further lists/categories may now also be found (if the procuring organisation/portal have used these) This allows you to register against further supplier lists, as set up by the procuring organisation(s) to allow you to be further categorised and found more easily by procurers.

Note: This is totally independent of the Contract Category Interest that is chosen and this will NOT generate any email notifications.

Each list will show up with the title, followed by a classification structure, which you can register your company against. Tick the options that are applicable from this list, this may be done for several lists.

When the details are complete then please click on the **Continue** button to proceed, the **Back** button to go back to the previous stage, or the **Cancel** button to cancel the registration.

T&C's and Privacy Policy

This is the step where you will be asked to agree to the Terms and Conditions of using the system, and also the privacy policy as laid out by Due North.

Register

Requirements Contact info Company info Description Opportunities **6 T&Cs** 7 Confirmation

Due north terms and conditions

Due North Limited

Terms and Conditions of use

Acceptance of Terms

The Website may provide communication tools such as email, bulletin boards, chat areas, news groups, classifieds, forums and/or other message or communication facilities ("the Services") designed to enable you to communicate with others. Unless stated otherwise the Services are for your personal and organisation's use only. Your access to and use of www.nepoportal.org ("the Website") and the Services outlined, are subject exclusively to these Terms and Conditions.

You will not use the Website/Services for any purpose that is unlawful or prohibited by these Terms and Conditions. By using the Website/Services you are fully accepting the terms, conditions and disclaimers contained in this notice. If you do not accept these Terms and Conditions you must immediately stop using the Website/Services.

Due North Limited reserves the right to update or amend these Terms and Conditions at any time and your continued use of the Website/Services following any changes shall be deemed to be your acceptance of such change. It is therefore your responsibility to check the Terms and Conditions regularly for any changes.

International Use

You agree to comply with all applicable laws regarding the transmission of technical data exported from the United Kingdom or the country in which you reside

Privacy policy

Due North Limited

This document should be read in conjunction with the Terms and Conditions shown on this site.

Privacy

Due North Limited shall comply with all applicable UK data protection legislation in place in respect of any personal information relating to you or information pertaining to your company.

Due North Limited will not supply customer or personal information held on this site to other parties who could use it for commercial purposes.

You must agree to all conditions to continue

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

To agree with Due North Ltd's Terms and Conditions and Privacy Policy tick the box placed at the bottom of the page.

When the box is ticked click on the **Continue** button to proceed, the **Back** button to go back to the previous stage, or the **Cancel** button to cancel the registration.

Confirmation Page

The final screen will be a summary of the details that have already been entered into the system, that need to be checked before completion of registration.

If you are unhappy or would like to change any of the information in the sections then this can be done by clicking on the **relevant stage title** along the top of the page.

Register

Requirements	Contact info	Company info	Description	Opportunities	T&Cs	7 Confirmation
Name	Mr Chris Cox					
Job title	Support					
Department	Support					
Telephone	01670597120					
Fax						
Mobile						
User name	chris.cox					
Email	chris.cox@due-north.com					
Company name	Cox & Clifton					
Address	1 DN Support, Support Town, Northumberland, NE23 1LZ United Kingdom					
URL						
Registration number	123456					
VAT number	VAT1234					
Company description	Support					
Keywords	Support					
Number of employees	10					
Legal Status of Organisation	Private Limited Company (LTD)					
Further Organisation Detail						
Categories	02020200 - Equipment					
Regions	UKC2 - Northumberland and Tyne and Wear					
Public lists						

Submitting your Registration

Once you are happy that all details are complete and correct the Registration needs to be submitted.

Regions	UKC2 - Northumberland and Tyne and Wear
Public lists	
Submit registration	Back Cancel

When you are happy that all the information is complete and correct, click **Submit Registration** at the bottom of the screen. Click the **Back** button to go back to the previous stage, or the **Cancel** button to cancel the registration.

This will show the Supplier Registration Confirmation page as shown below.

Thank You

Thank you for registering your details. Your registration will be assessed and you will be notified of the outcome in due course.

[Continue](#)

The system will then send a confirmation e-mail to say the application is being considered. The email will also contain an application reference number for your own records.

Click **Continue** to return to the supplier portal.

When the registration is accepted then you will receive an email containing a reminder of your username and the link to access the opportunity portal.

Contract Opportunities

Contract Opportunities are posted by buying organisations to notify you of their up and coming contracts and to give suppliers a chance to express their interest in the opportunity and to receive the relevant documents.

The opportunities area will also show a list of **suggested opportunities**, based on the Categories and Regions selected in your profile.

The screenshot displays a user interface for Contract Opportunities. At the top left, there is a news snippet with a small image and text: "The number of free schools in England will more than double to over 600 by 2020, if the Conservatives are re-elected, David Cameron has promised." with a "More" link. Below this is a section titled "Activities" 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 set to "All buyers", a "Go" button, a search input field, and another "Go" button. A red message below the search area states "Your criteria returned no results". To the right of the "Activities" section is a "Keywords" section with the word "Support" listed twice. Below that is a "Workgroups" section with a description: "Activities are assigned to workgroups allowing all contacts within a workgroup to work on the activities together." It includes a "Support (1)" link and an "Add new workgroup" button. At the bottom is an "Opportunities" section with a sub-tab "Suggested Opportunities" and a red message: "No matching records found".

Searching Opportunities

To search for new opportunities from the supplier home page click on **Find Opportunities** located across the top of the page.

The screenshot shows the top navigation bar of the supplier home page. It features a blue header with the following elements: "Home", "Find opportunities", "My activities", "Chris Cox", "Your account", and "Logout". Below the header, there is a search area with a dropdown menu set to "All opportunities", a search input field, and a "Go" button. The text "Home page" is visible below the search area.

This will then open the Opportunities screen which includes a full list of all current opportunities. You can specify search criteria to **narrow your results** in the left hand panel, or just do a key word search (on Title, Buyer or All Data) within the **Search** area in the top right of the page.

Opportunities

Narrow your results

- ▼ Portals
 - All
 - North West Portal
- ▼ Categories

There are 0 categories selected

[Add new category](#)
- ▼ Regions

There are 0 regions selected

[Add new region](#)
- ▼ Include Closed
 - Yes
 - No
- ▼ Interest Date

Start date

End date

[Update](#)

Opportunities

Title	Buyer	Expression Start	Expression End	Estimated Value
(a) Accommodation for Service User(s)	Cheshire	05/02/2015	04/02/2019	£5,000,000.00

Narrow your results on:

Portals: This setting allows the Portal you are searching on to be chosen.

Categories: This field allows you to choose the category classification to which the opportunities you wish to search for are associated. To select a category, click on the *Add new category* and search for the relevant entry.

Regions: This field allows you to choose the region to which the opportunities you wish to search for are associated. To select a region, click on the *Add new region* and search for the relevant entry.

Include Closed: This defaults to No which will show only opportunities that you can currently express your interest in - so the expression of interest window is open. To view all current opportunities, and also all past and future opportunities that are on the portal but have closed, mark Yes.

Interest Date: Refine your results based on the Expression of Interest date.

Once the search has been set up in the desired way then click on Update and the opportunity results in the middle of the page will refresh.

To view the further details of the opportunity, click the corresponding **title**.

Opportunities

Title	Buyer	Expression Start	Expression End	Estimated Value
(a) Accommodation for Service User(s)	Cheshire	05/02/2015	04/02/2019	£5,000,000.00

The opportunity details will look as shown, with all the relevant opportunity/contract details.

[Home](#) > [Find opportunities](#) > (a) Accommodation for Service User(s)

(a) Accommodation for Service User(s)

[Return to find opportunities](#)

[Register interest in this opportunity](#)

Main contract details

Title (a) Accommodation for Service User(s)
Categories 03000000 - Supplies and Services
Description This is for the provision of Accommodation for Service User(s) coming via our Care Brokerage team. We are running this exercise as an Open DPS Framework. This means that as a potential provider you can apply to be added to this framework as anytime throughout it's 4 year duration. If you don't succeed with your first attempt you can try again at a latter stage. Please also find attached a contract overview and a summary of how the DPS works and the advantages for you as the provider.

Contact details

Buyer Cheshire
Contact Buyer One
Email buyer1@example.com
Telephone 56446565
Fax 654546546
Address Enterprise Court
Cramlington
Northumberland
NE23 1LZ
United Kingdom

Key dates

Estimated contract dates

Start date 30/01/2015 **End date** 30/01/2016

Expression of interest dates

Start date 05/02/2015 08:00:00 **End date** 04/02/2019 08:39:00

Current Dynamic Purchasing System (DPS) round information

End date 30/01/2016 00:00:00

Attachments

Public attachments can be viewed by all procurers and suppliers involved in this project

No attachments

Main Contract Details

This shows key details of the contract including the title, categories and description.

Key Dates

This section shows the estimated contract dates, the expression of interest dates and any other important information (i.e. Current DPS Round end date, for example.) The expression of interest dates determine the options that will be available regarding the opportunity, as the date must fall within these two dates in order to express an interest.

Contact Details

This shows details of the Buyer and Main Contact.

Attachments

Any attachments or links relevant will appear in the bottom right, where they can be viewed/downloaded by clicking on the title.

In the top right there are 2 options – either register an interest in the opportunity, or return to the find opportunities page.

Registering Interest in an Opportunity

To register interest in a particular opportunity you must be registered on the portal.

This process is covered in detail in the section [Registering](#)

Once registered, you will have a username and password to access the portal. This allows you to register interest in any opportunities that are advertised on the portal.

Once you are logged in, you can find the relevant opportunity using the process in the section [Contract Opportunities](#).

If after viewing the information regarding the opportunity you decide that you are no longer interested in registering an interest then click the *Return to find opportunities* button. If you do decide you would like to express your interest then click on **Register interest in this opportunity**.

The screenshot shows a user interface with a grey header bar on the left containing the text "Service User(s) running this exercise". To the right, there is a blue link "Return to find opportunities" and a green button labeled "Register interest in this opportunity". Below the button is a grey box titled "Contact details" containing the following information:

Buyer	Cheshire
Contact	Buyer One

The same area will now show **confirmation** of the registered Expression of Interest. Click [Return to find opportunities](#) to start a New Search.

The screenshot shows the same user interface as above, but with a confirmation message. The blue link "Return to find opportunities" is still present. The green button is replaced by a grey box titled "Expression of interest registered" containing the following information:

Date	09/03/2015 16:25:33
Workgroup	Support

Responding to Tenders

When the RFQ/PQQ//Tender is published an e-mail will be sent by the system to inform you of this and that the exercise can now be viewed and worked on. The following section of the user guide will take you through the RFQ/PQQ/Tender response process.

Note: While this guide covers the attachment of an ITT response, it remains the same for the return of a PQQ or RFQ, it is just the specific wording that will change,

Viewing the Details/Documents

Login to the system and then it will take you to your homepage.

The screenshot shows the system's homepage with a navigation bar at the top containing 'Home', 'All opportunities', a search box, and a 'Go' button. Below the navigation bar, the 'Home page' is divided into several sections:

- News and announcements:** Contains two news items. The first is 'UK surveillance 'lacks transparency'' with a sub-headline 'The legal framework surrounding surveillance by MI5, MI6 and GCHQ is "unnecessarily complicated" and "lacks transparency", MPs say.' The second is 'Farage: I'd axe 'much of' race laws' with a sub-headline 'Nigel Farage says UKIP would scrap many laws designed to prevent racial discrimination - but says his comments have been "wilfully misrepresented".'
- Company details summary:** Shows details for 'Cox & Clifton', including address '1 DN Support, Support Town, Northumberland, NE23 1LZ' and 'Support' as both description and keyword.
- Activities:** A section with tabs for 'Active activities', 'Archived activities', and 'Last viewed activities'. It includes a filter for 'All buyers' and a search box. Below is a table of activities:

Buyer	Title	Current event	Event deadline
★ Cheshire	Example Project	Example ITT	22/04/2015
★ Cheshire	(a) Accommodation for Service User(s)	(a) Accommodation for Service Users	28/01/2016

- Workgroups:** A section titled 'Workgroups' with a description: 'Activities are assigned to workgroups allowing all contacts within a workgroup to work on the activities together.' It includes a 'Support (1)' link and an 'Add new workgroup' button.

From here to view your current activities that you are working on, from the **Activities** section click on the title of the Activity you wish to work on.

The **Activities** area shows all the various tenders that you have registered with, this can be an ITT (Invitation to Tender), RFQ (Request for Quotation), a PQQ (Pre-Qualification Questionnaire) etc.

Note: The process is the same in the system for all types of tender opportunity, PQQ, ITT and RFQ's, etc. however, in this case the ITT has been chosen to look through, and ITT will be referred to at various points. If you are completing a PQQ or Quotation (using attachments) then the screens will remain the same, it is only the terminology that will change. Online responses to online evaluations are covered in a separate guide/help section.

As you can see above, the Buyer, Title of the project, current event and event deadline is shown. In

this case it shows a ★ symbol to reflect it is new and it has not yet been viewed or worked upon yet.

By clicking on the title in blue, further information is now shown. From this screen all aspects of this project can be dealt with; the tender can be viewed, questions can be asked and answers received, additional information can be issued and your response can be put together and sent to the contracting organisation. Each stage of the procurement process will be seen as its own section. To view the relevant stage of the project click **Open Event** within the relevant stage, in this instance 'Example ITT'.

Activity : Example Project

[< Back to home page](#)

Events

[Example ITT](#) In Progress [Hide details](#) | [Open event](#)

Reference: 41 **Start date:** 24/03/2015
End date: 22/04/2015 **Event status:** In Progress

[Archive this activity](#)

Messaging
You have 0 unread message(s).
[View messages](#)

Audit history
[View audit history](#)

This will open the tender screen. This is broken up into different sections; Main details, Public attachments, Terms & Conditions, Item breakdown and Messaging. **Note:** There is also a **countdown timer** in the top right indicating the time left until the submission deadline.

Cheshire - ITT 41

Time remaining
2 Days 6 Hours 5 Minutes 28 Seconds

Messaging
You have 0 unread message(s).
[View messages](#)

Response controls
[Start my response](#)
[Register intent to respond](#)
[No longer wish to respond](#)

My responses
You have not yet started your response.

Main details
Title: Example ITT **Respond by:** 03/14/2015 21:30:00
Description:
Example ITT

Public attachments
Public attachments can be viewed by all procurers and suppliers involved in this rfx

ITT Attachment.docx	12 KB
Specification & Requirements Document.docx	12 KB

Terms & conditions
[Standard Legal Terms](#)

Item breakdown [Export](#)

Item description	Unit of measure	Quantity	Comments
Uniform			
Branded Jumpers (Mens)	per jumper	500	
Branded Cardigan (Womens)	per cardigan	500	

The different sections are explained below;

Main details

This section shows the title, description and date and time the completed tender must be returned by.

Public attachments


This section shows the attachments that have been published by the organisation. To download click on the title of the attachment.



Note: There may be no attachments here, however in the majority of cases there will be. Where there are documents, they should be **downloaded and saved** to your own network or desktop before working on them.

Item Breakdown

This section is the item breakdown for the tender used for pricing, if one has been created by the organisation.

Note: This is an optional section and there may not be one included with an exercise.

This shows the description of the group/line item, the unit the item is measured in, the quantity of these units required and any additional comments regarding the line item (shown by hovering over the  icon.) An example of one is shown below.

Item breakdown Export			
Item description	Unit of measure	Quantity	Comments
Uniform			
Branded Jumpers (Mens)	per jumper	500	
Branded Cardigan (Womens)	per cardigan	500	

This can also be exported if required, by clicking **Export**.

Terms and Conditions

The Terms and conditions section shows the terms that have been used with this tender. To view them click on the Terms & Conditions title, shown in blue. There will be at least one set of terms here and there can be more depending what the procuring organisation have set up.

Terms & conditions	
	Standard Legal Terms

Messages

During the process all questions should be raised using the portal. The ability to ask questions/send messages is found in the Messaging section. Anything sent through this area will go to the member of staff that is working on this within the procuring organisation. Open this area by clicking on **View Messages**.

Messaging

You have 0 unread message(s).

[View messages](#)

This will show any messages that have already been sent or received. To send a new message, click on the **Create new message** button.

Inbox

--Actions-- **Go**

Ref No	Subject	From	Date
<input type="checkbox"/> 1.1	Additional Info	Project team	12/03/2015 15:40

Create new message

Populate the subject along with the main body of text, and once done then click on the **Send** button. Attachments can also be added (details of adding an attachment within the system is included later in this guide).

New message

To: Project team

Subject:

Attachments: **+**

Will the branding be required on the front only, or back too?

Click **Send message** to issue the message to the procuring organisation.

The sent message is now shown in the Inbox.




Inbox




--Actions-- **Go**

Ref No	Subject	From	Date
<input type="checkbox"/> 1.1	Additional Info	Project team	12/03/2015 15:40
<input type="checkbox"/> 2.1	Branding	Cox & Clifton - Support	12/03/2015 15:44

Create new message

When a reply to that message is sent by the procuring organisation, you will see that the reply is linked to the original message by the numbering. All messages you send to the procuring organisation

will be privately sent to them, shown by the  symbol. When the procuring organisation replies they may reply privately to you alone (), or publicly (so all suppliers involved in this stage) can see the response (). **Note:** The system will NEVER show which supplier sent the original message.

Inbox				
Ref No	Subject	From	Date	
<input type="checkbox"/> 1.1	Additional Info	Project team	12/03/2015 15:40	
<input type="checkbox"/> 2.1	Branding	Cox & Clifton - Support	12/03/2015 15:44	
<input type="checkbox"/> 2.1.1	RE: Branding	Project team	12/03/2015 15:55	

[Create new message](#)

Completing the Response (using attachments)

To begin the response, from the tender summary screen, click **Start my response**.

Cheshire - ITT 41

Main details

Title: Example ITT Respond by: 03/14/2015 21:30:00

Description: Example ITT

Public attachments

Public attachments can be viewed by all procurers and suppliers involved in this rfx

ITT Attachment.docx	12 KB
Specification & Requirements Document.docx	12 KB

Terms & conditions

Time remaining

2
Days

5
Hours

21
Minutes

30
Seconds

Messaging

You have 1 unread message(s). [View messages](#)

Response controls

[Start my response](#)

[Register intent to respond](#)

[No longer wish to respond](#)

The Response Wizard

Submitting The Tender Response

When all information is added you can submit the response by clicking **Submit response**. You will be required to reconfirm this by clicking Submit response for a second time.

My response
25 Draft

Terms & conditions - ✔ Accepted
[Decline](#)

[Standard Legal Terms](#)

Item breakdown
[Edit](#)

Item description	Quantity	Unit of measure	Comments	Price
Uniform				
Branded Jumpers (Mens)	500	per jumper		£5,000.00
Branded Cardigan (Womens)	500	per cardigan		£4,500.00
Total				£9,500.00

[Export](#)

Time remaining

Respond by: 14 March 2015 21:30

2
Days

4
Hours

49
Minutes

5
Seconds

Response controls

[Submit response](#)

[Open response wizard](#)

Submission checklist

- Terms & conditions
- Attachments

Attachments
[+](#) [Add](#)

✖

[ITT Attachment.docx](#)

12 KB

If the Submit response button is greyed out, the Submission checklist can be used to pick out why (anything with a red box will need revisiting.)

Submission checklist

- Terms & conditions
- Attachments

Editing Tender Response and Re-Submission

An important feature that is available after the tender response has been submitted is the ability as a Supplier to edit this response before the submission time and date has passed.

All the procuring organisation will see, is the version number of the response, but no previous submissions, providing they are all returned on time (further information on this later).

To edit a response from the tender summary screen, click **Create new version**.

Cheshire - ITT 41

Main details

Title: Example ITT Respond by: 03/14/2015 21:30:00
Description: Example ITT

Public attachments

Public attachments can be viewed by all procurers and suppliers involved in this rfx

[ITT Attachment.docx](#) 12 KB
[Specification & Requirements Document.docx](#) 12 KB

Terms & conditions

[Standard Legal Terms](#)

Time remaining

2 Days 4 Hours 40 Minutes 32 Seconds

Messaging

You have 1 unread message(s).
[View messages](#)

Response controls

[I would like to make a response](#)
[No longer wish to respond](#)

My responses

[Version 1](#) Submitted 12/03/2015
[Create new version](#)

When this is clicked it will create a draft Version 2.

My response 26 **Draft**

Each area can then be amended, either by editing the relevant section or clicking **Open response wizard**, and then submitted using the process outlined above.

Item breakdown [Edit](#)

Item description	Quantity	Unit of measure	Comments	Price
Uniform				

Response controls

[Submit response](#)
[Open response wizard](#)

Submission checklist