

E-tendering portal guidance Register of Apprenticeship Training Providers

October 2016

Of interest to organisations that want to access the register of apprenticeship training providers application questions through our e-tendering portal.

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- Hints and tips

Before you start

Before you begin, please read the **Joining the Register of Apprenticeship Training Providers – application guide** available on GOV.UK. There are three application routes. The one you choose will depend on how you wish to operate as a provider of apprenticeship training and who you wish to deliver to. Please refer to section 3 of the application guide. This will help you to pick the application route that you consider to be right for your organisation.

Part A – How to register on the Skills Funding Agency e-tendering portal.

If your organisation is already registered on the e-tendering portal, but you have forgotten your password, user details, or are unsure whether you hold an account, please contact <u>help@bravosolution.co.uk</u> for advice.

 If your organisation has not already done so, please register on the <u>e-tendering</u> <u>portal</u>.



2. Read through the 'User Agreement'.

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- 3. You are then directed to the registration form, which has two sections.
- i. Organisation details.

ii. User deta	ails.	Complete the form and check that all your details are
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• City		
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• Postal Code		
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Role within Organisation		
Preferred language for use in system interface	- *	each address you enter.

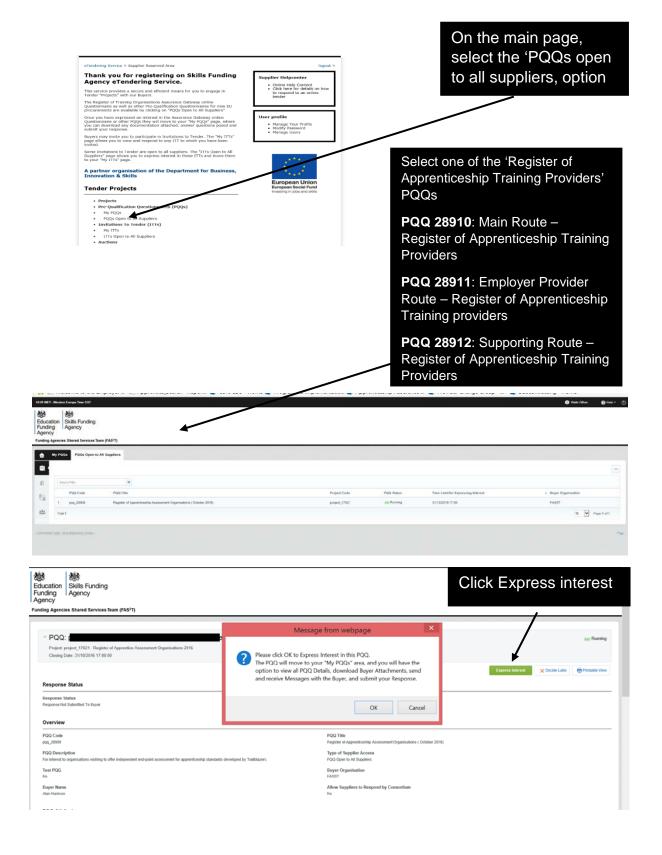
4. You will then receive an email from Bravo Solution containing your chosen username and a unique password. They will send this to the email address you entered as part of your registration.

Tip (please avoid red font) If you have not received the registration email, please check your 'spam' or 'junk' folder: anti-spam software may have blocked it. Add the sender to your 'safe sender' list to prevent future messages from being blocked.

5. When you log into the e-tendering portal for the first time you will need to change your password; you have then successfully registered on the SFA's e-tendering portal.

Note: if you are registering on the e-tendering portal to enter the register of apprenticeship training providers (RoATP), this is not the end of the process; you also need to complete part B (below).

Part B – How to access the RoATP application



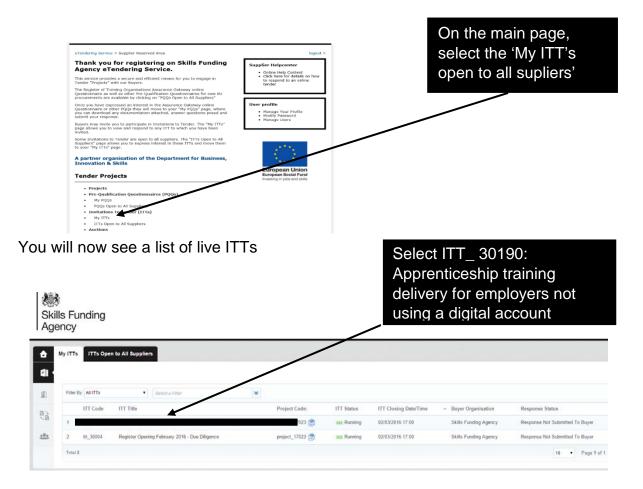
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Remember to submit your final responses before the closing date and time.

Part C – How to access the invitation to tender

If you are interested in delivering apprenticeship training to employers that will not have a digital account to pay for apprenticeship training as a main provider, this section is for you. You must complete an application to RoATP through the main application route and an invitation to tender titled 'ITT 30190 – Apprenticeship training delivery for employers not using a digital account'.

To access the invitation to tender questions you need to:



This will take you to a summary page where you can review the details of the ITT, such as the title, description, current status and closing date.

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ITT_30190 will now appear on your 'My ITTs' page if you return to complete your application.

Hints and tips

Please read the following useful hints and tips when you access the e-tendering portal.

How to retrieve username details and a forgotten password

If you have forgotten your username or password, you will need to send an email to <u>help@bravosolution.co.uk</u> as Bravo Solution manage the e-tendering portal. A member of the team will then help you get back into the system.

How to send or respond to a message through the message board

If you have any queries regarding the pre-qualification questions, please refer to the <u>apprenticeship training providers – application guide</u> in the first instance. For further information, please contact us through the ITT message board.

We also send messages to you through the message board, and you are able to respond in the following way:

1. Log on to the e-tendering portal and select '**My PQQs' option**, then select the relevant PQQ.

be can't p fist	To view your received messages, hover your over the ' Messages Unread ' tab and click ' Re Messages '	
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- 1.1 Currently listed on the Register of Apprentice Assessment Organisation	ns? - Question Section	
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2. You will then be able to view your messages, including when the message was sent, when you opened message and when you replied.

How to add a user to your Bravo e-tendering account

To ensure you do not miss any information sent through the e-tendering portal, we recommend that you add another user/s to your organisation's registered account. These users will then receive any automated email alerts.

On the main page, cli	eTendering Service > Supplier Reserved Area logout >
Manage Users'.	Thank you for registering on Skills Funding Agency eTendering Service.
	This service provides a secure and efficient means for you to engage in there for details on how to respond to an online
	Tender "Projects" with our Buyers. The Register of Training Organisations Assurance Gateway online Questionnaires are well as other Pre-Qualification Questionnaires for new EU
	presurements are available by clicking on "PQQs Open to All Suppliers"
	Questionnaire or other PQQs they will move to puer "My PQQs" page, where you can download any documentation attached, answer gluenous enseed and submit your resonce. Modify Password
	Buyers may invite you to participate in Invitations to Tender. The "My ITTs" page allows you to view and respond to any ITT to which you have been invited.
	Some Invitations to Tender are open to all suppliers. The "ITTs Open to All Suppliers" page allows you to express interest in these ITTs and move them
	to your "My ITTS" page.
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Preferred Language	•
Time Zone	0.00) Western Europe Time, London, Lisbon •

Now that you have added a new user, you will need to assign the appropriate rights to their user account.

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Tip: access rights explanation

Rather than say 'ability to' I recommend you say, in each case, 'enables you to' in each case.

See PQQ/ITT: ability to view active procurement opportunities through the 'PQQs/ITTs Open to all Suppliers' links. [**Note:** If there are no opportunities available at a certain point in time, nothing will be visible.]

View PQQ/ITT Details: ability to click on active procurement opportunities through the 'PQQs/ITTs Open to all Suppliers' menu, and view details.

Create response: ability to express an interest and begin the process of completing a PQQ/ITT.

Modify before publishing: ability to log in and make amendments to active PQQ/ITT responses.

Publish and modify: ability to submit a response on behalf of your organisation and make amendments to PQQs/ITTs.

Contact visible to the buyer: if we need to contact you, the contact details of this user will be visible to us.

Messages management: ability to access message boards of a PQQ/ITT. The user will be able to review messages that we send and also send messages to us. (PQQ term above – explain acronym?)

View sensitive data: ability to view attachments that you upload as part of your responses to PQQs/ITTs. For example, organisations charts that you upload when completing an application to the Register of Training Organisations.



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