ProContract Notice FAQs

Version: 2.0

proactis

Version History

Version	Details	Author	Date
0.1	Created	Steven Smith	
1.0	Prepared for all customers	Steven Smith	27/01/2025
2.0	Additional support for creating notices added.	Steven Smith	24/03/2025

proactis

Table of Contents

proactis

1 General Additional Information

1.1 OCID

The OCID is the unique identifier that is generated by the Find a Tender service when publishing a notice. This is part of the Open Contracting Data standard that defines how the data around public sector procurement notices are stored.

When creating a new notice not linked to any other notice, this field can be left blank and will automatically be created by the Find a Tender service when the notice is published. If required to reference a previously published notice, this field should be used to link the notices using the OCID reference that was provided when the previous notice was initially published, i.e. you may want to reference a UK2 (Preliminary Market Engagement Notice) when publishing a UK3 (Planned Procurement Notice).

1.2 Party ID

The ID is a combination of the identification register code and the identifier being supplied by the user when populating the notice.

The identification register codes are displayed within the 'Identification register' field with the text contained in the last set of brackets being the key element for populating the Party ID. You then need to provide your organisation's matching details that is asked for in the Identifier field. See Figure 1 and Figure 2 for screenshots and a simple example:

Figure 1: Identification register details.

(Please select)
Charity Commission (England and Wales) - (GB-CHC)
Charity Commission for Northern Ireland - (GB-NIC)
Companies House - (GB-COH)
Guernsey Registry - (GG-RCE)
Isle of Man Companies Registry - (IM-CR)
Jersey Financial Services Commission Registry - (JE-FSC)
Mutuals Public Register - (GB-MPR)
NHS Organisation Data Service - (GB-NHS)
Public Procurement Organisation Number - (GB-PPON)
Scottish Charity Register - (GB-SC)
UK Register of Learning Providers (UKPRN number) - (GB-UKPRN)

Figure 2: Party Id Example.

1.3 Party Identifier

This is the standard terminology used by the Cabinet Office on its forms. It contains the unique reference for the contracting authority, or other parties being linked to the procurement. Due to the number of different types of identification registers possible, the term 'Identifier' is used as it is generic to cover all possible types of identification registers.

1.4 Role

All role types are provided by the Cabinet Office and we are unable to alter these. Its purpose is to help identify roles that different organisations may have in a procurement. It is particularly important in procurements with multiple organisations involved. However, the Cabinet Office still requires the role of 'Buyer' to be defined if one organisation is involved.

There are a number of scenarios where more than one organisation is involved in a procurement that would mean the Role field having a different value. A simple use case could be:

Multiple buyers utilise a single organisation to operate procurements on their behalf in an effort collaborate. All organisations capable of buying goods or services should be tagged up with the role 'Buyer'. A Managing Organisation facilitating the procurement but not involved in purchasing the goods or services should be marked as 'Procuring Entity'.

1.5 Related Details (Has website)

While details on the use of this field have not widely been shared, we believe this file is to capture the party's own website and should not reference the Proactis platform.

1.6 Buyer ID

This field should contain the unique Party ID for the main buyer. For simple procurements where there is only one buyer, this is simply a duplication of the Party ID, however, some notices can have multiple parties including buyers, so this field defines the main buyer. As an example, if the Party ID was GB-PPON-CHC014-1 this should also be entered into the Buyer ID for a single buyer procurement.

1.7 Lot ID

A Lot ID refers to the lot number that you want to create for the lots. Ideally, you would create the first lot as lot 1, but as long as this contains a valid number you can arrange the numbering sequence as you require. Due to the requirement of the Cabinet Office forms, if you are creating a notice with no lots, you must enter number 1 in their field but no additional lot information.

1.8 Tender Items ID

The construction of the forms means that details for lots are called out in a separate section called Tender Items. Therefore, if you have a notice that has one or more lots/parts you must also setup corresponding items ID details. For a simple notice with no lots, this would still require you to have an Items ID and Lot ID that match. The simplest way would be to have an Items ID of 1 and Lot ID of 1 for a simple notice.

1.9 Related Lots

Similar to the Tender Items ID, Related Lots is a structural element of the UK series forms that holds additional data about lots in different parts for the form. For this reason, you should reference the lot(s), or part(s), when prompted for related lots. As with Lot ID and Items ID, a form with no parts or lots still requires a single related lot to be entered.

1.10 Procurement Method

Selective = awarded using a Dynamic Market or Under a Framework, also applies if participants are invited to participate.
Limited = awarded with Limited Competition.
Direct = awarded without competition.
Open = open procurement where participants can apply to be part of the process.

2 UK2 only - Additional Information

2.1 Planning (Milestones ID)

The planning section of the UK2 is a unique requirement and is not present in any other forms. The purpose is to allow you to share the stages/steps you intend to take for the procurement. To complete this section, each stage or step involved needs to have a unique Milestone ID. The structure of the form suggested that it was originally intended to have multiple milestones and therefore a unique ID is required. For now, please simply enter number 1 in this box to provide a valid value; we will look to clarify if future enhancements will allow multiple values and, if not, we'll hide this option from users requiring to populate.

3 Dynamic Markets only (UK13-16)

3.1 Part ID

This is the terminology being used by the Cabinet Office when dealing with items in a Dynamic Market or Framework. They operate in a similar way to lots, but we have adhered to the Cabinet Office terminology and reference these as parts.

3.2 Part Title

This is the terminology being used by the Cabinet Office when dealing with items in a Dynamic Market or Framework. Part Title can be viewed in a similar way to a Lot Title in other notices. It is the description given to the items on the Dynamic Market or Framework.

4 Notice Publishing Walkthrough

4.1 UK2 Preliminary market engagement notice

4.1.1 General

All section marked with an Astrix should be populated but some additional support on section on the form are provided below.

4.1.2 Section I: Procurement Identifier (OCID)

If no other notices have been publishlished for this procurement select No and leave OCID blank.

4.1.3 Section II: Parties

The assumption in the example below is that the detail for the party being provided are for the main contrainting authority.

Id value is derived from the Identification register type chosen and the value provided in the Identifier. In the example below a PPON has been provied and it's value is PHNY-1234-ABCD

Define II.6 Roles as Buyer and complete section II.8 Related Details.

Do **not** complete II.7 for contracting authority.

4.1.4 Section III: Buyer

Enter the same Id entered above, as you are identifying yourself as the contracting authority.

Section IV: Planning

Enter 1 into the Milestones as this provides a unique ID for this element of the form.

Section IV: Planning

IV.1. Milestones

IV.1. Id *

1

IV.2. Type

Engagement ▾

IV.3. Engagement process description

Include information on the scope of the engagement and the dates of any events.

The engagement process goes here.

IV.4. Dates

Has the engagement period already ended?

Yes ▾

Engagement deadline
When the engagement period ended.
Date: *

05/03/2025

IV.5. Status

Met ▾

4.1.5 Section V: Tender

V.1 Procurement reference is an optional reference for you to provide. This can be unique from your organisation or use the system generated reference i.e. DN6177003

V.1. Procurement reference

The contracting authority's own reference, if used. For example, ABC123.

DN6177003

V.4 Tender Items section makes reference to Id and Related lot. These are used in this section of other forms but can be considered as virtual lots in this form and you should enter 1 in each of these boxes. CPV and Delivery regions require to be populated.

proactis

V.4. Tender Items

Id *

1

CPV classifications
Select all that apply. At least one code must start with 03 to 44 or 48 for goods contracts, 45 for works, or 49 to 98 for services.
between 1 and 100 items

CPV Code *

50000000

✚ Select CPV code

Delete

Add CPV code

Delivery regions
Select all that apply.
between 0 and 100 items

NUTS code *

UK   United Kingdom

✚ Select NUTS codes

Delete

Add Delivery Address

Related lot *

1

V.5 Total value (estimated) and V.6 What is the main procurement category require to be populated.

V.5. Total value (estimated)

Maximum value including all possible extensions and options. For a framework, the sum of the values of all contracts awarded under it, or under the same open framework scheme. For example, 200000 or 417709.28. ☑ ⓘ

Including VAT *

100000

Excluding VAT

80000

Currency

GBP - Pound sterling ⌄

V.6. What is the main procurement category?

Select the main type if more than one applies.

Services ⌄

V.8 Is the total value of the procurement above or below the relevant threshold requires to be populated.

V.8. Is the total value of the procurement above or below the relevant threshold? ☑ ⓘ

Below threshold ⌄

proactis

V.10 Lots requires populated in similar way to Tender Items with a virtual lot being setup i.e. enter 1.

Contract estimated start and end dates are required along with information about contract extension.

V.10. Lots

Id *

```
1
```

Is this contract particularly suitable for the following groups? ☐ ⓘ

Contract Period
  Contract start date (estimated)
  For example, 01 04 2025.
    Date: *

```
01/05/2025
```

  Contract end date (estimated)
  Without any extensions.
    Date: *

```
31/03/2026
```

  Extension end date (estimated)
  If all extensions are used. ☐ ⓘ
Could the contract be extended?

```
No                    ▼
```

V.11. Communication ☐ ⓘ

4.2 UK3 Planned Procurement Notice

4.2.1 General

All section marked with an Astrix should be populated but some additional support on section on the form are provided below.

4.2.2 Section I to III

These sections are consistent with a UK2 Preliminary market engagement notice and should be populated in the same way. However, if you have previously published a UK1 or UK2 Preliminary market engagement notice you should reference them in the Procurement Identifier (OCID).

Section I: Procurement Identifier (OCID)

Have any other notices been published about this procurement?

No

I.1. Procurement Identifier (OCID)

ocds-h6vhtk-04eaa4

4.2.3 Section IV: Tender

The rules from UK2 for this first part of form should continue to be follow. With additional sections not being required responses.

IV.2 Status – Enter 'Planned'

IV.5 Procurement Method – Select relevant option.

IV.6. What is the procurement type – Select relevant option.

IV.14 Submission website, email and/or postal address, and any special instructions – should be completed but not always required.

IV.15 Submission Method Details – complete section.
Language required for Above Threshold tenders.

IV.16 Interest Deadline Terms – complete section.

IV.18 Award Period – complete section for above threshold only.

IV.20 Lots – complete section.

If no lots are being created, a virtual lot is required with a minimum amount of details provide. This includes, Lot number, IV.20.2 Status, IV.20.3 Lot value (estimated) and IV.8. Contract Period

proactis

IV.20.1. Lot

Lot number *
For example, 3A.

```
1
```

Identifiers ☐ ❓

Lot title

```
```

Lot description ☐ ❓

IV.20.2. Status

```
Planned            ⌄
```

IV.20.3. Lot value (estimated) ☑ ❓

Including VAT *

```
100000
```

Excluding VAT

```
80000
```

Currency

```
GBP - Pound sterling        ⌄
```

IV.20.4. Award Criteria ☐ ❓

IV.20.5. Lot Second Stage ☐ ❓

IV.20.6. Selection Criteria ☐ ❓

IV.20.7. Is this contract particularly suitable for the following groups? ☐ ❓

IV.20.8. Contract Period ☑ ❓

Contract start date (estimated)
For example, 01 04 2025.
   Date: *

```
01/05/2025
```

Contract end date (estimated)
Without any extensions.
   Date: *

```
31/03/2026
```

IV.23 Communication – complete section.

proactis

4.3 UK4 Tender Notice

4.3.1 General

All section marked with an Astrix should be populated but some additional support on section on the form are provided below.

4.3.2 Section I to III

These sections are consistent with a UK2 Preliminary market engagement notice and UK3 Planned procurement notice, and should be populated in the same way. However, if you have previously published a UK1, UK2 or UK3 notice you should reference them in the Procurement Identifier (OCID).

Section I: Procurement Identifier (OCID)

Have any other notices been published about this procurement?

No

I.1. Procurement Identifier (OCID)

ocds-h6vhtk-04eaa4

4.3.3 Section V: Tender

The rules from UK2 for this first part of form should continue to be follow. With additional sections not being required responses.

V.4 Procurement Method – Select relevant option.

V.5. What is the procurement type – Select relevant option.

V.13 Submission website, email and/or postal address, and any special instructions – should be completed but not always required.

V.14. Submission Terms – complete section.

Language required for Above Threshold tenders.

V.15 Interest Deadline Terms – complete section.

V.18 Award Period – complete section for above threshold only.

V.20 Lots – complete section.
If no lots are being created, a virtual lot is required with a minimum amount of details provide. This includes, Lot number, V.20.2 Status, V.20.3 Lot value (estimated), V.20.6 Award Criteria and V.8. Contract Period.

If above threshold V.20.6 Award Criteria User fixed Criteria must be yes and details provided.

Above threshold example for Award Criteria

V.20.6. Award Criteria

Use fixed Criteria?

[Yes ⌄]

Award Criteria
Weighting description ☐ ❓

Criteria
between 1 and 40 items
Type
For example, select price for the unit cost of an item, cost for future maintenance costs, or quality for social value and other non-financial criteria.

[Cost ⌄]

Name *

[Cost]

Description ☑ ❓

[Cost weighting

]

Numbers ☑ ❓
Weighting

[Percentage ⌄]

Percentage weighting / Order of importance *

[100]

[Delete]

[Add]

proactis

Below Threshold Example with No Lots

V.20.1. Lot

Lot number *
For example, 3A.

> 1

Identifiers ☐ ❓

Lot title

> [ ]

Lot description ☐ ❓

V.20.2. Status

> Active ⌄

V.20.3. Lot value (estimated) ☑ ❓

Including VAT *

> 100000

Excluding VAT

> 80000

Currency

> GBP - Pound sterling ⌄

V.20.6. Award Criteria

Use fixed Criteria?

> No ⌄

Simple description of award criteria
Provide sufficient information to understand how the award decision will be made.

> Below threshold evaluation

V.20.7. Lot Second Stage ☐

V.20.8. Selection Criteria ☐

V.20.9. Is this contract particularly suitable for the following groups? ☐

V.20.10. Contract Period ☑

Contract start date (estimated)
For example, 01 04 2025.
Date: *

01/05/2025

Contract end date (estimated)
Without any extensions.
Date: *

31/03/2026

Extension end date (estimated)
If all extensions are used. ☐

V.20.11. Renewal ☐

V.20.12. Options ☐

Delete

Add Lot

V.22 Associated tender documents. If above threshold a conflict of interest must have been completed. This is acknowledged in the form by completing similar to below.

V.23 Communication – complete section.

proactis

4.4 UK5 Transparency notice

4.4.1 General

All section marked with an Astrix should be populated but some additional support on section on the form are provided below.

4.4.2 Section I to III

These sections are consistent with a UK2 Preliminary market engagement notice and UK3 Planned procurement notice, and should be populated in the same way. However, if you have previously published a UK1, UK2 or UK3 notice you should reference them in the Procurement Identifier (OCID).

4.4.3 Section II: Parties (Additional Details for Suppliers)

In addition to populating this section with the buyer details as is consistent with all other forms, this UK5 notice requires the suppliers details to be added as an additional Party. This is done at the end of the section using the 'Add party' button.

Many of the fields can be completed in the same way, however there are some differences, covered below.

II.6 Roles – Should be set to 'Supplier'.

II.8 Related Details.

- Classification not relevant.
- Scale should be set.
- VCSE should be set.

4.4.4 Section IV: Tender

The rules from UK2 for this first part of form should continue to be follow. With additional sections not being required responses.

IV.2. Procurement Method – Select relevant option.

IV.3. Description of how direct award justification apply – complete section

IV.4. Direct award justification – complete section

IV.10.1 Id – If no lots are being created, a virtual lot is required with a minimum amount of details provided.

IV.10.3 – complete section.

IV.3. Description of how direct award justifications apply ☑ ❓

> Justification
>
>
>
>
>
>
> 💡 Ⓖ

IV.4. Direct award justification

Select all that apply.
between 0 and 13 items
Direct award justification

Switching to direct award ⌄

Delete

Add

IV.5. Procurement Method Rationale Legal Basis ☐ ❓

IV.6. Is this procurement under a special regime?

between 0 and 4 items

Add

IV.7. Participation Fees & Techniques ☐ ❓

IV.8. Lot

IV.10.1. Id *

1

IV.10.3. Is this contract particularly suitable for the following groups? ☑ ❓

Small and medium-sized enterprises (SMEs)
Fewer than 250 staff, and either turnover less than £44 million or balance sheet total less than £38 million.

Yes ⌄

Voluntary, community and social enterprises (VCSEs)
Non-governmental organisation that is value-driven and principally reinvests its surpluses to further social, environmental or cultural objectives.

No ⌄

4.4.5 Section V: Award

V.1. Id – complete section. This should start a 1 for the first award and incrementally increase.

V.2. Title – complete section.

V.3. Total Value – complete section.

V.4. What is the main procurement category – complete section.

V.6. Is the total value of the procurement above or below the relevant threshold? – complete section.

V.7. Supplier – complete section.
Supplier Id must be included and match a Party entered in Section II.

V.8. Tender Items – complete section.

V.9. Contract Period – complete section.

proactis

V.12. Related Lot ID – complete section

If no lots are being award, enter 1 in here to refer to a virtual lot.

Section V: Award

between 1 and 10000 items

V.1. Id *

> 1

V.2. Title *

> Award Title

V.3. Total Value

Including VAT *

> 100000

Excluding VAT

> 80000

Currency

> GBP - Pound sterling

V.4. What is the main procurement category?

Select the main type if more than one applies.

> Services

V.5. Additional Procurement Categories ☐ ⓘ

V.6. Is the total value of the procurement above or below the relevant threshold?

> Below threshold

V.7. Suppliers

Add all that apply.
between 0 and 10000 items

Supplier Id *

> GB-PPON-PWNR-1819-NYVV

[Delete]

[Add]

proactis

V.8. Tender Items

between 1 and 1 items

Id *

1

CPV classifications
Select all that apply. At least one code must start with 03 to 44 or 48 for goods contracts, 45 for works, or 49 to 98 for services.
between 1 and 100 items

CPV Code *

50000000

+ Select CPV code

Delete

Add CPV code

Delivery regions
Select all that apply.
between 0 and 100 items

NUTS code *

UK   United Kingdom

+ Select NUTS codes

Delete

Add Delivery Address

Related lot *

1

Delete

Add

V.9. Contract Period

Contract start date (estimated)
For example, 01 04 2025.
Date: *

01/05/2025

Contract end date (estimated)
Without any extensions.
Date: *

31/03/2026

Extension end date (estimated)
If all extensions are used. ☐ 🔵

V.10. Renewal ☐ 🔵

V.11. Options ☐ 🔵

V.12. Related Lot ID *

1

Delete

Add

proactis

4.4.6 Section VI: Contract

VI.1. Id – complete section. This should match the Award Id entered in Section V.

VI.2 Milestones (Future Signature Date) – complete section

Section VI: Contract

between 1 and 10000 items
VI.1. Id *

```
1
```

VI.2. Milestones (Future Signature Date)

VI.2.1. Id *

```
1
```

VI.2.2. Date the contract will be signed (estimated)

For example, 01 04 2025.
Date: *
```
30/04/2025
```

Delete

Add

proactis

4.5 UK6 Contract award notice

4.5.1 General

All section marked with an Astrix should be populated but some additional support on section on the form are provided below.

4.5.2 Section I to III

These sections are consistent with a UK2 Preliminary market engagement notice, UK3 Planned procurement notice, UK4 Contract notice and should be populated in the same way. However, if you have previously published a UK1, UK2, UK3 or UK4 notice you should reference them in the Procurement Identifier (OCID).

Section I: Procurement Identifier (OCID)

Have any other notices been published about this procurement?

No

I.1. Procurement Identifier (OCID)

ocds-h6vhtk-04eaa4

4.5.3 Section II: Parties (Additional Details for Suppliers)

In addition to populating this section with the buyer details as is consistent with all other forms, this UK6 notice requires the suppliers details to be added as an additional Party. This is done at the end of the section using the 'Add party' button.

Many of the fields can be completed in the same way, however there are some differences, covered below.

Excluded Supplier ☐ 🔵
II.9. Party Control ☐ 🔵

Delete

Add party

II.6 Roles – Should be set to 'Tenderer' for all potential suppliers. Any supplier being awarded the contract should also be assigned a role of 'Supplier'. This does mean that a supplier being awarded the contract will have the roles of 'Tenderer' and 'Supplier' both being added.

II.6. Roles

between 1 and 2 items

Tenderer

Delete

Supplier

Delete

Add

proactis

II.8 Related Details.

- Classification not relevant.
- Scale should be set.
- VCSE should be set.
- Public service mission organization used should be set.
- Sheltered workshop used should be set.

4.5.4 Section IV: Tender

The rules from UK2 for this first part of form should continue to be follow. With additional sections not being required responses.

IV.2. Procurement Method – Select relevant option.

IV.3 Procurement Method Details – Select relevant option.

IV.10.1 Id – If no lots are being created, a virtual lot is required with a value of '1'.

IV.2. Procurement Method ☑ ⓘ

Open ▾

IV.3. Procurement Method Details

What is the procedure type? / How are contracts being awarded?

Open procedure ▾

IV.4. Description of how direct award justifications apply ☐ ⓘ

IV.5. Direct award justification

Select all that apply.
between 0 and 13 items

Add

IV.6. Procurement Method Rationale Legal Basis ☐ ⓘ

IV.7. Competitive ☐ ⓘ

IV.8. Is this procurement under a special regime?

between 0 and 4 items

Add

IV.9. Techniques ☐ ⓘ

IV.10. Lots

between 1 and 10000 items

Id *

1

Delete

Add Lot

IV.11. Amendments ☐ ⓘ

4.5.5 Section V: Bids

Complete all section for Above Threshold notice.

If no lots are used, you should reference '1' to reference a virtual lot.

4.5.6 Section VI: Award

VI.1. Id – complete section. This should start a 1 for the first award and incrementally increase.

VI.2. Title – complete section.

VI.3. Status – complete section, in most instances the best option is 'Pending'.

VI.5. Award decision date – complete section for above threshold only.

VI.6. Contract value – complete section.

VI.8. Does the Award require the Above Threshold answer, (not required if status is cancelled)? – complete section.

VI.9. Awarded Supplier – complete section.
Supplier Id must be included and match a Party entered in Section II.

VI.9. Awarded suppliers

Select all that apply.
between 0 and 100000 items

Id *

GB-PPON-PWNR-1819-NYVV

Delete

Add

VI.10. Award items – complete section.

Id starts at 1 and increments. Select CPV and Delivery Address.

Related lot – If no lots are being award, enter 1 in here to refer to a virtual lot.

VI.10. Award Items

between 0 and 10000 items

Id *

1

CPV classifications
Select all that apply. At least one code must start with 03 to 44 or 48 for goods contracts, 45 for works, or 49 to 98 for services.
between 1 and 100 items

CPV Code *

50000000

➕ Select CPV code

Delete

Add CPV code

Delivery regions
Select all that apply.
between 0 and 100 items

NUTS code *

UK   United Kingdom

➕ Select NUTS codes

Delete

Add Delivery Address

Related lot *

1

Delete

Add Item

VI.12. Contract Period – complete section

VI.15 Milestones – `complete section for above threshold only.`

VI.15. Milestones ☑ ❔

Id *

1

Type

Assessment Summaries Sent ⌄

Date the milestone was met.
For example, 01 04 2025.
Date: *

24/03/2025

Status

Met ⌄

proactis

VI.16 Related Lots – `complete section.`

`If no lots are being award, enter 1 in here to refer to a virtual lot.`

VI.16. Related Lots

Add all that apply. If status 'pending', add lots included in this contract. If status 'canceled', add lots that will not be awarded.
between 1 and 10000 items

Related Lot *

| 1 |

Delete

Add

4.5.7 Section VII: Contract

VII.1. Id – complete section. This should match the Award Id entered in Section V.

VII.2 Milestones (Future Signature Date) – complete section.

Section VII: Contracts

between 0 and 10000 items
VII.1. Id *

| 1 |

VII.2. Milestones

Id *

| 1 |

Type

| Future Signature Date ˅ |

Date the contract will be signed (estimated)
For example, 01 04 2025.
Date: *

| 31/03/2025 |

Status

| Scheduled ˅ |

Delete

Add

proactis

4.6 UK7 Contract details notice

4.6.1 General

All section marked with an Astrix should be populated but some additional support on section on the form are provided below.

4.6.2 Section I to III

These sections are consistent with a UK2 Preliminary market engagement notice, UK3 Planned procurement notice, UK4 Contract notice, UK6 Contract award notice and should be populated in the same way. However, if you have previously published a UK1, UK2, UK3, UK4 or UK6 notice you should reference them in the Procurement Identifier (OCID).

Section I: Procurement Identifier (OCID)
Have any other notices been published about this procurement?
No

I.1. Procurement Identifier (OCID)
ocds-h6vhtk-04eaa4

4.6.3 Section II: Parties (Additional Details for Suppliers)

In addition to populating this section with the buyer details as is consistent with all other forms, this UK7 notice requires the supplier's details to be added as an additional Party. This is done at the end of the section using the 'Add party' button.

Many of the fields can be completed in the same way, however there are some differences, covered below.

Excluded Supplier
Delete party
Add party

II.6 Roles – Should be set to 'Supplier for all suppliers.

II.6. Roles
between 1 and 2 items
Role
Supplier
Delete
Add

II.8 Related Details.

- Classification not relevant.
- Scale should be set.
- VCSE should be set.
- Public service mission organization used should be set.
- Sheltered workshop used should be set.

proactis

4.6.4 Section IV: Tender

The rules from UK2 for this first part of form should continue to be follow. With additional sections not being required responses.

IV.2. What is the main procurement category? – select relevant option.

IV.3. What is the procedure type? – select relevant option.

IV.7. Is the selection process under the framework competitive? – select relevant option.

IV.11 Lots – If no lots are being referenced, a virtual lot is required with a minimum amount of details provided.

IV.12 A conflicts assessment has been prepared and revised – complete section for above threshold only.

proactis

IV.7. Is the selection process under the framework competitive??

No ▾

IV.8. Is this procurement under a special regime?

Select all that apply. Concession: Main procurement category must be services or works. Light touch: Main procurement category must be services. between 0 and 4 items

Add

VI.9. Covered By

between 0 and 2 items

Add

IV.10. Participation Fees & Techniques ☐ ⓘ

IV.11. Lots

between 1 and 10003 items

Id *

1

Status

Complete

Delete

Add

IV.12. A conflicts assessment has been prepared and revised ☑ ⓘ

Please confirm if a Conflict of Interest Document has been prepared.

Yes ▾

IV.13. Amendments ☐ ⓘ

4.6.5 Section V: Award

V.1. Id – complete section. This should start a 1 for the first award and incrementally increase.

V.2. Main Procurement Category – select relevant option.

Section V: Awards

between 1 and 10001 items
V.1. Id *

1

V.2. Main Procurement Category

Services ▾

V.4. Awarded suppliers – complete section.

Supplier Id must be included and match a Party entered in Section II.

V.4. Awarded suppliers

between 1 and 10000 items
Supplier Id *

GB-PPON-PWNR-1819-NYVV

Delete

Add

proactis

V.5. Tender Items – complete section.

Id starts at 1 and increments. Select CPV and Delivery Address.

Related lot – If no lots are being award, enter 1 in here to refer to a virtual lot.

V.6 Lots in this contract – `complete section.`

`If no lots are being award, enter 1 in here to refer to a virtual lot.`

4.6.6   Section VI: Contract

VI.1. Id - complete section. This should match the Award Id entered in Section V.

VI.2 Title – complete section.

VI.3. Contract Period – complete section.

Section VI: Contracts

between 1 and 10002 items
VI.1 Id *

```
1
```

VI.2 Title *

```
UK7 Contract Title
```

VI.3. Contract Period

Contract start date (estimated)
For example, 01 04 2025.
Date: *

```
01/05/2025
```

Contract end date (estimated)
Without any extensions.
Date: *

```
31/12/2025
```

Extension end date (estimated)
If all extensions are used. ☐ ⓘ

VI.6 Contract value – compete section.

VI.7 Is the total value of the procurement above the relevant threshold? – compete section.

VI.8 Date contract signed – complete section.

VI.9 Signed contract – Use the Attach Document button to upload signed contract to CDP site then automatically link to uploaded contract.

VI.7. Is the total value of the procurement above the relevant threshold?

```
Yes          ▾
```

VI.8 Date contract signed
Date: *

```
24/03/2025
```

V.9 Signed contracts must be attached within 90 days of signature, for above threshold contracts with a total procurement value of more than £5 million, that are not under Welsh or Northern Irish regulations (or 180 days for light touch contracts).
between 0 and 100 items
Id *

```
A-35879
```

➕ **Attach Document**

Document Type

```
Contract Signed  ▾
```

Description ☐ ⓘ

Delete

Add

proactis

5 Errors

Missing API will return the below error when attempting to create or view a notice linked to the Central Digital Platform (FTS element).

Sorry, an error occurred while processing your request.

12/12/2024, 14:35:36

Return to Home Page

To respond to this, your organisation administrator will need to enter your CDP API key into the **Central Digital Platform API Key** box.

12345678966662432423

Central Digital Platform PPON (optional)

Central Digital Platform API Key