

# Procurement

- The application process will be online
- Register as soon as possible on the South east Shared Service Procurement Portal

<https://www.sesharedservices.org.uk/esourcing>

# South East Shared Services



[Home](#) [Buyer profiles](#) [View opportunities](#) [Useful links](#) [Contact us](#)

[Register](#) [Login](#)

## Welcome to the e-Sourcing portal

The portal is a collaboration between public sector authorities in the South East region to provide a simple, secure and efficient way for managing sourcing and quotation activities, reducing time and cost for buyers and suppliers.

### From this site you can

- See what opportunities are available from all authorities using the portal
- Register your organisation to bid for public sector business from any authority using the portal
- Access support and guidance to help your organisation to make the best bid possible
- Find out more about the purchasing authorities (buyers) including links to other work opportunities in the region.

### Register to get access to

- Tender opportunities
- Requests for information
- Requests for quotation
- Find out when we are running supplier events

### How to register

- If you have not previously registered select the Register or Login button. This will open a wizard that will guide you through the steps required
- Login details will be generated automatically by the system and sent to your email address

[Register](#) your details or [login](#) to access all current tender opportunities from across the partners.

# South East Shared Services



User: Corporate Procurement  
Company: BHCC Dummy

Logout

in-community

## Welcome to the SE Shared Services eSourcing Portal

### What do I do next?

- To see a list of all tenders you are involved in click **My Tenders** under **Tenders**. This is where you will be able to view any documents you have been sent, **make your return** and check your progress on the tender
- To express interest in a tender click the **Tenders** button from the menu bar at top of the page. From here you will have access to a list of tenders. Select the **View Details** button and from here you can express interest via the **Express Interest** button
- To view the history of your correspondence click the **Messages** button.
- To send correspondence click the **Messages** button and select **Send Correspondence**.

User ID: 1461085088379

User: Corporate Procurement

Company: BHCC Dummy

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Tender Documents Received - Main	Description	Options
	Carer's HUB ITT FINAL.docx	<a href="#">View</a> <a href="#">Download</a>
	Carers Hub draft contract.docx	<a href="#">View</a> <a href="#">Download</a>
	Carers HUB - TUPE NDA.docx	<a href="#">View</a> <a href="#">Download</a>
	Carers Hub Specification – Overview and Tier One.docx	<a href="#">View</a> <a href="#">Download</a>
	Specification Appendix 1 - Care Act Duties - Carers.docx	<a href="#">View</a> <a href="#">Download</a>
	Specification Appendix 2 - How the Contract will work with existing Services.docx	<a href="#">View</a> <a href="#">Download</a>
	Specification Appendix 3 - Tier 2 - Specification for Carers Homebased Respite for Health Related Appointments.docx	<a href="#">View</a> <a href="#">Download</a>
	Specification Appendix 4 - Tier 2 - Specification for Carers Reablement.docx	<a href="#">View</a> <a href="#">Download</a>
	Specification Appendix 5 - Tier 2 - Specification for Specialist Dementia Carers' Support.docx	<a href="#">View</a> <a href="#">Download</a>
	Specification Appendix 6 - Tier 2 - Specification for Supporting Carers through Peer Support Activities and Engagement.docx	<a href="#">View</a> <a href="#">Download</a>
	Specification Appendix 7 - Tier 2 - Specification for Young Carers Project.docx	<a href="#">View</a> <a href="#">Download</a>

**Confirmation of Your Involvement**

Please ensure that you inform us of your decision to participate. To submit a response, you will be required to Opt In.

**Opt In**- This will confirm to us of your involvement and your intention to submit a return.  
**Opt Out**- This will confirm to us that you are not submitting a return. You will be able to provide a reason as to your decision and have the option to cease any system-generated communication. You will be able to opt back in at any point.

[Opt In](#) [Opt Out](#)

My Tender Return - Main	Description	Options
BHCC Selection Questionnaire - Carers Hub	Not Started	<a href="#">View Questionnaire</a>

Select documents you wish to add to the **My Tender Return** section above using the **Attach Documents** button below.

NOTE : Large files can take some time to upload.

[Attach Documents](#)

**Submit My Return**

When you have completed all the above steps and are ready to submit your tender return, click the **Submit Return** button.

Note: You can make one or more returns on this stage. Your last return will supersede any previous returns.

[Submit Return](#)

Once you have expressed an interest and Opted in, you will see this ←

You will need to complete the questionnaire and uploaded a completed copy of the ITT

Remember to request TUPE by filling out the NDA!

Click 'Submit Return' when ready. You can re-submit if you want to make changes

# The Scoring Process

- Applications will be scored on Quality
- A panel will individually evaluate your bids first
- Then the panel will meet with procurement, and moderate the scores
- The preferred bidder will be selected and notified, and any unsuccessful bidders will be notified and given feedback.
- There will be a 10 day standstill period
- The contract will be formed and forwarded onto the winning supplier by our legal department

# TUPE

Transfer of Undertakings (Protection  
of Employment)

# What is TUPE?

TUPE applies to employees of businesses in the UK.

The employees' jobs usually transfer over to the new company and their employment terms and conditions transfer

Service provision change

This is when:

- a contract ends and is given to a new contractor
- Only the employees who can be clearly identified as providing the service being transferred are protected

# How it applies to Ageing Well

- You will need to fill out the Non-Disclosure Agreement
- Please send a signed copy to us via SE Shared Services
- You will then be sent the TUPE data – this is a spreadsheet containing all the employees currently employed and working on this service and the details of their employment



# How it applies to Ageing Well

Bidders' pricing models must include the costs associated with the TUPE transfer of the employees.

Bidders will be expected to deal with the incumbent Contractor(s) on all TUPE issues that may arise.

The staff will transfer under TUPE on the transfer of the service. The new service provider will be responsible for, including meeting the costs of, any subsequent redundancies that may occur as a consequence of the transfer.

Any other questions?