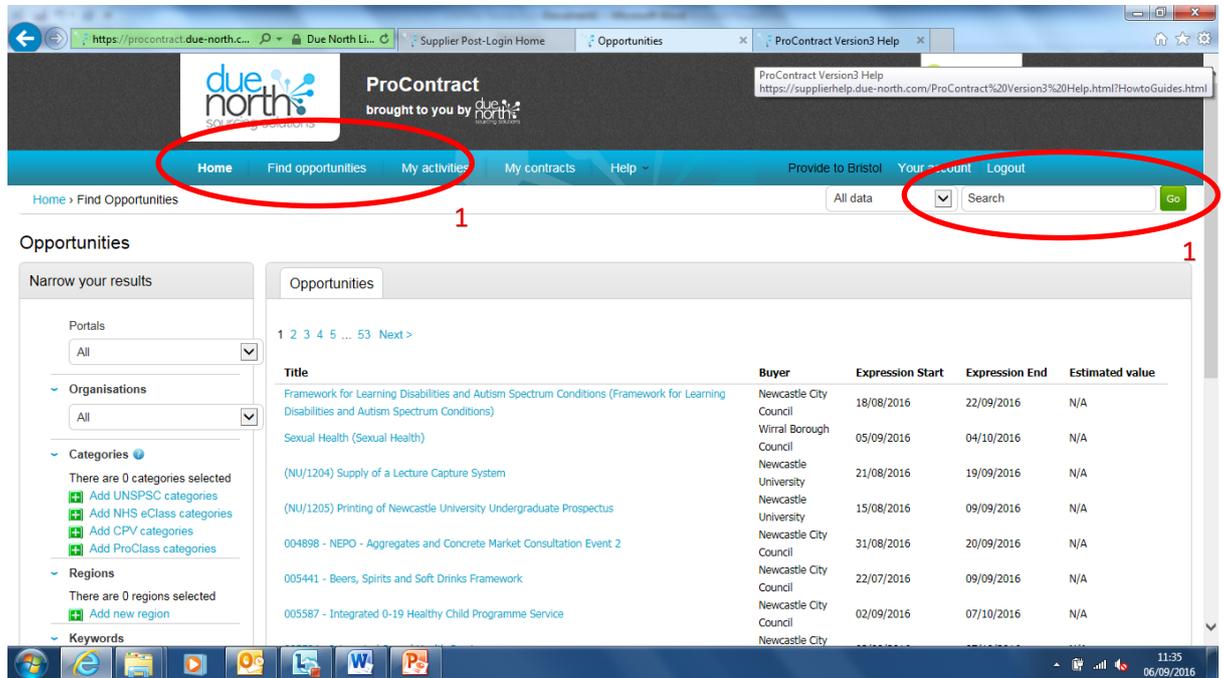


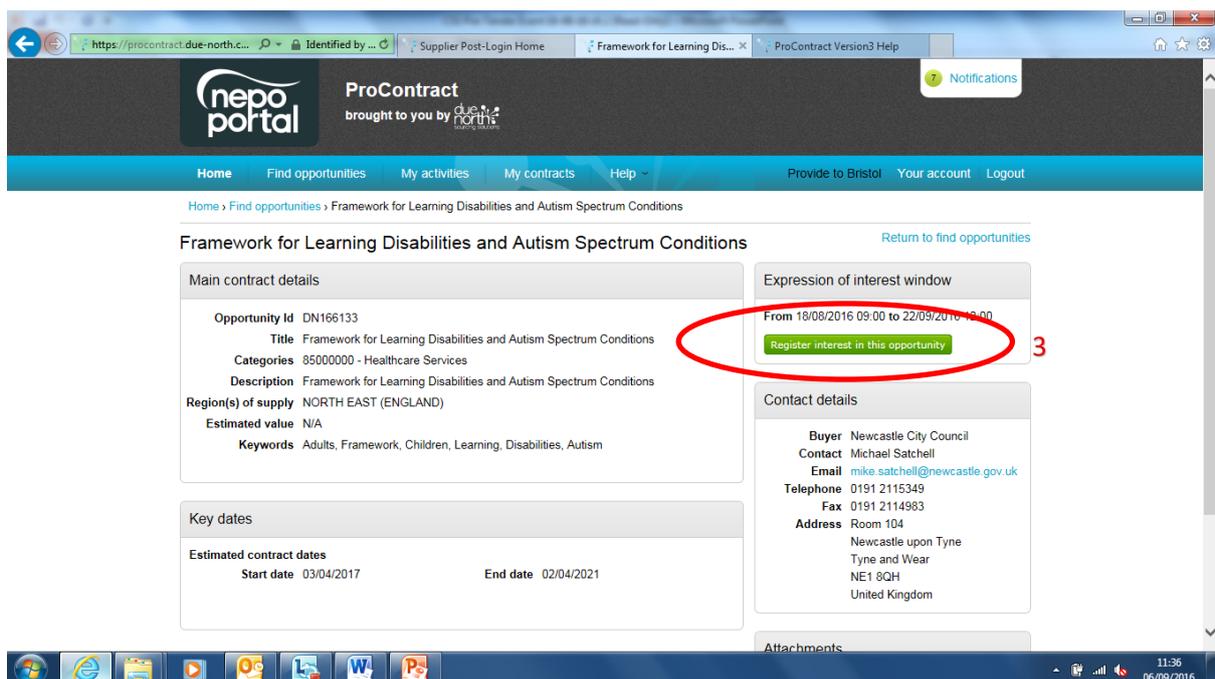
Community Support Services Open Framework – Step by Step Guide to Tendering using ProContract

Step One: Register an interest in the Opportunity

1. Find: CAR Community Support Services Open Framework using the 'Find Opportunities' link at the top of the home page



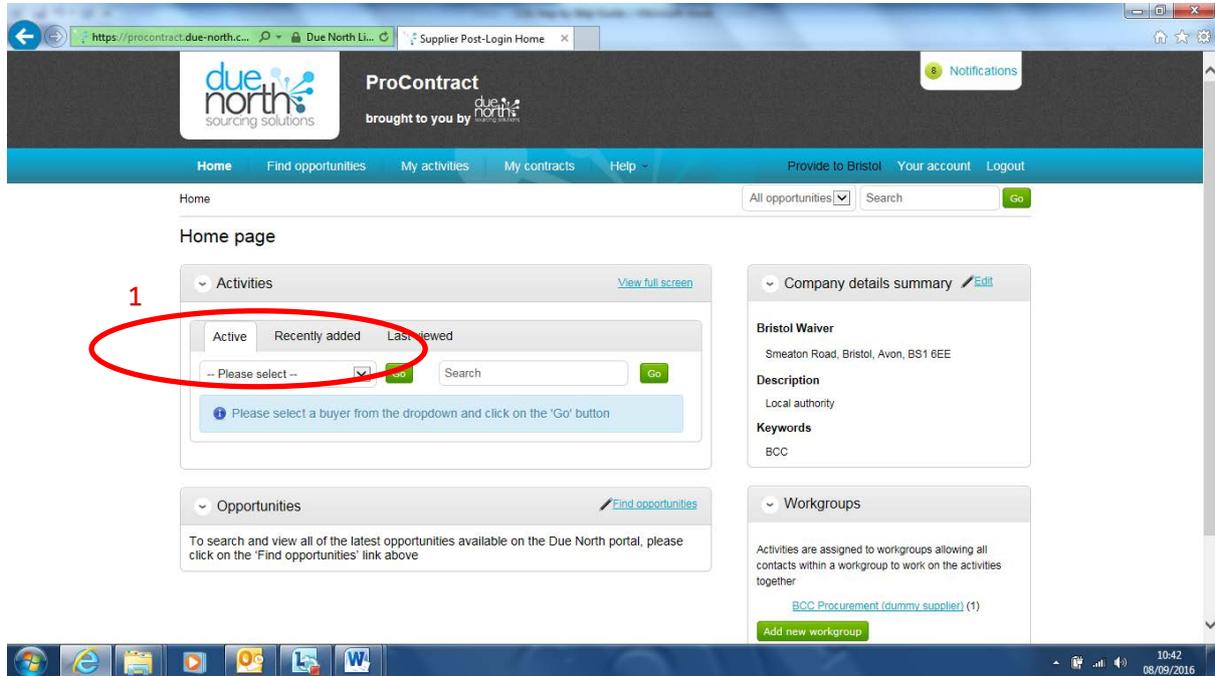
2. Select 'CAR Community Support Services Open Framework'
3. Click on the 'register interest in this opportunity' button



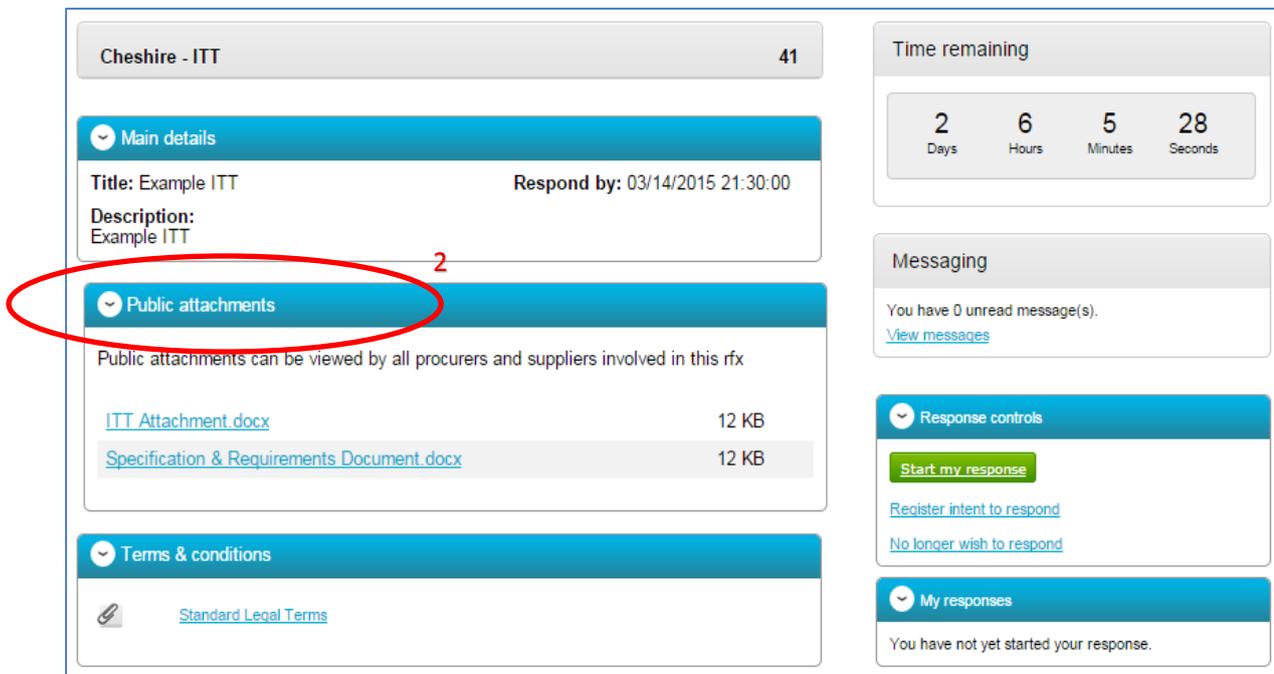
Community Support Services Open Framework – Step by Step Guide to Tendering using ProContract

Step two: access and read tender documentation

1. Go to the Home Page and select the CAR Community Support Services Open Framework from the Activities section. Click on the title of project.



2. All tender documentation will be found in the 'Public Attachments' section.



Community Support Services Open Framework – Step by Step Guide to Tendering using ProContract

Whilst it is important for bidders to read all documentation provided, it is advised that the first documents they read are:

- Commissioning Plan - gives an overview of the commissioning exercise
- Specification - describes the services being commissioned
- Instructions to Tenderers - gives details of the tendering process

Step three: prepare response

There are a number of different parts to the response – see the Instructions to Tenderers document for detail on which parts to complete – this is dependent on which lot(s) you are applying for.

1. Click on ‘Start my Response’ to access the different parts of the response.
2. Refer to the document entitled ‘Tender Questions & Criteria’ for a summary of the questions in Parts C, D, E & F. This details the questions, sub-criteria and weightings of the questions in these parts. This can be used to consider and prepare your responses ‘offline’ before entering them into the system.
3. Click on the ‘edit response’ link to access the questions in each part and to begin preparing responses to questions online.

Your response can be saved at any point, and re-accessed at a later date.

4. Click on ‘answer question’ next to each question to enter your response – use the text box to enter your response.
5. Ensure that your responses in parts C, D, E & F cover the sub-criteria provided for each question. These are detailed under each question and also in the ‘Tender Questions & Criteria’ document.

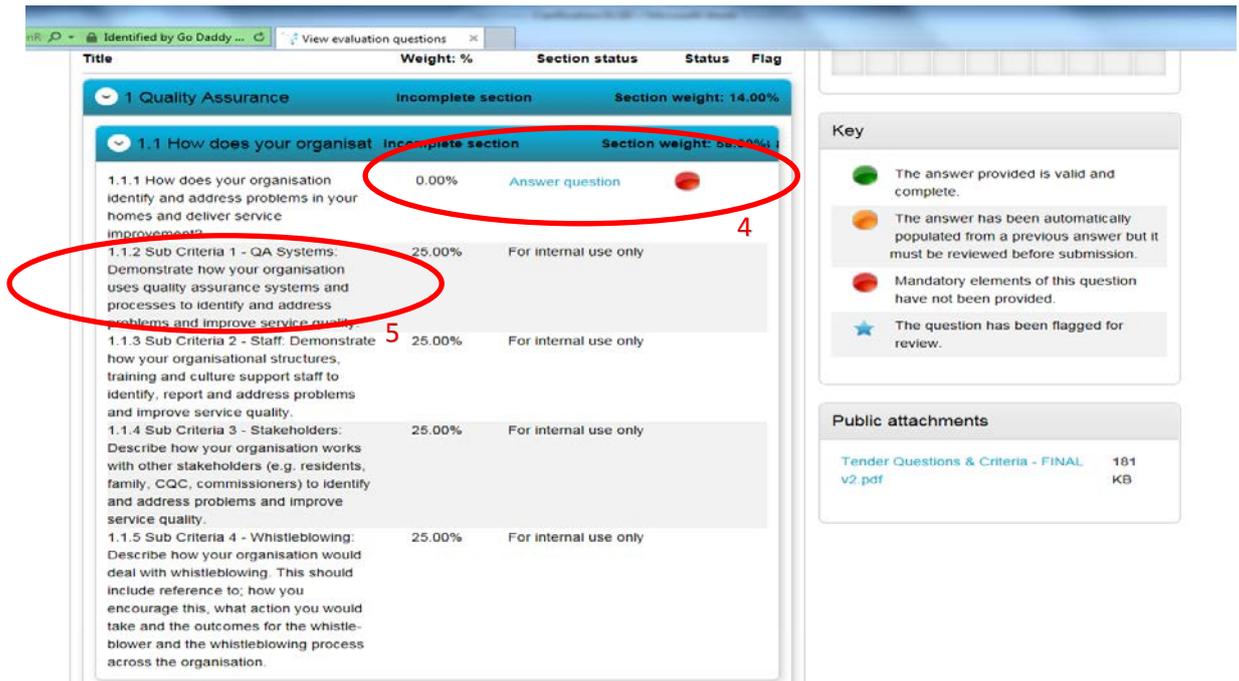
Community Support Services Open Framework – Step by Step Guide to Tendering using ProContract

This screenshot shows the main details of a tendering process. The title is 'Cheshire - ITT' with a value of 41. The response deadline is '03/14/2015 21:30:00'. A timer indicates 2 days, 6 hours, 5 minutes, and 28 seconds remaining. The 'Public attachments' section lists two documents: 'ITT Attachment.docx' (12 KB) and 'Specification & Requirements Document.docx' (12 KB). The 'Terms & conditions' section includes a link to 'Standard Legal Terms'. The 'Response controls' section features a green 'Start my response' button, which is circled in red and labeled with the number '1'. Other options include 'No longer wish to respond' and 'My responses'.

This screenshot displays a table of evaluation criteria question sets. The table has three columns: 'Title', 'Action', and 'Progress'. The 'Part A - Suitability Assessment Questionnaire' row is circled in red and labeled with the number '3'. The 'Action' column contains 'Edit response' links, and the 'Progress' column shows progress bars. The 'Attachments' section below the table is empty, with an 'Add attachment' button. The right sidebar shows 'Response controls' with 'Submit response' and 'Open response wizard' buttons, and a 'Submission checklist' indicating that 'Evaluation criteria/question sets' are not yet completed. The bottom of the page shows the 'due north' logo and the date '15/03/2016'.

Title	Action	Progress
Part A - Suitability Assessment Questionnaire	Edit response	Progress bar
Part B - Service Delivery	Edit response	Progress bar
Part D - Declarations	Edit response	Progress bar
Category Selection Template	Edit response	Progress bar
Part C - Staff (For Nursing Homes only)	Edit response	Progress bar

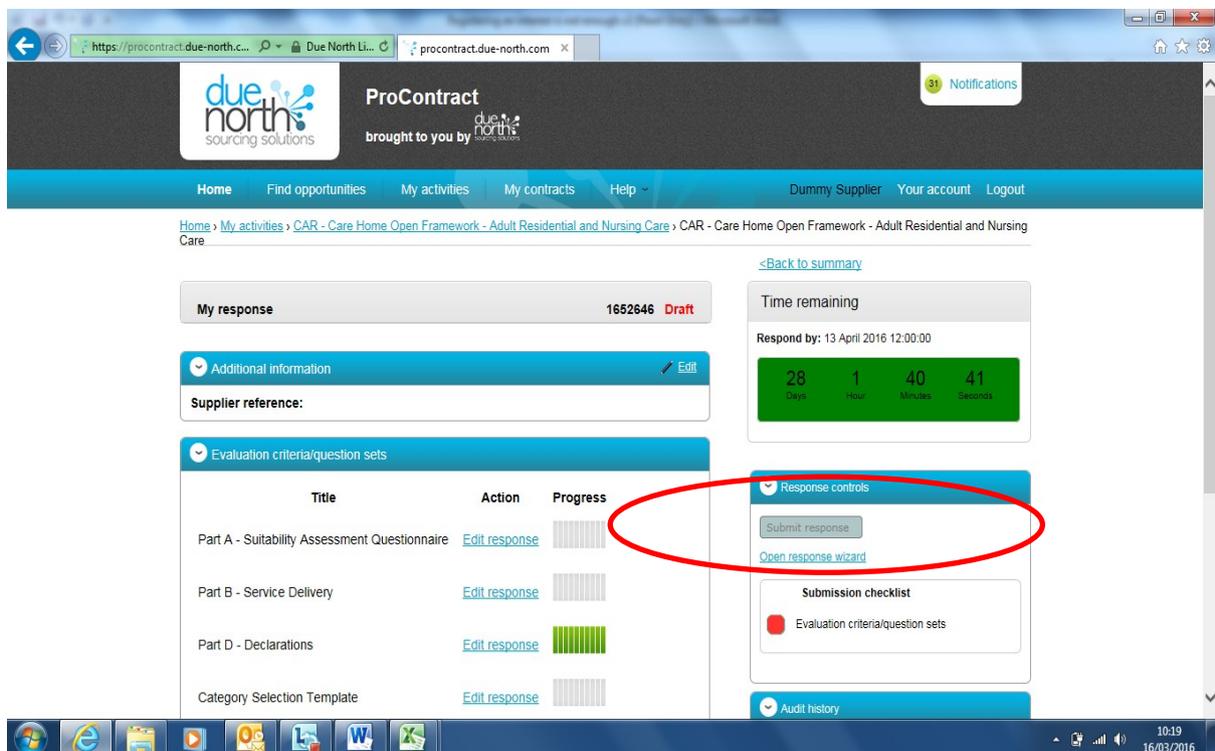
Community Support Services Open Framework – Step by Step Guide to Tendering using ProContract



Step Four: Submit response

Take note of the Time Remaining countdown clock.

When your submission is ready, click on 'Submit Response'



Community Support Services Open Framework – Step by Step Guide to Tendering using ProContract

If you have any clarification questions during the process.....

Submit questions to the Council via ProContract using the messaging function. Responses to questions will be shared with all bidders.

Cheshire - ITT 41

Main details

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

Description: Example ITT

Public attachments

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

[ITT Attachment.docx](#) 12 KB

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

Terms & conditions

[Standard Legal Terms](#)

Time remaining

2 Days 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.

If you have any technical issues using the system please contact ProContract:

- Email: procontractsuppliers@proactis.com
- Tel: 0330 005 0352
- 08:30 - 17:30 Mon – Fri