

# **User Guide: How to Access and Submit a Tender**

Step 1: Log on to the Chest typing the following link into your web browser: www.the-chest.org.uk



proactis		
Register free with ProContract		U Minimum re
Begin your ProContract supplier account registration b Organisation name	filling in a few details below.	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 secto organisations.
Email address 🥪		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 informat Upon submission, your registration application will be reviewed by the ProContract team and you will be sent an email address confirming next steps.
By clicking 'Continue registration', you agree to the Terr Continue registration	ns and Conditions & Privacy policy.	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 of 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 review, and if you wish, express your interest in each of the opportunities.
Already registered? Log in here	Click here to	
	go to the log in	



proactis			
	Log In User Name I Please	Welcome to ProContract Already registered? Simply enter your chosen username and password and click 'Continue'	
	enter your username Password enter your password	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	Insert your username and password that you created when you registered and click
	Forgotten your username or password?	Migrated from ProContract Version 2? If you are currently registered with a ProContract Version 2 procurement portal and the procurement portal has migrated to Version 3 your details have been automatically transferred, however for security and account validation you will be required to reset your password by following the instructions outlined in the following link - First time login following migration	Continue

## Step 4:

ne 🝳 Find opportunities 🕞 My activities 🐟 My contracts 💡 Help		
lome		All opportunities 💙 Search
ome page		
Activities	View full screen	<ul> <li>Company details summary /Edit</li> </ul>
Active Recently added Last viewed		WestmorlandandFurness Council Cumbria House, 107 - 117 Bolchergate, Carlisle, Cumbria, CA1 1RD
		Description
Please select V Go Search Go		Keywords Procurement
Please select a buyer from the dropdown and click on the 'Go' button		
		<ul> <li>Vendor profile</li> </ul>
		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 h
<ul> <li>Opportunities</li> </ul>	Find opportunities	icons.
		Workgroups     Activities are assigned to workgroups allowing all contacts within a workgroup to work on the activities toget     Strategic Commissioning (1)     Add new workgroup
Click on t opportunitie will take you	this find es link, this u to all the portunities	

# Step 5:

ome 🔍 Find opportunities 🗋 My activitie	s 🏀 My contracts 🥐 Help				💴 上 🦪
Home > Find Opportunities			All data	▼ Search	Go
Dpportunities					
Narrow your results	Opportunities				
Portals	1 2 3 4 5 106 Next>				
	Title	ˆ Buyer ≎	Expression Start 0	Expression End ©	Estimated value C
All	Expression of Interest - Inspections and Repairs to Headstones	Rochdale Metropolitan Borough Council	14/02/2024	13/03/2024	N/A
- Workgroups 🕖	"Living my Life" Daytime and Evening Opportunities	Wiltshire Council	06/05/2022	05/05/2026	N/A
[No Selection]	(2018) Invitation to apply for Gateshead Council Mobile Concessions Approved List (Invitation to apply for Gateshead Council Mobile Concessions Ap	pproved List) Gateshead Council	24/05/2018	28/02/2025	N/A
<ul> <li>Categories 0</li> </ul>	(NU/1496) Business Case Development	Newcastle University	02/05/2019	31/05/2024	N/A
There are 0 categories selected	(NU/1589) Newcastle University Marketing Dynamic Purchasing System (DPS)	Newcastle University	07/07/2020	05/08/2025	N/A
<ul> <li>Add UNSPSC categories</li> <li>Add NHS eClass Version 2014 categories</li> </ul>	(NU/1609) Newcastle University Power Electronics Manufacturing Dynamic Purchasing System (DPS)	Newcastle University	11/11/2020	30/12/2024	N/A
Add CPV categories     Add ProClass categories	(NU/1745) General Business Consultancy Services Dynamic Purchasing System (DPS)	Newcastle University	10/03/2022	11/04/2027	N/A
Add Proc HE categories      Regions	(NU/1892) Newcastle University Flexible Power Electronics and Electric Machine Assembly Lines Dynamic Purchasing System (DPS)	Newcastle University	24/02/2023	31/12/2024	<sub>N/A</sub> Тур
There are 0 regions selected	(Trafford, Rochdale, Stockoort & Tameside Councils) Dynamic Purchasing System (DPS) for Home to School Transport including Special Educational Disabilities and Vulnerable Adults Transport	Needs and Trafford Council	22/04/2020	31/08/2024	NA the V
<ul> <li>Keywords</li> </ul>	(UKSPE) People & Skills Employment Careers Support	Cheshire west and Chester Borough Council	05/02/2024	23/02/2024	£120,000.0 here
<ul> <li>Include closed</li> </ul>	2 2 4 5 105 Next>				click Go.th
⊖ Yes					bring
					bhilig
dd/mm/y					the cu
					tenc
Published date     Start date					that r
Start date End date					to the

## Step 6:

ome 🝳 Find opportunities 🕞 My activities 🐇	My contracts ? Help				
Home > Find Opportunities			All data	✓ Pharmacy	
pportunities - Search results					
varrow your results	Opportunities				
- Portals	Title	Buyer C	Expression Start 0	Expression End ©	Estimated value
All	Approved Provider List for Community Pharmacy Public Health Services	Isle of Wight Council	04/05/2018	21/06/2025	N/A
- Organisations	Community Pharmacy Sexual Health Services Dynamic Purchasing System (DPS)	London Borough of Waltham Forest	11/02/2021	31/03/2024	N/A
All	Dynamic Purchasing System (DPS) for Community Pharmacy Services LB. Redbridge	London Borough of Redbridge	18/02/2021	31/03/2024	N/A
Workgroups      INo Selection	Dynamic Purchasing System Invitation to tender for the provision of Community Pharmacy Public Health Services	Westmorland and Furness Council	11/12/2023	31/03/2027	N/A
	Elexible Framework for the Provision of Community Pharmacy Public Health Services	Cumberland Council	08/12/2023	31/03/2027	N/A
<ul> <li>Categories </li> <li>There are 0 categories selected</li> <li>Add UNSPSC categories</li> </ul>	HC0572/HC0573 - GP and Pharmacy commissioned Public Health Services 1st April 2019 - 31st March 2024 (HC0572/HC0573 - GP and Pharmacies Commissioned Public Health Services)	Wiltshire Council	05/10/2018	31/03/2024	N/A
Add NHS eClass Version 2014 categories     Add CPV categories     Add ProClass categories     Add Proclass categories	Provision of Locally Commissioned Community Pharmacy Emergency Hormonal Contraception (EHC) Service	Oldham Council	25/02/2022	31/03/2027	N/A
Add Proc Pic Categories      Regions      There are 0 regions selected      Add new region		<u>ا</u>			
	Look for th	e entry that has	s		
	Westmorland ar	d Eurnese Cou	ncil as		

Home Q Find opportunitie	is 🕞 My activities 🚸 My contracts 💡 Help	
Home > Find opportunities > Dynamic F	Purchasing System Invitation to tender for the provision of Community Pharmacy Public Health	
Dynamic Purc Health	hasing System Invitation to tender for the provision	on of Community Pharmacy Public
Main contract de	tails	Expression of interest registered
Opportunity Id Title	DN703207 Dynamic Purchasing System Invitation to tender for the provision of Community Pharmacy Public Health Services	Date 08/02/2024 16:30:17 Workgroup Strategic Commissioning but this
Categories	33000000-0 - Medical equipments, pharmaceuticals and personal care products	Expression of interest window the c
Description	people of Westmorland & amp; Furness Council in line with the Public Health Outcomes Framework.	From 11/12/2023 16:00 to 31/03/2027 11:00 have
	In support of this, the Council invites Community Pharmacies with premises based in Westmorland and Furness (i.e. Barrow, Eden and South Lakeland) to each for eatry sets a formulation (Formulation ) to each the set of	Register interest in this opportunity
Region(s) of supply	Show more Cumbria	Contact details
Estimated value Keywords	N/A Stop Smoking Support, Pharmacy, Staff Flu Vaccination, Emergency Contraception	Buyer Westmorland and Furness Council Contact Alyson Delin Email <u>Alyson.Delin@westmorlandandfurness.gov.uk</u>
Key dates		Address South Lakeland House Kendal Cumbria
Estimated contract Start date	dates 01/04/2024 End date 31/03/2027	LA9 4DQ United Kingdom
Current Dynamic P	urchasing System (DPS) round information	Attachments
End date	29/02/2024 12:00:00	No attachments

#### Step 8: The email you receive will look like this:

**Click on this** 

link to take you

to the Tender

Procurement Mailbox WAF Mon 2/19/2024 10:14 AM From: ProContract Notifications <procontract-notifications@due-north.com> Sent: Thursday, February 8, 2024 4:32 PM To: Procurement Mailbox WAF <Procurement.Mailbox.WAF@cumbria.gov.uk> Subject: New interest in an Advert Dear Beverley Kent, Thank you for taking interest in the Advert titled: Dynamic Purchasing System Invitation to tender for the provision of Community Pharmacy Public Health Services Your interest has been registered and a new activity and expression of interest event has been added to your account. You can view the dashboard for this activity by clicking on the following link:https://procontract.due-north.com/SupplierPostLoginHome/ActivityDashboard?projectId=d05ec87d-3a98-ee11-8125-005056b64545 If you progress through to the next stage you will receive separate notifications for each and new events will be added to your activity dashboard e.g. Invitations to tender Notification origin:-Project ID: DN703207 Project title: Dynamic Purchasing System Invitation to tender for the provision of Community Pharmacy Public Health Services Organisation: Westmorland and Furness Council Portal: The Chest To view this information please login using the username linked to this activity: procurement.mailbox.WAF@cumbria.gov.uk If you do not remember your password for this account, please visit the following link where you can request a password reset: https://procontract.duenorth.com/Login/ForgottenCredentials

## Step 9:

tivity : Dynamic Purchasing System Invitation to tender for the provision of Community Ph	narmacy Public Health Services		Vestmorland
Dynamic Purchasing System Expression of interest accepted	Hide details   Open	Archive this activity	a rurness Council
Invitation to tender for the provision		Messages (4)	
of Community Pharmacy Public		You have received 4 message(	s) of which 4 are unread
Health Services		View all   View unread	,
Interest start date: 11/12/2023 16:00			
Interest end date 31/03/2027 11:00		Audit history	
Expressed interest on 08/02/2024 16:30		View audit history	
Dynamic Purchasing System Draft with previous submission	View details   Open		
Invitation to tender for the provision	<b>•</b>		
of Community Pharmacy Public	1		
Health Services - Acceptance round			
2			

#### **Step 10:**



Please read all the documents listed. We require you to complete and return:

- Schedule 4 Pharmacy Framework
   Service Questionnaire; and
- Schedules 7 and 8 which can be found in Pharmacy Framework ITT amended 120124.

These documents will require downloading and saving so that you can upload them as attachments once completed.

> Once you are happy to proceed with your tender submission, you can click on view draft response to begin your tender submission.

#### **Step 11:**

e) My activities > Dynamic Purchasing System Invitation to tend	er for the provision of Community Pharmacy Public Hea	alth Services > Dynamic Purch	asing System Invitation	to tender for the provision of Co	mmunity Pharmacy Public Health Services	• • • • • • • • • • • • • • • • • • •
						Take a tour
Response information					Deadline & time remaining @	
Supplier: WestmorlandandFurness Council	Company reg nur	mber: None			A response to this activity can be sul	bmitted no later than
Workgroup: Strategic Commissioning	Company add	Iress: Cumbria House, 107 - 1 Carlisle	1/ Botchergate		29th February 2024 at 1	12:00 PM 💿
workgroup contacts: Beverley Kent		United Kingdom			Time remaining	0
Activity Id: Div/05207	We	bsite: None				
Response Id. Ror41145					1 3 Week Days	1 Hour
Additional information 🥹				/ Edit	Neek Days	, nou
Supplier reference, response information & additional common						
ou have acknowledged that you do not want to include a reference	of your own, further response information or additional com	ments as part of your response			Your response 🥑	Response history
					What happened to my previous sub-	mission?
Question sets (1) 🥹					Rest assured your response (Version 14/02/2024 11:26) is still submitted ag	<u>1</u> - submitted ainst this activity and
Title	Summary		Progress	Action	will remain so until you have submitted	Version 2 to replace it.
Community Pharmacy Public Health Services	Mandatory question set of 28 questions of which 28 are	e mandatory		Edit	The checklist below shows the current response to this activity	Version 2 status of your
				- 044	This is your response submission	progress checklist:
Response documentation, mes & links (2)					So far you have	9/02/2024 10:16)
Title	Туре	Size			Stand to draft your response	to this activity
Pharmacy Framework ITT amended 120124	docx	236 KB	8		Completed the automal infor	rmation section
Schedule 4 Pharmacy Framework Service Questionnaire	docx	/1 KB	89		Completed mandatory question	
					Before you can submit your respo	nse you need to
erms & conditions (2) 🥹		Accept terms	& conditions 🛛 🗱 🛽	Decline terms & conditions	Submit your response (Versic	on 2)
Title		<b>P</b>				
2024 Pharmacy Framework Amended Contract					Options currently available to you a	re
2024 Pharmacy Call Off Terms and Conitions					Opt out	
					Audit history	
	YOU W	/ill need to				
	accept t	he Terms and	k			
	Conditio	ns by clickin	a			
	Contantio					

The Orange area will originally be white. To complete these mandatory questions, click on edit and work through answering all the questions. Please see **Step 12** 

Click here to add your saved documents, which will be:

- Schedule 4 Pharmacy Framework
   Service Questionnaire
- Pharmacy Framework ITT amended 120124, which has Schedule 7 and Schedule 8 completed.

## **Step 12:**

Questions		Progress (100%)
Title	Section status Status Flag	
○ Part 1 - Section 1: Your Information	Complete section	
Section 1 - question1.1 (a-m)	Complete section	Кеу
		The answer provided is valid and complete
> Part 2 - Section 2: Grounds for mandatory	y exclusion Complete section	The answer has been automatically populated from a previous answer but it mu be reviewed before submission.
Section 3 - Mandatory and discretionary o	grounds rela Complete section es	<ul> <li>Mandatory elements of this question have not been provided.</li> </ul>
Section 4 - Gounds for Discretionary Excl	usion Complete section	★ The question has been flagged for review.
➢ Part 3 - Selection Questions	Complete section	Public attachments
Section 7 - Additional Questions includir	ng Project S Complete section	No attachments
7.1 Insurance	Answer question	
7.2 Data Protection	Answer question	
7.5 Regulation 113	Answer question	
7.7 (c) Carbon Reduction	Answer question	
7.10 Tackling Modern Slavery in Supply Chains	Answer question	
Back	Once you ha the above qu	ave answered all Jestions, and the has turned orange

**Step 13:** Once you have uploaded all your documents, answered the evaluation questions and accepted the Terms and Conditions, this is what your screen should look like:

roactis						
Home Q Find opportunities 🕞 My activities 🔅 My	contracts ? Help				2 <sup>9</sup> 🕹	-10
me > My activities > Dynamic Purchasing System Invitation to ten	der for the provision of Community Pharmacy Public Health Servic	ces > Dynamic Pure	chasing System Invi	itation to tender for the provision of C	Community Pharmacy Public Health Services	-
Your response summary				<back summary<="" td="" to=""><td>Take a tou</td><td>ır</td></back>	Take a tou	ır
Response information 🥑					Deadline & time remaining 😡	1
Supplier:     WestmorlandandFurness Council       Workgroup:     Strategic Commissioning       Workgroup contacts:     Beverley Kent       Activity id:     DN703207       Response id:     R6747743	Company reg number: No Company address: Cr Cr Cr Ur Vr Website: No	one umbria House, 107 - artisle umbria umbria At 1RD one	- 117 Botchergate		A response to this activity can be submitted no later than 29th February 2024 at 12:00 PM Time remaining 1 3 1 Week Days Hour	
Additional information 🥹				/ Edit		
Supplier reference, response information & additional commen You have acknowledged that you do not want to include a reference	ts: of your own, further response information or additional comments as p	part of your respons	e		Your response 🧿 Response history	
Question sets (1) 0					What happened to my previous submission? Rest assured your response ( <u>Version 1</u> - submitted (M00004 11-05) is cell astronomized bio activity and	
Title	Summary		Progress	Action	will remain so until you have submitted Version 2 to replace it.	
Community Pharmacy Public Health Services	Mandatory question set of 28 questions of which 28 are mandate	огу		<u>Edit</u>	What should I do now? The checklist below shows the current Version 2 status of your response to this activity	
Response documentation, files & links (2) 💿				+ Add	This is your response submission progress checklist: So far you have	
Title	Туре	Size			Indicated intent to respond (19/02/2024 10:19)	
Pharmacy Framework ITT amended 120124	docx	236 KB	8		Completed the additional information section	
Schedule 4 Pharmacy Framework Service Questionnaire	docx	71 KB	8		Completed mandatory question sets	
Terms & conditions (2) 💿				Ecline terms & conditions	Accepted terms & conditions fully or in part     Almost done, all you need to do now is     Submit your response (Version 2)	Once you are happy tha
View       View         View       2024 Pharmacy Framework Amended Contract         View       2024 Pharmacy Call Off Terms and Conitions	✔ You have acknowledged your acceptance of the listed terms	& conditions			Options currently available to you are Submit amended response	attached all the required documents, you can click on the submit
					View audit history	response button.
					view audit history	

Step 14: Clicking on the Submit response button will generate the following message, just click on



#### **Step 15:**

Your submission is now complete, this is acknowledged in the orange writing, giving you the date you submitted your tender.

e > My. activities > Dynamic Purchasing System Invitation to tender fo	or the provision of Community Pharmacy Public Health Se			
our response summary - Submitted - 19th Fe	bruary 2024 at 10:21 AM	vices > Dynamic Purchasing System Invitation to tend	fer for the provision of Co	ommunity Pharmacy Public Health Services ≤Back I ⊚ Take
Response information @				Deadline & time remaining
Supplier: WestmoutandandFurness Council Workgroup: Strategic Commissioning Workgroup contacts: Beaveling Kent Activity Id: DN/73207 Response Id: R5/47/43	Company reg number: Company address: Website:	None Cumbria House, 107 - 117 Botchergate Cumbria United Kingdom CA1 IRD None		A response to this activity can be submitted no later the 29th February 2024 at 12:00 PM • Time remaining • 1 3 1 Weak Days Hour
uppier reference, response information & additional comments: ou have acknowledged that you do not want to include a reference of yo Question sets (1) @	our own, further response information or additional comments .	as part of your response		
Title Community. Pharmacy. Public Health Services	Summary Mandatory question set of 28 questions of which 28 are manc	Progress	Action View question set	
Response documentation, files & links (2) 😡				
Title           Pharmacy Framework ITT amended 120124           Schedule 4 Pharmacy Framework Service Questionnaire	Type docx docx	Size 236 KB 71 KB		
¢				

Yes, I am sure



15

My activities > Dynamic Purchasing System Invitation to tend	er for the provision of Community Pharmacy Public Health Servic	<u>es</u> • Dynamic Purchasing Sy	stem Invitation to tender for the provision of C	ommunity Pharmacy Public Health Services
ur response summary			<back summary<="" th="" to=""><th>Take a tour</th></back>	Take a tour
esponse information 0				Deadline & time remaining @
Supplier: WestmorlandandFurness Council Workgroup: Strategic Commissioning Workgroup contacts: Beverley Kent Activity id: DN703207 Response id: B6755570	Company reg number: No Company address: Cr Cr Cr Ur Ur Cr Website: No	ine Imbria House, 107 - 117 Botch Imbria Iited Kingdom I 1 RD ne	ergate	A response to this activity can be submitted no later than 29th February 2024 at 12:00 PM © Time remaining ©
Iditional information 🥥			✓ Edit	1 3 1 Week Days Hour
Justion sets (1) @ Title Community Pharmacy Public Health Services	Summary Mandatory question set of 28 questions of which 28 are mandato	Prog	ress Action	What happened to my previous submitted 1900/2024 10:21 ) is additional sound in the additional sound in the 1900/2024 10:21 ) is additional sound in the additional sound is a sound will remain so until you have submitted Version 3 to replace it.           What should I do now?           The checklist below shows the current Version 3 status of your response to this activity
esponse documentation, files & links (2) 🥥			🕂 Add	This is your response submission progress checklist: So far you have
Title           Pharmacy Framework ITT amended 120124           Schedule 4 Pharmacy Framework Service Questionnaire	Туре docx docx	Size 236 KB 3 71 KB 8		Indicated intent to respond (19/02/2024 10:21) Started to draft your response to this activity Completed the additional information secon Completed mandatory question sets Accented terms & conditions fully who part
rms & conditions (2) 💿			Ecline terms & conditions	Almost done, all you need to do nor is Submit your response (Version 3)
Title 2024 Pharmacy Framework Amended Contract 2024 Pharmacy Call Off Terms and Conitions	Vou have acknowledged your acceptance of the listed terms	& conditions		Options currently available yob are Submit amended response Opt out
				Audit history
				View audit history

If you have any technical issues with the Chest portal please contact Proactis at **suppliersupport@proactisservicedesk.com**, they will be able to assist for any other queries please email Alyson Delin at **alyson.delin@westmorlandandfurness.gov.uk** 

The Change response button will take you back to this page to allow amendments to be made. Once you are happy and you want to resubmit just click on the Submit amended response button to ensure your Tender submission is updated.