



SUPPLIER GUIDE FOR FINDING AND RESPONDING To A DYNAMIC PURCHASING SYSTEM (DPS) OPPORTUNITY WITHIN PROCONTRACT

This document will guide the user in locating and responding to a DPS opportunity which are available to all suppliers.

Please see alternative guidance for standard Tenders, Tenders with a Confidentiality Agreement, Further Competitions and pre-selected supplier Quotes.

This guidance relates to Gloucestershire County Council opportunities ONLY

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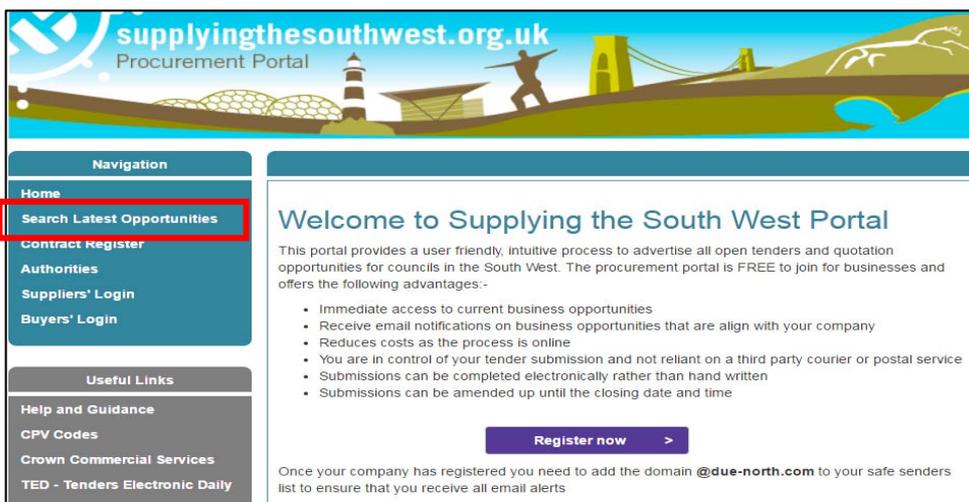
Advertisements for opportunities issued by Gloucestershire County Council may be found in a variety of places, however, all documents, tender submissions, notification of awards and clarifications are all managed within the ProContract system.

When an opportunity is created, Gloucestershire County Council selects the Common Procurement Vocabulary (CPV) code/s which describes the procurement. If a supplier is registered with one or more of those codes they will receive an emailed notification of a new opportunity, the email will contain a link direct to the opportunity advertisement.

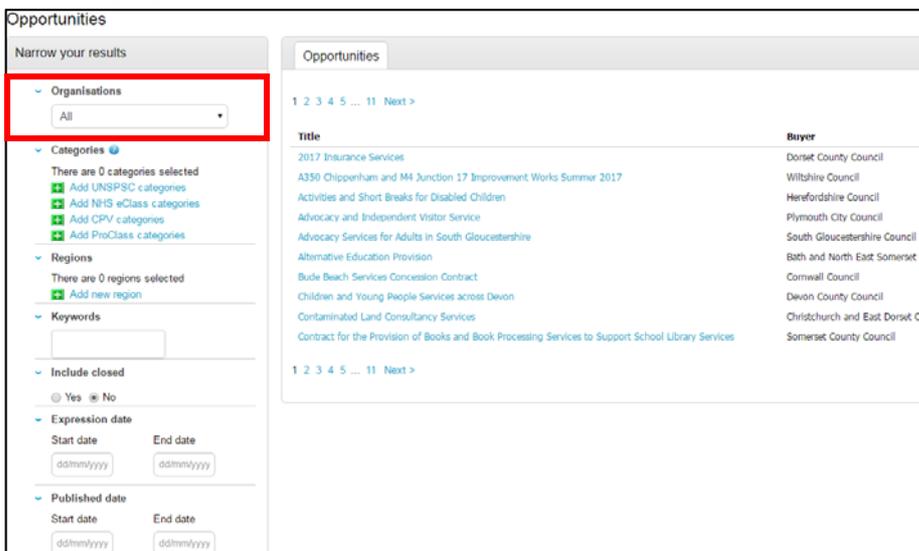
If you have accessed an opportunity from a link within a ProContract notification email skip to Section 1, step 5 in this guidance.

1. Finding an Opportunity

1. New opportunities can be found by going to <https://www.supplyingthesouthwest.org.uk/> and clicking on “Search latest opportunities”.



2. A list of opportunities published by Local Authorities in the South West using ProContract will be displayed.



3. Using the “Organisation” drop down menu (highlighted above), filter the results by “Gloucestershire County Council”.
4. Click the “title” of the opportunity you would like to view.

The following screen will be displayed:

<p>Main contract details</p> <p>Opportunity ID : :QR9C6G)</p> <p>Title Dynamic Purching System (DPS) for Building, Mechanical & Electrical works (£15,000 to £150,000 individual projects)</p> <p>Categories 31000000-6 - Electrical machinery, apparatus, equipment and consumables; lighting 42000000-6 - Industrial machinery 44000000-0 - Construction structures and materials; auxiliary products to construction (except electric apparatus) More...</p> <p>Description See ITT documents</p> <p>Region(s) of supply UNITED KINGDOM</p> <p>Estimated value £50,000,000.00</p> <p>Keywords Windows, Building maintenance, Servicing, Asbestos, Air conditioning, Electrical</p>	<p>Expression of interest window</p> <p>From 07/05/2015 15:02 to 25/08/2025 10:00</p> <p>Login and register interest in this opportunity</p> <p>New to ProContract? 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</p> <p>Contact details</p> <p>Buyer Gloucestershire County Council Hitchins gloucestershire.gov.uk Telephone 01452 623383</p> <p>Attachments</p> <p>No attachments</p>
<p>Key dates</p> <p>Estimated contract dates</p> <p>Start date 01/08/2015 End date 31/07/2025</p> <p>Current Dynamic Purching System (DPS) round information</p> <p>End date 02/09/2025 18:30:00</p>	

5. The above screen will provide a brief overview of the opportunity.

To view the documents and further information all suppliers must login to ProContract and register an interest in the opportunity.

6. **If not logged in** Click the “Login and Register interest in the Opportunity” as highlighted above. Login with your username and password.

If you do not currently have a username or password, click the “register free” link and follow guidance document: [Initial Registration on the Portal](#) and [First Time System Login](#)

7. **Once logged in** to ProContract the green button on the advertisement will change to “Register an Interest in this opportunity”

<p>Main contract details</p> <p>Opportunity ID DN6137253</p> <p>Title buying a steam engine ck</p> <p>Categories 31100000-7 - Electric motors, generators and transformers</p> <p>Description Called flying scotsman</p> <p>Region(s) of supply Gloucestershire</p>	<p>Expression of interest window</p> <p>From 22/05/2017 09:51 to 22/06/2017 10:00</p> <p>Register interest in this opportunity</p> <p>Contact details</p>
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8. Click the “Register an interest in this opportunity” button

9. The advertisement will remain displayed with the button now greyed out indicating this opportunity has been added to your “activity list”.

<p>Main contract details</p> <p>Opportunity ID DN6137253</p> <p>Title buying a steam engine ck</p> <p>Categories 31100000-7 - Electric motors, generators and transformers</p> <p>Description Called flying scotsman</p> <p>Region(s) of supply Gloucestershire</p> <p>Estimated value N/A</p> <p>Keywords steam engines</p>	<p>Expression of interest registered</p> <p>Date 31/05/2017 11:21:29</p> <p>Workgroup Lot 1 Users</p> <p>Expression of interest window</p> <p>From 22/05/2017 09:51 to 22/06/2017 10:00</p> <p>Register interest in this opportunity</p>
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Go to Section 2 “Viewing the Opportunity”

2. Viewing the Opportunity

Once the “register interest” button has been selected the opportunity is added into the “My Activity” area of ProContract. **Note:** This area can only be seen when logged in.

1. When logged in to ProContract, the below home page will be displayed

The screenshot shows the ProContract home page. At the top, there is a navigation bar with links for Home, Find opportunities, My activities, My contracts, and Help. The user is logged in as 'supplier_sw_11 User' and has options for 'Your account' and 'Logout'. Below the navigation bar, there is a search bar for opportunities. The main content area is titled 'Home page' and features several sections: 'Activities', 'Company details summary', 'Keywords', 'Vendor profile', and 'Workgroups'. The 'Activities' section is the primary focus, displaying a table of opportunities. A red box highlights the search filter 'Gloucestershire County Cou' and the 'Go' button. A yellow callout box with a dashed border contains the text: 'If no activities are displayed, amend the drop down to show Gloucestershire County Council and click Go'. The table below shows a list of activities with columns for Buyer, Title, Current event, and Event deadline.

Buyer	Title	Current event	Event deadline
Gloucestershire County Council	New Quote - V1	New Quote - V1	26/06/2015
Gloucestershire County Council	Quick quote - V2	Quick quote - V2	26/06/2015
Gloucestershire County Council	new project v1	new project v1	26/06/2015
Gloucestershire County Council	Testing a further comp	Expressions of Interest	08/07/2015
Gloucestershire County Council	QQ Test 2 - 03.09.15	QQ Test 2 - 03.09.15	03/09/2015
Gloucestershire County Council	testing a DPS before setting new template	Advertise opportunity	03/09/2015

The Activities section will display all opportunities that either an expression of interest has been registered for, or you have been pre-selected for.

On the above screen, the Buyer, Title of the project, current event and event deadline is shown.

The ★ symbol illustrates a new opportunity which has not been viewed or worked on.

2. To view an opportunity click on the **title** of the Activity to be worked on

This is a close-up view of the 'Activities' table from the previous screenshot. A red box highlights the 'Title' column, which contains several hyperlinks for opportunity titles. The table structure is as follows:

Buyer	Title	Current event	Event deadline
Gloucestershire County Council	New Quote - V1	New Quote - V1	26/06/2015
Gloucestershire County Council	Quick quote - V2	Quick quote - V2	26/06/2015
Gloucestershire County Council	new project v1	new project v1	26/06/2015
Gloucestershire County Council	Testing a further comp	Expressions of Interest	08/07/2015
Gloucestershire County Council	QQ Test 2 - 03.09.15	QQ Test 2 - 03.09.15	03/09/2015
Gloucestershire County Council	testing a DPS before setting new template	Advertise opportunity	03/09/2015

3. The screen below provides the events for the opportunity.

When a DPS is first opened there will only be 2 events displayed (see image below)

- The Expression of interest event, which is the original advertisement.
- The first round of the opportunity which is where all the relevant documentation is held.

Events		Archive this activity
new DPS for testing May 2017 - Acceptance round 1	Not started (Respond by: 30/06/2017) View details Start	Messaging You have 0 unread message(s). View messages
new DPS for testing May 2017	Expression of interest accepted View details Open	Audit history View audit history

INFORMATION:

After the first round has been completed and the DPS restarts the opportunity will re-open to Round 2.

When new applications to join the DPS are submitted the GCC project team close the round to access the response/s, this action will send a notification stating that the DPS is closing; **however this notification can be ignored**, as a new round will start straight away which means the DPS continues to be open and available for new submissions.

When you open the DPS project you may see multiple rounds listed (below is an image of what this may look like), you will need to open the round with the highest number to submit your application.

If you open a round which has already closed the system will not give you the option to submit a response, you will need to go back to the previous screen and click start on the round with the highest number.

4. Click [Start](#) within the event that has the highest round number

Events	
new DPS for testing May 2017 - Acceptance round 1	Not started (Respond by: 31/05/2017) View details Start
new DPS for testing May 2017 - Acceptance round 2	Not started (Respond by: 31/05/2017) View details Start
new DPS for testing May 2017 - Acceptance round 3	Not started (Respond by: 26/05/2017) View details Start
new DPS for testing May 2017	Expression of interest accepted View details Open

5. A summary screen will be displayed like below which is split up into different sections; Main details, Public attachments, and Messaging.

See below for section explanations.

There is also a **countdown timer** in the top right indicating the time left until the submission deadline for this opportunity.

Main details

This section shows the title, description and date and time the completed Quote or Tender submissions must be returned by.

Attachments

This section shows the attachments that have been published by Gloucestershire County Council. To download click on the title of the attachment, save the document to your own network or desktop before working on them. **Please note that you must abide by the data protection rules.**

***Note:** If no attachments have been added, an item breakdown may have been used. If this is not visible send a message via ProContract to verify with the team.*

Terms and Conditions

These are the terms and conditions associated to the opportunity. If a “See Tender Pack” or “See Quotation Pack” documents is displayed, the terms and conditions will be within the main attachments.

Messages

During the process all questions should be raised using the portal and any messages sent to you can be viewed in the same place.

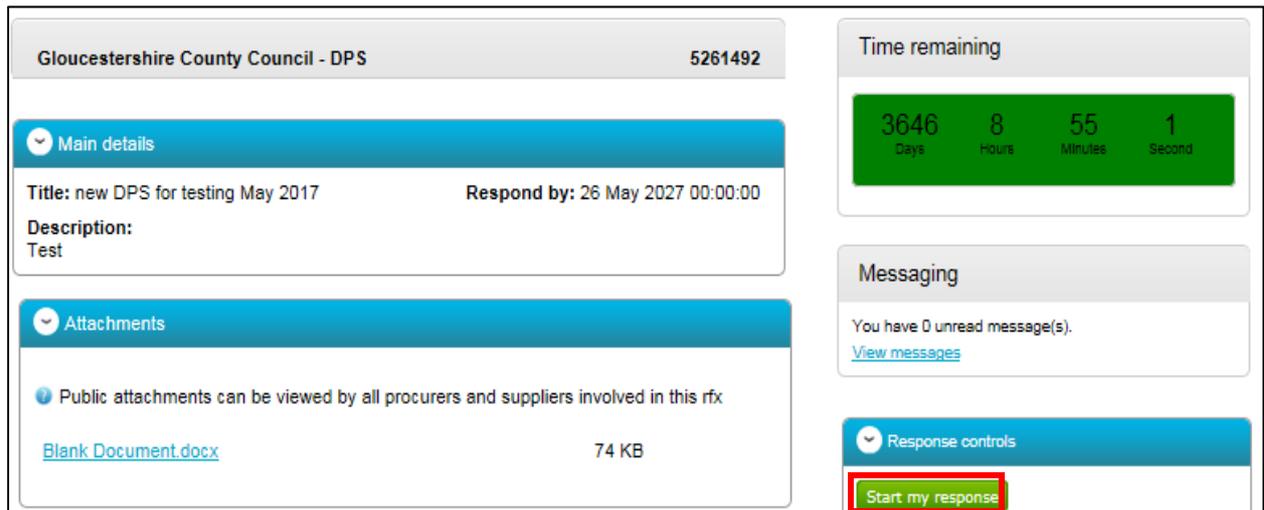
Any messages sent through this area will go to the Gloucestershire County Council contacts that are working on this opportunity. Open this area by clicking on [View messages](#).

For further information see guidance document – Messaging in ProContract

3. Submitting a Response

Note: Responses can be completed in stages, and can be re-submitted up until the closing time. Gloucestershire County Council will only see the final response submitted once the opportunity has closed.

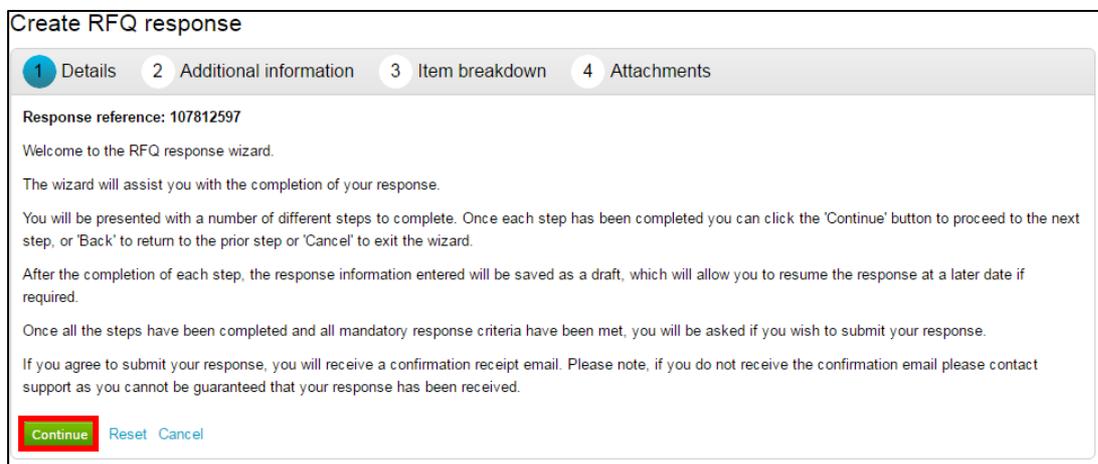
1. To begin the response, from the summary screen, click 



4. The Response Wizard

The response wizard will open, which will go through each stage of the response submission to make sure it is completed successfully. Note, you can skip stages at this point and come back at a later stage to complete. However, all mandatory areas will need to be completed before a submission can be made.

1. Stage 1 will always contain a welcome message which should be read carefully.



2. At the bottom of the page click  to move onto the next page or click [Cancel](#) to leave the wizard.

5. Additional Information (optional)

Additional information can be entered, however it is not mandatory.

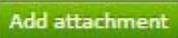
Additional information includes a reference or additional comments relevant to the submission for the individual opportunity.

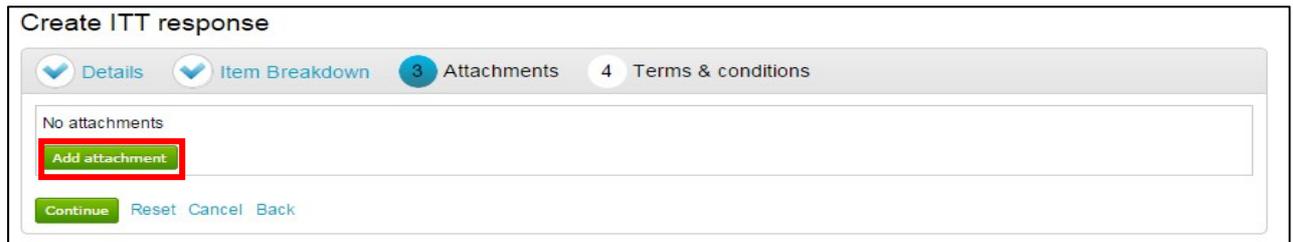
1. Click  to move onto the next page.

6. Uploading Attachments (mandatory in most cases)

The next stage allows you to upload your relevant attachments.

Note: If an attachment has been set to be mandatory by the Project team, the system will not let you complete a response submission until an attachment has been added. However, you can come back to this stage at a later time to add an attachment before submitting the response.

1. To add an attachment click 



Create ITT response

Details Item Breakdown **3 Attachments** 4 Terms & conditions

No attachments



2. Click 



Project attachments 

[Show weblinks](#)

File upload rules:

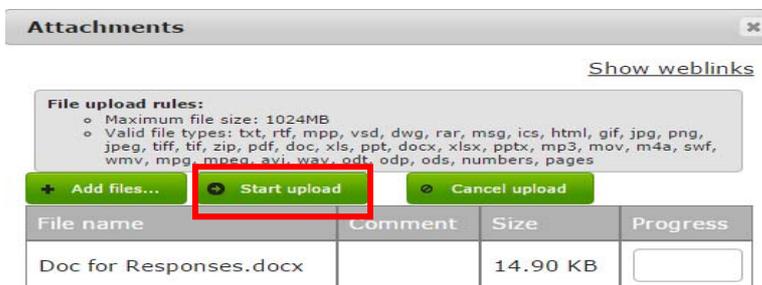
- o Maximum file size: 1024MB
- o Valid file types: txt, rtf, mpp, vsd, dwg, rar, msg, ics, html, gif, jpg, png, jpeg, tiff, tif, zip, pdf, doc, xls, ppt, docx, xlsx, pptx, mp3, mov, m4a, swf, wmv, mpg, mpeg, avi, wav, odt, odp, ods, numbers, pages

3. Select the required file via the browser option and click **Open**

You can now browse your computer for the attachments using the file uploader. You can add as many attachments as required.

4. Once all the attachments have been added click 



Attachments 

[Show weblinks](#)

File upload rules:

- o Maximum file size: 1024MB
- o 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, mpg, mpeg, avi, wav, odt, odp, ods, numbers, pages

File name	Comment	Size	Progress
Doc for Responses.docx		14.90 KB	<input type="text"/>

When uploaded, you can view an attachment by clicking its name.

5. To remove the attachment click 

6. When complete click **Continue** to move onto the next page.

7. Terms & Conditions (T&C's) (mandatory)

All tenders and quotations will have terms and conditions. If the terms and conditions have been included within the Tender or Quotation documents, then the Terms and Conditions document will either be "See Tender pack for T&C's" or "See Quotation pack for T&C's".

However, if the terms and conditions are separate they will appear in this area as a document.

1. Click on the link to view the T&C's document

2. Irrespective of where the Terms and Conditions are documented, you must still either "Accept" or "Decline" the terms and conditions by clicking the relevant radio button.

IF DECLINE is selected then a reason must also be included.

3. When completed click the **Finish** button to proceed to the next screen.

- *Reset* will begin the wizard again and remove all info,
- *Cancel* will leave the wizard completely (without saving)
- *Back* will return to the previous stage.
-

8. Submitting the Tender Response

The response will remain in Draft until all mandatory sections are complete and the submission has been confirmed.

If the response is not fully submitted Gloucestershire County Council will not be able to view it.

1. To submit the response click **Submit response**

Note: If the Submit response button is greyed out, this means mandatory information is missing. Click **Edit** against each section to add the required information. See section 6 or 7 (above) of this guidance for information on how to complete

My response 108205927 **Draft**

Additional information [Edit](#)

Supplier reference:

Terms & conditions - Accepted [Decline](#)

[See Tender Pack for T&C's](#)

Attachments

[Blank Document.docx](#) 74 KB

[Add attachment](#)

Response controls

Submit response

[Open response wizard](#)

Submission checklist

- Terms & conditions
- Attachments

Audit history

[View audit history](#)

2. Confirm the submission by clicking Submit response for a second time on the pop up screen

Submit response

Are you sure you want to submit this response?

Submit response [Cancel](#)

3. When a response has been fully submitted the opportunity screen will update and the highlighted areas below will indicate that the response has been sent to GCC

Gloucestershire County Council - DPS 5261492

Main details

Title: new DPS for testing May 2017 **Respond by:** 26 May 2027 00:00:00

Description: Test

Attachments

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

[Blank Document.docx](#) 74 KB

Terms & conditions

[See Tender Pack for T&C's](#)

Time remaining

3646 Days 8 Hours 52 Minutes 44 Seconds

Submitted

Messaging

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

Response controls

[I would like to edit my response](#)

[No longer wish to respond](#)

My responses

Version 1	Submitted	31/05/2017 15:07:12
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NOTE: Responses can be edited and resubmitted up until the round has been closed, see section 9 on how to edit your response. If your submission was incorrect and the Round has been closed, use the messaging area to inform the Project Team. You can submit your response again in a later round on the opportunity.

Once the Project team have closed the round and collected your response, it will be evaluated. The team will then inform you if you have been successful in joining the DPS, or if you were not successful they will provide feedback as to why.

If you were successful in joining the DPS, the further competition opportunities will be issued through ProContract, and will automatically appear in the “my activities” area of ProContract. See guidance “Responding to a Further Competition” for further information.

9. Editing Response and Re-Submission

After the Tender or Quotation response has been submitted it can be edited and updated as many times as required before the submission time and date has passed.

Gloucestershire County Council is only able to view the latest version of information and documentation submitted before the tender/quotation has closed.

1. To edit a response from the tender summary screen, click [I would like to edit my response](#) under the response controls area.

Gloucestershire County Council - DPS	5261492	Time remaining
Main details		3646 Days 8 Hours 52 Minutes 44 Seconds
Title: new DPS for testing May 2017	Respond by: 26 May 2027 00:00:00	Submitted
Description: Test		
Attachments		Messaging
Public attachments can be viewed by all procurers and suppliers involved in this rfx		You have 0 unread message(s). View messages
Blank Document.docx 74 KB		Response controls
Terms & conditions		I would like to edit my response
See Tender Pack for T&C's		No longer wish to respond
		My responses
		Version 1 Submitted 31/05/2017 15:07:12

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

My response	26 Draft
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3. 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.

The screenshot shows a tender response interface. At the top, it says 'My response' with the ID '107829149' and 'Draft' status. Below this are several sections:

- Additional information:** Includes a red-bordered 'Edit' button.
- Supplier reference:** A text input field.
- Terms & conditions:** Shows 'Accepted' with a green checkmark and a red-bordered 'Decline' button. Below it is a link to 'See Tender Pack for T&C's'.
- Attachments:** Shows one attachment 'Doc for Responses.docx' (14 KB) with a red-bordered 'Add attachment' button below it.

 On the right side, there is a 'Time remaining' section showing a countdown: 15 Days, 0 Hours, 0 Minutes, and 19 Seconds. Below that is a 'Response controls' section with a red-bordered 'Submit response' button and a 'Submission checklist' with two items: 'Terms & conditions' and 'Attachments', both marked with green checkmarks. At the bottom right is an 'Audit history' section with a 'View audit history' link.

4. For GCC to receive the updated response, you must click the **Submit response** again.

Note: If your edited version is submitted after the deadline has passed, GCC will only be able to accept the previous version which was submitted on time.

10. Respond by time ended

When the respond by time has reached its end the countdown timer will change to red and be marked "completed" this indicates that submissions can no longer be made.

The screenshot shows a tender response interface for 'Gloucestershire County Council - Quick quote' with ID '5128126'. The 'Main details' section shows:

- Title:** QQ Test 2 - 03.09.15
- Response by:** 03 September 2015 11:30:00
- Description:** QQ Test 2

 On the right side, the 'Time remaining' section shows a red box with the word 'Completed' in white text, indicating that the submission deadline has passed.

As the project team need to close a round to obtain responses, unfortunately this may mean the round is closed while you are part way through your submission. Unfortunately there is no way for the Project team to know this. However, you should be able to access the next round, which will have opened automatically, and submit your response.