# LGSS - Due North, Pro Contract e-tendering Portal

Supplier Guide Feb 2017

## Log-in – Registration screen



ProContract

#### Log In

User Name

Password

.....

Continue

Forgotten your username or password?

#### Welcome to ProContract

#### NOTICE TO BUYERS

As you are aware, Crown Commercial Services recently took the Contracts Finder website offline to undertake maintenance, which has resulted in customers experiencing error messages in the ProContract system when publishing Notices.

We continue to have a dedicated resource from the ProContract team assisting CCS with their investigation and remain in daily contact with CSS in an attempt to expedite a solution to the various issues introduced during recent Contracts Finder release.

Please be assured that we are doing everything possible to assist CCS with getting their system back online and we will update you in due course.

Customers with urgent Notices can continue to publish these directly on the Contracts Finder system at the link below:

#### https://www.contractsfinder.service.gov.uk/Search

#### 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

# **Supplier Home Page**



# **Find Opportunities**

	activities My contracts Help ~			Heidi Parker	Your account
> Find Opportunities			All data	Search	
ortunities					
w your results	Opportunities	hridaachira Di	strict Cour		
Portals	Select LGSS and Car	ibridgesnire Di	strict Cour	nciis	
	1 2 3 4 5 73 Next>				
	Title	Buver	Expression Start	Expression End	Estimated valu
Organisations	16 168 Service Concession for the Provision of Parks Cafes Catering Services – West Park	Cheshire East Borough Council	23/01/2017	09/02/2017	N/A
All	(NU/1195) Newcastle University Urban Observatory Sensors DPS	Newcastle University	20/07/2016	18/08/2020	N/A
	(NU/1239) Newcastle University Healthcare Technologies Dynamic Purchasing System	Newcastle University	21/12/2016	03/02/2017	N/A
Categories 😮	**Soft Market Testing Exercise** - Management and Distribution of Consumables	The Riverside Group	24/01/2017	03/02/2017	N/A
There are 0 categories selected	005175 - Management Service for the Toffee Factory	Newcastle City Council	20/12/2016	31/01/2017	N/A
Add UNSPSC categories	005559 - Servicing, Repair and Maintenance of Air Conditioning	Newcastle City Council	23/01/2017	06/02/2017	N/A
Add NHS eclass version 2014	005600 NEPO Education, Health and Social Care - Market Engagement ED3	Newcastle City Council	19/01/2017	30/01/2017	N/A
	005703 - Supply of Above Ground PVC Pipe & Fittings	Newcastle City Council	17/01/2017	21/02/2017	N/A
<ul> <li>Add CPV categories</li> </ul>	005744 - YHN Bathrooms Contract 0016	Newcastle City Council	17/01/2017	07/02/2017	N/A
<ul> <li>Add CPV categories</li> <li>Add ProClass categories</li> </ul>	00E7E1 Poiler Deplecements and Associated Electrical Works	Newcastle City Council	24/01/2017	15/02/2017	N/A
Add CPV categories     Add ProClass categories     Regions	005751 - Boller Replacements and Associated Electrical Works				
Add CPV categories Add ProClass categories Regions There are 0 regions selected Add new region	1 2 3 4 5 73 Next >				

6

### Opportunities with Cambridge District Councils



# **Project Information**



#### **Completion of Expression of Interest**



# **Accessing Individual Contracts**

<b>PROACTIS</b> The Spend Control Company	ProContract	Notifications
Home Find opportunities	My activities My contracts Help ~	Heidi Parker Your account Logout
Home > My activities		All data 🛟 Search Go
My activities		
Narrow your results	Active activities Archived activities Last viewed activ	vities
<ul> <li>→ Buyer</li> <li>✓ Cambridgeshire District Councils</li> </ul>	Buver - Title	Current event
<ul> <li>Event type</li> <li>All</li> <li>Advert</li> <li>REv</li> </ul>	Cambridgeshire District Councils South Cambridgeshire District Council - SCDC Print Framework Contract	South Cambridgeshire District Council - SCDC Print Framework 24/02/2017 Contract
Status     All     New action	1. After completing the Expression of interest, return to your ACTIVITY page.	3. Click here to access contract information
	2. Select box against Cambridge District Councils and click update box	

# **Project Dashboard**



Terms and Conditions   Privacy   Accessibility	Powered by
	The Spand Control Company

### **Messages Screen**

	<b>SS</b> P	ROACTIS e Spend Control Company	ProCont	ract		<mark>(2)</mark> N	otifications	
	Home	Find opportunities	My activities	My contracts	Help	Heidi Parker Your accou	nt Logout	
Home > My activities > South Ca	ambridgeshire Di	strict Council - SCDC Prin	t Framework Contrac	t > Messaging			All data 🗘 Search	
Messages for South	h Cambrid	geshire District (	Council - SCE	C Print Fran	nework Contract - Sear	rch results	Re	turn to previous p
Narrow your results		Inbox						ſ
<ul> <li>Read Status</li> </ul>		Create new message					Actions	
Read		Ref No	Subject		© From	CDate		Public
<ul> <li>Unread</li> <li>Flagged</li> </ul>		3.1.1	RE:	Insurance	Project team	17/01/2017 13:03	<sup>1</sup>	1
		. 4.1	Part B I	Response	Project team	17/01/2017 14:3	2	1
Start date End da dd/mm/yyyy dd/mn Reset	te m/yyyy Update						Return to p	roject
		Page usa	age				Dashboard	
		1. Use by a	e this page any intere	e to acces ested part	s Q&As posed ties			
		2. Select 'READ' and 'update' to review previously read questions						
		3. Clic a qu	k 'CREATE uestion		ESSAGE' to ask			

## Project Dashboard

Home Find opportunities My activities My contracts Help	Heidi Parker Your account Logou
ome > My activities > South Cambridgeshire District Council - SCDC Print Framework Contract	it
Events	
South Cambridgeshire District Expression of interest accepted Council - SCDC Print Framework Contract	View details   Open Huntingdonshire
South Cambridgeshire District Not started (Respond by: 24/02/2017)	Hide details   Start You have 2 unread message(s).
Contract - Acceptance round 1 Activity type: DPS	Audit history
Reference:         219106           Respond by:         24 February 2017 at 13:00	View audit history

Powered by

## DPS round Summary1

	PROACTIS The Spend Control Company ProContract	2 Notifications
	Home Find opportunities My activities My contracts Help	Heidi Parker Your account Logout
	Home > My activities > South Cambridgeshire District Council - SCDC Print Framework Contract > South Contract	Cambridgeshire District Council - SCDC Print Framework <u><back dashboard<="" to="" u="">  Countdown to 'Round'</back></u>
	Main details	25 1 54 3 Days Hour Minutes Seconds
7	Title: South Cambridgeshire District Council - SCDC       Respond by: 24 February 2017         Print Framework Contract       13:00:00         Description:       SCDC is looking for suitably qualified and experienced print suppliers to provide a variety of print media to SCDC, such as flyers, brochures, printed books, postcards, booklets, leaflets, banners, posters and magazines. There could be the occasional requirement for wristbands, T-shirts, badges and other printed matter.	Messaging You have 0 unread message(s). View messages
Detailed Description	SCDC is letting the SCDC Print Pranework Contract (PPC) that will comprise of a flumber of printers appointed via a Dynamic Procurement System using the Open procedures compliant with Procurement Contract Regulations 2015 (PCR2015). Please note this contract will be operating a Dynamic Procurement System that will allow printers to be added during the life of the contract providing they meets the standards set out in the ITT. The contract values will vary and SCDC cannot guarantee values or volumes. Whilst this is a contract to set-up, a framework with SCDC, Cambridge City Council, Fenland District Council, East Cambridgeshire District Council and Huntingdonshire District Council shall be entitled to use the contract at their discretion. The total contract value will reflect this.	Response controls      Start my response      Register intent to respond      No longer with to respond
	At the moment specialist printing for SCDC Magazine, Council Tax, Revenues and Elections will not be included in this contract, as separate contracts exist. This is subject to review during the term of this contract and these elements may/may not be added at SCDC's discretion (Lot 7).	✓ My responses     Optional       You have not yet started your response.
	The contract is set to start from the 1st April 2017. The contract term is for an initial 2-year term with the option to extend (at the discretion of SCDC) for a further 2-year term.	

### DPS round summary2



Start completing Your submission here

## SSQ Response Wizard

	oContract	Notifications
Home Find opportunities My activities My contracts H	lelp -	Heidi Parker Your account Logout
Supplier Information   Question 1 of 19		Show more information
Question		Help
1.1(a) Full name of the potential supplier submitting the information		This question is mandatory
Answer	Flag question for review	Question attachments
	Please complete All	information
	Please complete AL     Dlease ensure you s	ave vour response before
	leaving the page	ave your response before
Save and close Save and previous Save and next	This page includes a	ny guidance or
	attachment require	ments
T	Some Questions are	ments. mendetory you will not
This will take you to the	bo able to submit ve	a manuatory, you win not
Austionnaire home nage		a i response unui unese
Questionnaire nome page	nave been complete	a

### **Questionnaire Homepage**

PROACTIS The Spend Control Company ProCon	tract			Notifications
Home Find opportunities My activities My contracts Help -				Heidi Parker Your account Logo
andard Selection Questionnaire (SQ)				
Questions				Progress (0%)
itle	Section status	Status	Flag	
<ul> <li>1 Part 1: Potential supplier Information</li> </ul>	Ince	omplete section		
<ul> <li>1.1 Supplier Information</li> </ul>	Incon	plete section		Кеу
1.1.1 1.1(a) Full name of the potential supplier submitting the information	Answer question	•		A valid answer has been provided
1.1.2 1.1(b) - (i) Registered Office Address ( if applicable)	Answer question	•		The approximate provided people to be reviewed
1.1.3 1.1(b) - (ii) Registered website address ( if applicable)	Answer question	•	_	The answer provided needs to be reviewed
1.1.4 1.1(c) Trading Status	Answer question	•		A valid answer needs to be provided
1.1.5 1.1(d) Date of registration in country of origin	Answer question	•	_	
1.1.6 1.1(e) Company registration number (if applicable)	Answer question	•		🚖 The question has been flagged for review.
1.1.7 1.1(f) Charity registration number (if applicable)	Answer question	•	_	
1.1.8 1.1(g) Head office DUNS number (if applicable)	Answer question	•		Public attachments
1.1.9 1.1(h) Registered VAT number	Answer question	•	_	
1.1.10 1.1(i) - (i) If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?	Answer question	•		No attachments
1.1.11 1.1(i) - (ii) If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s).	Answer question	•		
1.1.12 1.1(j) - (i) Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement?	Answer question	•		
1.1.13 1.1(j) - (ii) If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this.	Answer question	•		

## **Project Summary Page**

Home       Find opportunities       My activities       My contracts       Help ~         Home > South Cambridgeshire District Council - SCDC Print Framework Contract > South Cambridgeshire District         Cambridgeshire District Councils - DPS       219106         Image: Main details         Title: South Cambridgeshire District Council - SCDC       Respond by: 24 February 2017         Print Framework Contract       13:00:00         Description:       SCDC is looking for suitably qualified and experienced print suppliers to provide a variety of print media to SCDC, such as flyers, brochures, printed books, postcards, booklets, leaflets, banners, posters and magazines. There could be the occasional requirement for wristbands, T-shirts, baddes and other printed matter.	2 Noncauons
Home > South Cambridgeshire District Council - SCDC Print Framework Contract > South Cambridgeshire District         Cambridgeshire District Councils - DPS       219106         Image: Contract Council - SCDC Contract Council - SC	Heidi Parker Your account Logout
Cambridgeshire District Councils - DPS       219106            • Main details           Title: South Cambridgeshire District Council - SCDC Respond by: 24 February 2017          Print Framework Contract       13:00:00         Description:       SCDC is looking for suitably qualified and experienced print suppliers to provide a variety of print media to SCDC, such as flyers, brochures, printed books, postcards, booklets, leaflets, banners, posters and magazines. There could be the occasional requirement for wristbands, T-shirts, badges and other printed matter.	Council - SCDC Print Framework Contract
Cambridgeshire District Councils - DPS       219106            • Main details           Title: South Cambridgeshire District Council - SCDC Respond by: 24 February 2017         Print Framework Contract         13:00:00          Description:          SCDC is looking for suitably qualified and experienced print suppliers to provide a variety of         print media to SCDC, such as flyers, brochures, printed books, postcards, booklets, leaflets,         banners, posters and magazines. There could be the occasional requirement for wristbands,         T-shirts, badges and other printed matter.	<back dashboard<="" td="" to=""></back>
✓ Main details           Title: South Cambridgeshire District Council - SCDC         Respond by: 24 February 2017           Print Framework Contract         13:00:00           Description:         SCDC is looking for suitably qualified and experienced print suppliers to provide a variety of print media to SCDC, such as flyers, brochures, printed books, postcards, booklets, leaflets, banners, posters and magazines. There could be the occasional requirement for wristbands, T-shirts, badges and other printed matter.	Time remaining
Title: South Cambridgeshire District Council - SCDC       Respond by: 24 February 2017         Print Framework Contract       13:00:00         Description:       SCDC is looking for suitably qualified and experienced print suppliers to provide a variety of print media to SCDC, such as flyers, brochures, printed books, postcards, booklets, leaflets, banners, posters and magazines. There could be the occasional requirement for wristbands, T-shirts, badges and other printed matter.	25 1 51 26 Days Hour Minutes Seconds
SCDC is letting the SCDC Print Framework Contract (PFC) that will comprise of a number of printers appointed via a Dynamic Procurement System using the Open procedures compliant	Messaging You have 0 unread message(s). View messages
operating a Dynamic Procurement System that will allow printers to be added during the life of the contract providing they meets the standards set out in the ITT. The contract values will vary and SCDC cannot guarantee values or volumes.	Response controls     No longer wish to respond
Whilst this is a contract to set-up, a framework with SCDC, Cambridge City Council, Fenland District Council, East Cambridgeshire District Council and Huntingdonshire District Council shall be entitled to use the contract at their discretion. The total contract value will reflect this.	S My responses
At the moment specialist printing for SCDC Magazine, Council Tax, Revenues and Elections will not be included in this contract, as separate contracts exist. This is subject to review during the term of this contract and these elements may/may not be added at SCDC's discretion (Lot 7).	Version 1 Draft Edit
The contract is set to start from the 1st April 2017. The contract term is for an initial 2-year term with the option to extend (at the discretion of SCDC) for a further 2-year term.	This link will take your Response Status Page
	nesponse status rage.

Please note – this link sometime takes you to the home page rather than the response page, keep trying if needed.

### **Response Status Page**

	SS PF The S		ProCont	ract			2 Notifications	
	Home	Find opportunities	My activities	My contracts	Help -	Heidi Parke	r Your account Logout	
	Home > My activ Contract	ities > South Cambridge	shire District Counci	I - SCDC Print Fram	ework Contract > South C	ambridgeshire District Council -	SCDC Print Framework	
						<back summary<="" td="" to=""><td></td><td>To continue</td></back>		To continue
	My respons	se			3145925 Draft	Time remaining		completing the
						Respond by: 24 February	y 2017 13:00:00	questionnaire use
	Additional	l information			/ Edit	25 1	49 27	response wizard
	Supplier refe	erence:				Days Hour	Minutes Seconds	return to Home
Questionnaire status	SSQ DPS v	n criteria/question sets Action vith Lots Edit respons	Progress			Column i realize de Open response wizard Submission ch Evaluation criteria	ecklist a/question sets	page, click back to summary, or click Edit Response to return to home page.
	Attachme	nts				Audit history		
	No attachmer	nts chment				View audit history		

## SSQ Response Wizard

	oContract	Notifications
Home Find opportunities My activities My contracts H	lelp -	Heidi Parker Your account Logout
Supplier Information   Question 1 of 19		Show more information
Question		Help
1.1(a) Full name of the potential supplier submitting the information		This question is mandatory
Answer	Flag question for review	Question attachments
	Please complete All	information
	Please complete AL     Dlease ensure you s	ave vour response before
	leaving the page	ave your response before
Save and close Save and previous Save and next	This page includes a	ny guidance or
	attachment require	ments
T	Some Questions are	ments. mendetory you will not
This will take you to the	bo able to submit ve	a manuatory, you win not
Austionnaire home nage		a i response unui unese
Questionnaire nome page	nave been complete	a

## SSQ Homepage

	itract	2 Notifications
Home Find opportunities My activities My contracts Help		Heidi Parker Your account   Logout
Standard Selection Questionnaire (SQ)		
Questions		Progress (0%)
Title	Section status Status Flag	
1 Part 1: Potential supplier Information	Incomplete section	
<ul> <li>1.1 Supplier Information</li> </ul>	Incomplete section	Кеу
1.1.1 1.1(a) Full name of the potential supplier submitting the information	Answer question	A valid answer has been provided
1.1.2 1.1(b) - (i) Registered Office Address ( if applicable)	Answer question	
1.1.3 1.1(b) - (ii) Registered website address ( if applicable)	Answer question	I he answer provided needs to be reviewed
1.1.4 1.1(c) Trading Status	Answer question	A valid answer needs to be provided
1.1.5 1.1(d) Date of registration in country of origin	Answer question	
1.1.6 1.1(e) Company registration number (if applicable)	Answer question	🚖 The question has been flagged for review.
1.1.7 1.1(f) Charity registration number (if applicable)	Answer question	
1.1.8 1.1(g) Head office DUNS number (if applicable)	Answer question	Public attachments
1.1.9 1.1(h) Registered VAT number	Answer question	
1.1.10 1.1(i) - (i) If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?	Answer question	No attachments
1.1.11 1.1(i) - (ii) If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s).	Answer question	
1.1.12 1.1(j) - (i) Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement?	Answer question	Scroll down and click 'Back'
1.1.13 1.1(j) - (ii) If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this.	Answer question	to return to the Home Page

### Home Page

ProContract The Spend Control Company	3 Notifications				
Home Find opportunities My activities My contracts Help -	Heidi Parker Your account Logout				
Home	All opportunities 🛟 Search Go				
Home page					
Activities	en Company details summary ZEdit				
Active       Recently added       Last viewed         Please select -       +       Go       Go         Image: The select a buyer from the dropdown and click on the 'Go' button       Go       Go	Pyramid Procurement 39 Coppice Mead, Stotfold, Bedfordshire, SG5 4JY Description N/A Keywords construction				
<ul> <li>Opportunities</li> </ul>	Vendor profile				
To search and view all of the latest opportunities available on the Due North portal, please click on the 'Find opportunities' link above	The questionnaires listed below contain common question sets used nationally by buying organisations. Questionnaires may be relevant to your business area so please read the description by hovering over the help icons.  Standard Selection Questionnaire (SQ) Click (0% complete)				
Access SSQ Homepage/ list of questions here	Workgroups  Activities are assigned to workgroups allowing all contacts within a workgroup to work on the activities together procurement (1)				

### **Response Status Page**

	PROACTIS The Spend Control Company	ProContrac	t			2 Notifications
	Home Find opportunities	My activities M	y contracts	Help 👻	Heidi Parker	Your account Logout
Provide any	Home > My activities > South Cambridges Contract	hire District Council - SC	DC Print Frame	work Contract - South Ca	mbridgeshire District Council - So	CDC Print Framework
other/ additional	My response			3145925 Draft	Time remaining	
information in					Respond by: 24 February 2	017 13:00:00
this section (2)	Additional information			/ Edit	25 1 Days Hour	49 27 Minutes Seconds
	Evaluation criteria/question sets     Title Action	Progress			Response controls	
	SSQ DPS with Lots Edit respons	<u>e</u>			Open response wizard Submission check Evaluation criteria/qu	klist uestion sets
	Attachments				Audit history	Ī
	No attachments				View audit history	
Attach any required	Add attachment					
evidence here. (1)						

## Attachments Information (1)

Contract	Attachments ×	Shire District Council - SCDC Print Planework
	Show weblinks	Back to summary
My response	File upload rules:	ime remaining
	<ul> <li>Maximum file size: 1000MB</li> <li>Valid file types: txt, rtf, mpp, vsd, dwg, rar, msg, ics, html, gif, jpg, png, jpeg, tiff, tif, zip, pdf, doc, xls, ppt, docx, xlsx, pptx, mp3, mov, m4a, swf, wmv,</li> </ul>	aspond by: 24 February 2017 13:00:00
Sectional info	mpg, mpeg, avi, wav, odt, odp, ods, numbers, pages, xer	24 3 20 51
Supplier referen	Add files Start upload	Days Hours Minutes Seconds
Sevaluation cri		Response controls
Title	Search for documents	Tantine Survey and
	and then click upload	pen response wizard
SSQ DPS with I		Submission checklist
		Evaluation criteria/question sets
<ul> <li>Attachments</li> </ul>		Audit history
No attachmente	Having issues uploading documents? Try our basic file uploader	ew audit history
ino attecriments		
Add attachm	Close	-

# Additional Information (2)

SS P	ROACTIS e Spend Control Company	ProCont	ract				2 Notifi	ications	
Home	Find opportunities	My activities	My contracts	Help ~	Heid	di Parker	Your account	Logout	
Home > My	activities > South Cambridg	eshire District Coun	cil - SCDC Print Fran	nework Contract > Additio	onal information				
Addition	al information						Return to	response	
Supplier ref	erence (optional)								

#### **Response Status Page**

The Spend Control Company	ProContract		2 Notifications
Home Find opportunities	My activities My contracts	Help -	Heidi Parker Your account Logout
Home > My activities > South Cambridgesh Contract	ire District Council - SCDC Print Frame	ework Contract > South Camb	oridgeshire District Council - SCDC Print Framework
			<back summary<="" td="" to=""></back>
My response		3145925 Draft	Time remaining
		21 E-10	Respond by: 24 February 2017 13:00:00
Additional information		/ EON	25 1 49 27 Dave Hour Minutes Seconds
Supplier reference:			
Sevaluation criteria/question sets			Response controls
Title Action	Progress		Statevit vemperine
SSQ DPS with Lots Edit response			Open response wizard
			Submission checklist
			Evaluation criteria/question sets
Attachments			S Audit history
No attachments			View audit history
Add attachment	Once Ques	tionnaire is	
	complete, (	Click Submit	
	Response h	ere	