Skills Funding Agency

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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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.

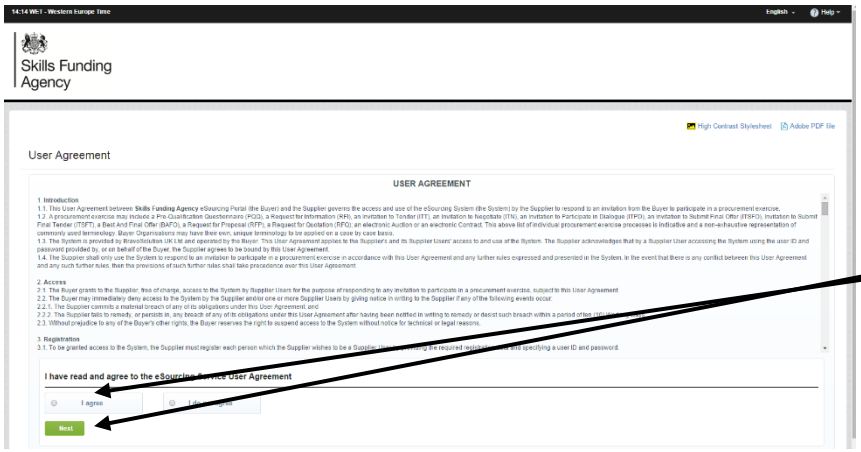
Part A – How to register on the Skills Funding Agency e-tendering portal.

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 help@bravosolution.co.uk for advice.

1. If your organisation has not already done so, please register on the e-tendering portal.

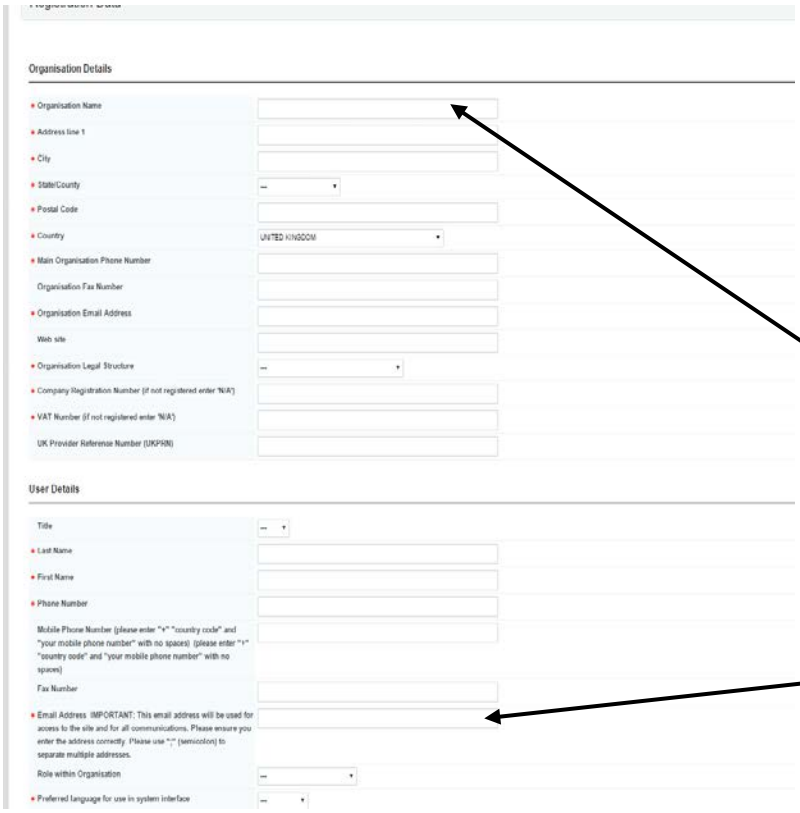
Select ‘Click here to register’.

2. Read through the ‘User Agreement’.



Click ‘I agree’ and click ‘Next’ to continue.

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



Complete the form and check that all your details are correct, then save the form.

Tips

Your organisation's name should be exactly as it appears on the UKRLP website.

You can add more than one email address to receive alerts by adding a semicolon (;) after 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).

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Part B – How to access the RoATP application

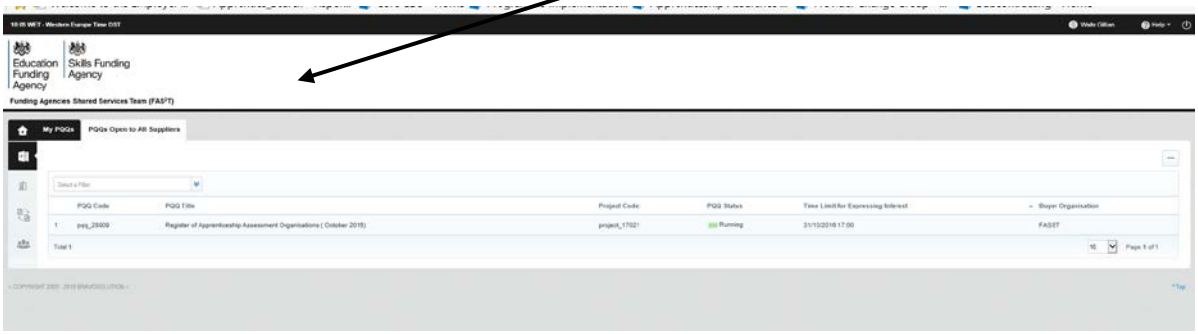
On the main page, select the ‘PQQs open to all suppliers, option

Select one of the ‘Register of Apprenticeship Training Providers’ PQQs

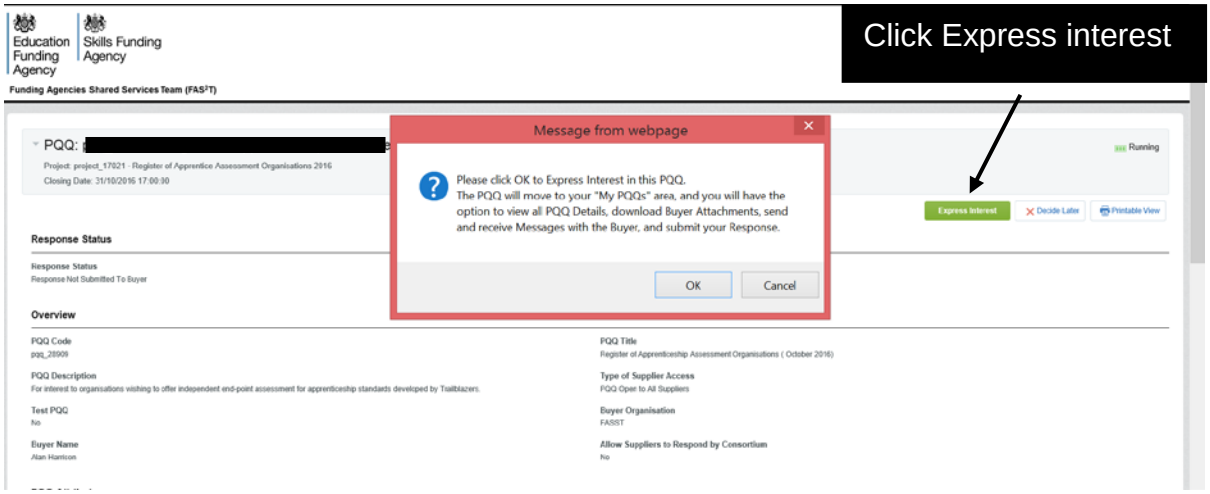
PQQ 28910: Main Route – Register of Apprenticeship Training Providers

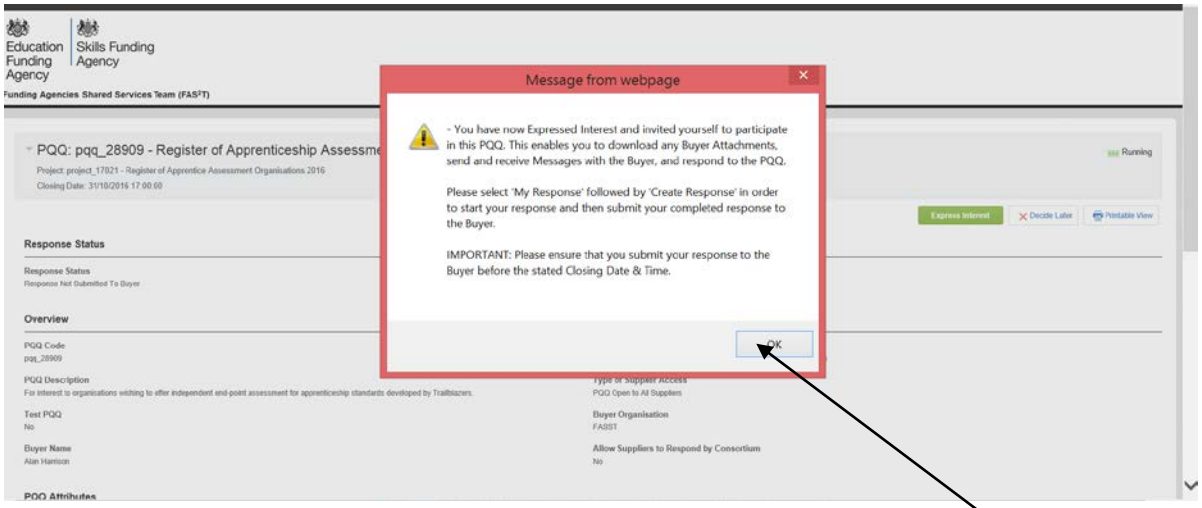
PQQ 28911: Employer Provider Route – Register of Apprenticeship Training providers

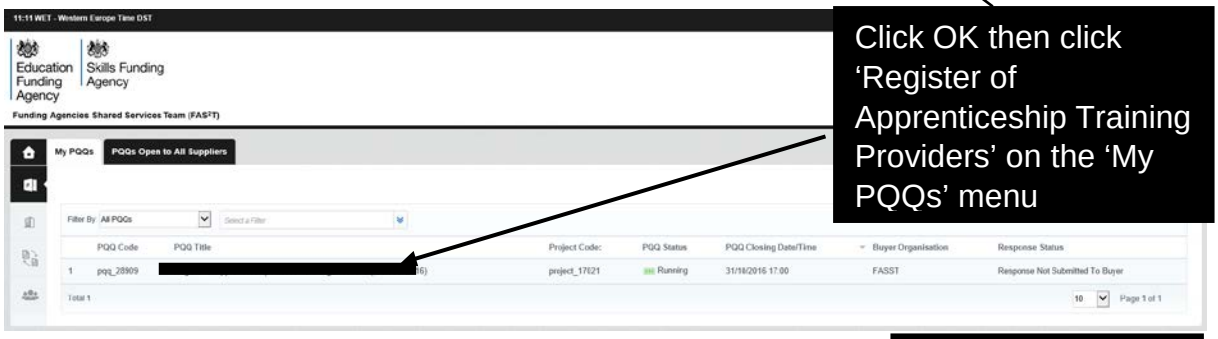
PQQ 28912: Supporting Route – Register of Apprenticeship Training Providers



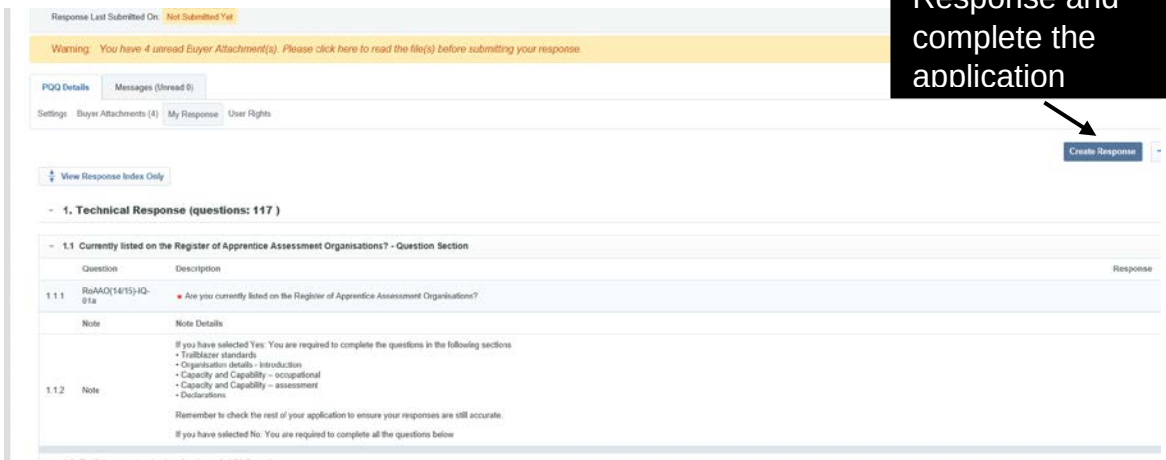
Click Express interest







Click OK then click 'Register of Apprenticeship Training Providers' on the 'My PQQs' menu



Click Create Response and complete the application

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

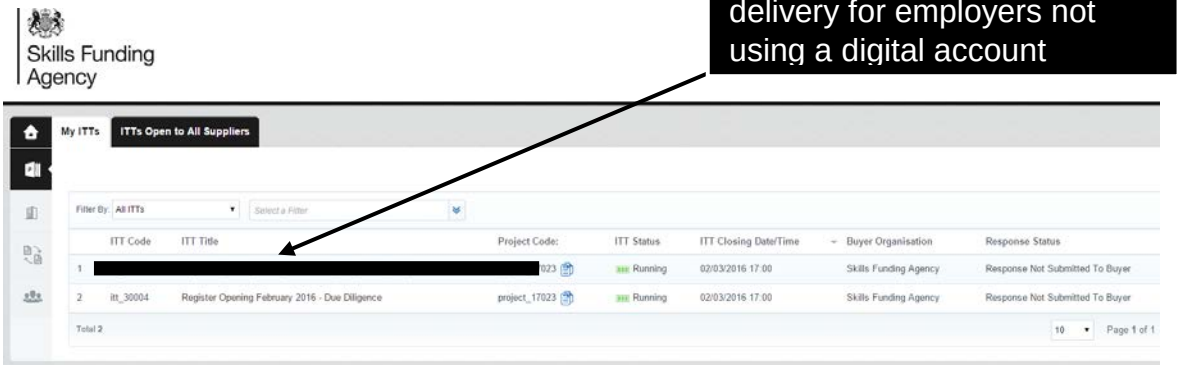
Part C – How to access the invitation to tender

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:

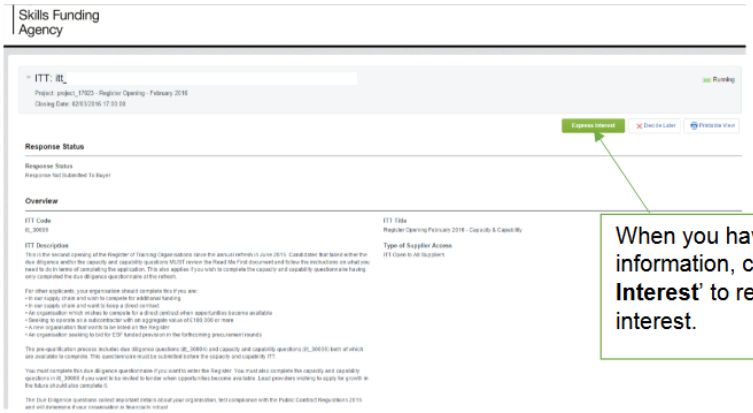
On the main page, select the ‘My ITT’s open to all supliers’

You will now see a list of live ITTs



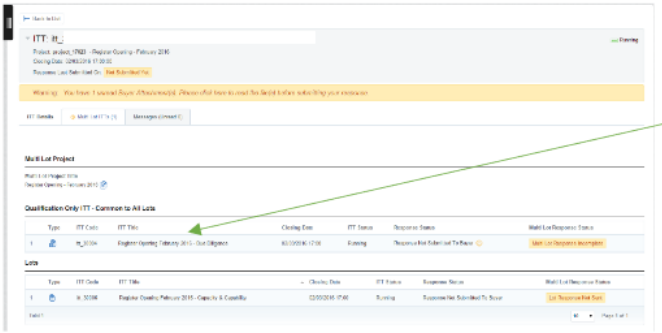
Select ITT_ 30190: Apprenticeship training delivery for employers not using a digital account

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.



When you have reviewed this information, click '**Express Interest**' to register your interest.

Two pop-up screens will appear, click '**OK**' for each of them



You can now access the questions, and create a response

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 help@bravosolution.co.uk 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 apprenticeship training providers – application guide 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:

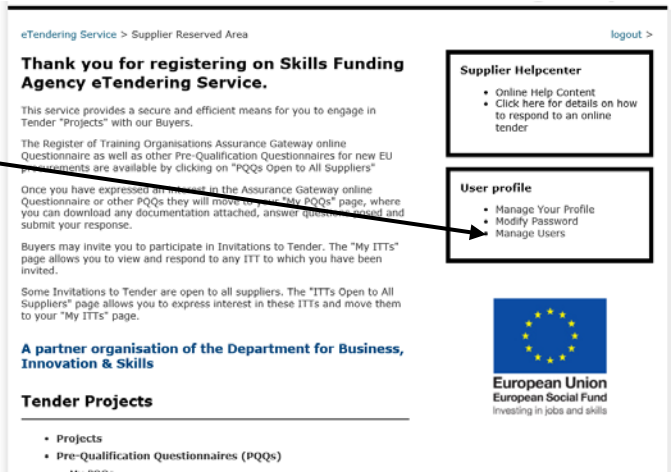
1. Log on to the e-tendering portal and select **'My PQQs' option,** then select the relevant PQQ.

2. You will then be able to view your messages, including when the message was sent, when you opened message and when you replied.

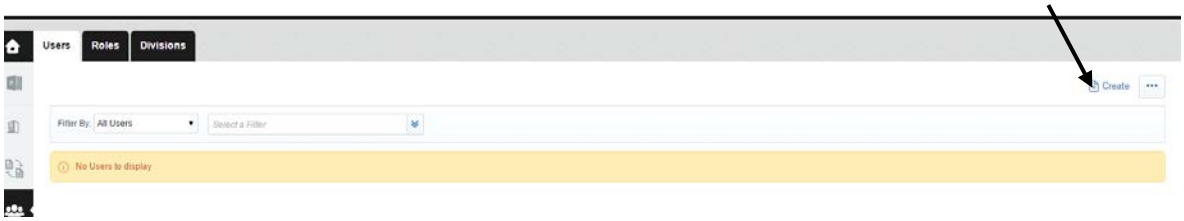
How to add a user to your Bravo e-tendering account

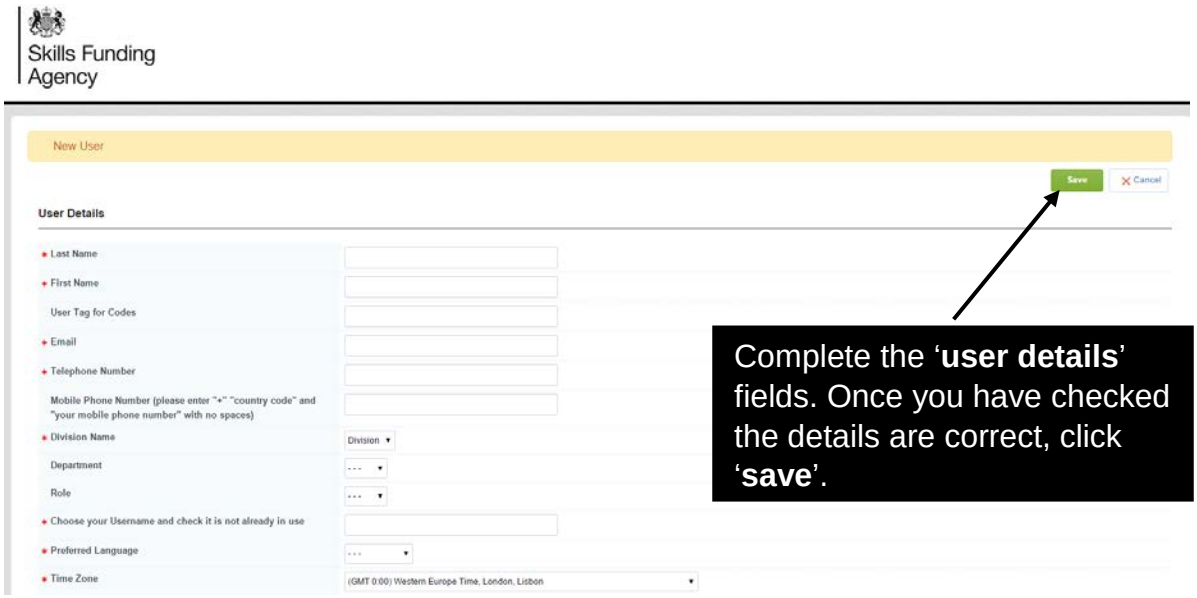
To ensure you do not miss any information sent through the e-tendering portal, we recommend that you add another user/s to your organisation's registered account. These users will then receive any automated email alerts.

On the main page, click '**Manage Users**'.



Click '**Create**'.

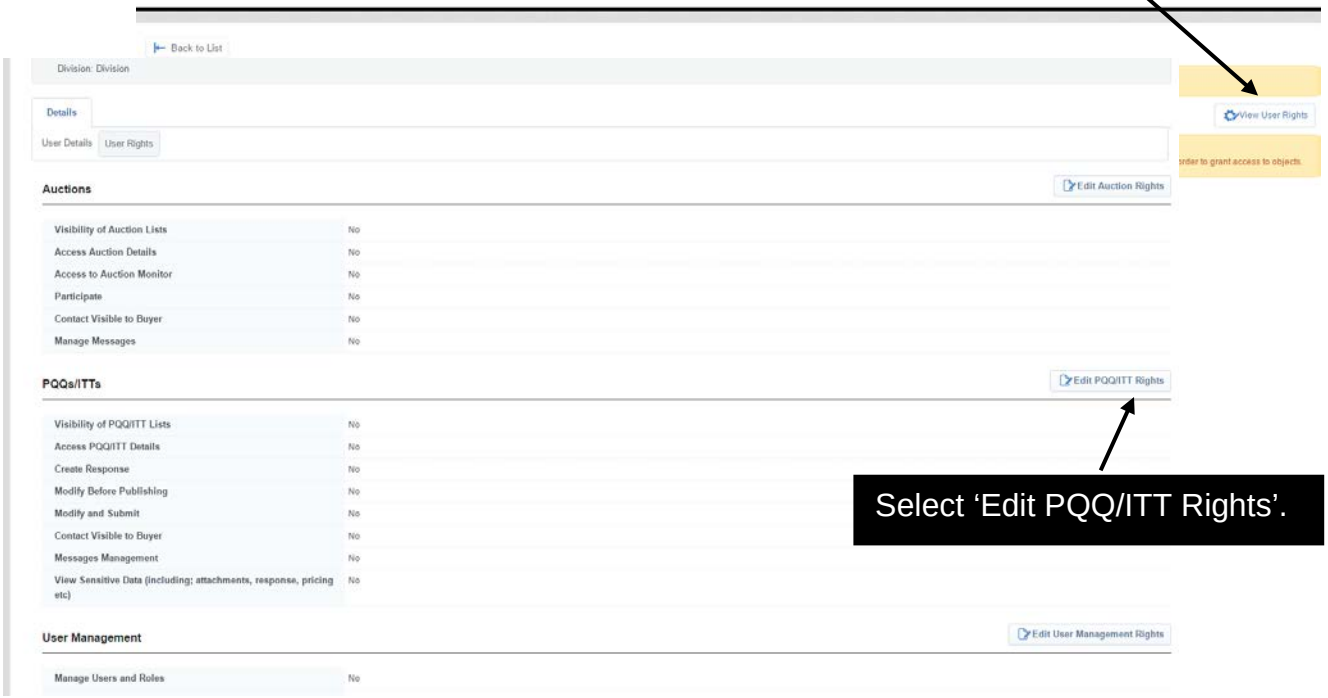




Complete the '**user details**' fields. Once you have checked the details are correct, click '**save**'.

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

Select '**View User Rights**'.



Select 'Edit PQQ/ITT Rights'.

Note: Please do not amend the 'edit auction rights', 'edit supplier management rights' and 'edit directories rights' options.

You can select the appropriate user rights from the dropdown lists. Once you have completed your selection, review the rights you have selected and click 'Save'.

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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