

## How to respond to an RFQ;

When you log in you should be able to see a screen that looks like this;

Oracle Applications Home Page

The screenshot shows the Oracle Applications Home Page. On the left is the 'Main Menu' with a 'Personalize' button and three links: 'LCC Care Provider Portal', 'LCC Supplier Portal', and 'LCC Sourcing Supplier'. On the right is the 'Worklist' section. It contains a note: 'Note: For all your notifications, including the Saved For Later transactions, click on the Full List button then choose All Notifications from the View drop-down list'. Below the note is a 'Full List (379)' button and a pagination control showing 'Previous 1-25 Next 25'. A table lists notifications with columns 'From', 'Type', 'Subject', 'Sent', and 'Due'.

From	Type	Subject	Sent	Due
Turnbull Mr. Neal	Sourcing Publish	<a href="#">You are invited: RFQ 15182737 (care nav test 2)</a>	12-Nov-2017	14-Nov-2017
Turnbull Mr. Neal	Sourcing Publish	<a href="#">You are invited: RFQ 15182736 (Care Nav test)</a>	12-Nov-2017	14-Nov-2017

You will receive notifications on the front screen inviting you to respond to Home Care packages. You should also receive a notification by Email to the account you have set up with Lancashire County Council.

To respond click on to the notification which should show you the screen below; To view details of the offer click on the 'Negotiation Details' link.

The screenshot shows an email notification from 'Turnbull Mr. Neal' to 'PAMELA HOOGHKIRK'. The subject is 'You are invited: RFQ 15182737 (care nav test 2)'. The email contains details about a negotiation, including the date and time it was open and closed, and the supplier information: 'ALSTON LODGE COMMUNITY CARE SERVICES' at 'OLDER PEOPLE, RIBBLE VALLEY, RFQGB'. Below the email content, there are 'Yes' and 'No' buttons. A red box highlights the text: 'Please go to [Negotiation Details](#) page if you want to view the document before acknowledging intent to participate and/or to enter a response.' Below this is a table with columns 'Num', 'Action Date', 'Action', 'From', 'To', and 'Details'.

Num	Action Date	Action	From	To	Details
1	12-NOV-2017 15:35:34	Submit	Turnbull Mr. Neal	PAMELA HOOGHKIRK	

**Response**

The details of the RFQ should now appear;

RFQ: 13870424,1

Actions Acknowledge Participation Go

Title **Care Nav Dom Care LJD 123456**  
 Wyre FY5 1AB  
 Status **Active**  
 Time Left **5 days 23 hours**

Open Date **17-Oct-2016 10:09:48**  
 Close Date **23-Oct-2016 10:08:10**

**Header** | **Lines** | **Controls** | **Contract Terms**

Buyer **Dixon, Miss Lauren**      Event **Non-OJEU Mini-competition under Framework**  
 Quote Style **Blind**      Amendment Description **Added Documents**  
 Outcome **Contract Purchase Agreement**  
 Description

**Terms**

Effective Start Date      Total Agreement Amount  
 Effective End Date      Payment Terms  
 Bill-To Address [ACCOUNTS PAYABLE DEPARTMENT](#)      Carrier  
 Ship-To Address [PRI OLD PRES CH](#)      Freight Terms  
 FOB

**Currency**

RFQ Currency **GBP**      Price Precision **Any**

**Requirements**

[Show All Details](#) | [Hide All Details](#)

**Details Section**

- [+ Show](#) Care Package Details
- [+ Show](#) Service Delivery Required
- [+ Show](#) Needs/Outcomes to be met
- [+ Show](#) What's Important to the Service User
- [+ Show](#) Other

**Notes and Attachments**

Note to Suppliers

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
<a href="#">Care Package Details: SU 123456</a>	File		To Supplier	LDIXON015	17-Oct-2016	One-Time		
<a href="#">Responding to an RFQ</a>	File	Guidance on how to respond to this RFQ	To Supplier	LDIXON015	17-Oct-2016	One-Time		

At the bottom of the page, under the 'Notes and Attachments' section, select the attachment e.g. 'Care Package Details SU 123456'

Title [Care Nav Dom Care LJD 123456 Wyre FY5 1AB](#) Time Left **17 days 22 hours**  
 Close Date **04-Nov-2016 10:00:02**

**Header** | **Lines**

Supplier **INTERNAL SUPPORT SUPPLIER** Quote Valid Until    
 RFQ Currency **GBP** (example: 17-Oct-2016)  
 Quote Currency **GBP** Reference Number   
 Price Precision **Any** Note to Buyer

**Attachments**

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

**Requirements**

[Show All Details](#) | [Hide All Details](#)

**Details Section**

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**Notes and Attachments**

Note to Suppliers

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
<a href="#">Care Package Details: SU 123456</a>	File		To Supplier	LDIXON015	17-Oct-2016	One-Time	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
<a href="#">Responding to an RFQ</a>	File	Guidance on how to respond to this RFQ	To Supplier	LDIXON015	17-Oct-2016	One-Time	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Click 'Open' on the bar that appears at the bottom of your screen;

Do you want to open or save **Care Package Details SU 123456.pdf** (90.1 KB) from [erpuat.lancashire.gov.uk](http://erpuat.lancashire.gov.uk)? ✕

A PDF document with the details of the referral should now appear like the form below;

File Edit View Window Help

1 / 4 68.2% Fill & Sign Comment

CARE NAVIGATION – HOME CARE REFERRAL FORM											
Person ID	10059427				Postcode	PR1 0LD					
Date of Birth	02-Aug-1945				Gender	Male					
Client Group	Dementia				Hospital Discharge/Community	Hospital Discharge					
Funding Stream	LCC Funded										
DETAILS OF CARE PACKAGE											
Time From	Time To	Care Type	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	What is required from this visit?	
09:00	10:00	Single Carer	Y	Y	Y	Y	Y	Y	Y	Medication, Breakfast, Personal Care	
12:00	12:30	Single Carer	Y	Y	Y	Y	Y	Y		Meal Prep & Medication	
17:00	17:30	Single Carer	Y	Y	Y	Y	Y	Y		Meal Prep & Medication	
20:00	20:30	Single Carer	Y	Y	Y	Y	Y	Y	Y	Assistance with night time routine, welfare check.	

Scroll through the document, take a note of any risks the SU may pose and look at the Needs/Outcome table for more detailed information regarding the care needs the SU has.

When you are ready to respond go back to Oracle and go to the Actions bar detailed below. Click 'Create Quote' and Press 'Go';

Negotiations >  
RFQ: 15182736

Title **Care Nav test**  
Status **Active**  
Time Left **1 day 19 hours**

Open Date **12-Nov-2017 15:31:45**  
Close Date **14-Nov-2017 15:30:33**

Header | Lines | Controls | **Contract Terms**

Buyer **Turnbull, Mr. Neal**  
Quote Style **Blind**  
Description

Outcome **Contract Purchase Agreement**  
Event **Non-OJEU Mini-competition under Framework**

Actions | Create Quote | Go

Read the terms & conditions and then check the box advising you have done this before clicking 'Accept';

#### Terms and Conditions

The following terms and conditions must be accepted before a quote is placed in this RFQ.

Cancel

Accept

##### TERMS OF SUBMISSION

These are the terms of submission for submitting PQQs/quotes/tenders. These terms are separate and distinct to any terms and conditions released as part of a PQQ/quote/tender pack. Suppliers must ensure they have familiarised themselves with the terms and conditions released as part of a PQQ/quote/tender pack as this is the basis upon which they submit their offer to Lancashire County Council.

##### UNAUTHORISED ACCESS

Do not proceed if you are not an Authorised User of the sourcing system. Access to and use of this application is restricted to Authorised Users only. By accepting and proceeding to submit you are confirming that you are authorised to make this submission.

Any attempt to use this application in a manner not authorised or any attempt to alter, destroy or damage any Information contained within it may constitute a breach of the provisions of the Computer Misuse Act 1990 and/or other legislation and shall leave the user liable to both criminal and civil proceedings.

It is strictly forbidden to attempt to access this application using any third party's logon identity. All Authorised Users must accept and comply with defined policies and procedures. Anyone using this application consents to active monitoring by the system administrators.

##### CONFIDENTIALITY

The supplier understands that Lancashire County Council is a public authority and therefore subject to the Freedom of Information Act 2000 (the "Act") and other legislation and codes governing access to information. Therefore Lancashire County Council reserves the right to disclose any information provided by any supplier unless such information is deemed by Lancashire County Council to be exempt under the Act or other legislation or codes governing access to information.

##### ACCEPTANCE

The supplier understands that Lancashire County Council does not bind itself to accept any PQQ/quote/tender. The supplier understands that Lancashire County Council will make every effort to reach a decision within the period specified in the sourcing documentation. Tenders/quotes must therefore remain open for acceptance for the period stated in the tender/quote documentation. Where this period is stated by the tender/quote documentation the supplier agrees that this

#### Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

I have read and accepted the terms and conditions

Cancel

Accept



Please note if you are rejecting a care package offer, you will need to answer 'no' to all of the questions and provide a rejection reason;

Please confirm you have read the details of the care package in the 'notes and attachments' section.		Yes	
CARE NAV PLEASE INPUT THE HOURS ON OFFER FOR THIS CARE PACKAGE INTO TARGET RESPONSE.Care Package hours on offer are:	7		
Please confirm the number of hours you are able to provide for this Care Package?		0	(Numeric Value only)
Can you offer the start date required?		No	
<i>If 'no', please provide the earliest possible start date/time that the service could commence</i>			
Time slots requested: Early Morning: 07:00 – 08:30 Late Morning: 08:30 – 10:00 Early Lunch: 11:30 – 13:00 Late Lunch: 13:00 – 14:30 Early Tea: 16:00 – 17:30 Late Tea: 17:30 – 19:00 Early Bed: 20:00 – 21:30 Late Bed: 21:30 – 23:00	Early morning 1 hour		
Can you offer the exact times requested?		No	
<i>If 'no', please provide the alternative times you could offer</i>			
<b>If you cannot provide this care package please select one of the following reasons to tell us why.</b>		No Staffing Capacity – Skill/Qualification/Training	

Once you have filled out all of the relevant questions, please press 'Continue' at the bottom of the screen.

Needs/Outcomes to be met			0
Based on the information in the attached document, please indicate how you would address the service user's support		This is the box that Providers can use to detail what they can individually offer to meet the Service Users' needs.	
What's Important to the Service User			0
Can you provide regular carers?		Yes	
<i>Please provide more detail on the level of consistency</i>		Can provide a team of 4 regular carers.	

Please note: If you receive the following error message;

 **Error**  
A quote value is required for requirement Can you offer the exact times requested?.

A required field has been missed. Look through the requirements and ensure the question stated in the error message has a response. Once happy – press 'Continue' again.

This will bring up a 'Review and 'Submit' Screen, if you would like to review the details you have entered, press 'Show All Details' and it will allow you to review your responses. Once happy, press 'Submit';

**Attachments**

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

**Requirements**

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[Cancel](#) [Back](#) [Validate](#) [Save Draft](#) [Printable View](#) [Submit](#)

You will then receive a message of confirmation with your Quote number. Press 'Return to Sourcing Home Page' once complete;

 **Confirmation**  
Quote 15304793 for RFQ 13870424,1 (Care Nav Dom Care LJD 123456 Wyre FY5 1AB) has been submitted.

[Return to Sourcing Home Page](#)

You can also view all of your active response and open invitations in your home screen.

Click the 'LCC Sourcing Supplier' folder on the main menu;



Click the 'Sourcing' folder that appears;



And then click the Sourcing Homepage;



Click on 'Full List' under 'Your Company's Open Invitations';

Welcome, LAUREN DIXON.

#### Your Active and Draft Responses

Press Full List to view all your company's responses.

[Full List](#)

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Left	Time	Unread Messages
No results found.								

### Your Company's Open Invitations

[Full List](#)

Supplier Site	Negotiation Number	Title	Type	Time Left
[Redacted]	<a href="#">13870424,1</a>	Care Nav Dom Care LJD 123456 W...	RFQ	5 days 23 hours

### Quick Links

Manage	View Responses
<ul style="list-style-type: none"><li><a href="#">Drafts</a></li><li><a href="#">Deliverables</a></li><li><a href="#">Personal Information</a></li></ul>	<ul style="list-style-type: none"><li><a href="#">Active</a></li><li><a href="#">Disqualified</a></li><li><a href="#">Awarded</a></li><li><a href="#">Rejected</a></li></ul>

Click on the negotiation number of the RFQ you would like to look at (detailed in your notification);

### Open Invitations

■ Negotiation has been paused. Only draft response can be created.

Select Negotiation: [Respond](#)

Select	Supplier Site	Negotiation Number	Title	Type	Event Title	Time Left ▲	Responses	Unread Messages
<input checked="" type="radio"/>	[Redacted]	<a href="#">13870424,1</a>	Care Nav Dom Care LJD 123456 W...	RFQ	Non-OJEU Mini-competition unde...	5 days 23 hours	Blind	

[Return to Negotiations](#)