



CYNGHRAIR | WELSH  
CAFFAEL | PROCUREMENT  
CYMREIG | ALLIANCE

# How to apply to join the WPA's Dynamic Purchasing Systems

**A walkthrough of the Proactis tender portal application process**

# Steps to complete your DPS response

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## What you will need in advance

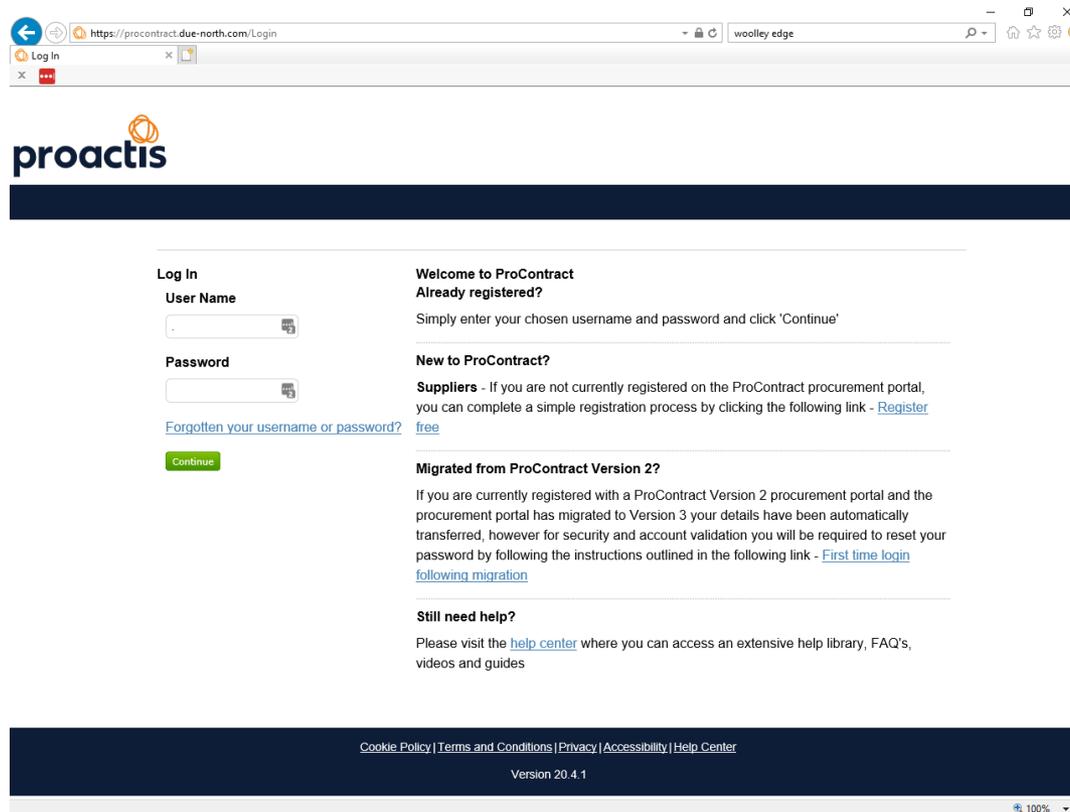
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- A printer/scanner (as you will need to print and sign then scan and upload documents that form part of your submission).
- If you are a company (as per Companies House)
  - Your company's registered name & number
  - Your company's registered address
- Details of contracts where you provide similar services and works to that which you are applying to provide through the DPS.

# Step 1 – Log into the portal

Access the Proactis portal at the following web address and login to the portal. If you have not yet registered you can also do so from this page

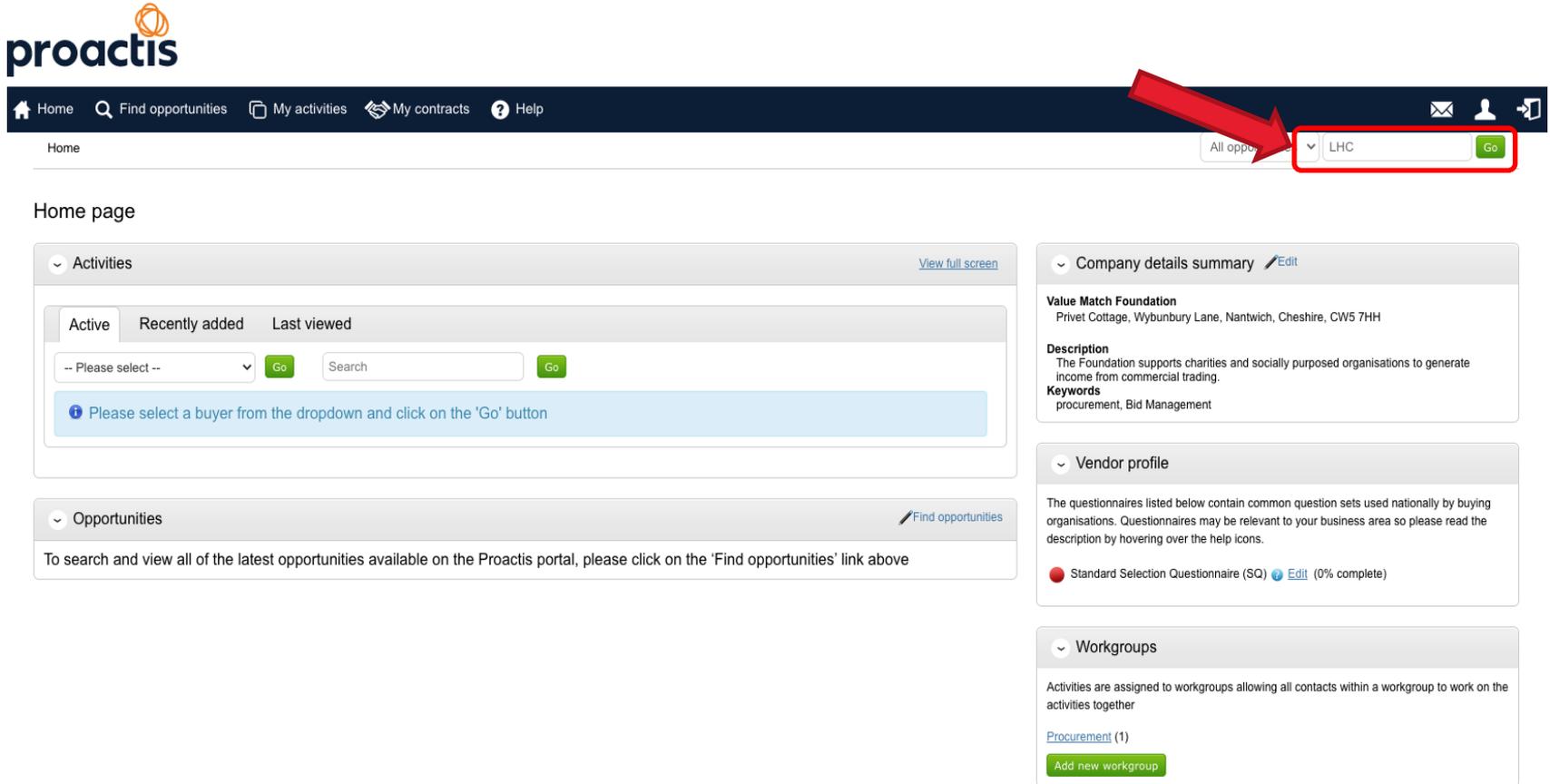
<https://procontract.due-north.com/Login>



The screenshot shows a web browser window with the URL <https://procontract.due-north.com/Login>. The page features the Proactis logo at the top left. Below the logo is a dark blue header bar. The main content area is divided into two columns. The left column is titled "Log In" and contains a "User Name" field, a "Password" field, a "Forgotten your username or password?" link, and a green "Continue" button. The right column contains three sections: "Welcome to ProContract Already registered?" with instructions to enter username and password; "New to ProContract?" with a "Suppliers" section and a "Register free" link; and "Migrated from ProContract Version 2?" with instructions for users migrating from Version 2 and a "First time login following migration" link. At the bottom of the right column is a "Still need help?" section with a "help center" link. The footer of the page includes links for "Cookie Policy", "Terms and Conditions", "Privacy", "Accessibility", and "Help Center", along with the version number "Version 20.4.1".

## Step 2 – Access the DPS

Once logged in, enter LHC and click 'Go'.  
This will take you to LHC'S current opportunities.



The screenshot shows the Proactis website interface. At the top left is the Proactis logo. Below it is a navigation bar with links for Home, Find opportunities, My activities, My contracts, and Help. On the right side of the navigation bar are icons for email, user profile, and a search icon. A red arrow points to a search bar in the top right corner, which contains the text 'LHC' and a green 'Go' button. Below the navigation bar, the page content is divided into several sections: 'Home page', 'Activities', 'Opportunities', 'Company details summary', 'Vendor profile', and 'Workgroups'. The 'Activities' section has tabs for 'Active', 'Recently added', and 'Last viewed', and a search bar with a dropdown menu and a 'Go' button. The 'Opportunities' section has a link to 'Find opportunities'. The 'Company details summary' section shows information for 'Value Match Foundation'. The 'Vendor profile' section shows a list of questionnaires. The 'Workgroups' section shows a list of workgroups.

Home

Home Find opportunities My activities My contracts Help

All opportunities LHC Go

Home page

Activities [View full screen](#)

Active Recently added Last viewed

-- Please select -- Go Search Go

Please select a buyer from the dropdown and click on the 'Go' button

Opportunities [Find opportunities](#)

To search and view all of the latest opportunities available on the Proactis portal, please click on the 'Find opportunities' link above

Company details summary [Edit](#)

**Value Match Foundation**  
Privet Cottage, Wybunbury Lane, Nantwich, Cheshire, CW5 7HH

**Description**  
The Foundation supports charities and socially purposed organisations to generate income from commercial trading.

**Keywords**  
procurement, Bid Management

Vendor profile

The questionnaires listed below contain common question sets used nationally by buying organisations. Questionnaires may be relevant to your business area so please read the description by hovering over the help icons.

Standard Selection Questionnaire (SQ) [Edit](#) (0% complete)

Workgroups

Activities are assigned to workgroups allowing all contacts within a workgroup to work on the activities together

[Procurement](#) (1)

[Add new workgroup](#)

## Step 2 – Access the DPS

You will see LHC's opportunities.  
Click the link for the DPS you wish to apply to join.



Home Find opportunities My activities My contracts Help

Home > Find Opportunities All data LHC Go

### Opportunities - Search results

**Narrow your results**

Portals: All

Organisations: All

Categories: There are 0 categories selected  
+ Add UNSPSC categories  
+ Add NHS eClass Version 2014 categories  
+ Add CPV categories  
+ Add ProClass categories  
+ Add Proc HE categories

Regions

Title	Buyer	Expression Start	Expression End	Estimated value
<a href="#">Design, Supply and Installation of Roofing and Associated Works (RS4)</a>	LHC	05/10/2020	27/11/2020	N/A
<a href="#">Dynamic Purchasing System (DPS) for Whole House Refurbishment - Consortium Procurement Construction (CPC)</a>	LHC	18/11/2019	17/11/2023	N/A
<a href="#">Dynamic Purchasing System (DPS) for Whole House Refurbishment - LHC (London, South East, Midlands and East)</a>	LHC	18/11/2019	17/11/2023	N/A
<a href="#">Dynamic Purchasing System (DPS) for Whole House Refurbishment - Scottish Procurement Alliance (SPA)</a>	LHC	18/11/2019	17/11/2023	N/A
<a href="#">Dynamic Purchasing System (DPS) for Whole House Refurbishment - South West Procurement Alliance (SWPA)</a>	LHC	18/11/2019	17/11/2023	N/A
<a href="#">Dynamic Purchasing System (DPS) for Whole House Refurbishment - Welsh Procurement Alliance (WPA)</a>	LHC	18/11/2019	17/11/2023	N/A
<a href="#">Housing Construction South and Mid Wales DPS (DPS HCSWa) (Housing Construction South Wales) (DPS HCSWa)</a>	LHC	25/09/2020	25/10/2030	£500,000,000.00
<a href="#">Public Buildings Construction and Infrastructure Framework (PB3)</a>	LHC	12/10/2020	11/12/2020	N/A

There are a few different DPS options available.  
Click on the one you wish to apply to join.



## Step 2 – Access the DPS

You have now registered your interest in the DPS and have access to the documentation.

You have however not yet completed your DPS response, if you wish to complete your response straight away click the link within the 'What happens next' section.

**In the future when you log-in the documents will be available from your 'My Activities' section.**

The screenshot shows the proactis website interface. The main header includes the proactis logo and the LHC logo with the tagline "Trusted procurement for better buildings and homes". The navigation bar contains links for Home, Find opportunities, My activities, My contracts, and Help. The breadcrumb trail indicates the current page is "Housing Construction South Wales DPS (DPS HCSWa)".

The main content area displays the details for the opportunity "Housing Construction South Wales DPS (DPS HCSWa)". A modal window titled "Expression of interest successful" is overlaid on the page. The modal contains the following text:

**Expression of interest successful**

You have successfully registered interest in the following opportunity for Procurement :-

**Housing Construction South Wales DPS (DPS HCSWa)**

You will receive an email notification shortly confirming your registration of interest.

**What happens next?**

- You have been invited to participate in the DPS event for this opportunity. **Housing Construction South Wales DPS (DPS HCSWa)** has been added as a new activity in your [activities centre](#). To view this DPS event now, click [here](#).

**I don't have time to look at the DPS now, what should I do?**

- Don't worry your activity is stored safely against your account and an invitation has been sent to your registered email address [jo@value-match.co.uk](mailto:jo@value-match.co.uk). The invitation contains a direct link to this DPS.
- Please note however that the closing date for this DPS is 23 November 2020 12.00. Make sure you leave enough time to complete your response.

For reference, the primary contact for this opportunity is listed below :-

	Procurement Portal	Organisation
	LHC	LHC
<b>M Jo Parkes-Newton</b>	Ref Id	Activity
T: 07590266515	DN492019	Housing Construction South and Mid Wales DPS (DPS HCSWa)
F:		
M:		
E: <a href="mailto:jo.parkes-newton@welshprocurement.cymru">jo.parkes-newton@welshprocurement.cymru</a>		

Close

## Step 3 - Download and read all documents

Click on each of the documents to be able to open and download them. Ensure you read each document starting with the 'Quick Guide' document.



Home Find opportunities My activities My contracts Help

Home > Housing Construction South and Mid Wales DPS (DPS HCSWa) > Housing Construction South and Mid Wales DPS (DPS HCSWa) - Acceptance Round 3

### Activity summary

[<Back to dashboard](#)

#### Activity information

Buyer: LHC

Title: Housing Construction South and Mid Wales DPS (DPS HCSWa) ID: 485919 Acceptance Round: 3

Description: Housing Construction South and Mid Wales LHC (acting as the Central Purchasing Body for the Welsh Procurement Alliance (WPA)), are establishing a DPS Agreement for Residential Construction (including any associated community buildings and facilities) across South and Mid-Wales. The lot structure consists of 17 lots across 16 South and Mid-Wales counties: Blaenau Gwent; Bridgend; Caerphilly County; Cardiff; Carmarthenshire, Ceredigion; North Powys; South Powys; Merthyr Tydfil; Monmouthshire; Neath Porth Talbot; Newport; Pembrokeshire; Rhondda Cynon Taff; Swansea; Torfaen; Vale of Glamorgan. The Works (including associated Services and / or Supplies) which can be delivered includes the development of new build housing projects, including 'Housing' (housing, bungalows, flats, apartments etc.) and 'Accommodation' (sheltered accommodation, care homes, extra care (e.g. dementia) student accommodation etc.). There is also a specialist lot within each county to provide for the construction of Accommodation. Clients can commission buildings using Modern Methods of Construction. The DPS also allows for the refurbishment and alteration of existing buildings as part of new build schemes or building conversion to residential accommodation. Scope also includes options for associated land purchases (and financing land purchase and development). WPA anticipates a wide range of projects potentially being delivered under the DPS, from single smaller sites to complex multi-site projects. This is reflected in proposed value banded sub-lots structure within each county for Housing delivery of developments of varying sizes: up to 5 units; 5 – 15 units; 16 – 49 units; 50 units and above.

#### Amendment information

Version: 2 Last amended: 11/11/2020 20:20

Amended sections: Activity information, attachments

Description: Confirmation of closing date for 3rd round and update of qualification documents.

#### Activity documentation, files & links (18)

Title	Type	Size
<a href="#">CD1_WPA_READ_FIRST_Quick Guide_Chec &amp; Dec (V1)_2020.09.25.docx</a>	docx	261 KB
<a href="#">CD2B_Signif_Sub_and_Member_QQ (V1)_2020.09.25.xlsx</a>	xlsx	106 KB
<a href="#">CD3_WPA_Financial_Standings_Assess_Template.xlsx</a>	xlsx	84 KB

Read this first

#### Deadline & time remaining

A response to this activity can be submitted no later than **23rd November 2020 at 12:00 PM**

Time remaining

4 Days 47 Minutes 26 Seconds

#### Messages & clarifications (0)

This panel will show any messages & clarifications that have been sent to you concerning this activity from the buyer

You have received 0 message(s) of which 0 are unread

[View all](#) | [View unread](#)

#### Your response

The checklist below shows the current status of your response to this activity

**This is your response submission progress checklist:**

**Before you can submit your response you need to...**

- Indicate your intent to respond
- Start response or opt out the activity
- Complete the additional information section
- Complete mandatory question sets
- Accept terms & conditions fully or in part

## Step 4 – Complete the qualification questionnaire

Click the 'Start my Response' button and the screen will refresh as seen on the next page.

Amendment information [Amendment history](#)

Version: 2      Last amended: 11/11/2020 20:20

Amended sections: Activity information, attachments

Description: Confirmation of closing date for 3rd round and update of qualification documents.

Activity documentation, files & links (18) [Hide](#)

Title	Type	Size
<a href="#">CD1_WPA_READ_FIRST_Quick_Guide_Chec_&amp;_Dec_(V1)_2020.09.25.docx</a>	docx	961 KB
<a href="#">CD2B_Signif_Sub_and_Member_QQ_(V1)_2020.09.25.xlsx</a>	xlsx	106 KB
<a href="#">CD3_WPA_Financial_Standing_Assess_Template.xlsx</a>	xlsx	84 KB
<a href="#">CD4_WPA_Lot_Selector_(V1)_2020.09.25.xlsx</a>	xlsx	2 MB
<a href="#">CD5_FOI_&amp;_Confidentiality_Declaration_(V1)_2020-09-25.docx</a>	docx	964 KB
<a href="#">CD6_Case_Study_Submission_(V3)_2020.11.11docx.docx</a>	docx	969 KB
<a href="#">DD1_WPA_Commissioning_Objectives_(CO)_(V1)_2020.08.12.pdf</a>	pdf	203 KB
<a href="#">DD2_DPS_Terms_and_Conditions_(V1)_2020.09.25(1).pdf</a>	pdf	357 KB
<a href="#">ID1_WPA_Document_Schedule_(V5)_2020.11.11.pdf</a>	pdf	173 KB

[View all](#) | [View unread](#)

### Your response

The checklist below shows the current status of your response to this activity

**This is your response submission progress checklist:**

*Before you can submit your response you need to...*

- Indicate your intent to respond
- Start response or opt out the activity
- Complete the additional information section
- Complete mandatory question sets
- Accept terms & conditions fully or in part
- Submit your response

Options currently available to you are.....

[Start my response](#)   [Opt out](#)

[Indicate your intent to respond](#)

Click this button 

# Step 4 – Complete the qualification questionnaire

You have now unlocked the response form, note the progress of the qualification questionnaire is currently showing 'grey bars' as you have not yet started it.

Click the 'Edit' link to open up the questionnaire and complete it.

Your response summary

[<Back to summary](#)

[Take a tour](#)

**Response information**

<b>Supplier:</b> Value Match Foundation	<b>Company reg number:</b> 12687469
<b>Workgroup:</b> Procurement	<b>Company address:</b> Privet Cottage Wybunbury Lane Nantwich Cheshire United Kingdom CW5 7HH
<b>Workgroup contacts:</b> Sue Parkes-Newton	<b>Website:</b> None
<b>Activity id:</b> DN492019	
<b>Response id:</b> R4890137	

**Deadline & time remaining**

A response to this activity can be submitted no later than **23rd November 2020 at 12:00 PM**

**Time remaining**

4 Days 40 Minutes 36 Seconds

**Additional information**

You have not started the 'Additional information' section. Click on the 'Edit' link to begin. [Edit](#)

Progress is currently at zero

**Question sets (1)**

Title	Summary	Progress	Action
<a href="#">CD2A Qualification Questionnaire</a>	<b>Mandatory</b> question set of 75 questions of which 56 are mandatory		<a href="#">Edit</a>

**Response documentation, files & links (0)**

No attachments [+ Add](#)

**Terms & conditions (1)**

[Accept terms & conditions](#) [Decline terms & conditions](#)

Title
<a href="#">WPA DPS Sept 2020</a>

**Your response**

The checklist below shows the current status of your response to this activity

**This is your response submission progress checklist:**

**So far you have.....**

- Indicated intent to respond (19/11/2020 11:18)
- Started to draft your response to this activity

**Before you can submit your response you need to...**

- Complete the additional information section
- Complete mandatory question sets
- Accept terms & conditions fully or in part
- Submit your response

**Options currently available to you are.....**

[Opt out](#)

## Step 4 – Complete the qualification questionnaire

Complete the questions using the 'Answer question' link to the right of each question title. The majority of these questions are Pass/Fail. The coloured circle to the right of each questions indicates whether you have completed it or not.

Ensure the Company name, number and address provided is as it is registered with Companies House

Questions

Title	Section status	Status	Flag
<b>Contact Information</b>		<b>Incomplete section</b>	
Trading name that will be used if your organisation is successful in this procurement	<a href="#">Answer question</a>	●	
Postal Address - Line 1: Postal address - Line 2: Postal address - Town/City.	<a href="#">Answer question</a>	●	
Postal Address - County	<a href="#">Answer question</a>	●	
Postal Address - Postcode	<a href="#">Answer question</a>	●	
Postal Address - Country	<a href="#">Answer question</a>	●	
Is your organisation a registered company or charity?	<a href="#">Answer question</a>	●	
Is your registered name different to your trading name stated at Question 1.1?	<a href="#">Answer question</a>		
Registration number	<a href="#">Answer question</a>		
Is your registered office address different from your postal address stated at Question 1.2?	<a href="#">Answer question</a>		
Registered Office - County	<a href="#">Answer question</a>		
Registered Office - Postcode	<a href="#">Answer question</a>		
Registered Office - Country	<a href="#">Answer question</a>		
Contact person details.	<a href="#">Answer question</a>	●	
Telephone (including dialling code).	<a href="#">Answer question</a>	●	
Mobile (including dialling code).	<a href="#">Answer question</a>	●	
Email	<a href="#">Answer question</a>	●	
Internet address (web address)	<a href="#">Answer question</a>	●	

Progress (0%)

Key

- The answer provided is valid and complete.
- The answer has been automatically populated from a previous answer but it must be reviewed before submission.
- Mandatory elements of this question have not been provided.
- ★ The question has been flagged for review.

Public attachments

No attachments

## Step 4 – Complete the qualification questionnaire

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Provide your answer to each question in the text box provided. Once you have provided your response to each question you can navigate through questions using the links under each text box.

Some questions are mandatory, others only require completion depending on your response to other linked questions within the questionnaire. Which will be advised in the question title. Avoid using the browser's back or forward buttons when completing the questionnaire, instead use the buttons under the text box to ensure the portal saves your responses regularly.

You should always click the 'Save and close' button before closing the questionnaire or webpage.

Contact Information | Question 1 of 17

<p><b>Question</b></p> <p><b>Title:</b> Trading name that will be used if your organisation is successful in this procurement</p>	<p><b>Section help</b></p>
<p><b>Answer</b> <span style="float: right;">Flag question for review <input type="checkbox"/></span></p> <p>Value Match Foundation</p>	<p><b>Question help</b></p> <p>This question is mandatory Please enter the name that you wish your organisation to be known by during the Procurement Process and when participating in the DPS</p>
<p>Save and close <b>Save and previous</b> Save and next</p>	<p><b>Question attachments</b></p> <p>No attachments</p>

## Step 4 – Complete the qualification questionnaire

The 5 ‘attachment questions’ at the end of the qualification questionnaire require you to upload relevant documents.

Click the ‘Add attachment’ button within each question to do this.

Attachments | Question 1 of 5

<p><b>Question</b></p> <p><b>Title:</b> Please ensure that you complete and upload CD1 Quick Guide and Signed Declaration.</p>	<p><b>Section help</b></p>
<p><b>Answer</b> <span style="float: right;">Flag question for review <input type="checkbox"/></span></p> <p>No attachments</p> <p><b>Add attachment</b> ← Click this button to add your documents</p> <p><b>Comments (optional)</b></p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <p><a href="#">Save and close</a> <a href="#">Save and previous</a> <a href="#">Save and next</a></p>	<p><b>Question help</b></p> <p>This question is mandatory If you have been unable to attach this document please state reasons why.</p> <p><b>Question attachments</b></p> <p>No attachments</p>

## Step 4 – Complete the questionnaire

The questionnaire will be complete when the progress bar is fully amber and at 100%.



### View evaluation questions

Questions

Title	Section status	Status	Flag
Part 1: Potential supplier Information		Complete section	
Supplier Information		Complete section	
1.1(a) Full name of the potential supplier submitting the information	<a href="#">Answer question</a>	●	
1.1(b) - (i) Registered Office Address ( if applicable)	<a href="#">Answer question</a>	●	
1.1(b) - (ii) Registered website address ( if applicable)	<a href="#">Answer question</a>	●	
1.1(c) Trading Status	<a href="#">Answer question</a>	●	
1.1(d) Date of registration in country of origin	<a href="#">Answer question</a>	●	
1.1(e) Company registration number (if applicable)	<a href="#">Answer question</a>	●	
1.1(f) Charity registration number (if applicable)	<a href="#">Answer question</a>	●	
1.1(g) Head office DUNS number (if applicable)	<a href="#">Answer question</a>	●	
1.1(h) Registered VAT number	<a href="#">Answer question</a>	●	
1.1(i) - (i) If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?	<a href="#">Answer question</a>	●	
1.1(i) - (ii) If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s).	<a href="#">Answer question</a>	●	

Progress (100%)

Key

- The answer provided is valid and complete.
- The answer has been automatically populated from a previous answer but it must be reviewed before submission.
- Mandatory elements of this question have not been provided.
- ★ The question has been flagged for review.

Public attachments

[Standard Selection Questionnaire \(Supplier Guidance\).pdf](#) 88 KB

## Step 4 – Complete the qualification questionnaire

Click the back button

Supplier Diversity		Complete section
Is your enterprise majority BAME owned/led*?	<a href="#">Answer question</a>	●
Is your enterprise majority owned/led by women?	<a href="#">Answer question</a>	●
Is your enterprise majority owned/led by disabled people?	<a href="#">Answer question</a>	●
Is your enterprise majority LGBTQ owned/led?	<a href="#">Answer question</a>	●
What is the % of BAME staff in your enterprise workforce?	<a href="#">Answer question</a>	●
What is the % of women staff in your enterprise workforce?	<a href="#">Answer question</a>	●
What is the % of disabled staff in your enterprise workplace?	<a href="#">Answer question</a>	●
What is the % of LGBTQ staff in your enterprise workplace?	<a href="#">Answer question</a>	●

Attachments		Complete section
Please ensure that you complete and upload CD1 Quick Guide and Signed Declaration.	<a href="#">Answer question</a> ✎	●
Please ensure that you complete and upload CD3 Financial Assessment Templates.	<a href="#">Answer question</a> ✎	●
Please ensure that you complete and upload CD4 Lot Selector.	<a href="#">Answer question</a> ✎	●
Please ensure that you complete and upload CD5 FOI & Confidentiality Declaration.	<a href="#">Answer question</a> ✎	●
Please ensure that you complete and upload CD6 Case Study Summary.	<a href="#">Answer question</a> ✎	●

**Back** ← Click the back button

# Step 5 – Confirm any additional information

The additional information section allows you to add anything not covered within the questions set out that you feel you wish to include in your response. You will need to take some action in the form regardless of whether you have additional information to provide or not.

Click the 'Edit' link to open the additional information form.

The screenshot shows a 'Your response summary' page with several sections:

- Response information:** Supplier: LHC Test, Workgroup: Procurement, Activity id: DN426055, Response id: R4573048. Company reg number: N/A, Company address: 1 street, Uxbridge, Isle of Harris, United Kingdom, UB8 1QE, Website: None.
- Additional information:** A section with a large red arrow pointing to an 'Edit' link. Text below reads: 'Supplier reference, response information & additional comments: You have acknowledged that you do not want to include a reference of your own, further response information or additional comments as part of your response'.
- Question sets (1):** A table with columns: Title, Summary, Progress, Action. One row: 'Standard Selection Questionnaire (SQ)' with a 'Mandatory' question set of 53 questions, 45 of which are mandatory. Progress is shown as 10 orange bars. Action: 'Edit'.
- Response documentation, files & links (2):** A table with columns: Title, Type, Size. Two rows: 'LHC Reference Letter Template v1 (002)' (docx, 54 KB) and 'Lotting Schedule LHC' (xlsx, 14 KB). Both have a red 'X' icon.
- Terms & conditions (1):** A table with columns: Title. One row: 'LHC DPS'. Status: 'Accept terms & conditions' (checked) and 'Decline terms & conditions' (unchecked).
- Deadline & time remaining:** A response can be submitted no later than 31st July 2028 at 8:00 PM. A green bar shows 8 Years, 4 Months, and 1 Week remaining.
- Your response:** A checklist showing progress: 'Indicated intent to respond (23/03/2020 12:27)', 'Started to draft your response to this activity', 'Completed the additional information section', and 'Completed mandatory question sets'. Below, it asks 'Before you can submit your response you need to...' and lists 'Accept terms & conditions fully or in part' and 'Submit your response' as required actions.

## Step 6 – Confirm any additional information

Either add any additional information you feel appropriate or click the check box at the bottom of the page to confirm you have no additional information to provide.

Click the 'Save' button to record your response and return to the main response screen

Home Find opportunities My activities My contracts Help

Home > My activities > Dynamic Purchasing System (DPS) for Whole House Refurbishment - LHC (London, South East, Midlands and East) > Additional information

Additional information [Return to response](#)

Supplier reference (optional)

Response information (optional)

Additional comments (optional)

Enter information in the text boxes or click this checkbox and the click the 'Save' button.

have read and understood this section and can confirm I am happy not to include any additional information

Save Cancel

## Step 6 – Accept T&Cs and submit your response

You will need to read and accept the DPS terms and conditions in order to submit your response. To do this click on the link shown below which is in the Terms and Conditions section.



Once you have accepted the terms and conditions the 'Submit response' button will appear and glow. Click it to submit your fully completed response.

The screenshot shows a web browser window with the URL <https://procontract.due-north.com/RfxResponse/RfxResponseSummary?rfxId=1b611bab-5161-ee11-80ff-005056b64545&responseId=t>. The page displays response information and a checklist of progress.

**Supplier reference:** ssssss  
**Response information:** dss  
**Additional comments:** ss

**Question sets (1)**

Title	Summary	Progress	Action
<a href="#">Standard Selection Questionnaire (SQ)</a>	<b>Mandatory</b> question set of 53 questions of which 45 are mandatory	<div style="width: 100%; height: 10px; background-color: orange;"></div>	<a href="#">Edit</a>

**Response documentation, files & links (0)** [+ Add](#)  
No attachments

**Terms & conditions (1)** [Decline terms & conditions](#)

Title	Status
<a href="#">LHC DPS</a>	<span style="color: green;">✔</span> You have acknowledged your acceptance of the listed terms & conditions

**Your response** [Response history](#)

The checklist below shows the current status of your response to this activity

**This is your response submission progress checklist:**

**So far you have.....**

- ✔ Indicated intent to respond (20/03/2020 18:33)
- ✔ Started to draft your response to this activity
- ✔ Completed the additional information section
- ✔ Completed mandatory question sets
- ✔ Accepted terms & conditions fully or in part

**Almost done, all you need to do now is.....**

- ✘ Submit your response

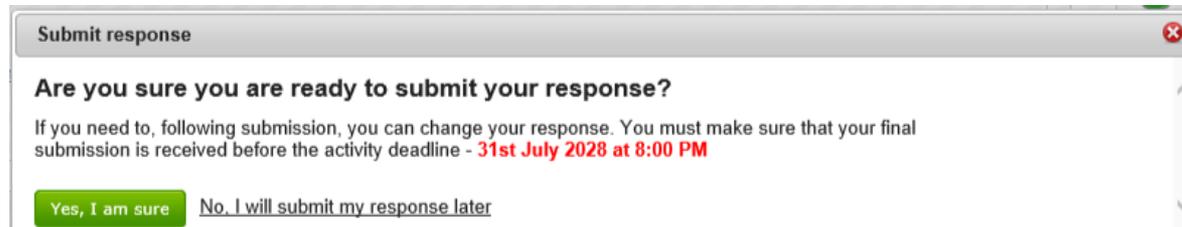
**Options currently available to you are.....**

Submit response [Opt out](#)

**Audit history**  
[View audit history](#)

## Step 6 – Accept T&Cs and submit your response

You will see the following popup message requesting confirmation to submit your response. Click the 'Yes I am sure' button to proceed.



The page will refresh and you will see the response summary page showing confirmation of the date and time of your submission and the content of your submission below it.

The screenshot displays the "Your response summary" page, which is highlighted with a red box. The page is divided into several sections:

- Response information:** Supplier: LHC Test; Workgroup: Procurement; Activity id: DN426055; Response id: R4573048; Company reg number: N/A; Company address: 1 street, Uxbridge, Isle of Harris, United Kingdom, UB8 1QE; Website: None.
- Additional information:** Supplier reference, response information & additional comments: You have acknowledged that you do not want to include a reference of your own, further response information or additional comments as part of your response.
- Question sets (1):** A table with columns: Title, Summary, Progress, Action. It lists "Standard Selection Questionnaire (SQ)" as a "Mandatory question set of 53 questions of which 45 are mandatory" with a progress bar and a "View question set" link.
- Response documentation, files & links (2):** A table with columns: Title, Type, Size. It lists "LHC Reference Letter Template v1.002" (docx, 54 KB) and "Lotting Schedule LHC" (xlsx, 14 KB).

On the right side, there is a "Deadline & time remaining" section with a "Take a tour" link and a "Back to summary" link. It states: "A response to this activity can be submitted no later than 31st July 2028 at 8:00 PM" and shows a "Time remaining" counter of 8 Years, 4 Months, and 1 Week.

## Next steps

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You have now completed your application for the DPS.

You will receive a message confirming receipt your submission within your Proactis portal messaging inbox and also an email confirmation to the registered email address for your account.

Your application will be processed within 10 - 15 working days and you will be notified via the Proactis portal messaging inbox with the outcome of your submission (Note you will also receive an email when the message is received in your Proactis messaging portal inbox).

Please check the Proactis portal messaging inbox periodically during the 10 - 15 working days and also ensure that emails from Proactis do not go into your junk email box.

Should you be unsuccessful in your submission we will provide feedback to explain our reasons for declining your submission and if you are able to rectify the issues identified in our feedback you are able to re-apply at any time.