## 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





Logout

Home Help/Guidance Documents Messages Tenders Contracts Company Details Help

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

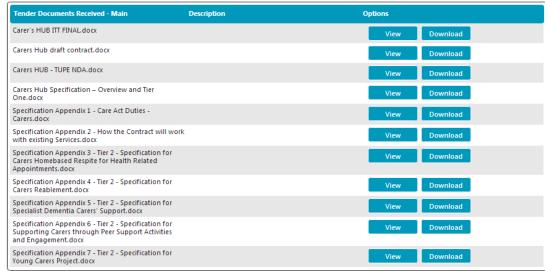
Copyright © 2016 In-Tend Limited. All Rights Reserved.

Version: 03.08.02.04

Date: 01/07/2016

Server: VSUPWEB1





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

BHCC Selection Questionnaire - Carers Hub

Not Started

View Questionnaire

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?