

NEPO Portal - How to find and bid for contracts using the NEPO Portal

How to express interest in an opportunity on the NEPO portal

1. Log into the NEPO portal (Proactis) – <https://procontract.due-north.com/Login>
2. Select 'Find Opportunities' at the top of the page, next to 'Home'.
3. Search by selecting the search bar on the right-hand side of the screen and typing 'Durham County Council'. Finish by clicking the 'Go' button.
4. Click on the relevant opportunity title highlighted in blue to access.
5. To express an interest, click on the green button located in the 'Expression of Interest Window'. The text within the button should read 'Register interest in this opportunity'.
NB: If you have already registered an interest for that opportunity, this button will be greyed out and clicking on it will do nothing.
6. A message should appear on screen to confirm that the expression of interest was successful.

How to access and download documents required to bid for a contract

1. Log into the NEPO portal (Proactis) – <https://procontract.due-north.com/Login>
2. On the home page, click on 'Recently added' under the Activities heading. This should show the last opportunities that you expressed an interest for.
3. Click on the title of the opportunity highlighted in blue you wish to access.
4. This should take you to the 'Current events' section. There will be an event that says, 'Not Started'. To the right of this will be the word 'Open'. Click on this link.
5. This will take you to the 'Activity summary' page where you can download and access relevant documents, send a message to the team and submit a formal bid.
6. Download all the relevant documents in the 'Activity documentation, files and links' section by clicking on each document title and saving them on your device.
7. Once you have completed all the relevant documents, you are ready to submit a response.

How to submit a formal response for a contract

1. Download and complete any required documents using the instructions on the previous page.
2. Click on the green button located in the bottom right corner entitled 'Start my response'.
3. Additional Information – to the right of this heading is an option entitled 'Edit'. Click on the link.
4. Add any additional information that is required or simply tick the box at the bottom of the page stating that you have read and understood this section and are happy not to include any additional information.
5. Finish this section by clicking the green 'Save' button.
6. Response documentation, files and links – to the right of this heading is an option entitled 'Add'. Click on this link.
7. A new window should open with the option to 'Add files' highlighted in Green. Click on this button.
8. A new window should open allowing you to select all the relevant documents that you have completed to bid for the contract. Select them and click the 'Open' button.
9. Once you have selected all the documents required, click on the 'Start Upload' button highlighted in Green.
10. Once the documents have been successfully uploaded, click the close button at the bottom right of the window.
11. Terms and Conditions – to the right of the heading is the option to 'Accept terms & conditions'. Click on this link to accept the terms and conditions.
12. Once this has been completed, you can click on the Green 'Submit Response' button located at the bottom right of the response summary page.
13. A final pop-up window will appear asking you to confirm you wish to submit a formal response. To confirm, click on the 'Yes I am sure' button highlighted in Green.

NB: If you need to re-submit a bid or change something, you can do this by returning to the Activity Summary page.

The button at the bottom right of the screen will read 'Submit amended response'.

Click this button to access your original response and then amend as required before submitting again by clicking the 'Submit amended response button' once more.