

BIDDER TRAINING

UK SHARED BUSINESS SERVICES EMPTORIS TRAINING MODULE

1. SCOPE OF TRAINING

The scope of this training module will include

- Logging on the system
- Committing to respond to a requirement
- Reviewing RFx attachments
- Reviewing RFx messages
- Answering questionnaires
- Receiving clarifications
- Submitting your bid
- Downloading your response

2. LOGGING ONTO THE SYSTEM

It is assumed that the Bidder has a Login to Emptoris. If you do not have a login please use 'Bidder logging in – first time' for guidance on how to obtain a login and change your password.

Bidders who are invited into a sourcing exercise will receive an email similar to this:

You have been invited to participate in the following event: UK SBS ITQ Halley Research Station garage rewire.	
Please follow the instructions below to access the event 1. Logon to Government Procurement Service eSourcing i. Enter your user name in the Name field. iii. Enter your password in the Password field. iii. Click the Login button. 2. From the main menu select Bids > View RFx(s). 3. Locate the RFx Name in the list of RFx(s). 4. Click on the RFx Name link to view the RFx.	
Please do not hesitate to contact James Aldred Tel 01793 867593 for further information.	
Please do NOT reply to this email as it is a system generated email with an un-monitored mailbox. Please log into https://ukgps-sandbox emptoris com to respond to this message	Login JRL

Bidders will now need to login to the system.

1

Crown Commercial Service	
Register Here	Useful Links Register for CCS eSourcing Procurement Guidance Help & Support
Forgot your Login Name or Password?	Related External Links
	Crown Commercial Service Portal Contracts Finder
	Tenders Electronic Daily (TED)

Bidders will now need to review the system usage terms for the e-sourcing suite.

Access to the system will only occur if you agree to the system usage terms:

Crown Commercial Service e Sourcing Suite Supplier System Usage Agreement Version 2.1 General Terms 1. Introduction 1.1. This User Agreement between the Crown Commercial Service (the Buyer) and the Supplier governs the access and use of the eSourcing Suite (the System) by the Supplier to respond to an invitation from the Buyer to
Version 2.1 General Terms I. Introduction 1.1. This User Agreement between the Crown Commercial Service (the Buyer) and the Supplier governs the access and use of the eSourcing Suite (the System) by the Supplier to respond to an invitation from the Buyer to
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1.1. This User Agreement between the Crown Commercial Service (the Buyer) and the Supplier governs the access and use of the eSourcing Suite (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 Submit Final Offer (ITSFO), invitation to Submit Final Tender (ITSFT), a Best And Final Offer (BAFO), a Request for Proposal (RFP), a Request for Caudation (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.
 a Case up case up case up case up case. The System is provided by IBM and operated by the Buyer. This User Agreement applies to the Supplier's and its Supplier User's access to and use of the System. The Supplier acknowledges that by a Supplier User accessing the System is provided by IBM and operated by more than the system and the Buyer. The Supplier's and its Supplier start only this User Agreement. The System 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
 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. 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. The Suppler alls to remedy, or persists in, any breach of any of its obligations under this User Agreement and The Suppler alls 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
2.2.2. The supplier rais to remedy, or persists in, any breach or any or its obligations under this user Agreement and having been number in whiting to remedy or besists such breach whith a period of en (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.
 Registration
 The Supplier shall designed an individual Supplier shall exer to manage access to the System. The Supplier User and non-transferable. The Supplier shall ensure that its Supplier User by providing the required registration data and specifying a user ID and password. User ID and password are strictly personal to the Supplier User and non-transferable. The Supplier shall ensure that its Supplier Users do not divulge or disclose their user ID or password to third parties. In the event that the Supplier shall designed an individual Supplier User to manage access to the System. The Supplier shall designed an individual Supplier User to manage access to the System. The Supplier shall been no access for a period of shift (60) days. The Supplier final designed an individual Supplier User in the event that a Supplier User is the system. The Supplier user ID and password (10) there is the supplier User is the system of no access to the System. The Supplier User is the right to deactivate a Supplier User user ID and password if there has been no access for a period of shift (60) days.
4. Supplier's Obligations
ESOURCING USE AGREEMENT

3. COMMITING TO RESPOND TO A REQUIREMENT

Bidders will have access to all the sourcing activities they have been invited to and can click on 'view/respond to RFx' to confirm their interest.

				Bids View RFx(s)		Crown Commercial Service				
All Open/Pending/Paused RFx(s)								į	M Open/Pending	/Paused 👻 😢 🖴
RFx Name	RFx Unique Id	Summary	RFx Acceptance	Salaat	пск Туре	RFx Style	Status	Time Remaining	Open Time BST	Close Time BST
UK SBS Supply of new boiler FM120051	FM120051		ø	View/Respond to RFx) J		Open	<u>2 hrs 57 min</u>	20/06/2014 13:57	23/06/2014 14:00

Bidders can elect to 'Accept' or 'Decline' to Bid from here:

	S eSourcing My Profile Bids Messages Utilities (s) > UK SBS Supply of new boil		T		ui ur	Remaining Time: 2hr 56m 20s
Co Buy 0	rtiption: UK Shared Business Services Invitation to Quote De taot Information Ø REX_Attachments (11) erUser2 UK SBS REX_Messages (1)	Type: RFI ▶ <u>Run RFI Report</u>				Coen Time: 2008/2014 13/87 BST Close Time: 23/08/2014 14:00 BST Status: Open
Que	tionnaires (5) Questionnaire / Question 🚔		0		Respond	Accept Decline 🗃 🚇
•	SECTION 1, 2, 3, 5 and 7 - Guidance Notes		Ø (0)	(0)	Place Response	
Ð	SECTION 6 - COMMERCIAL QUESTIONNAIRE		Ø (0)	<mark>(0)</mark>	Place Response	
Ð	SECTION 8 - PRICE QUESTIONNAIRE		Ø (0)	(0)	Place Response	
Ð	SECTION 8 - QUALITY QUESTIONNAIRE		Ø (0)	(0)	Place Response	
Ð	SECTION 6 - LEAD TIME		Ø (0)	<mark>(0)</mark>	Place Response	

4. REVIEWING RFx ATTACHMENTS

Bidders will now face a page similar to this. Locations of key areas to consider are attached.

The + icons indicate the questionnaire can be expanded to reveal the questions below.

Place response is clicked on to place a response against a questionnaire.

RFx attachments and RFx message are available to view.

	CS eSourcing My Profile Bids Messages Utilities				🔎 🖂 🍈 🗹 🧎 Remaining Time: 2hr 55m 1s
Co	Scription: UK Shared Business Ser loss Invitation to Quote De Type: RFI Contact Information wyerUser2 UK SBS If Fix Messages (1)			Submit all Draft Responses	Open Time: 2008/2014 13:67 BST Close Time: 2306/2014 14:00 BST Status: Open
Que	estionnaires (5)				Respond Offline
	Questionnaire / Question 🚔	Ø		Respond	View History
Ð	SECTION 1, 2, 3, 5 and 7 - Guidance Notes	Ø (0)	(0)	Place Response	·
0	SECTION 8 - COMMERCIAL QUESTIONNAIRE	Ø (0)	(0)	Place Response	
Ð	SECTION 6 - PRICE QUESTIONNAIRE	Ø (0)	(0)	Place Response	
Ð	SECTION 6 - QUALITY QUESTIONNAIRE	Ø (0)	(0)	Place Response	
		Ø (0)	M(0)		

It is **<u>STRONGLY</u>** recommended that prior to commencing with completion of the questionnaire responses Bidders review all of the RFx attachment so they have a clear understanding of the requirement, evaluation model, price schedule, contract terms, and any associated attachments to questions.

Generally attachments to questions will have a naming convention at the start of the attachment name (e.g. AW5.2 Price Schedule) to help Bidders associate the attachment with the relevant clarification.

Bidders should also be aware that clarification answers to the bid documents will be posted to RFx attachments on a regular basis. Please regularly check for updates. Note typically the latest set of clarifications will be uploaded and the previous version deleted from the system.

RFX Desc Cor		Click here to vie attachments	W	t Responses	Remaining Time: 2hr 55m 1s Open Time: 2008/2014 13.87 BST Clese Time: 23/08/2014 14:00 BST Status: Open
Ques	stionnaires (5)				Respond Offline
	Questionnaire / Question 🚔	Ø	\square	Respond	View History
Ð	SECTION 1, 2, 3, 5 and 7 - Guidance Notes	Ø (0)	(O)	Place Response	
Ð	SECTION 6 - COMMERCIAL QUESTIONNAIRE	Ø (0)	<mark>(0)</mark>	Place Response	
•	SECTION 6 - PRICE QUESTIONNAIRE	Ø (0)	<mark>(0)</mark>	Place Response	
Ð	SECTION 6 - QUALITY QUESTIONNAIRE	Ø (0)	<mark>(0)</mark>	Place Response	
•	SECTION 6 - LEAD TIME	Ø (0)	<mark>(0)</mark>	Place Response	

To view attachments:

Bidders will see a screen like this:

S eSou	ircing				
					A1
Attachm					
Level	Folder	Content	Attachment Name	Descript	
Event	Instruction	Bidder Training.pdf	Bidder Training		Crown Comme
Event	Instruction	Clarifications of sourcing documents ca	Clarifications to Bidders		Crown Comme
Event	Instruction	ITQ Invitation to Quote.doc			k on content link to downlo
Event	Instruction	http://www.uksbs.co.uk/services/procure/	UK SBS Training videos		k on content link to downlo
Question	RFI	AW1.1 Form of Bid ITQ.pdf	AW1.1 Form of Bid	/ trair	ning videos and notes and
Question	RFI	AW1.3 Certificate of Bona Fide Bid.do	AW1.3 Certificate of Bona Fide Bid	/	chments to RFx
Question	RFI	AW3.1 ITQ Validation check.pdf	AW3.1 Validation check	alla	
Question	RFI	AW5.2 Price schedule captivate video.	Is AW5.2 Price schedule	Price	
Question	RFI	AW5.5 ISupplier fact sheet.pdf	AW5.5 I Supplier Fact Sheet		
Question	RFI	AW5.5 Science Warehouse fact sheet.p	AW5.5 Science Warehouse Fact Sheet		Crown Comme
Question	RFI	Area where new boiler will be installed.	AW6.2 Plan	Image to suppor	der response. Crown Comme

They can access the specific attachment by clicking on one of the 'Content' hyperlinks.

Crown Commercial Service eSourcing - Wind	ows Internet Explorer provided by ITC 🔲 🗖 🗙
https://ukgps-sandbox.emptoris.com/e1/virus_scan_rest	ults_popup.jsp?cur_id=406250&OWNER_TYPE=4& 🏭 🔯
CCS eSourcing	2 📕 🛆
Virus Sca	Attachments
	AW5.2 Price schedule captivate video.xls
Status	Passed
Download	Cancel

5. REVIEWING RFx MESSAGES

Bidders can access RFx messages by clicking on the area below:

RFx(SeSourcing My Profile Bids Messages Utilities (s) > UK SBS Supply of new boil ription: UK Shared Business Services Invitation to Quote De bit Information ruser2 UKSBS Records And			Submit all Draft Responses	Remaining Time: 2hr 47m 10s Open Time: 2009/2014 13.57 BST Close Time: 22009/2014 14:00 BST Status: Open
Quest	tionnaires (5)				Respond Offline
	Questionnaire / Question 🚔	Ø	\mathbf{M}	Respond	View History
•	SECTION 1, 2, 3, 5 and 7 - Guidance Notes	Ø (0)	(0)	Place Response	
•	SECTION 8 - COMMERCIAL QUESTIONNAIRE	Ø (0)	(0)	Place Response	
•	SECTION 6 - PRICE QUESTIONNAIRE	Ø (0)	(0)	Place Response	
•	SECTION 6 - QUALITY QUESTIONNAIRE	Ø (0)	(0)	Place Response	
•	SECTION 6 - LEAD TIME	Ø (0)	(0)	Place Response	
		(U)	-(•)	Hace Response	

All received messages are in the 'Received messages' folder.

All messages sent are in the 'Sent messages' folder.

All standard system related messages are in the 'Broadcast messages' folder.

It is **<u>STRONGLY</u>** recommended that Bidders review RFx messages before commencing with responding to the questionnaires.

Later in the training we will advise how to contact the UK SBS Category Manager for your procurement if you need to raise any clarifications or have any questions.

6. ANSWERING QUESTIONNAIRES

In order to answer a questionnaire Bidders need to click on the 'place response' button.

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RFX(s) > UK SBS Supply of new boil Description: UK Shared Buiness Services Invitation to Quote De Type: RFI Contact Information M Ref. Attachments (11) Run RFI Record		Su	ibmit all Draft Responses >>	Contract Con
BuyerUser2 UKSBS Do RFx Messages (1)			Dinit on Draft Responses >>	
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0 Constitutionaires Questionnaire Cuestion Image: Constitution of the state	(0) (0) (0)	(0)	Place Response Place [Create Response	Respond Offline

They will then face a screen with questions:

rown Commercial Service eSourcing - Windows Internet Explorer provided by ITC	
tps://ukgps-sandbox.emptoris.com/e1/detail_response.jsp?_eps_=Y&jspAction=6&_it_id=1713850&_bid_r_param=true	
CS eSourcing	2 🛓
RFI	
Create Response	
Context	
RFI Name: UK SBS Supply of new boiler FM120051	
Questionnaire Name: SECTION 6 - LEAD TIME	
Questionnaire Description:	
Create Response(s)	
*AW7.1 Please confirm you can meet a delivery date of 13/12/13.	
Bidder Guidance - The Bidder shall answer yes or no.	
Yes - Pass	
No - Fail	
Original Mandamany Dama (Dail	
Scoring Criteria - Mandatory Pass/Fail	
	Question Level 🖉 (0
Please Select 🔽	
*AW7.2 Please provide details of the make and model of the proposed boiler.	
Bidder Guidance - Please complete the table and add an attachment as an URL link det specification.	ailing the
Scoring Criteria - For Information Only	
	Question Level @ (0
Response	
Make of boiler	
Model of boiler	
*207 2 Diance confirm you can improve on the delivery date of 12/12/12	
* * * * * * * * * * * * * * * * * * *	🖓 🔹 🔍 100%

Typically the questions will detail:

- The question number these are NOT sequential so do not think there are questions missing.
- The question detail
- Bidder guidance This usually advises if attachments are permissible, word count details, guidance to help with the bid response and any specific information about the evaluation model proposed. Where a question is pass or fail typically Bidders will see the criteria for a pass or a fail.
- Scoring criteria This indicates if the question is pass / fail, scoring (and the maximum score available) or for information only.

ALL REQUIRED (*) QUESTIONS WILL NEED TO HAVE SOME TEXT ENTERED IN ORDER TO SAVE YOUR ANSWERS.

Click on the various drop down boxes and complete the various text boxes to reply.

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Where an attachment is permissible click on the question level
icon and you will see a pop up screen like this. Click on 'add' to add an attachment and then go to the bottom of the page and 'save'. After saving the question level
icon will show the number of attachments uploaded against the specific question.



Bidders can add an attachment by clicking on browse and finding their file on their local PC or shared drive. They can change the name presented to UK SBS. It is **<u>STRONGLY</u>** recommended the Name commences with the question reference (e.g. AW5.2) to ensure we can effectively cross refer answers.

Crown Commercial Service eSo	rcing - Windows Inter	net Explore	er provided by ITC	
https://ukgps-sandbox.emptoris.com/e	1/attachment/jsp/ajax_uploa	ad_attachments	s.jsp?_eps_=Y&OWNER_TYPE=5&OWNER_ID=2093670	
CCS eSourcing				
			Attachments	
Please enter attachment informa	tion. (Max allowed upload f	ile size 20 MB)	
Name [*]	Location	Description	n Attach Content	
AW5.2 Price schedule	Local Drives	∽ ≣+	C:\Documents and Settine Browse	
Google		✓ 🗐+	www.google.co.uk	
	Local Drives	∽ ≣+	Browse	
	Local Drives	∽ ≣+	Browse	
	Local Drives	∽ ₫+	Browse	
	3	Save Close	e Add More	

When you have completed a questionnaire and added all the relevant attachments you **MUST** click on the 'save' button.

After saving the question level icon will show the number of attachments uploaded against each specific question. Bidders must check their attachments have been correctly uploaded and embedded in the questionnaire response.

You will then see a message which says 'changes saved successfully' at the top of the page.

si///kgps-sandbox.emptoris.com/e1/detail_response.jsp?_eps_=V%jspAction=6%_E_id=1713850%, bid_r_param=true	
Bidder Guidance - The Bidder shall answer yes or no.	
Yes - Pass	
No - Fail	
Scoring Criteria - Mandatory Pass/Fail	
	Question Level 🖉 (0)
Please Select 👱	
*AW7.2 Please provide details of the make and model of the proposed boiler.	
Bidder Guidance - Please complete the table and add an attachment as an URL link detailing the specification.	
Scoring Criteria - For Information Only	
	Question Level 🖉 (0)
Response	
Make of boiler Baxi	
Model of boiler 123	
Bidder Guidance - The Bidder shall select the date they can achieve for delivery and installation of the boiler. After 13/12/13 = score 0 06/12/13 - 13/12/13 = score 50	
00////3 / 10///5/13 = 2018 00 2007/1/3 - 05/06/13 = 2018 00 2007/ng Criteria - Maximum Marks 5%	
28/11/13 - 05/05/13 = score 100 Scoring Criteria - Maximum Marks 58	Question Level 🔎 (0)
23/11/13 - 05/05/13 = score 100 Scoring Criteria - Maximum Marks 58 29/11/13 - 05/12/13 v Save Dose	Question Level $\mathscr{P}_{(0)}$
23/11/13 - 05/05/13 = score 100 Scoring Criteria - Maximum Marks 54 29/11/13 - 05/12/13 V	Question Level $\mathscr{O}_{(0)}$
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23/11/13 - 05/05/13 = score 100 Scoring Criteria - Maximum Marks 59 29/11/13 - 05/12/13 V Save Diose * Required Field	

S eSourcing	Create Response	
Changes Saved Successfully.		
RFI flame: UK SBS Supply of new boiler FM120051 Questionnaire Iame: SECTION & - LEAD TIME Questionnaire Description:		
Create Response(s)		
*AW7.1 Flease confirm you can meet a delivery date of 13/12/13. Bidder Guidance - The Bidder shall answer yes or no.		

If Bidders do not fill in the entire form you will receive a message which says:

Message	e from webpage 🛛 🔀
⚠	There are one or more required fields on this form. Please fill in any field that has a red (*) next to it.
	ОК

Bidders should find the missing field and provide an answer otherwise all the answers will not be saved.

When complete save and close the questionnaire.

On the questionnaires page you will see the 'Respond' field has now gone green, but answers can still be modified until you submit the draft responses.

RF) Des Co	My Profile Bids Messages Utilities x(s) > UK SBS Supply of new boil cription: UK Shared Business Services Invitation to Quote De Type: RFI intract Information Image: RFX Attachments (13) Rex Attachments (13) Rev RFI Report verUser2 UKSBS Image: RFX Messages (1) RFX Messages (1) Rev RFI Report			Submit all Draft Responses >	Remaining Time: 2h Open Time: 2006/2014 Close Time: 2308/2014 Status: Open	r 34m 50s 13:57 BST
Que	stionnaires (5)				Respond	Offline 吕
	Questionnaire / Question 🚔	Ø	\bowtie	Respond	View History	
Ð	SECTION 1, 2, 3, 5 and 7 - Guidance Notes	Ø (0)	(0)	Revise Response	View History	DB (1)
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9	SECTION 8 - PRICE QUESTIONNAIRE	Ø (0)	(0)	Revise Response	View History	DB (1)
0	SECTION 8 - QUALITY QUESTIONNAIRE	Ø (0)	(0)	Place Response		
0	SECTION 8 - LEAD TIME	Ø (0)	(0)	Revise Response	View History	DB (1)

Once all questionnaires are completed you can submit them.

7. RAISING CLARIFICATIONS

Clarifications can be raised easily in two ways, irrespective of the approach taken it is **<u>crucial</u>** that Bidders cross reference their clarification to the relevant question number.

Clarification at questionnaire level.

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x(s) > UK SBS Supply of new boil					Remaining Time: 2h	
					Open Time: 20/08/2014 Close Time: 23/08/2014	
Contact Information	tachments (13) Run RFI Report		Submit	all Draft Responses >		14.00 831
Contact Information	tachments (13) Run RFI Report		Submit	all Draft Responses >		14.00 831
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You will always see a screen like this with messages in (questionnaire messages), your messages (sent messages) and system messages (broadcast message).

🖉 Crown Commercial Service eSourci	ng - Windows Internet E	xplorer provided by ITC		
https://ukgps-sandbox.emptoris.com/en/fra	mes_message_popup.jsp?OWI	NER_TYPE=3&OWNER_ID=1713700&msgViewContext=2&IS	POPUP_PARAM=1	🔒 😣
CCS eSourcing				2 🛓
		View by Questionna		
Questionnaire Messages(0)	Sent Messages	Broadcast Messages	last 10 day(s) 😪 🌺 🖙	
Status	From	Date BST	Subject	0
NO DATA AVAILABLE		Close		

To raise a clarification click on 'Create'

You will now be able to upload your message and any attachments.

Always send to 'All hosts'.

Remember to cross reference to the question number and to 'send' the document.

Cr 🖉	own Commerc	ial Service eSourcing - Windows Internet Explorer provided by ITC	
🥭 hti	t ps ://ukgps-sandb	box. emptoris.com /e1/detail_message_create.jsp?_eps_=Y&jspAction=6&msgViewOrgContext=2&msgViewC 🏻 🔒 🛛 🔀	
CC	S eSourcing	g 🖉 📕 🖉	
		Create Message	
	Context	Questionnaire SECTION 6 - PRICE QUESTIONNAIRE	oosts'
	To	All Hosts Crown Commercial Service - Bev Manna Crown Commercial Service - BuyerUser2 UKSBS Crown Commercial Service - James Aldred	
	Subject	Add question	
	Message	Please can you clarify the date you intend to award contracts?	
	Attachment	Attachments(0)	
		Send Cancel	

Bidders can view the question in the sent messages.

They can also filter against all questions, last 30 days, 10 days or last day

Crown Commercial Service eSourcin	ıg - Windows Intern	et Explorer provided by ITC			
https://ukgps-sandbox.emptoris.com/en/fran	nes_message_popup.jsp	OWNER_TYPE=3&OWNER_ID=171370	08msgViewContext=28ISPOPUP_PAR/	AM=1	
CCS eSourcing					24
			Messa by Questionnaire		
Questionnaire Messages	Sent Messages(1)	Broadcast Messages		last 10 day	/(S) 🗸 🚺 Create 🚊
From		То	Date BST⊽	Subject	Ø
UKSBS14 - Stokes, Katie	Item -		23/08/2014 11:34	AW1.1	Ø (0)
		Close			

Alternatively Bidders can raise clarifications through RFx messages:

G	https://ukgps-sandbox.emptoris.com/e1/index.jsp?_eps_=Y			💌 🔒 🗟 👉 🗙 💶	Live Search
Eile	Edit View Favorites Iools Help				
*	Favorites 🛛 👍 🔊 Emp sand UKSB5Buyer2 🙋 Emp live UKSB5BuyerUser1 🔜 Dun & Bradstreet L	UK 🙋 UK SBS Webmail			
C	Crown Commercial Service eSourcing			🗄 • 🔊 ·	📑 🖶 🕶 Page 🕶 Safe
C	CS eSourcing My Profile Bids Messages Utilities		6		📃 🔎 💌 🐔
RF	x(s) > UK SBS Supply of new boil				Remaining Time:
ss	Sages			Submit all Draft Responses >	
	stionnaires (5)	Ĩ		Submit all Draft Responses >	Status: Open
	stionnaires (6)	0		Respond	Status: Open Resp View History
	Sages Rex Messages (1) stionnaires (6) Questionnaire / Question SECTION 1, 2, 3, 6 and 7 - Guidance Notes	Ø (0)	(0)	Respond Revise Response	Status: Open Resp View History View History
	stionnaires (5) Questionnaire / Question SECTION 1, 2, 3, 6 and 7 - Guidance Notes SECTION 6 - COMMERCIAL QUESTIONNAIRE	@ (0) @ (0)	(0)	Respond Revise Response Revise Response	Status: Open Resp View History View History View History
	sages Rex Messages (1) stionnaires (5) Questionnaire / Question SECTION 1, 2, 3, 5 and 7 - Guidance Notes SECTION 4 - COMMERCIAL QUESTIONNAIRE SECTION 6 - PRICE QUESTIONNAIRE	(0) (0) (0) (0)	(0)	Respond Revise Response Revise Response Revise Response	Status: Open Resp View History View History
	stionnaires (5) Questionnaire / Question SECTION 1, 2, 3, 6 and 7 - Guidance Notes SECTION 6 - COMMERCIAL QUESTIONNAIRE	@ (0) @ (0)	(0)	Respond Revise Response Revise Response	Resp View History View History View History

In RFx messages the process is similar to the questionnaire clarifications. Click on 'create' to send a new message.

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:ps ://ukgp:	s-sandbox. emptoris.com /en/	frames_message_popup	p.jsp?OWNER_TYPE=4&OWNER	_ID=41880&msgViewContext=1&ISPOPUP_PARAM=1	 8
S eSou	urcing				2 4
				View by RFx	
Re	eceived Messages(1)	Sent Messages	Broadcast Messages	la	st 10 day(s) 🗸 👔 Create 👔 📇
Re		Sent Messages	Broadcast Messages Date BST⊽	la Subject	ist 10 day(s)
		From			Create New Mess



Bidders can upload their clarifications, remembering to send to 'All hosts' and including the question number (if relevant) in the subject.

wn Commercial Service eS	Sourcing - Windows Internet Explorer provided by ITC
ps://ukgps-sandbox.emptoris.com	n/e1/detail_message_create.jsp?_eps_=Y&jspAction=6&msgViewOrgContext=1&msgViewContext=1&/OWNER_ID=41880&/OWNER_TYPE=4
S eSourcing	
	Create Message
Contex	All Hones Crown Commercial Service - Bey Manna
	Crown Commercial Service - Bey Maina Srown Commercial Service - BuyerUser2 UKSBS Crown Commercial Service - James Aldred
Subject	Timescales
Message	Can I have an extension of 10 working days please?
Attachment	▶ <u>Attachments(0)</u>
	Send Cancel

In this example it is a general clarification and not associated to a specific question.

Remember Bidders can add attachments and must always 'send' the clarification.

The clarification can now be viewed in the sent messages folder.

Note the previous clarification raised at questionnaire level is also available to view.

The filtering of messages against 1, 10, 30 days or all is still available in this view.

		View by RFx)	
Received Messages Sent Messages(3)	Broadcast Messages		last 10 d	ay(s) 🖌 🊧 Create
From	To	Date GMT⊽	Subjer	ci 🦉
UKSBS Test Supplier 2 - Test Supplier 2,	RFI - Host	08/11/2013 10:59	Timescales	Ø (0)
UKSBS Test Supplier 2 - Test Supplier 2,	Item - Host	08/11/2013 10:38	AW1.1	Ø (0)
UKSBS Test Supplier 2 - Test Supplier 2,	Item - Host	06/11/2013 09:54	AW5.7	Ø (0)

8. RECEIVING CLARIFICATIONS

Regularly check the RFX attachments folder for clarifications to the procurement.

There maybe associated messages also in RFx messages to review.

Page | 13

Note it is the Bidders responsibility to check for clarifications.

RFx Desc	S eSourcing My Profile Bids Messages Utilities (s) > UK SBS Supply of new boil tription: UK Shared Business & loss Invitation to Quote De # RPA Attachments (12) # RPA Attachments (12) # RPA Attachments (12) # Ren RFI Report			Submit all Draft Responses >	Remaining Time: 2h Open Time: 20.09/2014 Close Time: 20.09/2014 Status: Open	r 12m 27s 13:57 BST
Ques	stionnaires (5)				Respond	Offline 🔠 🖁
	Questionnaire / Question 🖨	Ø		Respond	View History	
Ð	SECTION 1, 2, 3, 5 and 7 - Guidance Notes	Ø (0)	(0)	Revise Response	View History	DB (1)
Ð	SECTION 8 - COMMERCIAL QUESTIONNAIRE	Ø (0)	(0)	Revise Response	View History	DB (1)
Ð	SECTION 8 - PRICE QUESTIONNAIRE	Ø (0)	(0)	Revise Response	View History	DE (1)
Ð	SECTION 8 - QUALITY QUESTIONNAIRE	Ø (0)	(0)	Place Response		
Ð	SECTION 8 - LEAD TIME	Ø (0)	(0)	Revise Response	View History	DB (1)

Clarifications will generally be given a document name 'Clarifications'. Generally only the latest set of clarifications will be uploaded.

Simply click on the content for the relevant file to download it.

🥙 Crown Com	mercial S	ervice eSourcing - Windows Inte	ernet Explorer provided by ITC		
🙋 https://ukgps	-sandbox. e r	mptoris.com/en/list_attachment_frame.js	p?OWNER_TYPE=4&OWNER_ID=418808	kattachmentsType=_supplier_Atta	chment 🔒 🔯
CCS eSou	rcing				2
			Attachm	RFI ents	
Attachme	ents (13)				<u>^</u>
Level	Folder	Content	Attachment Name	Description	Organiza
Event	Instructions	Bidder Training.pdf	Bidder Training		Crown Commer
Event	Instructions	Clarifications of sourcing docxls	Clarifications to sourcing documents 23		Crown Commer
Event	Instructions	ITQ Invitation to Quote.doc	<u>1TQ</u>	ITQ sourcing document	Crown Commer
Event	Instructions	http://www.uksbs.co.uk/services/procure/	UK SBS Training videos		Crown Commer
Question	RFI	AW1.1 Form of Bid ITQ.pdf	AW1.1 Form of Bid		Crown Commer
Question	RFI	AW1.3 Certificate of Bona Fide Bid.doc	AW1.3 Certificate of Bona Fide Bid		Crown Commer
Question	RFI	AW3.1 ITQ Validation check.pdf	AW3.1 Validation check		Crown Commer
Question	RFI	AW5.2 Price schedule captivate video.xls	AW5.2 Price schedule	Price schedule of requirement.	Crown Commer
Question	RFI	AW5.5 ISupplier fact sheet.pdf	AW5.5 I Supplier Fact Sheet		Crown Commer
Question	RFI	AW5.5 Science Warehouse fact sheet.pdf	AW5.5 Science Warehouse Fact Sheet		Crown Commer
Question	RFI	Area where new boiler will be installed	AW6.2 Plan	Image to support bidder response.	Crown Commer
Response	RFI	AW5.2 Price schedule.xls	AW5.2 Price schedule		UKSBS14
Response	RFI	http://www.google.co.uk	Google		UKSBS14
avascript:void 0				ternet 🖓 🗸	► 100% •

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CCS eSourcing	2 📕 🗠
Virus Sca	Attachments
	Clarifications of sourcing docxls
Status	Passed
Download	Cancel

Bidders should see a document like this now, detailing all the clarifications received. This document is available to all Bidders at all times, irrespective of when they requested access to the procurement:

	А	В	С	D	E	F	G	н
1	Sourci	ng Docum	ent Clarific	ations				
4								
-		BREFERENCE: B DOCUMENT TH	TLE:				of new boiler 120051	
7								
8	No.	Section of sourcing document	Questionnaire	Question No.	Issue raised by Bidder for clarification	Date raised	Issue responded to by UK SBS	Date responded
9	1	General			Can I have an extension of 10 working days	17/06/14	No extensions will be accepted on this project	17/06/14
LO	2	6	Quality	AW6.2	Can a Bidder upload two attachments in response to this question a plan and a drawing?	17/06/14	Only one attachment will be accepted, if you submit more than one attachment only the first attachment will be considered. You can combine the image and the plan into a single attachment if you wish.	17/06/14
11	3	6	Lead time	AW7.1	If a Bidder cannot meet the pass / fail date for the lead time, but puts forward a aggressive price will they be considered?	17/06/14	No - it is a pass / fail question and the bid will not be considered whatever the price	17/06/14
12	4	6	Commercial	AW1.1	Please confirm when you intend to award contracts	23/06/14	We intend to award by 1/7/14	23/06/14
13	5							
.4	6							

9. SUBMITTING YOUR BID

Once you have answered all required (*) questions and uploaded all your attachments you can submit your draft response.

If you fail to submit all draft responses before the closing date your bid cannot be received and considered.

CC <u>RFx</u> Desc Cor	Crown Commercial Service eSourcing CS eSourcing My Profile Bids Messages Utilities <u>x(s)</u> > UK SBS Supply of new boil Scription: UK Shared Business Services Integration ontact Information yerUser2 UKSBS W			> (Submit all Draft Responses :	Remaining Time: 20 Time: 2010/2014 Stars: Open	? 2
Ques	estionnaires (5)	<u> </u>				Respond	Offline 🔠 🔒
	Questionnaire / Question 🚔		Ø		Respond	View History	
•	SECTION 1, 2, 3, 5 and 7 - Guidance Notes		Ø (0)	(0)	Revise Response	View History	DB (1)
Ð	SECTION 6 - COMMERCIAL QUESTIONNAIRE		Ø (0)	(0)	Revise Response	View History	DB (1)
Ð	SECTION 8- PRICE All required questionnaire		Ø (0)	(0)	Revise Response	View History	DB (1)
Ð	SECTION 8- QUAL responses must be		Ø (0)	(0)	Revise Response	View History	DB (1)
Ð	SECTION 8 - LEAD completed and shaded		Ø (0)	<mark>(0)</mark>	Revise Response	View History	08 (1)

🖉 Submit Drafts - Windows Internet Explorer provided 🔳 🗖 🔀
🙋 https://ukgps-sandbox.emptoris.com/e1/submitdrafts.jsp?_eps_=Y 🛛 🔒 🔯
Are you sure that you want to submit this Response Package?
😜 Internet 🛛 🖓 👻 🕄 100% 🔻 🛒

Questionnaire responses can be updated at any time up to the closing date; however each time you update the questionnaire responses **YOU MUST RESUBMIT YOUR RESPONSE**.

10. DOWNLOADING YOUR RESPONSE

You can download your text responses to the questionnaire by simply clicking on 'Respond offline':

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le Edit <u>V</u> iew Favorites <u>T</u> ools !	lelp					
Favorites 🛛 🚖 🙋 Emp sand UKSBSI	Buyer2 🙋 Emp live UKSBSBuyerUser1 🔜 Dun & Bradstreet UK 🤌 UK SBS	Webmail				
Crown Commercial Service eSourcing				👌 • 🔊 ·	🖃 🌐 🔹 Page 🔹 Safety ·	• Tools • 🔞 •
CS eSourcing My Profi	le <mark>Bids</mark> Messages Utilities				📃 🔪 🔎 🕅 👘	8 🔊
Fx(s) > UK SBS Supply of nev	/ boil				Remaining Time: 21	hr 2m 42s
SCription: UK Shared Business Services Contact Information				Submit all Draft Boconness	Close Time: 23/08/2014	4 14:00 BST
Contact Information G BuyerUser2 UKSBS S				Submit all Draft Responses >	Status: Open	
Contact Information GuyerUser2 UKSBS	REx Attachments (13)			Submit all Draft Responses >	Status: Open Respond View History	d Offline 😕
Contact Information (BuyerUser2 UKSBS 5 Justionnaires (5)	RFx Attechments (13) Rev RFI Report Are thesages (5) Questionnaire / Question Questionnaire / Question €	Ø Ø (0)			Status: Open Respond View History	_
Contact Information () BuyerUser2 UKSBS 5 Juestionnaires (5)	RFx Attachments (13) Rev RFI Report Arev Messages (5) Questionnaire / Question Questionnaire / Question Notes			Respond	Status: Open Respond View History	d Offline
Contact Information () SuyerUser2 UKSBS 5 uestionnaires (5) SECTION 1, 2, 3, 5 and 7 - Guidance	RFx Attechments (13) Rev. RFI Report Questionnaire / Question Questionnaire / Question	Ø (0)	(0)	Respond Revise Response	Status: Open Respond View History View History	d Offline 2
Contact Information () SuyerUser2 UKSBS 5 Uestionnaires (5) SECTION 1, 2, 3, 5 and 7 - Guidance SECTION 0 - COMMERCIAL QUESTIO	RFx Attechments (13) Rev. RFI Report Questionnaire / Question Questionnaire / Question Questionnaire / Question Questio	@ (0) @ (0)	(0)	Respond Revise Response Revise Response	Status: Open Respond View History View History View History	d Offline 😑

Then click on 'download offline bidding template' and OK

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🤌 htt	tps://ukgps-sandbox.emptoris.com/e1/detail_bidoffline.jsp?_eps_=V&jspAction=2&/ 🔒	
CC	S eSourcing	1
	Respond Offline	
	What offline response action would you like to perform?	
	O Import Bids	
	Ownload offline bidding template	
	C Export line item information to view when creating offline bids (NOTE: Line item export is for informational purposes only and can not be used for importing bids)	
	OKClose	

Note it is not permitted for Bidders to use this functionality to import bids.

And export in your required format:

Crown Commercial	Service eSourcing - Windows Internet Explor 🔳 🗖 🔀
🔊 https://ukgps-sandbox	emptoris.com/e1/detail_export.jsp?_eps_=Y&jspAction=1458
CCS eSourcing	2 🛓 🗠
	Export Data
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Language *	British English 💙
File Name: *	UKSBS14_20140623105918
File Type:	O cs∨ O xLs ⊙ xLsx
Zip File	
	Export Close
* Required Field	
Microsoft Excel.	file type usually works best if you plan to complete the template in enabled for attachments. The export job will fail if it contains any

From here you will see the Data Manager, refresh the page after a few seconds and you should be able to click through to your report. Repeat this process if the Data Manager is showing 'pending' or 'running' status.

Crown Comme	ercial S	ervice eSo	urcing - Wind	lows Internet Explorer provided by ITC				
🙋 https://ukgps-sa	indbox. e	mptoris.com/e	1/frames_job_lis	t.jsp?TYPE_FILTER=0				
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Once complete you can download the report.

https://ukgps-s	andbox. e	mptoris.com/	e1/frames_job_li	st.jsp?TYPE_FILTER=0					
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User	Job ID	Туре	Description	Status		Time Submitted	Time Scheduled	Time Completed	R
Stokes, K	124	Integrati	Export	Done - Click here to download results.		23/06/201		23/06/201	[

Bidders should now be able to open a document which provides their text and table based responses as below. Note the report has three tabs.

	A1 🔻 💿 🌆 Header Section									×	
	A	в	С	D	E	F	G	н			
1	Header Section										
2	Organization Unique ID : CCS Procurement										
з	RFx Name : UK SBS Supply of new boiler FM120051	ler FM120051			RFx Type : RFI			Open Date Time : 2014-06-20 13:57:58 BST			
4	RFx Unique ID : FM120051					Round Name :			Close Date Time : 2014-06-23 14:00:00 BST		
5											
6	Question Information And Response Section	ANSWERED 17 / 17									
7	Questionnaires - Questions	Response	Response Comments								
			·							1	
	*AW6.1 - Please confirm your compliance to the requirements										
	of Section 4 Specification										
	Bidder guidance - The Bidder shall answer Yes or No										
	Yes - Pass										
	No - Fail										
24	Scoring criteria@Mandatory Pass / Fail	Yes		ANSWERED							
	*AW6.2 Provide a method statement for the installation of the										
	boiler.										
	Support your method statement with a project plan for the										
	delivery and installation.										
	Bidder guidance - Scoring will be based on 0-100 scoring										
	methodology										
	One attachment for the project plan is required.										
	Maximum character count (images can be provided) – 4096										
	characters per method statement										
	Scoring criteria - Maximum Marks 10%	xx		ANSWERED							
26	SECTION 6 - LEAD TIME										
	*AW7.1 Please confirm you can meet a delivery date of										
	13/12/13.										
	Bidder Guidance - The Bidder shall answer yes or no.										
	bidder Guidance - the bidder shall answer yes of no.										
	Yes - Pass										
	No - Fail										
27	Scoring Criteria - Mandatory Pass/Fail	Yes		ANSWERED							
	*AW7.2 Please provide details of the make and model of the										
	proposed boiler.										
	Bidder Guidance - Please complete the table and add an										
	attac										
										•	
	Instructions Question Response Table Respo	nse 🖉 😓] ◀ [Ш			•		
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The slides contained within this presentation were created using the Emptoris e sourcing suite and Internet Explorer 8.

UK Shared Business Services Ltd. makes no guarantees that the functionality available in these screen shots will be fully replicated in the live Emptoris e sourcing suite, nor if using an alternative web browser to IE8.

Any Bidder using these training materials should do so at their own risk and UK Shared Business Services Ltd does not make any commitment to their accuracy.

In using these training materials the Bidder commits that UK Shared Business Services Ltd shall be in no way liable should the Bidder be unable to complete any or all of their Bid or Response submission.

TEMPLATE VERSION CONTROL

Version	Date	Author(s)	Comment				
1.0	05/12/2013	James Aldred	Final Version				
1.1	23/06/2014 James Aldred		Updated with CCS branding.				