

ProContract User Guide

CCC SUPPLIER GUIDE TO USING DUE NORTH

Click on ctrl + the link you need, to go to the relevant page:

[Registering an Account](#)

[Logging In and Accessing Contract Opportunities](#)

[Drafting and Submitting a Response](#)

[Contacting the Buyer \(and ProContract Contact Details\)](#)

NOTE: This guide that has been put together by the CCC Procurement and Commercial team to assist bidders in responding to tenders on ProContract. Bidders using this guide are still fully responsible for ensuring their responses are submitted correctly. Other support is also available in the form of the 'Help Centre' found within your supplier account (click on 'Help' along the blue ribbon) and in the form of the Helpdesk (contact details can be found at the end of this document).

Registering an Account

- Enter the Organisation name and your chosen email address.
- To read the sites Terms and Conditions click 'Terms and Conditions'
- To Read the sites Privacy Policy click 'Privacy Policy.'
- Once you have read and agreed to these click 'Continue Registration'
- Note the minimum IT Browser Requirements in top right corner.

Register free with ProContract [Minimum requirements](#)

Begin your ProContract supplier account registration by filling in a few details below.

Organisation name

Email address

By clicking 'Continue registration', you agree to the [Terms and Conditions](#) & [Privacy policy](#).

[Continue registration](#)

Already registered? [Log in here](#)

Why should I register with ProContract?
Registration is free and your company profile will be immediately available for opportunities managed by over 30,000 buyers from over 400 private, public sector and 3rd sector organisations.

What happens next?
Once we have verified your company name and email address you will be asked to complete a short registration process including basic company details and contact information. Upon submission, your registration application will be reviewed by the ProContract team and you will be sent an email address confirming next steps.

Do I receive opportunity alerts?
Following successful registration, as part of your company profile you can stipulate your preferred opportunity areas of interest along with geographical locations to which you can supply your goods & services. Overnight, your interests will be matched against the latest published opportunities and you will be notified by email. The email will contain links to review, and if you wish, express your interest in each of the opportunities.

Recently added opportunities [Find opportunities](#)

1 2 3 4 5 6 7 8 9 10 ... 103 104 [Next >](#) Results per page: 10 50 100

Buyer	Title	Interest window	Estimated value
Wigan Council	Home to School Transport and Adult Social Care Transport Dynamic Purchasing System (DPS)	07/07/2015 09:00:00 - 05/07/2023 23:59:00	N/A

Useful links

- [Log in](#)
- [What is ESPD?](#)
- [National contracts register](#)
- [PROACTIS supplier support](#)
- [Migrated account user details](#)

- On the next page, you will need to confirm your email address, select a password, entry organisation details, select your primary contact details and confirm your communication preferences.

Supplier registration

Sign in details

Your email address will be used as your account username and to send you important account and opportunity information. You can refine your opportunity areas and communication preferences without your account management dashboard.

Email address Change	Repeat email address	Your email address will become your username
<input type="text" value="procurementandcommercial@cambridgeshire.gov.uk"/> ✓	<input type="text" value="procurementandcommercial@cambridgeshire.gov.uk"/> ✓	
Password ⓘ	Repeat password	Your password must be at least 8 characters long, contain a mixture of UPPERCASE and lowercase letters, numbers and symbols. e.g. PassWord\$123
<input type="password" value="*****"/> ✓	<input type="password" value="*****"/> ✓	

- Once selected enter your organisation details, including address and post code.

Organisation details

Please provide your organisation details below.

Organisation name [Change](#)

Procurement Cambs CC ✓

Address

New Shire Hall ✓

Emery Crescent,

Town

Alconbury Weald Huntingdon ✓

County

Cambridgeshire ✓

Postal code / zip

PE28 4YE ✓

Country

United Kingdom ✓

Website (optional)

e.g. <http://www.example.com>

Registration number (optional) ⓘ

e.g. 03182974 ✓

Not applicable

VAT number (optional)

e.g. GB999 9999 73


Not applicable

- Once complete, please then confirm your primary contact details.

Primary contact details

Please provide your contact details below.

Title	First name	Last name
Mr ✓	Harry ✓	Kane ✓
Job title	Department	
Procurement ✓		
Telephone	Mobile (optional)	Fax (optional)
01223 123456 ✓		

Communication preferences  [Privacy Policy](#)

To receive the full benefits of your ProContract registration, buying organisations may notify you by email when opportunities are published that you may be interested in.

Your interest will be based upon your chosen categories of interest and selected region(s) of supply which you will be asked to confirm when you log in for the first time.

These may include, but is not restricted to, new opportunity adverts, invitations to tender and clarifications.

Do you want to receive email notifications?

Yes No, I acknowledge I may miss out on important notifications

- Please read the Communication preferences section carefully.
- Click 'Continue registration.'
- You will then be required to enter your areas of interest. Enter some keywords and then click on 'Find recommended.'

Supplier registration - Areas of interest

[Take a tour](#)

Opportunity areas of interest

To receive the full benefits of your ProContract registration, buying organisations may notify you by email when opportunities are published that you may be interested in. Your opportunity notification will be based upon your chosen categories of interest and selected regions(s) of supply.

Buying organisations use various methods of categorising opportunities so to help you select the best categories that represent your business you can enter up to 6 keywords below e.g. taxi services. We will then search across all buyer category sets using these keywords and recommend the best matches for you ([disclaimer](#))

Note: The best match search is purely a starting guide to the categories that may be of value to your organisation based upon the keywords you select. You must make sure that you are happy with the selections so that you do not miss out on opportunities. PROACTIS Holdings PLC and the buying organisation that post opportunities on this portal are not responsible for any incorrect selections made

Enter at least 1 keyword

Already Registered? [Login here](#)

- Based on the keywords entered, the system will display relevant categories of interest that you will be notified in relation to.

Your recommended/selected areas of interest categories

You will be informed of all new opportunities advertised under the listed categories below if your registration is accepted upon clicking 'Continue registration'. It is recommended that you check your categories carefully (see disclaimer above) so that you don't miss out on opportunities. You can refine selection by clicking on the 'Click to refine' links below.

Please Note: Make sure that you check for variations in vocabulary when refining your automatic selections. For example, 'Joinery' is not a keyword in the UNSPSC category set but 'Joiner' & 'Carpentry' are.

- In addition, will also be required to select your regions of interest.

Region(s) of Supply

You can further refine your areas of interest by selecting the regions that you can supply your goods and/or services to. Simply click edit and choose your preferred region(s). For example, if you can supply your goods and/or services throughout the UK then select 'UK'. If however you are more of a local provider then choose a regional diameter that you are comfortable with e.g. UK- North East England.

Preferred region(s) of supply [Click to refine](#)

United Kingdom

- Click on 'Continue registration.'
- The system will then ask you if you want to submit your registration application.

Confirmation ✕

Are you sure you want to submit your registration application

- Click 'Yes, I am sure' to submit your application.
- You will be notified by email when your application has been reviewed and your log in details assigned.

Logging In and Accessing Contract Opportunities

- Go to <https://procontract.due-north.com/Login> then enter your log in details.
- **Note** – At any time, you can update your categories / regions of interest or other profile details within your existing profile by clicking on ‘Edit’ against the ‘Company details summary’ section.
- Click ‘Find opportunities,’ then within the Portals dropdown list, select ‘Cambridgeshire Public Service’ and then in the Organisation dropdown list Cambridgeshire County Council, the page will automatically update to display the available opportunities.

Home > Find Opportunities All data

Opportunities - Search results [National opportunities](#)

Narrow your results

Portals
Cambridgeshire Public Services

Organisations
Cambridgeshire County Council

Categories
There are 0 categories selected
[Add UNSPSC categories](#)
[Add NHS eClass Version 2014 categories](#)
[Add CPV categories](#)
[Add ProClass categories](#)
[Add Proc HE categories](#)

Regions
There are 0 regions selected
[Add new region](#)

Keywords

Opportunities

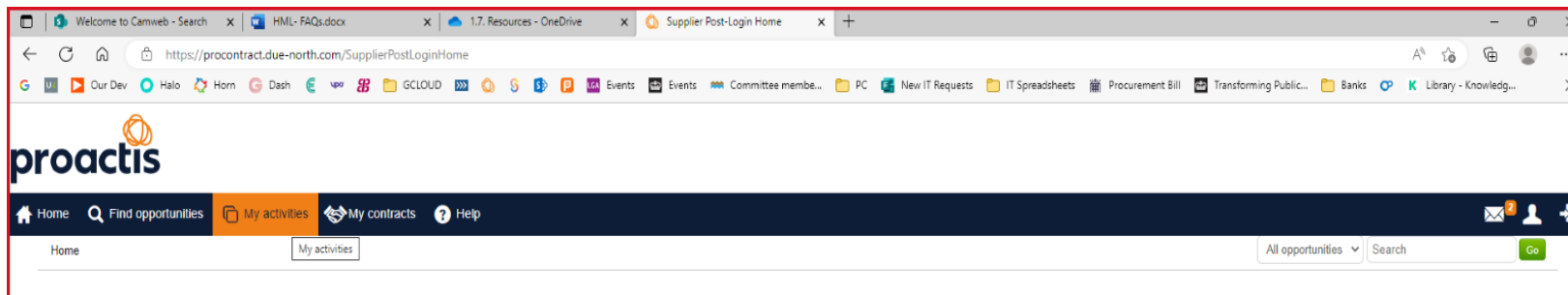
1 2 Next >

Title	Buyer	Expression Start	Expression End	Estimated value
21024 CCC Adults Mental Health Supported Accommodation	Cambridgeshire County Council	23/02/2023	28/03/2023	N/A
21034 Social and Education transport Services Dynamic Purchasing System 2021.(DN559834)	Cambridgeshire County Council	31/08/2021	01/09/2026	N/A
21049-23 CCC Insurance Brokerage and Associated Services	Cambridgeshire County Council	09/03/2023	17/04/2023	N/A
21110 CCC and PCC Supported Accommodation Service for IAC 16-18 Rounds 5 onwards	Cambridgeshire County Council	08/03/2022	31/12/2023	N/A
21127 Cambridgeshire County Council Early Years Pseudo DPS	Cambridgeshire County Council	01/03/2023	29/03/2023	N/A
21129 Cambridgeshire & Peterborough Individual Service Funds	Cambridgeshire County Council	03/04/2022	31/07/2025	N/A

- Click on the title you are interested in and then the ‘Register interest in this opportunity’ button. You will receive an email confirming your registration has been accepted. **This does not amount to you submitting a bid.**
- The register interest button will then be greyed out and you will need to click on ‘My Activities’ along the top ribbon and then filter by ‘Cambridgeshire County Council’ by clicking ‘Update.’ An initial message will also pop-up asking you if you would like to access the opportunity immediately. If not, navigate to the activity via the ‘My activities’ button.
- Accessing the activity will display a list of project events, an online questionnaire (if applicable) and any associated attachments. It will also allow you to draft and submit your response.

Drafting and Submitting a Response

- Once logged in, click 'My activities' from the home page



- On the next page, choose Cambridgeshire County Council from the dropdown list, click 'Update' and then click the opportunity in which you are interested.

My activities

Narrow your results

Buyer

- Bournemouth Christchurch and Poole Council
- Bury Council
- Cambridgeshire County Council
- Cumbria County Council
- Derbyshire County Council [more](#)

Event type

- All
- Advert
- Auction
- RFX

Status

- All
- New action

Update

Active activities

Archived activities

Last viewed activities

Please select a buyer from the narrow results panel and click on the 't'

- A list of events will then be displayed (screenshot below).

Activity : 22062 Cambridgeshire County Council Net Zero Decarbonisation of Services

Events

[22062 Cambridgeshire County Council](#) **Not started** (Respond by: 10/03/2023) [Hide details](#) | [Open](#)

[Council Net Zero Decarbonisation of Services](#)

Activity type: ITT
Reference: 627899
Respond by: 10 March 2023 at 12:00
Response status: Not started

[Cambridgeshire County Council Net Zero Decarbonisation of Services](#) **Expression of interest accepted** [View details](#) | [Open](#)



[< Back to home page](#)

Archive this activity

Messages (6)

You have received 6 message(s) of which 6 are unread

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

Audit history

[View audit history](#)

- Clicking 'Start' or 'Open' against the relevant event will present you with a screen that gives you general information about the opportunity such as closing date / time, description and any associated attachments including the terms and conditions. It may also provide you with several online questions you have to complete and an area to upload any additional documentation (outside of the questionnaire). There is also a messaging area for you to submit any clarification questions you may have.

proactis

Home Find opportunities My activities My contracts Help

Home > My activities > 22062 Cambridgehire County Council Net Zero Decarbonisation of Services > 22062 Cambridgehire County Council Net Zero Decarbonisation of Services

[Back to dashboard](#)


Activity summary

Activity information [Take a tour](#)

Buyer: Cambridgehire County Council

Title: 22062 Cambridgehire County Council Net Zero Decarbonisation of Services ID: 627899

Description: Cambridgehire County Council (CCC) declared a Climate and Environment Emergency in 2019. Our Climate Change and Environment Strategy was updated in 2022 and includes the following targets: • The organisation to reach Net Zero for scopes 1 and 2 by 2030, • To reach a 50.4% reduction in scope three emissions for the organisation by 2030 (compared to 2018 baseline), and • To deliver Net Zero across the county by 2045. Most of the Council's greenhouse gas (GHG) emissions fall under scope 3 and our commitment to Net Zero means the Council must reduce its emissions along a 1.5 degree trajectory across scopes 1, 2 and 3. Although Scope 3 emissions are indirect emissions from assets not under CCC control, such as those of our contractors and suppliers, it is the Council's specifications and contracting for these goods and services which drives the creation of these emissions. The Council has a range of assets and statutory duties. Our carbon footprints have identified the services and assets with the largest carbon emissions under scope 1, 2 and 3. We are now seeking external advice, expertise, and experience on the best ways to reduce carbon emissions (or greenhouse gases) to deliver our Net Zero commitments for the following assets and services: Highways, Waste and Recycling, Rural Estates and Schools. Although this work is being commissioned separately via different procurement Lots, suppliers are welcome to tender for all Lots. If tendering for all Lots, you must demonstrate how savings/efficiencies in operational costs have been factored into your costs. The lot structure is as follows: • Lot 1: Schools Decarbonisation (Education Capital) • Lot 2: Highways Decarbonisation • Lot 3: Waste and Recycling Decarbonisation • Lot 4: Rural Estates Decarbonisation. There will be cross over and synergies between lots. It is our intention to bring together the successful consultants in a workshop to draw out the links, interdependencies and opportunities from the work undertaken across all of the Lots. Please factor into your cost's preparation and attendance at this multi-stakeholder workshop.



Amendment information [Amendment history](#)

Version: 3 **Last amended:** 07/02/2023 09:02

Amended sections: Attachments

Description: Updated Lot Specs

Activity documentation, files & links (11) [Hide](#)

Title	Type	Size
Net Zero Decarbonisation of Services ITT.pdf	pdf	330 KB

Deadline & time remaining

A response to this activity can be submitted no later than **10th March 2023 at 12:00 PM**

Time remaining

1 Week 6 Days 21 Hours

Messages & clarifications (5)

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

You have received 5 message(s) of which 5 are unread

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

Your response

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

This is your response submission progress checklist:

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

- Indicate your intent to respond
- Start response or opt out the activity
- Complete mandatory question sets
- Submit your response

- A response checklist is also displayed on screen. You will need to complete all the required elements before you are able to submit your response.

Your response

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

This is your response submission progress checklist:

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

- Indicate your intent to respond
- Start response or opt out the activity
- Complete the additional information section
- Complete mandatory question sets
- Upload at least one attachment
- Submit your response

Options currently available to you are.....

[Start my response](#) [Opt out](#)

[Indicate your intent to respond](#)

- You have the option of informing the buyer of your intent to respond or you can also opt out if you wish. The system will still allow you to opt back in at any time.
- Click 'Start my response' (which also indicates your intent to respond) will then display the 'Your response summary' page.

- Via a response checklist, the system will then display a number of different sections on screen for you to complete e.g., **Additional information**, **Question sets** and uploading any **response documentation, files and links**. **Note – depending on the type of exercise you are responding to, some of this checklist may not be applicable.**

The screenshot displays the Proactis web application interface. At the top, the Proactis logo is visible on the left, and navigation links for Home, Find opportunities, My activities, My contracts, and Help are on the right. Below the navigation bar, the breadcrumb trail reads: Home > My activities > 22062 Cambridgeshire County Council Net Zero Decarbonisation of Services > 22062 Cambridgeshire County Council Net Zero Decarbonisation of Services.

The main content area is titled "Your response summary" and includes a "Back to summary" link and a "Take a tour" button. The summary is divided into several sections:

- Response information:** Displays details for the supplier (Tester Account (Mark CCC)), workgroup (Bobs Jobs), workgroup contacts (M Parker), activity id (DNG30171), response id (R6082127), company reg number (None), company address (1 Test Tostarton Northamptonshire United Kingdom), and website (None).
- Deadline & time remaining:** States that a response can be submitted no later than **10th March 2023 at 12:00 PM**. A progress bar shows **1 Week**, **6 Days**, and **21 Hours** remaining.
- Question sets (5):** A table listing question sets with their titles, summaries, progress bars, and actions.

Title	Summary	Progress	Action
Standard Selection Questionnaire (SQ)	Mandatory question set of 54 questions of which 47 are mandatory	<input type="checkbox"/>	Edit
Lot 1: Schools Decarbonisation (Education Capital)	Optional question set of 14 questions of which 14 are mandatory	<input type="checkbox"/>	Edit Opt out
Lot 2: Highways Decarbonisation	Optional question set of 15 questions of which 15 are mandatory	<input type="checkbox"/>	Edit Opt out
Lot 3: Waste and Recycling Decarbonisation	Optional question set of 14 questions of which 14 are mandatory	<input type="checkbox"/>	Edit Opt out
Lot 4: Rural Estates Decarbonisation	Optional question set of 13 questions of which 13 are mandatory	<input type="checkbox"/>	Edit Opt out
- Response documentation, files & links (0):** Shows "No attachments" and an "Add" button.
- Your response:** Includes a "Response history" link and a checklist section.

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

This is your response submission progress checklist:

So far you have....

 - Indicated intent to respond (24/02/2023 14:20)
 - Started to draft your response to this activity

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

 - Complete mandatory question sets
 - Submit your response

Options currently available to you are....

[Opt out](#)
- Audit history:** A section at the bottom of the page.

Question sets

- To then access and complete the question sets (if applicable), click on 'Edit.' The system will display the number of questions which are included within each questionnaire and how many of those are mandatory.
- You are also able to export the questionnaire into Excel. To do this, click on the title of the questionnaire and you will see an 'Export to Excel' option.
- Clicking 'Edit' will then bring you to a screen which looks like the below, where an overview of all questions within the questionnaire is provided.
- **Note – you may see more than one questionnaire to complete, and you may also see questionnaires broken down into Lots. Some Lots may also be optional, which you may need to 'Opt Out' from, should you not wish to be considered for them. Please refer to the ITT document for further information.**
- **You must not include any personal information in your responses (for example information relating to an identifiable service user). You can find out more about personal information here: [What is personal information: a guide | ICO](#)**
- If the authority finds that you have included any personal information in a response to a question (other than referees as set out below), that response will be deleted and will not be evaluated. This means that for a scored question, you will score zero (0). For a pass/fail question, you will fail.
- Where names and contact details of referees are provided, it is your organisations responsibility to ensure that these individuals are aware that their details will be disclosed to the council for this purpose. Any personal information provided as part of your tenders will be handled in accordance with the UK GDPR and processed solely for the purpose of this procurement exercise.

Home Find opportunities My activities My contracts Help

View evaluation questions

Questions

Title	Section status	Status	Flag
Part 1: Potential supplier Information	Incomplete section		
Supplier information	Incomplete section		
1.1(a) Full name of the potential supplier submitting the information	Answer question	●	
1.1(b) - (i) Registered Office Address (if applicable)	Answer question	●	
1.1(b) - (ii) Registered website address (if applicable)	Answer question	●	
1.1(c) Trading Status	Answer question	●	
1.1(d) Date of registration in country of origin	Answer question	●	
1.1(e) Company registration number (if applicable)	Answer question	●	
1.1(f) Charly registration number (if applicable)	Answer question	●	
1.1(g) Head office DUNS number (if applicable)	Answer question	●	
1.1(h) Registered VAT number	Answer question	●	
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	●	
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(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(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		
1.1(k) Trading name(s) that will be used if successful in	Answer question	●	

Progress (0%)

Key





- The answer provided is valid and complete.
- The answer has been automatically populated from a previous answer but it must be reviewed before submission.
- Mandatory elements of this question have not been provided.
- ★ The question has been flagged for review.

Public attachments

[Standard Selection Questionnaire \(Supplier Guidance\).pdf](#) 88 KB

- Individual question / section weightings will also be visible.
- You will also see a helpful key is displayed on the right-hand side of the page to assist you, including an ability to flag any questions you wish to review when composing your response.

Key

-  The answer provided is valid and complete.
-  The answer has been automatically populated from a previous answer but it must be reviewed before submission.
-  Mandatory elements of this question have not been provided.
-  The question has been flagged for review.

NOTE:

- All mandatory questions must be answered.
- All non-mandatory questions must have been opened and read.
- The questions in green shows you, which ones you have responded to.
- You will also see a progress bar that shows you the status of your response and this will start to populate once you start to answer the questions.



- You will then see an overview of all the questions and can begin responding to them by clicking on 'Answer question.'

CONTRACT 1			
Incomplete section		Section weight: 0.00%	
Name of customer organisation	0.00%	Answer question	
Point of contact in customer organisation. Position in the organisation. E-mail address	0.00%	Answer question	
Contract start date. Contract completion date. Estimated Contract Value	0.00%	Answer question	
In no more than 500 words, please provide a brief description of the contract delivered including evidence as to your technical capability in this market.	0.00%	Answer question	

- As you answer each question, you can click 'Save & Next' so that your response is saved and you can answer the next question.
- When you click on a question to answer the format of the screen will look similar to this:

SUITABILITY QUESTIONS (PASS / FAIL) - INSURANCE | Question 1 of 1

<p>Question</p> <p>Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:</p> <p>Employer's (Compulsory) Liability Insurance = £5,000,000 Public Liability Insurance = £10,000,000 Professional Indemnity Insurance = £5,000,000 Product Liability Insurance = £5,000,000 * It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.</p>	<p>Weight</p> <p style="text-align: center; font-size: 1.2em;">0.00 %</p>
<p>Answer Flag question for review <input type="checkbox"/></p> <p>Yes <input checked="" type="radio"/> No <input type="radio"/></p> <p>Save and close Save and previous Save and next</p>	<p>Help</p> <p>This question is mandatory</p> <p>Potential Providers who answer 'No' will be eliminated from this procurement process.</p>
	<p>Question attachments</p> <p>No attachments</p>

- This screen will detail the question, any description beneath, any supplier help, weighting and question attachments. It will also tell you whether the question is mandatory or not.
- There will be an answer field displaying either: a multiple-choice selection (e.g., yes / no), the ability to select multiple answers from a drop-down list, provide a text response or upload an attachment.

- You can also flag the question for review by selecting the square box.
- Continually do this to work your way through the questions, clicking 'Save and next' as you go.
- When you want to stop, click 'Save and Close.'
- The progress bar will now show you the progress made in completing your response. You can go back to this later and carry on.
- Once all questions have been answered, the progress bar will be full, and the questions displayed with a green circle (Status).

Home Find opportunities My activities My contracts Help Test Test Your account Logout

View evaluation questions

Title	Weight: %	Section status	Status	Flag
Company Details		Complete section	Section weight: 0.00%	
Company Name	N/A	Answer question	●	
Company Registration Number	N/A	Answer question	●	
Company Address	N/A	Answer question	●	
Quality		Complete section	Section weight: 60.00%	
Please tell us how the different modules interlink?	40.00%	Answer question	●	
Please explain how the system will be used?	30.00%	Answer question	●	
Tell us why you should be given this contract?	30.00%	Answer question	●	
Price		Complete section	Section weight: 40.00%	
Please upload your completed pricing schedule here.	100.00%	Answer question	●	
Declaration		Complete section	Section weight: 0.00%	
Please confirm that the answers and or information provided within this ITT response are true and correct.	N/A	Answer question	●	

Progress (100%)

Key

- The answer provided is valid and complete.
- The answer has been automatically populated from a previous answer but it must be reviewed before submission.
- Mandatory elements of this question have not been provided.
- ★ The question has been flagged for review.

Public attachments

No attachments

Back

- Click the 'Back' button to return to the response summary screen.
- You will be able to add any additional attachments here (if required / mandated) using the 'Add' button.
- Your checklist will then be complete, and you will see that the 'Submit response' button will light up.

Your response [Response history](#)

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

This is your response submission progress checklist:
So far you have.....

- Indicated intent to respond (26/03/2019 08:25)
- Started to draft your response to this activity
- Completed the additional information section
- Completed mandatory question sets
- Uploaded at least one attachment

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

- Submit your response

Options currently available to you are.....

[Opt out](#)

- Once you are happy your response is complete, if you then click the 'Submit response' button. You will then receive an email to confirm that your submission has been received. **NB: PLEASE SEE SECTION BELOW FOR PROJECTS INCORPORATING THE USE OF THE SOCIAL VALUE PORTAL AS THIS SCREEN WILL APPEAR DIFFERENTLY.**

Submit response

Are you sure you want to submit this response?

[Cancel](#)

- If you want to edit your response before the deadline, go back to the activity and click on the 'Change Response' button.

Your response (**Version 1 – Submitted**)

[Response history](#)

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

This is your response submission progress checklist:

You have successfully.....

- Submitted your response (**Version 1 – 26/03/2019 08:46**)

Options currently available to you are.....


[Change Response](#) [View submitted response](#) [Opt out](#)

- Selecting this will then allow you to adjust different elements (attachments, questionnaire answers etc). Once you are happy, submit an updated version of your response by clicking 'Submit response.'

Projects utilising the Social Value Portal via Proactis


- For projects that include the use of the Social Value Portal (SVP), Bidders will see an additional panel within Procontract as part of their submission like the one below. **IF THE PROJECT DOES NOT INCLUDE USE OF SVP, THEN THIS WILL NOT BE VISIBLE AND YOU WILL BE ABLE TO SUBMIT AS ABOVE**

Social value [?](#) [Request access](#) | Already has access? [Login](#)

 As part of the overall evaluation of your activity response [OrganisationName] wish to measure and manage the contribution that their organisation and supply chain makes to society, according to the principles laid out within the Public Services (Social Value) Act 2012.

In order to do this an additional submission is required through The Social Value Portal covering your current social value attitudes and status. To register/login with The Social Value portal complete this part of your submission click on the 'Visit The Social Value Portal' above.

Social value upload & total consideration [?](#) [Edit](#)

Title	Type	Size	Social value total consideration
 Social Value Submission	pdf	1.3 MB	£1,200,000

- The Supplier completes their Social Value response through SVP via the link provided via Proactis (below is SVP screenshot as an example)

1. CONTRACT VALUE

Please enter your estimated total contract value (initial term only) and press save.

£500,000

[Save](#)

**Required*

N.B. All social value submissions should be made in respect of the initial term of the contract only (not including extensions).

2. SOCIAL VALUE CALCULATOR

[Enter Social Value Calculator](#)

TARGET SOCIAL/LOCAL ECONOMIC VALUE
£ 76,055

• Target %SLEVA: 15.2%

WEIGHTED SOCIAL VALUE SCORE
£ 76,055

[Export Responses to PDF](#)

3. UPLOAD EVIDENCE

[Attach File](#)

NO. OF ATTACHMENTS UPLOADED
0

[View Files](#)

Use the 'Attach File' button to attach a general file (e.g. Method Statement), or attach files to a specific Answer using the 'View/Add Attachments' link on the questionnaire data entry page.

4. SUBMISSION STATUS

STATUS
SUBMITTED

[Edit Responses](#)

Responses marked as 'Submitted' cannot be edited. However before the target submission deadline, you may click 'Edit Responses' to revert to 'Registered' status to allow editing.

- In order to access the Social Value Portal, the bidder can click on either of the links highlighted below, which will open SVP in a new tab, if they then go back to Procontract, an area called Social Value response and total consideration will show. This is where bidders need to upload their SVP documents.

Social value



As part of the overall evaluation of your activity response Cambridgeshire County Council wish to measure and manage the contribution that their organisation and supply chain makes to society, according to the principles laid out within the Public Services (Social Value) Act 2012.

In order to do this an additional submission is required through the Social Value Portal covering your current social value attitudes and status.

[Click here to register for this activity on the Social Value Portal](#)

Already registered for this activity on the Social Value Portal? - [Click here to login](#)

Your response

[Response history](#)

Why can't I submit my response?

Unfortunately you have missed the response deadline for this activity
(26th January 2023 at 12:00 PM)

What should I do now?

If you have any further questions regarding this opportunity please use the 'Messages & clarifications' area above to create a query with the buying activity team.

Options currently available to you are....

[Opt out](#)

Question sets (2)

Title	Summary	Progress	Action
Selection Questionnaire (SQ)	Mandatory question set of 65 questions of which 58 are mandatory		Edit
Award Questionnaire	Mandatory question set of 20 questions of which 18 are mandatory		Edit

Audit history

[View audit history](#)

- Following submission on SVP, the Supplier should upload the same documentation that has been submitted on the SVP Portal. This should include the TOMs Summary PDF for the project (not the National TOMs) and any relevant attachments including the **Social Value Delivery Plan** within Procontract like the example below. Please note you can upload more than one attachment.

- Please note that you can pdf a copy of your full TOMs (Themes, Outcomes and Measures) submissions from the Social Value Portal and the Social Value Total Consideration figure stated in Procontract should match the total from your entry with the Social Value Portal system.

- Please note that the Proactis response checklist will include an SVP response indicator which means you are not able to submit a complete response until the Social Value Portal area has been completed (see example for the Social Value Response being incomplete).

Contacting the Buyer

Updated 01/03/2023

- All communications with the buyer **must** be sent through the ProContract messaging system.
- For technical / navigational queries about the system, you may use the electronic ticket logging system. Remember to include as much detail as possible, label your message as "Urgent" (only if time-sensitive) and include your telephone contact information. Please note responses may take an hour to be reviewed by Proactis.
- Alternatively you may contact ProContract by telephone on **0330 005 0352 (9am – 5:30pm Mon to Fri)** or by email to ProContractSuppliers@proactis.com In addition you can also use the online Customer Support via the link here: [Proactis Support](#)
- To access the messaging area, firstly click on 'View all' against 'Messages & clarifications. All messages (sent & received) will be displayed by default, but you can narrow your filter on the left-hand side.
- To send a new message click 'Create New Message,' entering details of your message (including any attachments) and click 'Send message.'
- This will be sent directly to the 'Project team' (the Buyer).

New message

Private recipients

To: Project team

Message

Subject:

Body:

Attachments:

Send message Cancel

- When a response is sent to your message, you will be notified of this by ProContract-Notifications@due-north.com and will access the 'Messages & Clarifications' area to view it. A direct link to the message will also be included within the message notification.

TIPS WHEN USING THE CAMBRIDGESHIRE PUBLIC SERVICES TENDER PROCUREMENT PORTAL

- **MAIN LINK** – <https://procontract.due-north.com/Login>. Please save this as an Internet favourite so it is easy to locate.
- **USE THE ONLINE 'HELP' MENU** – help guides are available by clicking on the 'Help' button situated along the ribbon at the top of the page. Reading these documents will help users understand the features and benefits of the ProContract software.
- **SAVE REGULARLY** – whilst logged in, if you are idle, you will be logged out after 18 minutes of no activity. Users are encouraged to save regularly to minimise the risk of losing work.
- **READ ALL RELEVANT TENDER INFORMATION** – Please ensure that you read and understand all of the required actions, appropriate deadlines and any subsequent communications.
- **RESPOND IN GOOD TIME** – Please avoid submitting your response just prior to the tender deadline. If you experience internet problems, you will potentially miss the deadline and your tender response may be deemed non-compliant and subsequently rejected by the Authority. Please ensure that you submit your tender response in good time to avoid complications.
- **COMPLETE ALL NON-SPECIFIC QUESTIONS** – complete these as soon as possible so that only quality and pricing questions remain. Uploading generic information helps avoid last minute time pressures. You are able to complete your response in stages and do not have to complete in one sitting. Save and come back to it later.
- **SUBMITTING YOUR RESPONSE** – When you have completed all necessary information, you will need to submit your response to the Authority. **FAILURE TO CLICK THE 'SUBMIT RESPONSE' BUTTON WILL RESULT IN YOUR BID NOT BEING VISIBLE TO THE AUTHORITY.** You may edit your response as many times as you wish up to the deadline.
- **ATTACHMENTS** – We recommend that you keep attachments to a manageable size to ensure ease and speed of access. Only attach documents that the Authority has requested and ensure that you attach them against the correct question numbers.
- **ATTACHMENT FORMATS** – When you are requested to upload attachments, please ensure that they are saved in an acceptable format as prescribed in the tender documents. When uploading attachments on ProContract, please include the question number only, as long file names will prevent the Authority from accessing the file content.
- **POTENTIAL BROWSER ISSUES** – DO NOT use the 'Back' or 'Forward' buttons on your Internet browser when completing the online questionnaire. Please use the 'save and next' buttons to navigate through the questions you are required to answer.