



SUPPLIER GUIDE FOR VIEWING & RESPONDING TO FURTHER COMPETITIONS WITHIN PROCONTRACT

Contents

1. Further Competitions on Procontract.....	2
2. Viewing the Opportunity/Further Competition.....	2
3. Using Messages to communicate with GCC regarding the opportunity.....	4
4. Completing the Further Competition Response	6
5. The Response Wizard.....	6
6. Additional Information.....	6
7. Item Breakdown.....	7
8. Uploading Attachments	8
9. Submitting the Further Competition Response	9
10. Editing and Re-submitting a response	11

1. Further Competitions on Procontract

When a further competition is published for a Framework or Dynamic Purchasing System which you are assigned to, an e mail will be sent by the ProContract system to inform you that an opportunity is open and ready to be worked on.

The following section of the user guide will take you through the response process.

2. Viewing the Opportunity/Further Competition

Opportunities can be accessed in multiple ways, either by clicking on a link which will take you directly to the opportunity, or by logging in to the portal and finding it from your home page.

If accessing a project from an emailed link, go to step 3.

If logging in from the supplying the southwest portal, use the following steps:

1. When you have logged in, the following 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 links for 'Your account' and 'Logout'. Below the navigation bar, there is a search bar with 'All opportunities' selected and a 'Go' button. The main content area is titled 'Home page' and features a 'Activities' section. The 'Activities' section has tabs for 'Active', 'Recently added', and 'Last viewed'. A search filter is set to 'Gloucestershire County Cou' with a 'Go' button. Below the search filter, there is a table of activities with columns for Buyer, Title, Current event, and Event deadline. The table lists several activities, including 'New Quote - V1', 'Quick quote - V2', 'new project v1', 'Testing a further comp', 'QQ Test 2 - 03.09.15', and 'testing a DPS before setting new template'. A yellow callout box points to the search filter with the text: 'If no activities are displayed, amend the drop down to show Gloucestershire County Council and click Go'. To the right of the activities section, there is a 'Company details summary' section with an 'Edit' link. Below the activities section, there is an 'Opportunities' section with a 'Find opportunities' link. At the bottom right, there is a 'Vendor profile' section with a '0% complete' status and a 'Vendor profile sample' link.

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 Activity Centre will display all opportunities you have either been sent directly, or that you have expressed an interest in.

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

The ★ symbol is to notify you that it is a new opportunity which has not yet been viewed or worked upon yet.

- To view your current activities in the “Activities” section click on the **title** of the Activity you wish to work on and the following screen will be displayed.

[Home](#) > Example Project

Activity : Example Project

[< Back to home page](#)

Events
[Archive this activity](#)

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

Reference: 41

End date: 22/04/2015

Start date: 24/03/2015

Event status: In Progress

Messaging

You have 0 unread message(s).

[View messages](#)

Audit history

[View audit history](#)

- This screen provides an overview of the opportunity. In some cases there may be multiple events displayed.
 - If there are multiple events displayed, always open the event which has an end date in the future.
- Click **Open Event** within the relevant stage, in this instance ‘Example ITT’.
- This will open the tendering screen which is broken up into different sections; Main details, Public attachments, Item breakdown and Messaging.

The different sections are explained below.

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

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](#)

Item breakdown [Export](#)

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

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

This section shows the title, description and date and time the completed further competition 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.

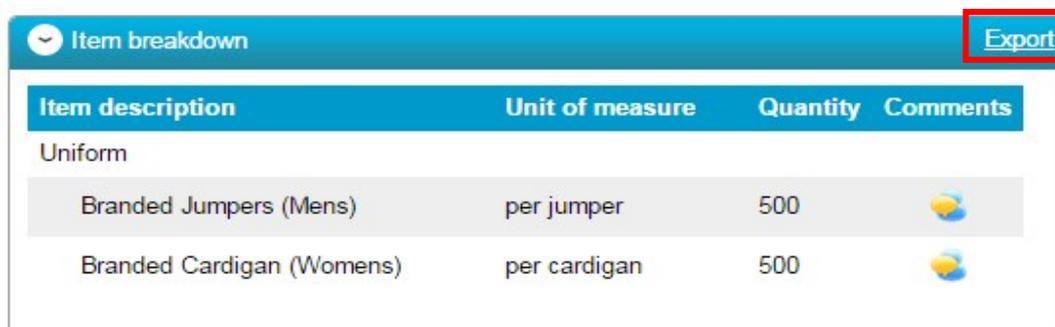
Note: There may be no attachments here, however in the majority of cases there will be. Where there are documents, they should be **downloaded and saved** to your own network or desktop before working on them.

Item Breakdown -

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

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

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.

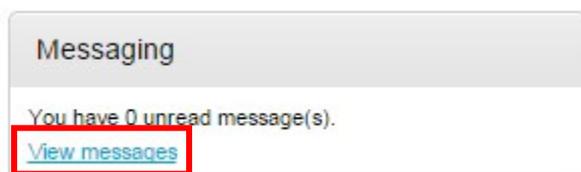


Item description	Unit of measure	Quantity	Comments
Uniform			
Branded Jumpers (Mens)	per jumper	500	
Branded Cardigan (Womens)	per cardigan	500	

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

3. Using Messages to communicate with GCC regarding the opportunity

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 opportunity. Open this area by clicking on **View messages**.



The screen will display any messages that have already been sent or received regarding the individual further competition.

1. To send a new message, click on the **Create new message** button



2. Complete the subject along with the main body of text.
Attachments can also be added (details of adding an attachment within the system is included later in this guide.)

New message

To: Project team

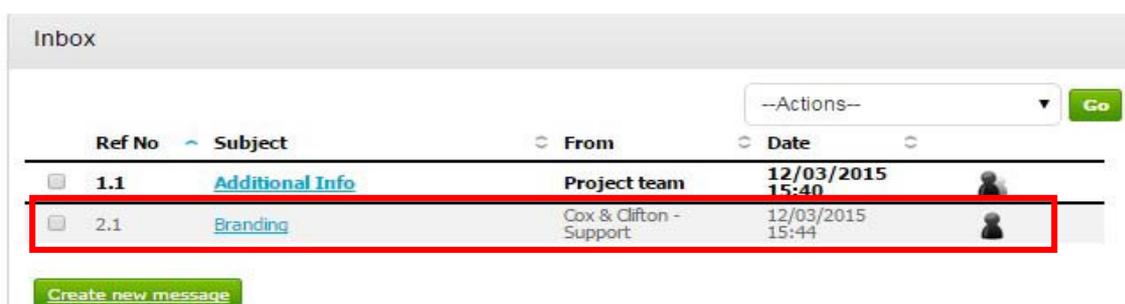
Subject:

Attachments:

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

3. Click **Send message** to issue the message to the team at Gloucestershire County Council.
All sent messages are private and can only be viewed by GCC personnel.

The sent message is now shown in the Inbox.



When GCC replies they may reply privately to you alone or publically which allows all suppliers involved in the opportunity can see the response.

Note: The system will NEVER show which supplier sent the original message. When a reply to that message is sent, you will see that the reply is linked to the original message by the numbering.



4. Completing the Further Competition Response

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

The screenshot shows the tender summary screen for 'Cheshire - ITT' with 41 responses. The main details section includes the title 'Example ITT', a description 'Example ITT', and a response deadline of '03/14/2015 21:30:00'. The public attachments section lists two documents: 'ITT Attachment.docx' (12 KB) and 'Specification & Requirements Document.docx' (12 KB). The response controls section features a red-bordered 'Start my response' button, along with links for 'Register intent to respond' and 'No longer wish to respond'. A time remaining counter shows 2 days, 5 hours, 21 minutes, and 30 seconds. A messaging notification indicates 1 unread message with a 'View messages' link.

5. The Response Wizard

This will open up the response wizard that will take you through each stage of the further competition response to make sure it is completed successfully.

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

Create RFQ response

The screenshot shows the 'Create RFQ response' wizard with four steps: 1. Details, 2. Additional information, 3. Item breakdown, and 4. Attachments. The 'Details' step is active, displaying a response reference of '107812597' and a welcome message. The wizard explains that it will assist with the completion of the response and that each step is saved as a draft. At the bottom, there are three buttons: 'Continue' (highlighted with a red border), 'Reset', and 'Cancel'.

2. At the bottom of the page click **Continue** to move onto the next page and click **Cancel** to leave the wizard.

6. Additional Information

You can enter your own additional information, a reference or additional comments relevant to the individual opportunity.

7. Item Breakdown

Note: If item breakdown has not been used then this stage will not appear.

This stage is where the prices are entered for specific goods or services.

This will show;

Item description- The goods or Services required.

Unit of measure- What the goods or services required are measured in. (E.g Hours)

Quantity- The total number of items or service length required. (E.g. Morning visit may be 3 hours total per week)

Unit Price-The price per unit of the goods or services is entered by you here.

Total- This is calculated by the system by multiplying the quantity by the item price.

1. To enter the prices into the system click **Edit** in the corresponding row

Item description	Unit of measure	Quantity	Price	Total
7 x Hours 7 days a week	Hour	7	£0 Edit	-
Total:				-

2. Enter the amount per unit with any comments (optional)
For example for 7 Hours of care for 7 days a week you would enter the price per hour.
3. Click **Save** to return to the overview, or **Next** to move to the next item.

Add item price

<p>Item description</p> <p>7 x Hours 7 days a week</p>	<p>Item details</p> <p>Unit of measure: Hour</p> <p>Quantity: 7</p>
<p>Unit price</p> <p>0.00</p> <p>Supplier comments (optional)</p> <div style="border: 1px solid red; height: 100px;"></div>	<p>Comments</p>

Save **Next** **Previous**

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

Item description	Unit of measure	Quantity	Price	Total
7 x Hours 7 days a week	Hour	7	£30.00 Edit	£210.00
Total:				£210.00

Continue Reset Cancel Back

8. Uploading Attachments

The next stage allows you to upload your relevant attachments.

Note: In some cases an attachment will be mandatory, so the system may not let you submit your response until an attachment is added at this stage.

- To add an attachment click **Add attachment**

Create ITT response

Details	Item Breakdown	3 Attachments	4 Terms & conditions
No attachments			
Add attachment			
Continue Reset Cancel Back			

- Click **+ Add files...**

Project attachments ✕

[Show weblinks](#)

File upload rules:

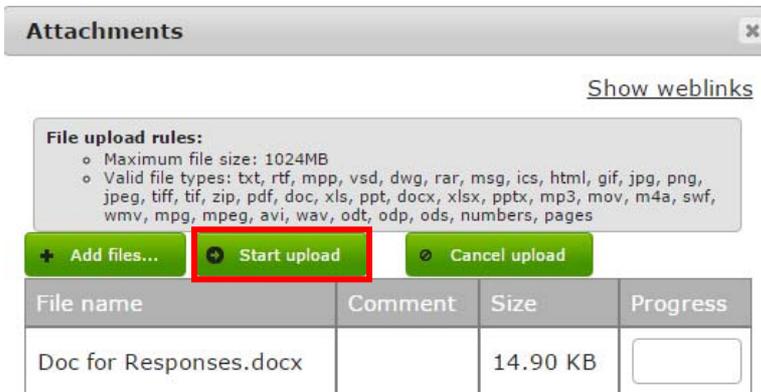
- o Maximum file size: 1024MB
- o Valid file types: txt, rtf, mpp, vsd, dwg, rar, msg, ics, html, gif, jpg, png, jpeg, tiff, tif, zip, pdf, doc, xls, ppt, docx, xlsx, pptx, mp3, mov, m4a, swf, wmv, mpg, mpeg, avi, wav, odt, odp, ods, numbers, pages

+ Add files...
Start upload
Cancel upload

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 you like.

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

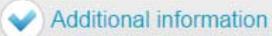
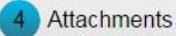
  

File name	Comment	Size	Progress
Doc for Responses.docx		14.90 KB	<input type="text"/>

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

To remove the attachment click 



	Doc for Responses.docx	14 KB
---	--	-------



 [Reset](#) [Cancel](#) [Back](#)

5. When all required attachments have been added click the  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.

9. Submitting the Further Competition Response

At this point the response is only in **Draft** and has not yet been sent to Gloucestershire County Council.

1. To submit the response **you must** click 

My response 107812597 **Draft**

Additional information Edit

Supplier reference:

Item breakdown Edit

Item description	Quantity	Unit of measure	Comments	Unit price	Price
7 x Hours 7 days a week	7	Hour		30.00	£210.00
Total					£210.00

[Export](#)

Attachments

✘ [Doc for Responses.docx](#) 14 KB

+ Add attachment

Time remaining

Respond by: 05 August 2016 02:30:00

0 Days
13 Hours
5 Minutes
31 Seconds

Response controls

Submit response

[Open response wizard](#)

Audit history

[View audit history](#)

2. Confirm the submission 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](#)

Note: If the Submit response button is greyed out, the Submission checklist can be used to identify why (anything with a red box will need completing)

Submission checklist

- Terms & conditions
- Attachments

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 - RFQ
5231361

Main details

Title: Testing 4th August 2016 **Respond by:** 05 August 2016 02:30:00

Description:
Test

Attachments

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

[Doc for Responses.docx](#) 14 KB

Item breakdown
Export

Item description	Unit of measure	Quantity	Comments
7 x Hours 7 days a week	Hour	7	

Time remaining

0
Days
12
Hours
34
Minutes
41
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 04/08/2016 13:54:14

10. Editing and Re-submitting a response

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

All GCC will see, is the version number of the response but no previous submissions, providing the response is returned on time

- 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 - RFQ
5231361

Main details

Title: Testing 4th August 2016 **Respond by:** 05 August 2016 02:30:00

Description:
Test

Attachments

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

[Doc for Responses.docx](#) 14 KB

Item breakdown
Export

Item description	Unit of measure	Quantity	Comments
7 x Hours 7 days a week	Hour	7	

Time remaining

0
Days
12
Hours
34
Minutes
41
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 04/08/2016 13:54:14

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

My response 26 Draft

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.

Additional information ✎ Edit

Supplier reference:

Item breakdown ✎ Edit

Item description	Quantity	Unit of measure	Comments	Unit price	Price
7 x Hours 7 days a week	7	Hour		30.00	£210.00
Total					£210.00

[Export](#)

Attachments

No attachments

+ Add attachment

0 Days
12 Hours
30 Minutes
39 Seconds

Submit response

Open response wizard

Audit history

[View audit history](#)

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 ontime response.