Bloom*
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**Your guide to joining the
Bloom supplier community**

Your guide to registration and accreditation
Bloom supplier community

Hello and welcome

This guide is designed to help you get started as part of our Bloom supplier community. It explains the initial registration and the more detailed accreditation process you'll go through to work with us.

Bloom provides the Nepro neutral vendor solution for the provision of specialist professional services available from NEPO. The Solution helps contracting authorities across the UK public sector procure professional services via a fast and OJEU compliant route to market.

Delivering the Nepro solution; we are a trusted partner to over one hundred and thirty public sector organisations across the UK; including Local Authorities, Educational establishments and NHS Organisations. In fact, we are recognised by Porge as the leading supplier of professional services to the public sector.

What makes us different?

Our approach to procurement is different. We specialise in bringing together a community of buyers and suppliers to help the public sector buy professional services better. We're transforming procurement by opening up the way it's done, giving the best choice for buyers and more business opportunities for suppliers, big or small.

We're passionate about delivering better outcomes for all projects, so our people are free to think differently about the challenges buyers are facing, to offer more choice, more flexibility and better value. Our buyers can procure professional services across 19 categories, of which there are almost 200 sub-categories. We support buyers with defining projects and select the right provider. We then work with suppliers and buyers to help deliver better control and ensure that projects are delivered on time, on budget and within scope.
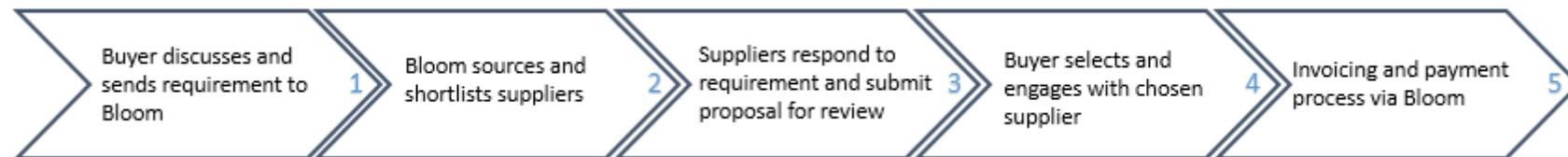
Join us today

Our growing and dynamic supplier community has worked with us to deliver over 2,000 projects. Our large and small suppliers continue to benefit from our efficient and cost-effective route to market. We are proud that around 70% of our projects are delivered by SME suppliers; which has encouraged our community to grow by about 12 new suppliers each week - join them today and be a part of our community.

Your guide to registration and accreditation
Bloom supplier community

How it works

Registering with the Bloom supplier community is free. It's also free to get accredited and to bid for opportunities. As part of the Bloom supplier community, you'll be on the radar for opportunities with our buyers from across the UK public sector. We'll let you know about opportunities via our Pro-Vide system, and you can choose whether to participate or not. You can also promote Bloom to your existing public sector clients, and advertise that you are accredited.

Using our NEPRO solution, buyers choose to buy professional services through mini competitions or direct awards. We charge a 5% management fee for the project management and administration that we deliver. That includes helping the buyer select the right supplier for the outcome, ensuring smooth project delivery and all the administration of invoicing for payment. This fee is chargeable when the agreed milestones have been achieved, outlined below:

Buyer discusses and sends requirement to Bloom	1	Bloom sources and shortlists suppliers	2	Suppliers respond to requirement and submit proposal for review	3	Buyer selects and engages with chosen supplier	4	Invoicing and payment process via Bloom	5

The benefits from joining the Bloom Supplier Community

✓ Bloom helps suppliers get on the radar to win opportunities with new clients by providing a fast, compliant route for buyers to procure your services.

✓ Many barriers to entry are removed, providing faster access to opportunities with the UK Public Sector through a simplified procurement process

✓ Our qualified Service Delivery team provide a high touch service; reviewing all requirements and suppliers and matching them based on capability.

✓ No key word searches are used; qualitative research is conducted on our suppliers by real people. This ensures opportunities received are the ones which you want to pursue.

✓ Completing the accreditation process on the outset means that you will be compliant and ready to bid for the next opportunity. You can update your profile / accredit against more categories at any time.

Your guide to registration and accreditation
Bloom supplier community

- ✓ There is no credit check required.
- ✓ Where appropriate we do not actively restrict communication between suppliers and buyers.
- ✓ Bloom holds regular events to facilitate suppliers and buyers networking.

How to become an Accredited Supplier.

Our accreditation process is a pre-qualification assessment to give clients the assurance that your business has achieved an industry standard of clearance. First, you need to register on Pro-Vide; our cloud-based project management system that supports our end-to-end process.

Completing the requirements for accreditation takes around 60 minutes and once completed and provides us with all the information we need. We do recommend that you login regularly to update your profile. To complete the registration process you will need to provide:

- ✓ Full company details
- ✓ Your certificate of incorporation if you are a limited company
- ✓ Responses to all mandatory and discretionary legislative questions
- ✓ Two case studies and two references for each sub-category you want to accredit against
- ✓ A Professional Indemnity Insurance certificate, with a minimum of £1million value
- ✓ Evidence of Public Liability and Employers Liability insurance where applicable
- ✓ Agreement to our SSA (Terms and Conditions)

Once you've submitted your registration, we'll review your company information and documentation. If we need any further details we'll get in touch, otherwise you will receive a notification of your successful accreditation along with our starter pack. Depending on receipt of references, this process can take up to one week.

Registration FAQs

Q: What format should be used for Case studies?

A: Case studies are used to demonstrate proven experience and to explain the types of services that your organisation can deliver. You will need to reference a specific project you have undertaken which aligns to the category / sub–category you are accrediting against. It is also recommended that you provide an overview of the services your company can deliver. A case study template is available on request; however, you can use other formats if you already have pre-existing examples.

Q: What are the mandatory insurance requirements?

A: The only 'mandatory' insurance we require providers to have is Professional Indemnity Insurance, with a minimum of £1m. This is non-negotiable. We do advise that you also provide Employers Liability (£5 million) and Public Liability (£10 million) as they are often requested by our buyers.

Q: Is the Service Supply Agreement negotiable?

A: The SSA is a back-to-back contract with our call off agreement and client contract. That means most the terms are non-negotiable. If you have queries with the SSA we advise that you submit your registration (so that we can work on your accreditation) and advise us that you do not agree with the terms. You'll then need to download the SSA, add your comments with tracked changes and forward this to our team for review. Please note that there is no guarantee that changes to the contract will be accepted and this could prolong your accreditation process. We'll be in touch as soon as possible to discuss any issues.

Please forward contract changes to ssa-enquiries@bloom.services.

Q: Will the system 'time me out' if I am called away?

A: Yes, as a security measure the system will time you out after one hour. Note that information will only be saved on the page once you have clicked 'Next'.

Q: What if I can't provide the non-mandatory requirements? How do I proceed?

A: If you can't meet any of the non-mandatory's requirements (such as Employers Liability Insurance) you can proceed to the next stage. This will not prevent you from achieving accreditation. Simply click N/A or where appropriate simply upload a word document which explains why this does not apply.

Q: Where will new opportunities be sent?

A: When registering you are asked to a generic email address for your company and the main representative (these can be the same). New opportunities will be sent via Pro-Vide to the generic email address that you provide. The Bloom team will also email you personally in relation to the requirements and to give further information about the opportunity.

Q: Can I update my Pro-Vide profile after I have registered?

A: Yes, your profile is your shop window. Our Service Delivery team use your information to assess your capabilities when selecting suppliers for mini competitions. So, it's important that you keep your company profile up to date. You can upload case studies, documents and request accreditation against additional sub categories at any time. All amendments are tracked by Bloom so we can ensure that your profile always remains compliant.

Your guide to registration and accreditation
Bloom supplier community

The Registration Process

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FAQs   Main Site   Logged in as: alison.colyer@bloom.services   Logout

How to register

First, you'll need to register with our cloud-based system, Pro-Vide. You'll need the following information to complete your registration:

- Registered company name, address, VAT number, certificate of incorporation
- Named representative - contact details
- Two supporting case studies for each category that you have registered against
- Two references for each category that you have applied for, from organisations that have used your organisation for delivery of services under that category
- Standard mandatory questions (equal opportunities, business continuity, health and safety, quality assurance)
- Insurance certificates
- Details about previous work with Bloom members and associate members

Download our leaflet on **Becoming a Bloom accredited supplier (pdf)**

Sign Up

User Registration – New to Bloom*

Email Address *

Password *

Enter password...

Confirm Password *

Enter Confirm password...

Register

Already registered? – Log in

We'll be happy to help if you have any questions. Just get in touch.

Contact

You can register at https://www.pro-vide.net/#/register

Simply enter a valid email address and confirm your password then click register.

Your password must contain a capital letter, a number and a special character.

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Bloom supplier community

SECURITY QUESTIONS

Please register some security questions and answers.

Question 1

What is your mother's maiden name?

Gwen

Question 2

Who is your favorite actor, musician, or artist?

Rod

Question 3

Where were you New Year's 2000?

Nan's

Confirm

Answer security questions to help you if you forget your password.

Make sure you choose questions you will remember.

Don't forget to the answers to click on confirm.

Once you have answered the security questions, you will be registered to Pro-Vide. You will then receive an email notification containing further information and a link to the next steps. You might need to check your junk folder just in case.

FAQs   **Main Site**

SECURITY QUESTIONS

User registration successful!
An email has been sent to the address you provided, please follow the instructions enclosed to activate the account.

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Bloom supplier community

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FAQs | **Main Site**

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USER REGISTRATION CONFIRMATION

User confirmed successfully!
Click here to log in to the system.

Now that your registration has been confirmed, you will need to follow the link to proceed.

This will take you to our landing page where you will need to enter your email address and password.

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FAQs | Main Site

Login

For Existing Users

Email Address

alison.colyer@bloom.services

Password

•••••••••••••

☐ Remember Me

Log In | **Forgot Password**

Not registered? – Sign up

Follow us on Twitter 🐦 **@talkbloom. Follow us on LinkedIn at Bloom Procurement Services. Visit our website** www.bloom.services **to stay updated**

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Bloom supplier community

Important notice:
×
- You must complete your registration in order to proceed. Click **here** to proceed with registration.

REQUIREMENTS

> Following this link will allow you complete your registration and take you through to Stage 1 (below).
>
> You will need to complete your company information. Don't forget to indicate the size of your company.

COMPANY DETAILS

Company name
[Company name]

Registered company name
[Registered company name]

Website address
[Website address]

Type of organisation
[Please select ▾]

Company number
[Company number]

Are you VAT registered
[Please select ▾]

Registered company address line 1
[Address line 1]

Registered company address line 2
[Address line 2]

Registered company address line 3
[Address line 3]

Town / city
[Town / City]

Postcode
[Postcode] [Search]

Country
[Please select ▾]

Size of organisation:

○ SME – Medium (less than 250 employees (FTE) and/or less than £40m turnover or less than £35m balance sheet)
○ SME – Small (less than 50 employees (FTE) and/or less than £8m turnover or less than £8m balance sheet)
○ SME – Micro (less than 10 employees (FTE) and/or less than £1.6m turnover or less than £1.6m balance sheet)
○ Other

[Dashboard]   [Next]

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Bloom supplier community

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OFFICE ADDRESS/CONTACT DETAILS

Address line 1   `Copy from Registered Address`

[Address line 1]

Address line 2

[Address line 2]

Address line 3

[Address line 3]

Town / city

[Town / City]

Postcode

[Postcode]   `Search`

Country

[Please select ▾]

Please indicate where your company has offices:

- ☐ North East
- ☐ East Midlands
- ☐ London
- ☐ Wales
- ☐ Other

- ☐ North West
- ☐ West Midlands
- ☐ South East
- ☐ Scotland

- ☐ Yorkshire and the Humber
- ☐ East Anglia
- ☐ South West
- ☐ Northern Ireland

`Dashboard`

Phone number

[Phone number]

Generic email address ❓

[Email address]

Fax number

[Fax number]

> You can copy your registered address if it is the same as your office address by clicking the button next to "Address Line 1".

`Previous`   `Next`

> Helpful Hint – Suggest locations you can deliver to, rather than focusing on other office locations.

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Your guide to registration and accreditation
Bloom supplier community

COMPANY REPRESENTATIVE CONTACT DETAILS

Name

Name

Job title

Job title

Email address

Email address

Landline

Phone number

Mobile Number

Mobile number

Dashboard

Previous   Next

Make sure that you include details for the contact who is most likely to be able to manage new business opportunities and bids.

MANDATORY GROUNDS FOR EXCLUSION

Please note the following questions are derived from the Crown Commercial Service Procurement Policy Note: Standard Selection Questionnaire (SQ) Action Note 8/16 9th September 2016.

As required by Regulation 57 of the Public Contracts Regulations 2015, you may be prevented from accreditation with Bloom if there is evidence of convictions relating to specific criminal offences including, but not limited to, bribery, corruption, conspiracy, terrorism, fraud and money laundering, or if you have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security obligations (except where this would be disproportionate e.g. only minor amounts involved).

If you answer "yes" to the question below on non-payment of taxes or social security contributions, and have not paid or entered into a binding arrangement to pay the full amount, you may still avoid exclusion if only minor tax or social security contributions are unpaid or if you have not yet had time to fulfill your obligations since learning of the exact amount due. If your organisation is in that position please provide details using the relevant space below.

You may contact Bloom for advice before completing this part of the accreditation process.

"Your organisation" also includes any director, partner, or any other person who has powers of representation, decision making or control within the organisation"

The detailed grounds for mandatory exclusion of an organisation are set out on this web page, which should be referred to before completing these questions.

2.1 Please indicate if, within the last 5 years, you, your organisation, or any other person who has power of representation, decision, or control in the organisation has been convicted anywhere in the world of any of the offences within the summary below and listed on the web page

Participation in a criminal organisation	○ Yes ○ No
Corruption	○ Yes ○ No
Fraud	○ Yes ○ No
Terrorist offences or offences linked to terrorist activities	○ Yes ○ No
Money laundering or terrorist financing	○ Yes ○ No
Child labour and other forms of trafficking human beings	○ Yes ○ No
2.3(a) Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of	○ Yes ○ No

Mandatory questions are pass / fail. You must be able to answer No to all questions. If you cannot answer No, contact a member of the NEPRO team for advice.

Your guide to registration and accreditation
Bloom supplier community

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3.1 Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation.

3.1(a) Breach of environmental obligations? ○ Yes ○ No

3.1(b) Breach of social obligations? ○ Yes ○ No

3.1(c) Breach of labour law obligations? ○ Yes ○ No

3.1(d) Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State? ○ Yes ○ No

3.1(e) Guilty of grave professional misconduct? ○ Yes ○ No

3.1(f) Entered into agreements with other economic operators aimed at distorting competition? ○ Yes ○ No

3.1(g) Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure? ○ Yes ○ No

3.1(h) Been involved in the preparation of the procurement procedure? ○ Yes ○ No

3.1(i) Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions? ○ Yes ○ No

> You will not be able to proceed to the next phase until you have completed all mandatory questions.

3.1(j) please answer the following statements

3.1(j) - (i) The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria. ○ Yes ○ No

3.1(j) - (ii) The organisation has withheld such information. ○ Yes ○ No

3.1(j) - (iii) The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015. ○ Yes ○ No

3.1(j) - (iv) The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award. ○ Yes ○ No

7. Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015

7.1 Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chain etc.")of the Modern Slavery Act 2015 ("the Act")? ○ Yes ○ N/A

[Dashboard]   [Previous] [Next]

> You must ensure that you complete the mandatory legislative questions. If these are incomplete, you will not be accredited.

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Bloom supplier community

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CATEGORIES ❓

Please tick each category that you would like to register for. There is no limit on the number of categories, however we require two recent case studies (as pdfs) to be uploaded for each sub category that you apply for as well as the details for two supporting references.

☑ Construction, Design & Engineering
☐ Environment, Sustainability & Waste
☐ Health & Wellbeing
☐ Facilities Management
☐ Planning & Development Control
☐ Housing and Community
☐ Social Value & Regeneration

☐ Finance, Audit & Accounting
☐ Information, Communication Technology
☐ Social Care (Children)
☐ Safeguarding
☐ Organisational & Change Management
☐ Marketing, Media and Communications

☐ Asset Management & Delivery
☐ Highways & Transport
☐ Leisure, Culture & Heritage
☐ Environmental Health & Consumer Protection
☐ Business Strategy
☐ Education & Curriculum

CONSTRUCTION, DESIGN & ENGINEERING

Sub categories

☐ Architect
☑ Mechanical & Electrical Design
☐ Structural Engineering & Design Planning

☐ Costing & Estimation Services
☐ Property Management
☐ Building Control

☐ Survey Services
☐ Civil Engineering & Design

MECHANICAL & ELECTRICAL DESIGN

Case studies

Case study 1
[Choose file] No file chosen   [Upload]

Case study 2
[Choose file] No file chosen   [Upload]

It is important that you select the right categories. Think of the categories as capabilities, not vertical markets. You should select categories based on whether you have delivered and have the capability to deliver. When you select a category, a drop down will appear with all the sub – categories.

Supporting reference A for case study 1

Name

> Name

Job title

> Job title

Organisation

> Organisation

Email

> Email

Phone number

> Phone number

Supporting reference B for case study 2

Name

> Name

Job title

> Job title

Organisation

> Organisation

Email

> Email

Phone number

> Phone number

Dashboard

Previous   Next

You will need to provide two references and upload two case studies per sub-category. If you wish to accredit against multiple sub-categories, you can use case studies more than once; if the work delivered is relevant to the sub-category. If you do choose to reuse case studies, we would advise that you upload more specific examples later.

EQUAL OPPORTUNITIES

Does your policy comply with the HRA 1998 and Equality Act 2010?

Please select ▾

Has your company ever been investigated/prosecuted for going against your Equal Opportunities policy?

Please select ▾

Does this policy make it explicitly clear that victimisation, discrimination, and harassment are disciplinary offences?

Please select ▾

Dashboard   Previous   Next

Detail whether your company complies with Equal Opportunities Act.

Detail whether you can provide a business continuity plan.

BUSINESS CONTINUITY

Do you have a business continuity plan to ensure that in the event of an emergency or business disruption you could continue to fulfil your contract?

Please select ▾

Have you had to employ your business continuity plan in the last 12 months?

Please select ▾

Has your company's business continuity plan been fully tested?

Please select ▾

Dashboard   Previous   Next

HEALTH AND SAFETY

Does your company have an employee with executive responsibility for health and safety within your organisation?

Please select ▼

In the last three years has your organisation been formally investigated by the Health and Safety Executive or similar body?

Please select ▼

In the last three years has your organisation been prosecuted or had a notice served for contravening any Health and Safety regulations?

Please select ▼

Dashboard   Previous   Next

Detail whether you meet Health and Safety requirements.

Detail whether you your company has a recognised quality management certification.

QUALITY ASSURANCE

Does your organisation have a recognised quality management certification such as BS/EN/ISO 9000, or a quality management system which establishes processes and procedures to ensure that your legal obligations are satisfied?

Please select ▼

Dashboard   Previous   Next

INSURANCE CERTIFICATES

Please upload copies of your company insurance/incorporation certificates (pdfs)

Certificate of incorporation

| Choose file | No file chosen | Upload |

Professional indemnity

| Choose file | No file chosen | Upload |

Expiry date

| Expiry date |

Public liability

| Choose file | No file chosen | Upload |

Expiry date

| Expiry date |

Employers' liability

| Choose file | No file chosen | Upload |

Expiry date

| Expiry date |

Dashboard

Previous | Next

Upload your certification and specify the expiry dates for your insurances.

CONTRACT SIGNING

Please carefully read the contract below and follow the instructions to digitally sign it. (Note: if your browser doesn't support reading this type of document you will be prompted to open/download the file and you can open it in a separate application.)

View/Download Contract

Do you agree with the terms and conditions stated in the above contract?

Please select

| Please select |
| I agree fully to the terms and conditions of this services contract |
| I do NOT agree to the terms and conditions of this services contract |

Dashboard   Previous   Submit

Once you have reviewed the SSA, you'll need to select the option to show that you agree with the terms of the contract. This will be your online confirmation that you agree to the Terms and Conditions. If you have queries with the SSA we advise that you submit your registration (so that we can work on your accreditation) but advise that you do not agree with the terms. See FAQs above for more information.

Once you have clicked submit, we will review your submission and contact your referees. If you have any issues or questions, about Pro-Vide contact aimee.laird@bloom.services. If you have a question about NEPRO contact alison.colyer@bloom.services or the SSA, please contact ssa-enquiries@bloom.services.