



**NHS West Kent CCG**

**Any Qualified Provider For  
Primary Care Psychological Therapy (IAPT)  
Service**

**Invitation To Qualify**

**How to Apply**  
Commercial in Confidence

**Version: Final**

**Reference No: P2014-017**

**Date Issued: 31 March 2015**

## The background

The commissioner for this service is NHS West Kent CCG. The Commissioner is supported in this project by NHS South East CSU (the CSU) and its procurement partner NHS Commercial Solutions (NHSCS), which is managing this procurement.

## How to apply for this procurement

To ensure operation in a fair and controlled manner, the Commissioner will conduct the procurement using a web-based system – sometimes referred to as an eSourcing portal. This is the only route through which the Commissioner will communicate with providers and accept completed bids.

Registration and use of the eSourcing portal is free of charge and places providers under no obligation to participate. It takes approximately 10 minutes to complete registration. Once registered, providers will be able to view the procurements being conducted, and may use the system to express their interest in any procurement.

Providers who express an interest will be notified automatically of events throughout the procurement process. Providers can use the system to access the tender documents and other material for procurements in which they have expressed an interest.

The eSourcing portal is a third party service operated by BravoSolution. Providers who encounter problems registering on the eSourcing portal should contact the BravoSolution help desk by email at [help@bravosolution.co.uk](mailto:help@bravosolution.co.uk) or by telephone on UK number 0800 368 4850. The help desk is available Monday to Friday from 8.00 am to 6.00 pm UK time.

Providers will be able to use the eSourcing portal to register their interest, to download the procurement documents, and to upload their completed bids.

## How to register

A provider who wishes to participate in a procurement but who has not already registered with the eSourcing portal, must register as follows:

1. Browse to the eSourcing Portal:  
<https://commercialsolutions.bravosolution.co.uk>
1. Click the link 'Register here'.
2. Enter the correct business and user details.
3. Note the username chosen and click 'Save' when complete.
4. The provider will shortly receive an email with your unique password (please keep this secure).

Providers who require any further assistance on the eSourcing portal should use the online help, or contact the BravoSolution help desk as above.

To express an interest in this procurement, a provider must:

1. Browse to the eSourcing Portal:  
<https://commercialsolutions.bravosolution.co.uk>
2. Login using their username/password.
3. Click the link 'ITTs Open to All Suppliers' (these are Tenders open to any registered provider).
4. Click the link for specific procurement ITT to access the content. This project is identified with the title: **NHS West Kent Primary Care Psychological Therapy (IAPT) Service**
5. Click the button 'Express Interest' in the box 'Actions' on the left-hand side of the page. This will move the ITT into the 'My ITTs' page.
6. Click on the ITT code, and access any attachments by clicking the link 'Settings and Buyer Attachments' in the box 'Actions'.
7. Choose to 'Reply' or 'Reject' (please give a reason if rejecting).
8. Optionally use the 'Messages' function to communicate with the Commissioner and seek any clarification.
9. Note the deadline for completion, then follow the onscreen instructions to complete the bid.
10. Providers who require any further assistance on the eSourcing portal should use the online help, or contact the BravoSolution help desk as above.