



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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- Part A – How to register on the Skills Funding Agency e-tendering portal.
- Part B – How to locate the RoATP application.
- Part C - Optional, how to access the ITT for delivery of apprenticeships to non-levy paying employers.
- 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.

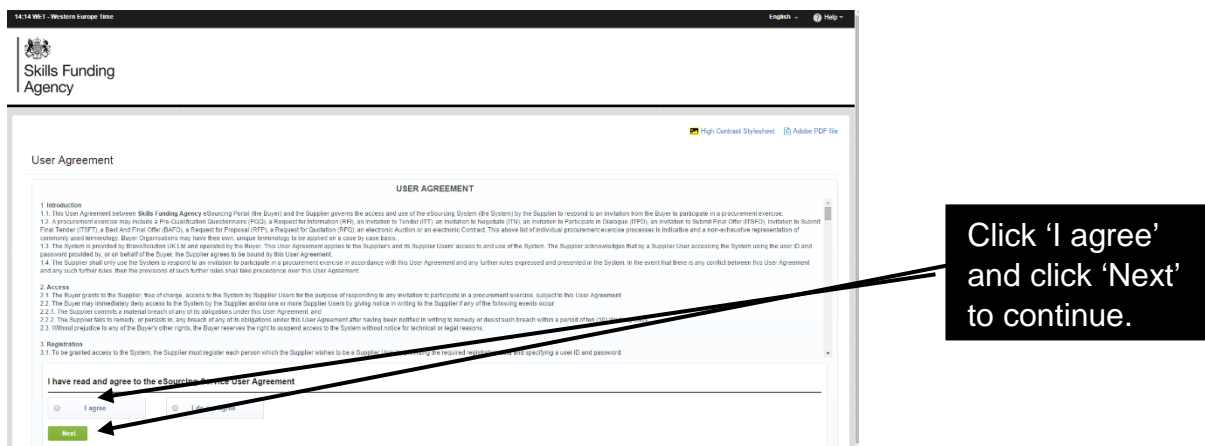
Part A – How to register on the Skills Funding Agency e-tendering portal.

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 help@bravosolution.co.uk for advice.

1. If your organisation has not already done so, please register on the [e-tendering portal](#).



2. Read through the 'User Agreement'.



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).

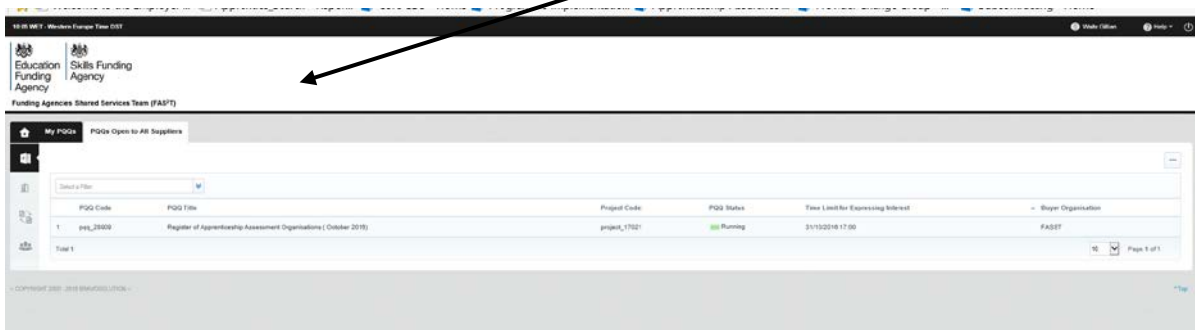
Part B – How to access the RoATP application

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

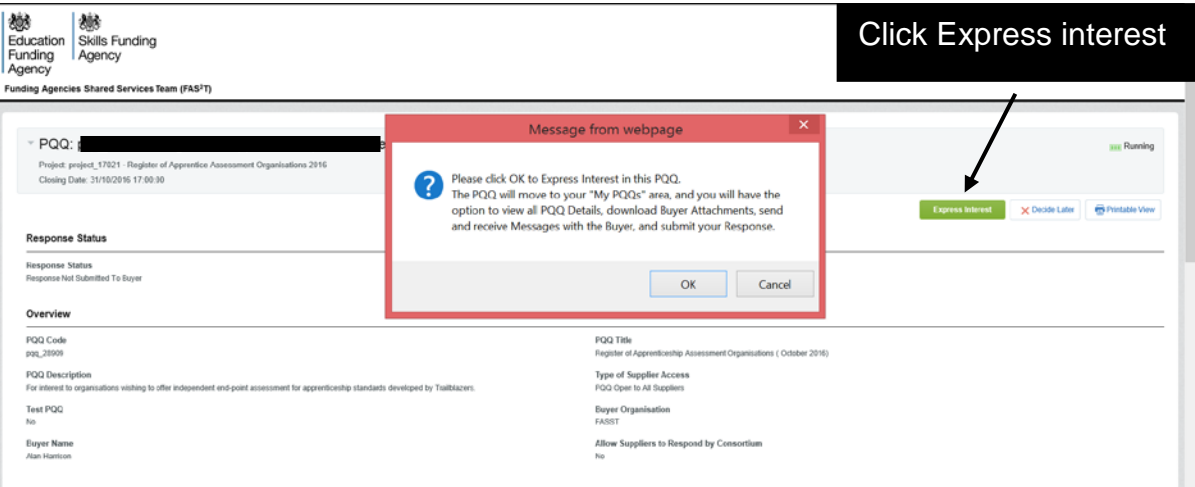


Select one of the 'Register of Apprenticeship Training Providers' PQQs

- 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



Education Funding Agency Skills Funding Agency
Funding Agencies Shared Services Team (FASST)

PQQ: pqq_28909 - Register of Apprenticeship Assessment Organisations 2016
Project: project_17021 - Register of Apprenticeship Assessment Organisations 2016
Closing Date: 31/10/2015 17:00:00

Response Status
Response Status
Response Not Submitted To Buyer

Overview
PQQ Code
pqq_28909
PQQ Description
For interest to organisations wishing to offer independent and point assessment for apprenticeship standards developed by Trailblazers.
Test PQQ
No
Buyer Name
Alan Hanton
PQQ Attributes

Type of Supplier Access
PQQ Open to All Suppliers
Buyer Organisation
FASST
Allow Suppliers to Respond by Consortium
No

Message from webpage

⚠ - You have now Expressed Interest and invited yourself to participate in this PQQ. This enables you to download any Buyer Attachments, send and receive Messages with the Buyer, and respond to the PQQ.

Please select 'My Response' followed by 'Create Response' in order to start your response and then submit your completed response to the Buyer.

IMPORTANT: Please ensure that you submit your response to the Buyer before the stated Closing Date & Time.

Express Interest | Decide Later | Printable View

OK

11:11 WET - Western Europe Team DST

Education Funding Agency Skills Funding Agency
Funding Agencies Shared Services Team (FASST)

My PQQs PQQs Open to All Suppliers

Filter By: All PQQs Select a Filter

PQQ Code	PQQ Title	Project Code	PQQ Status	PQQ Closing Date/Time	Buyer Organisation	Response Status
1	pqq_28909	project_17021	Running	31/10/2015 17:00	FASST	Response Not Submitted To Buyer
Total 1						

10 Page 1 of 1

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

Response Last Submitted On: Not Submitted Yet

Warning: You have 4 unread Buyer Attachment(s). Please click here to read the file(s) before submitting your response

PQQ Details Messages (Unread 6)

Settings Buyer Attachments (4) My Response User Rights

View Response Index Only

1. Technical Response (questions: 117)

1.1 Currently listed on the Register of Apprentice Assessment Organisations? - Question Section

Question	Description	Response
1.1.1	RaAAO(14/15)-HQ-01a Are you currently listed on the Register of Apprenticeship Assessment Organisations?	
	Note Note Details If you have selected Yes: You are required to complete the questions in the following sections - Trailblazer standards - Organisation details - Introduction - Capacity and Capability - occupational - Capacity and Capability - assessment - Declarations Remember to check the rest of your application to ensure your responses are still accurate. If you have selected No: You are required to complete all the questions below	
1.1.2	Note	

Create Response

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 ITTs open to all suppliers'

You will now see a list of live ITTs



ITT Code	ITT Title	Project Code	ITT Status	ITT Closing Date/Time	Buyer Organisation	Response Status	
1	Register Opening February 2016 - Due Diligence	17023	Running	02/03/2016 17:00	Skills Funding Agency	Response Not Submitted To Buyer	
2	itt_30004	Register Opening February 2016 - Due Diligence	project_17023	Running	02/03/2016 17:00	Skills Funding Agency	Response Not Submitted To Buyer

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.

Skills Funding Agency

ITT: ITT_30190

Project: project_17023 - Supplier Opening - February 2018
Closing Date: 2018/02/16 17:00:00

[Express Interest](#) [Check Later](#) [Previous View](#)

Response Status

Response Status
Response Not Submitted To Buyer

Overview

ITT Code	ITT Title	Type of Supplier Access
IT_30190	Supplier Opening February 2018 - Capex & Opex	ITT Open to All Suppliers

ITT Description

This is the second opening of the Register of Training Organisations on the annual contract in June 2018. Candidates that have either the due response and the capacity and capability questions or the due response and the due response and the capacity and capability questions need to be submitted by the closing date. The due response is the due response and the capacity and capability questions and the due response and the capacity and capability questions.

For other suppliers, your organisation should complete the if you are:
- An eligible contractor and wish to complete the application
- An eligible contractor and wish to keep a direct contract
- An eligible contractor and wish to complete a direct contract after opportunities become available
- Seeking to compete as a subcontractor with an aggregate value of £100,000 or more
- An eligible contractor and wish to be listed on the register

An organisation seeking to bid for CSF and provision in the following procurement means:
- The eligible contractor and wish to complete the due response and the capacity and capability questions IT_30190 both of which are available to complete. This question is in the due response and the capacity and capability questions.

You must complete the due response and the capacity and capability questions for your organisation to be listed on the register. You must also complete the capacity and capability questions for IT_30190 if you wish to be listed to bid when opportunities become available. Your organisation needs to apply for a contract in the future if you wish to be listed.

The due response questions asked are: your organisation, the company name, the company registration number, the company address, the company telephone number, the company email address, the company website, the company VAT number, the company turnover, the company employee count, the company turnover, the company employee count, the company turnover, the company employee count.

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

Skills Funding Agency

ITT: ITT_30190

Project: project_17023 - Supplier Opening - February 2018
Closing Date: 2018/02/16 17:00:00
Responses: see them all on the Register

ITT Details [Add ITT To List](#) [Messages Contact Us](#)

My ITT Project

My ITT Project Details
Project: project_17023 - Supplier Opening - February 2018

Qualification Only ITT - Common to All Lists

Type	ITT Code	ITT Title	Closing Date	ITT Status	Response Status	View Questions
1	IT_30190	Supplier Opening February 2018 - Capex & Opex	2018/02/16 17:00:00	Running	Response Not Submitted To Buyer	View Questions

Lists

Type	ITT Code	ITT Title	Closing Date	ITT Status	Response Status	View Questions
1	IT_30190	Supplier Opening February 2018 - Capex & Opex	2018/02/16 17:00:00	Running	Response Not Submitted To Buyer	View Questions

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.

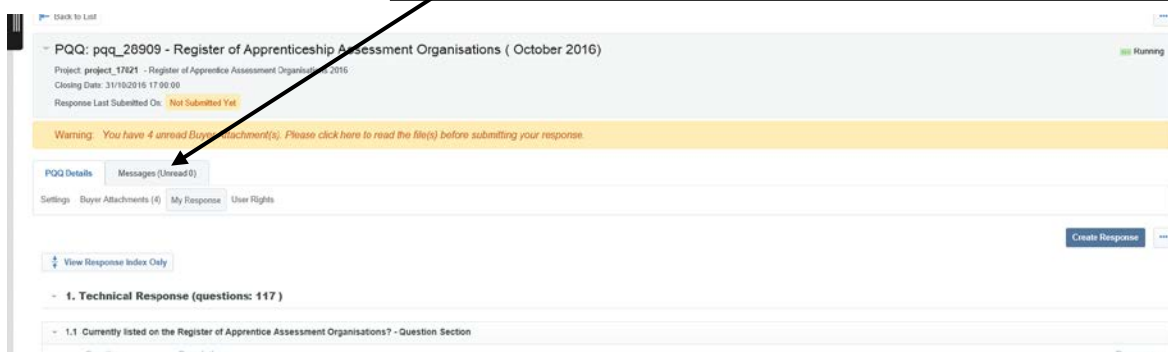
How to send or respond to a message through the message board

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.

To view your received messages, hover your mouse over the **'Messages Unread'** tab and click **'Received Messages'**



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'.

eTendering Service > Supplier Reserved Area logout >

Thank you for registering on Skills Funding Agency eTendering Service.

This service provides a secure and efficient means for you to engage in Tender "Projects" with our Buyers.

The Register of Training Organisations Assurance Gateway online Questionnaire as well as other Pre-Qualification Questionnaires for new EU Procurements are available by clicking on "PQQs Open to All Suppliers"

Once you have expressed an interest in the Assurance Gateway online Questionnaire or other PQQs they will move to your "My PQQs" page, where you can download any documentation attached, answer questions and submit your response.

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.

A partner organisation of the Department for Business, Innovation & Skills

Tender Projects


- Projects
- Pre-Qualification Questionnaires (PQQs)

Supplier Helpcenter

- Online Help Content
- Click here for details on how to respond to an online tender

User profile

- Manage Your Profile
- Modify Password
- Manage Users



European Union
European Social Fund
Investing in jobs and skills

Click 'Create'.

Users Roles Divisions

Filter By: All Users Select a Filter

No Users to display

Create


Skills Funding
Agency

New User

Save Cancel

User Details

- Last Name
- First Name
- User Tag for Codes
- Email
- Telephone Number
- Mobile Phone Number (please enter "+", "country code" and "your mobile phone number" with no spaces)
- Division Name
- Department
- Role
- Choose your Username and check it is not already in use
- Preferred Language
- Time Zone (GMT 0:00) Western Europe Time, London, Lisbon

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'.

Division: Division

Back to List

Details

User Details User Rights

View User Rights

Order to grant access to objects.

Edit Auction Rights

Auctions

Visibility of Auction Lists	No
Access Auction Details	No
Access to Auction Monitor	No
Participate	No
Contact Visible to Buyer	No
Manage Messages	No

Edit PQQ/ITT Rights

PQQs/ITTs

Visibility of PQQ/ITT Lists	No
Access PQQ/ITT Details	No
Create Response	No
Modify Before Publishing	No
Modify and Submit	No
Contact Visible to Buyer	No
Messages Management	No
View Sensitive Data (including: attachments, response, pricing etc)	No

Edit User Management Rights

User Management

Manage Users and Roles	No
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Select 'Edit PQQ/ITT Rights'.

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

User [REDACTED]

Division: Division

Save Cancel

PQQs/ITTs

Visibility of PQQ/ITT Lists	No
Access PQQ/ITT Details	No
Create Response	No
Modify Before Publishing	No
Modify and Submit	No
Contact Visible to Buyer	No
Messages Management	No
View Sensitive Data (including: attachments, response, pricing etc)	No

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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