

JAGGAER Commercial System

DPS Supplier Registration Guidance

December 2020

Contents

1.	Introduction.....	3
2.	How to register as a supplier	3
2.1	How to access to Supplier Registration page	3
2.2	Registration Data	4
3.	Logging into Jaggaer and responding to the SSQ	7
3.1	Log into Jaggaer	7
3.2	Navigating to the SSQ	8
3.3	Expressing an interest in responding to the SSQ	9
3.4	Creating a response to the SSQ	10
3.5	Editing a submitted response.....	15

1. Introduction

This document will take the user through the steps required to register as a supplier and identify the correct options to ensure you are considered for ECSC DPS opportunities

2. How to register as a supplier

2.1 How to access the Supplier Registration page

1. Navigate to the Jaggaer log in page

Click the 'Click here to register!' button

The screenshot shows the Department for Education eTendering Portal. On the left, there is a navigation menu with links to 'Procurement at DfE', 'Crown Commercial Service', 'Contracts Finder', and 'Tenders Electronic Daily (TED)'. The main content area is titled 'Welcome to the DfE eTendering Portal' and contains a description of the portal's purpose. A button labeled 'Click here to register!' is circled in red, with a link below it that says 'Click here for details on how to register'. On the right, there is a 'Login' section with fields for 'username' and 'password', and an 'Enter' button. Below the login section is a link that says 'I cannot access my account'. At the bottom right, there is a 'Need assistance?' section with contact information for the eTendering helpdesk, including phone numbers and an email address.

Department for Education

Procurement at DfE

Crown Commercial Service

Contracts Finder

Tenders Electronic Daily (TED)

Welcome to the DfE eTendering Portal

This website provides a suite of collaborative, web-based tools that enable procurement professionals and suppliers to conduct the strategic activities of the procurement lifecycle over the internet.

It provides a simple, secure and efficient means for managing tendering activities reducing the time and effort required for both buyers and suppliers.

[Click here to register!](#)

[Click here for details on how to register](#)

Opportunities and notices

[View Opportunities](#)

Login

username

password

Enter

[I cannot access my account](#)

Need assistance?

Please contact our eTendering helpdesk:

Phone:
0800 069 8630
+44 203 608 4013

E-mail:
help_UK@jaggaer.com

[Contact us](#)

2.2 Registration Data

To register as a supplier on Jaggaer it is necessary to complete the information in the three tabs shown below:

'Registration data', 'Basic Profile Forms', 'My Category Selection'

1. Registration Data tab

The mandatory fields should be completed for 'Organisational Details' and 'User Details'. Once satisfied with your answers click the 'Save' button.

Registration Data

Registration Data

Basic Profile Forms

My Category Selection

Registration Confirmation

Save

Close

Organisation Details

High Contrast Stylesheet

Switch to Accessible Controls

Reset

Organisation Details

* Organisation Name

* Country

* Address line 1

* City

* State/County

* Postal Code

UK Provider Reference Number (UKPRN)

* Main Organisation Phone Number

User Details

Title

* First Name

* Last Name

* Telephone

Mobile

(please enter "+" "country code" and "your mobile phone number" with no spaces)

* Email

IMPORTANT: This email address will be used for access to the site and for all communications. Please ensure you enter the address correctly. Please use ";" (semicolon) to separate multiple addresses.

* Username

(please make note of your username and do not forget)

* Preferred Language

English (UK)

* Time Zone

(GMT 0:00) Western Europe Time, London, Lisbon

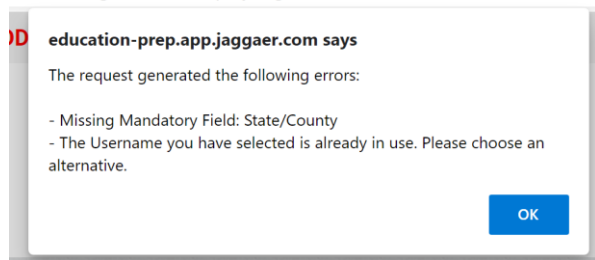
Use High Contrast Stylesheet

(for visually impaired users)

No

If any mandatory fields have been missed there will be a pop-up message stating the error. Revisit the answers and check for blank answers in the form, then click save when completed.

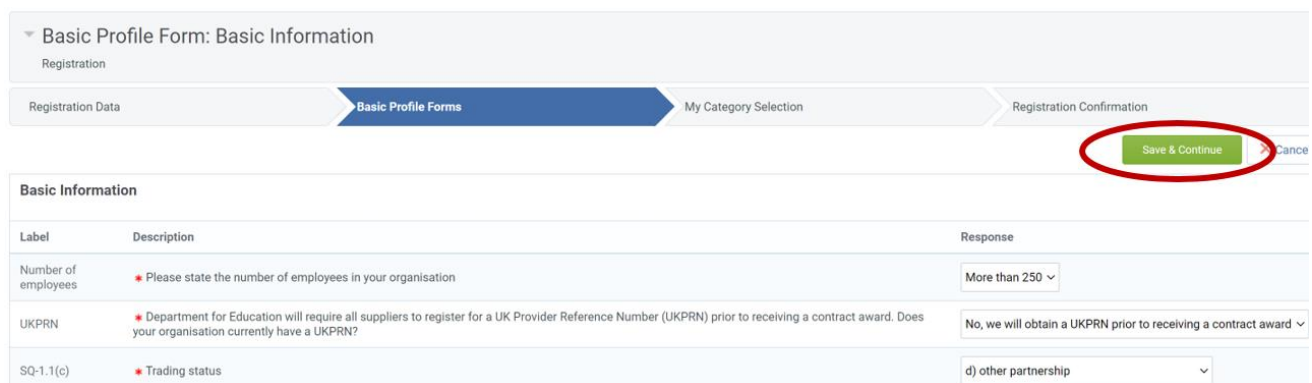
/toolkit/registration/displayRegistration.sis:isUnimodification=true&



2. Basic Profile Forms

There are 3 mandatory questions to answer in the 'Basic Profile Forms'.

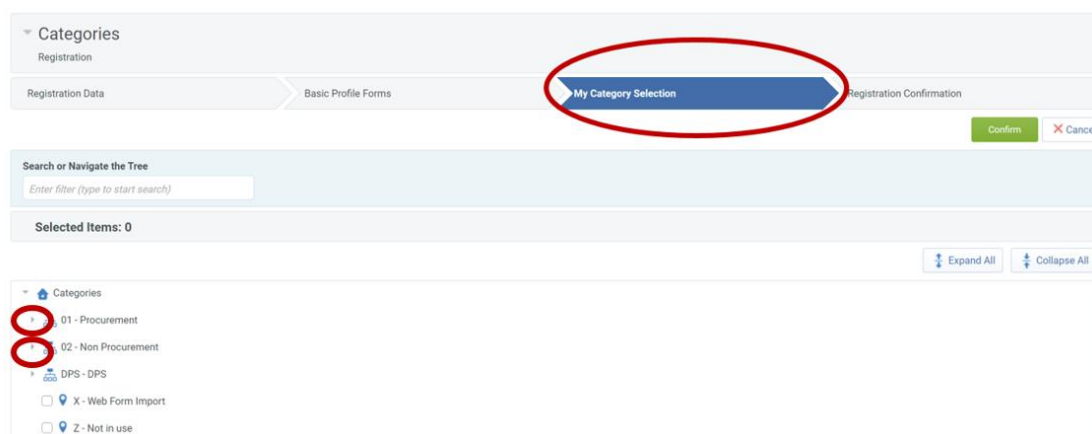
Once complete click the 'Save & Continue' button.



Label	Description	Response
Number of employees	* Please state the number of employees in your organisation	More than 250 ▾
UKPRN	* Department for Education will require all suppliers to register for a UK Provider Reference Number (UKPRN) prior to receiving a contract award. Does your organisation currently have a UKPRN?	No, we will obtain a UKPRN prior to receiving a contract award ▾
SQ-1.1(c)	* Trading status	d) other partnership ▾

3. My Category Selection

You will receive alerts to any open opportunities published by the DfE that align to categories you have selected. Please add categories to your profile that describe the services your organisation delivers.



Search or Navigate the Tree

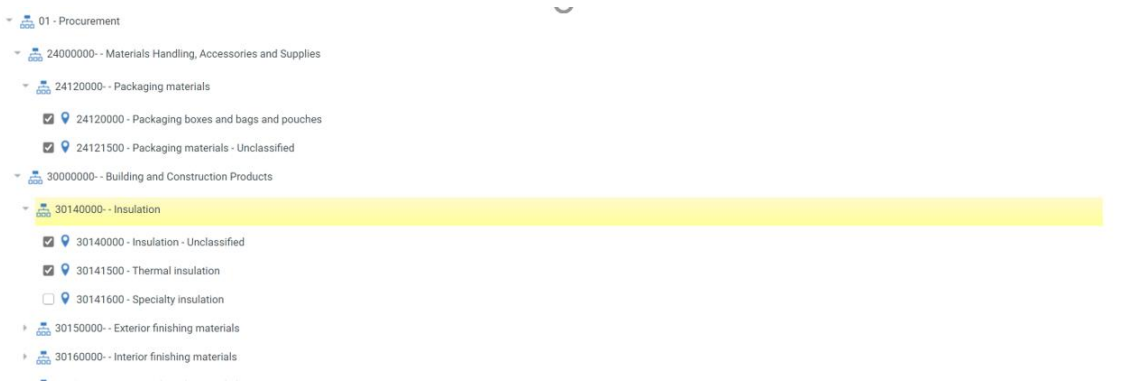
Enter filter (type to start search)

Selected Items: 0

Expand All Collapse All

- Categories
 - 01 - Procurement
 - 02 - Non Procurement
 - DPS - DPS
 - X - Web Form Import
 - Z - Not in use

An example of the drop-down menu when opened is shown below:



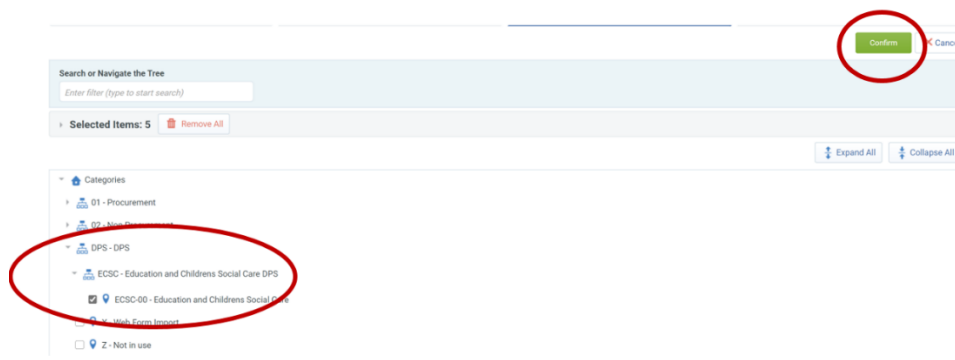
4. Select 'ECSC – Education and Children's Social Care DPS' 'ECSC-00 Category'



PLEASE NOTE: When registering on Jaggaer and responding to the Education and Children's Social Care DPS it is vital that you add the "ECSC-00" Category to your profile. If you do not do this then your application to the DPS will not be considered.

In the category tree, click "DPS – DPS" --> "ECSC – Education and Children's Social Care DPS"

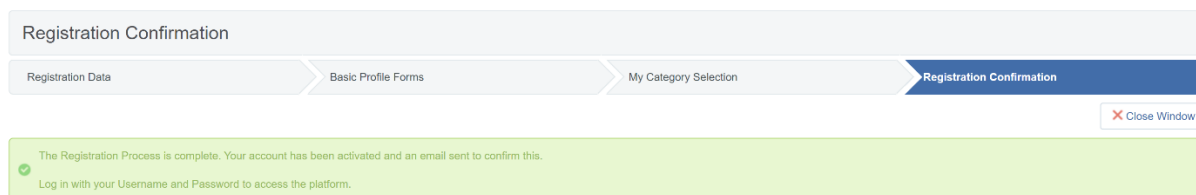
Tick the box "ECSC – 00 Education and Children's Social Care DPS"



Once this is completed, click confirm.

5. Registration Complete

Once all the information is complete, the final tab is 'Registration Confirmation'. You will receive an email with your username and password, which you can use to log into Jaggaer to complete your DPS application.



3. Logging into Jaggaer and responding to the SSQ

3.1 Log into Jaggaer

1. Navigate to the Jaggaer log in page.

Enter your login details which were provided in an automated email when you have registered

Procurement at DfE

Crown Commercial Service

Contracts Finder

Tenders Electronic Daily (TED)

Welcome to the DfE eTendering Portal

This website provides a suite of collaborative, web-based tools that enable procurement professionals and suppliers to conduct the strategic activities of the procurement lifecycle over the internet.

It provides a simple, secure and efficient means for managing tendering activities reducing the time and effort required for both buyers and suppliers.

[Click here to register!](#)

[Click here for details on how to register](#)

Opportunities and notices

[View Opportunities](#)

Login

hannahsupplier1

Enter

[I cannot access my account](#)

Need assistance?

Please contact our eTendering helpdesk:

Phone:
0800 069 8630
+44 203 608 4013

E-mail:
help_UK@jaggaer.com

[Contact us](#)

2. Read and Accept the User Agreement

Click 'I agree' or 'I do not agree', then click 'Next'

USER AGREEMENT

1. Introduction

1.1. This User Agreement between Department for Education eSourcing Portal (the Buyer) and the Supplier governs the access and use of the eSourcing System (the System) by the Supplier to respond to an invitation from the Buyer to participate in a procurement exercise.

1.2. A procurement exercise may include a Pre-Qualification Questionnaire (PQQ), a Request for Information (RFI), an Invitation to Tender (ITT), an Invitation to Negotiate (ITN), an Invitation to Participate in Dialogue (ITPD), an Invitation to Submit Final Offer (ITSFO), Invitation to Submit Final Tender (ITSFT), a Best And Final Offer (BAFO), a Request for Proposal (RFP), a Request for Quotation (RFQ); an electronic Auction or an electronic Contract. This above list of individual procurement exercise processes is indicative and a non-exhaustive representation of commonly used terminology. Buyer Organisations may have their own, unique terminology to be applied on a case by case basis.

1.3. The System is provided by BravoSolution UK Ltd and operated by the Buyer. This User Agreement applies to the Supplier's and its Supplier Users' access to and use of the System. The Supplier acknowledges that by a Supplier User accessing the System using the user ID and password provided by, or on behalf of the Buyer, the Supplier agrees to be bound by this User Agreement.

1.4. The Supplier shall only use the System to respond to an invitation to participate in a procurement exercise in accordance with this User Agreement and any further rules expressed and presented in the System. In the event that there is any conflict between this User Agreement and any such further rules, then the provisions of such further rules shall take precedence over this User Agreement.

2. Access

2.1. The Buyer grants to the Supplier, free of charge, access to the System by Supplier Users for the purpose of responding to any invitation to participate in a procurement exercise, subject to this User Agreement.

2.2. The Buyer may immediately deny access to the System by the Supplier and/or one or more Supplier Users by giving notice in writing to the Supplier if any of the following events occur:

2.2.1. The Supplier commits a material breach of any of its obligations under this User Agreement; and

2.2.2. The Supplier fails to remedy, or persists in, any breach of any of its obligations under this User Agreement after having been notified in writing to remedy or desist such breach within a period of ten (10) Working Days.

2.3. Without prejudice to any of the Buyer's other rights, the Buyer reserves the right to suspend access to the System without notice for technical or legal reasons.

I have read and agree to the eSourcing Service User Agreement

☒ I agree ☐ I do not agree

Next

3. You will be asked to create a new password for your account

Enter the password you wish to chose twice and click 'Submit'

Specify a new Password in order to proceed

For security reasons you are required to change your Password.

⚠ Your new password must be at least 8 characters long.

Please enter a new Password in the fields below and click "Submit" to continue.

Passwords must contain at least 8 characters
Password must be different from login
New password must be different from the previous 3 passwords
Passwords must contain both letters and numbers

New Password (min 8 characters)

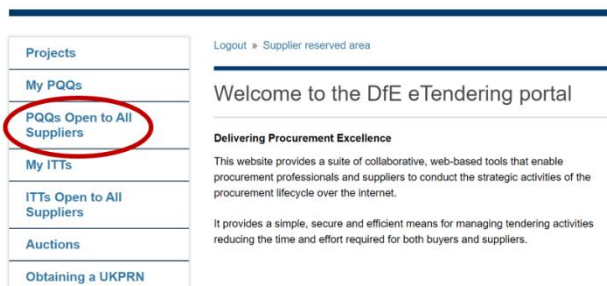
Confirm Password

Submit

Cancel

3.2 Navigating to the SSQ

1. Click on 'PQs Open to All Suppliers' in the left-hand menu



2. Select the relevant SSQ title

You can see in the field 'Time Limit for Expressing Interest' how much time you have to respond.

My SSQs SSQs Open to All Suppliers

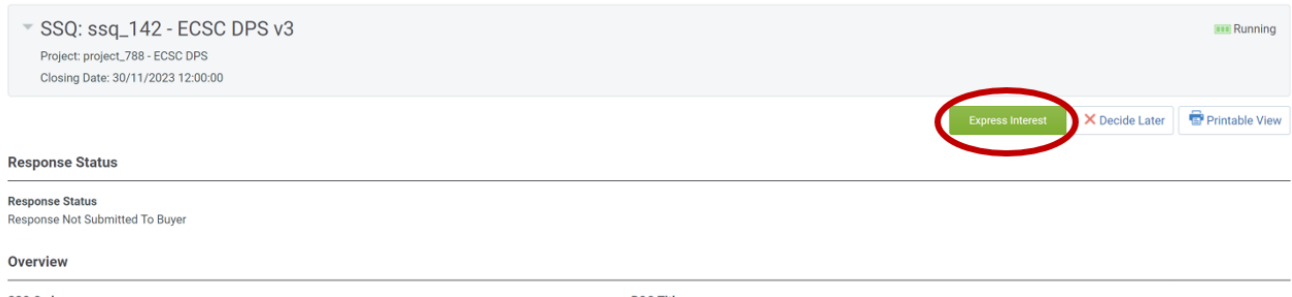
Enter Filter (type to start search)

PQQ Code	SSQ Title	Project Code	Time Limit for Expressing Interest	SSQ Status	Buyer Organisation
ssq_142	ECSC DPS v3	project_788	30/11/2023 12:00	Running	Department for Education
Total 1				25 elements	Page 1 of 1

3.3 Expressing an interest in responding to the SSQ

1. If the SSQ is of interest to you, click 'Express Interest'

There is also the option to 'Decide Later'



The screenshot shows a card for an SSQ titled "SSQ: ssq_142 - ECSC DPS v3". Below the title, it says "Project: project_788 - ECSC DPS" and "Closing Date: 30/11/2023 12:00:00". In the top right corner, there is a green status indicator that says "Running". At the bottom right of the card, there are three buttons: "Express Interest" (highlighted with a red circle), "Decide Later" (with a red 'X' icon), and "Printable View" (with a printer icon). Below the card, there are sections for "Response Status" (showing "Response Not Submitted To Buyer") and "Overview".

2. You will see the following pop-up box, if you wish to proceed with completing the form then click 'OK'

education-prep.app.jaggaer.com says

Please click OK to Express Interest in this SSQ.
The SSQ will move to your "My SSQs" area, and you will have the option to view all SSQ Details, download Buyer Attachments, send and receive Messages with the Buyer, and submit your Response.



The screenshot shows a small dialog box with two buttons: "OK" (highlighted with a red circle) and "Cancel".

3. You will then see the following pop-up providing information on what to do next.

education-prep.app.jaggaer.com says

- You have now Expressed Interest and invited yourself to participate in this SSQ. This enables you to download any Buyer Attachments, send and receive Messages with the Buyer, and respond to the SSQ.

Please select 'My Response' followed by 'Create Response' in order to start your response and then submit your completed response to the Buyer.

IMPORTANT: Please ensure that you submit your response to the Buyer before the stated Closing Date & Time.

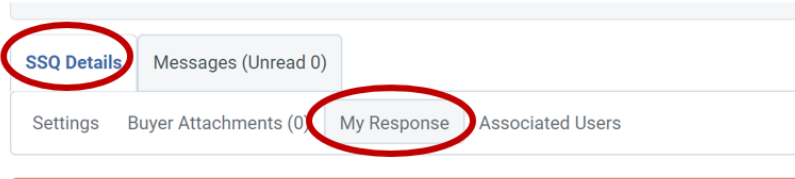


The screenshot shows a small dialog box with one button: "OK" (highlighted with a red circle).

3.4 Creating a response to the SSQ

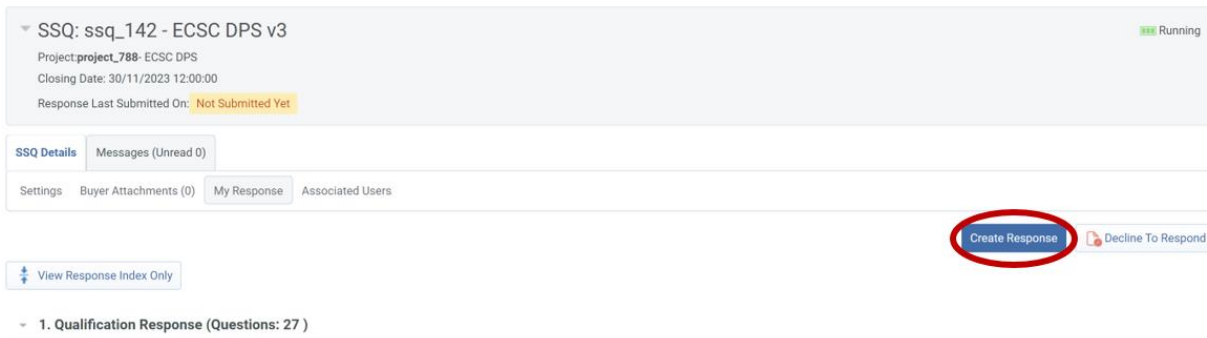
1. Click the tab 'SSQ Details', then 'My Response'

If there are attachments to the SSQ you can download these from the 'Buyer Attachments Tab'



2. Click on the 'Create Response' button

If you change your mind and no longer wish to respond, click 'Decline to Respond'



3. You will see the following pop-up message confirming you have started to create a response and giving some instructions on how to proceed

education-prep.app.jaggaer.com says

- You have now started to create your response.

Next, click the "Edit Response" buttons to access the Questionnaire and complete your response.

Complete your response by answering all mandatory fields (marked with an asterisk *).

Finally, you must click the "Submit Response" button in order to submit your completed response to the buyer.



4. Click 'Edit Response' to begin the process of completing the questionnaire.

SSQ Details Messages (Unread 0)

Settings Buyer Attachments (0) My Response Associated Users

⚠ Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'

Submit Response Online Questionnaire in Excel

My Response Summary

1. Qualification Response Missing mandatory responses (27)

View Response Index Only

1. Qualification Response (Questions: 27)

Edit Response

5. Use the drop-down list to answer 'Yes' or 'No' to Section 1.1 'Terms and Conditions of the DPS'

1. Qualification Response (Questions: 27)

1.1 Terms and Conditions of the DPS - Section of eVM Questions:
IMPORTANT: This Section contains Questions you may have already answered in your Organisation Profile, the answers to those questions will be used to pre-populate your response. You may change these answers so they differ from those saved in your Organisation Profile and save new answers on your response. These answers will be applied back to your Organisation Profile when the PQQ/ITT is evaluated by the Buyer. You may also supply different answers to these Questions in other PQQs/ITTs. In this case the response saved to your Organisation Profile will always be the response which was most recently evaluated by the Buyer.

Note	Note Details
1.1.1 Terms and Conditions	These terms and conditions only apply to suppliers wishing to join the Dynamic Purchasing System for the provision of Education & Children's Social Care (ECSC) services. Both sets of Terms & Conditions can be downloaded within the 'Attachments' tab of this SSQ. Please retain a copy of these for your records as will form a basis or any subsequent call-off arrangements. Failure to accept these terms will lead to the rejection of your application to join the framework.

Question	Description	Response
1.1.2 ECSC DPS Declarations 1.01	Do you accept the terms on the membership agreement for the Education and Social Care DPS?	Yes ▾
1.1.3 ECSC DPS Declarations 1.02	Do you accept the standard terms & conditions for the supply of services through the Education and Social Care DPS?	Yes ▾

6. Use the drop-down list to answer 'Yes' or 'No' to Section 1.2 'Declarations'

1.2 Declarations - Section of eVM Questions:
IMPORTANT: This Section contains Questions you may have already answered in your Organisation Profile, the answers to those questions will be used to pre-populate your response. You may change these answers so they differ from those saved in your Organisation Profile and save new answers on your response. These answers will be applied back to your Organisation Profile when the PQQ/ITT is evaluated by the Buyer. You may also supply different answers to these Questions in other PQQs/ITTs. In this case the response saved to your Organisation Profile will always be the response which was most recently evaluated by the Buyer.

Question	Description	Response
1.2.1 ECSC DPS Declarations 2.01	I declare that I am not excluded from membership on the basis of the rejection grounds detailed in the document attached.	Yes ▾
1.2.2 ECSC DPS Declarations 2.02	I declare that in relation to IR35 tax considerations, I am compliant and will provide the necessary evidence when required.	Yes ▾
1.2.3 ECSC DPS Declarations 2.03	I understand that the required professional skills, as per the relevant category, will be assessed at competition stage and I am able to provide evidence to support this.	Yes ▾

7. Use the drop-down list to answer 'Yes' or 'No' to the skills listed in Section 1.3 'Skill Selections'. Provided your application to the DPS is approved, your selections here will determine what competitions you are invited to participate in.

1.3 Skill Selections - Section of eVM Questions:
IMPORTANT: This Section contains Questions you may have already answered in your Organisation Profile, the answers to these questions will be used to pre-populate your response. You may change these answers so they differ from those saved in your Organisation Profile and save new answers on your response. These answers will be applied back to your Organisation Profile when the PQ/ITT is evaluated by the Buyer. You may also supply different answers to these Questions in other PQs/ITTs. In this case the response saved to your Organisation Profile will always be the response which was most recently evaluated by the Buyer.

Note	Note Details
1.3.1 Instructions	Please review the skills listed below and use the drop-down options to identify the types of opportunity that you would like to be invited to access once your ECSC DPS Membership is approved.
Question	Description
1.3.2 ECSC-01 - Assessor Services	Individual assessment and interview within programmes.
1.3.3 ECSC-02 - Broker Services	Individual at the operational level developing and registering inter-organisational relationships including individual to organisational and individual to individual relationships.
1.3.4 ECSC-03 - Coaching Services	Individual directly supporting personal and professional development (leadership) by unlocking a person's ability to maximise their own performance and helping them to learn rather than teaching them.
1.3.5 ECSC-04 - Developer of Practitioner Networks	Individual identifying a local need and developing relationships between individuals and organisations to deliver fit for purpose solutions.
1.3.6 ECSC-05 - Evaluator Services	Individual who, through their specialist knowledge of these specific sectors, can deliver and apply modules of evaluation to operational requirements.
1.3.7 ECSC-06 - Facilitator Services	Individual who manages other individuals or groups of people to understand the requirements and develops them with plans/solutions to deliver their leadership objectives and achieve mutually pursued goals.
1.3.8 ECSC-07 - Mentoring Services	Individual who is able to encourage and enable learning based on their own operational experience, and subsequently empowers another individual to success within their own working environment.
1.3.9 ECSC-08 - Practitioner Services	Individual who is specifically a serving leader (or ex-serving leader) within their setting with the ability to share and deliver knowledge and practice to others.
1.3.10 ECSC-09 - Programme Design and Development Services	Individual who can apply at an operational level their understanding of adult learning and leadership development to the design and development of programmes.
1.3.11 ECSC-10 - Quality Assurance Services	Individual who undertakes operational activities intended to establish confidence that quality requirements will be met.
1.3.12 ECSC-11 - Researcher Services	Individual who has a thorough understanding of and can apply that knowledge in undertaking research.
1.3.13 ECSC-12 - Speaker Services	Individual with an ability to influence and engage audiences, to support the development of national, regional and local strategies and development.
1.3.14 ECSC-13 - Operational Development and Delivery Services	Individual who can apply their understanding of national policy and system to support the development of national, regional and local strategies and solutions.
1.3.15 ECSC-14 - Training Services	Individual with subject specific expertise that can be applied to the operational environment who can impart this knowledge to participants. This category includes specialists in the field of Continuous Professional Development, to support individuals to develop their knowledge and skills that they need to perform in a professional context.
1.3.16 ECSC-15 - Writing Services	Individual who can write content that supports operational delivery in the education sector.
1.3.17 ECSC-16 - Children's Services Commissioner Services	Individual appointed by the Secretary of State for Education to direct improvement arrangements where local authority children's services are inadequate. Individuals may also produce assessments of whether those services should be removed from local authority control, and, where this is the case, oversee the transfer of those services to a children's services trust.
1.3.18 ECSC-17 - Children's Social Care Intervention Advisory Services	Individual(s) who will work with local authorities in improving children's services where local arrangements for delivering those services are inadequate. Work may include producing diagnostic reports, developing robust quality assurance mechanisms, building social care capacity, analysing a range of quantitative and qualitative data to assess improvement capability and progress.
1.3.19 ECSC-18 - Financial, Leadership and Governance Advisory Services	Individual(s) who will work with Children's Services Trusts, Schools and FE colleges where advice on finance and governance arrangements is needed. Work may include, for example, supporting Trusts to develop robust, realistic and achievable plans to continue to improve their corporate governance, financial stability and strategic partnerships.
1.3.20 ECSC-19 - Due Diligence Services	Individual(s) providing access to the provision of due diligence which will cover project arrangements, finance systems and VAT advice to set up alternative delivery models, in particular trusts.
1.3.21 ECSC-20 - Legal Services	Individual(s) providing access to the provision of strategic advice for the setting up of alternative delivery models, in particular trusts, which involves drafting key services contracts, legal advice and a full range of corporate, commercial and related legal services.
1.3.22 ECSC-21 - Curriculum Subject Matter Experts for Educational Settings Services	Individual(s) with subject specific expertise that can be used to assess, support the creation/development and advise on delivery and operation of Curriculum Subject Matter Experts for Early Years Foundation Stage through to Key Stage 5, and in Further Education settings covering technical and applied qualifications.

8. Section 1.4 'Update Category Selection' asks for confirmation that the Category 'ECSC-00 Education and Children's Social Care' has been selected in your profile.

1.4 Update category selection - Section of eVM Questions:
IMPORTANT: This Section contains Questions you may have already answered in your Organisation Profile, the answers to those questions will be used to pre-populate your response. You may change these answers so they differ from those saved in your Organisation Profile and save new answers on your response. These answers will be applied back to your Organisation Profile when the PQ/ITT is evaluated by the Buyer. You may also supply different answers to these Questions in other PQs/ITTs. In this case the response saved to your Organisation Profile will always be the response which was most recently evaluated by the Buyer.

Question	Description	Response
1.4.1 Category Selection	PLEASE NOTE: It is vital that you select the category option "ECSC-00 - Education and Children's Social Care" within your Jaggaer profile. Detailed instructions on how to do this can be found in the guidance attached here. If you fail to do this, your ECSC DPS application will NOT be considered. Please confirm that you understand and accept this requirement.	

9. At any point you may click 'Save Changes' prior to submitting your response

⚠ Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'

Save and Exit Response

Save Changes

Cancel

Validate Response

10. You will see the pop up below confirming the changes are saved but that you still need to submit your response

education-prep.app.jaggaer.com says

The response is about to be saved; the format of your response will be checked and if no errors are found it will be saved.

Click OK to save or click Cancel to discard any unsaved changes.

IMPORTANT:
In order to make your response visible to the buyer you must submit it.

OK Cancel

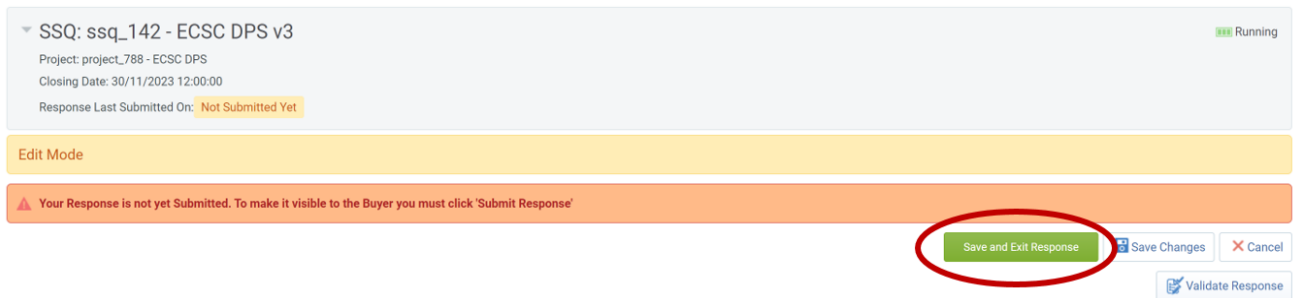
11. In order to return to your response, select the 'My SSQs' tab and find the relevant SSQ

My SSQs SSQs Open to All Suppliers							
Filter By: All SSQs		Enter Filter (type to start search)					
PQQ Code	SSQ Title	Project Code	SSQ Closing Date/Time	SSQ Status	Response Status	Buyer Organisation	
1 ssq_142	ECSC DPS v3	project_788	30/11/2023 12:00	Running	Response Submitted To Buyer	Department for Education	
Total 1							25 elements Page 1 of 1

3.4 Submitting the Response

Once you are satisfied with your answers you need to submit your response

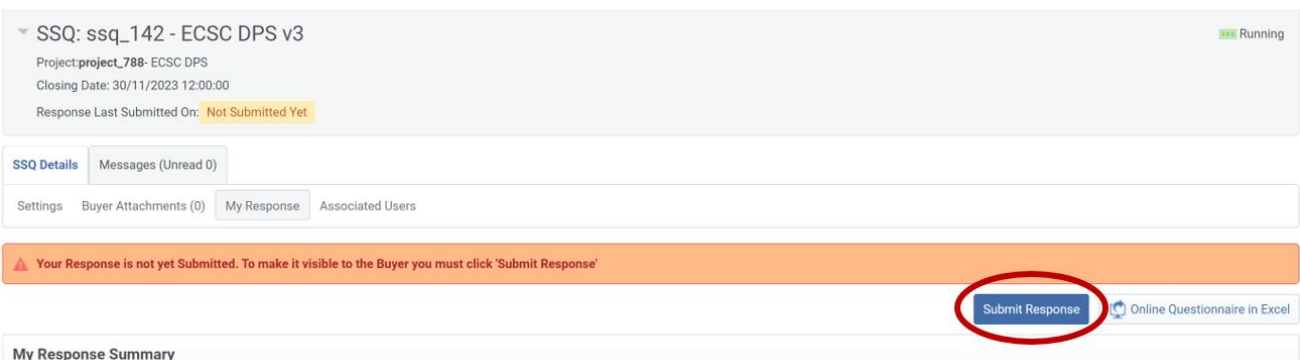
1. Click 'Save and Exit Response'



2. Click 'Submit Response'



PLEASE NOTE: You must 'Submit Changes' for your response to be considered



3. You will see the following confirmation pop-up message that you have successfully submitted your response.

education-prep.app.jaggaer.com says

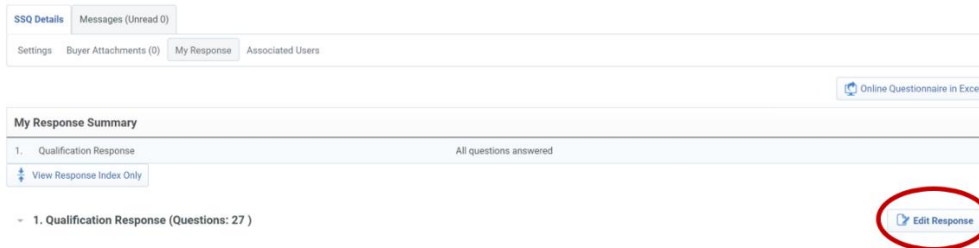
- You have successfully submitted your response to the buyer, if you wish you can update the response and submit your changes anytime before the deadline.



3.5 Editing a submitted response

4. Navigate to 'My Responses'

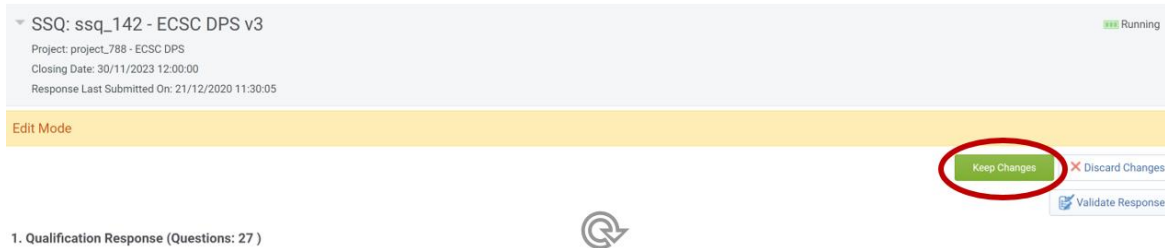
Click 'Edit Response'



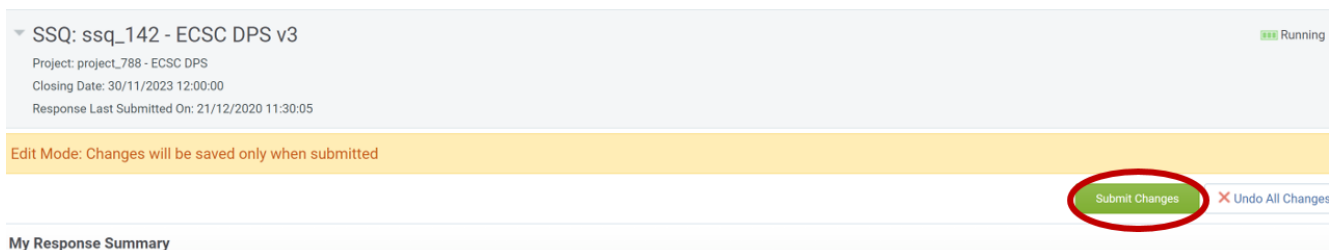
5. When you have edited your response click 'Keep Changes'

You can also click 'Discard Changes' at this point and revert to your previous answers

Clicking 'Validate Response' will check that all fields have been completed



6. Make sure you click 'Submit Changes'. If you don't, your existing response will remain in place.



7. A pop-up message confirming successful submission will be shown.

You can repeat the process of editing your response until the Time Limit for Expressing Interest has passed.

education-prep.app.jaggaer.com says

- You have successfully submitted your response to the buyer, if you wish you can update the response and submit your changes anytime before the deadline.

