

JAGGAER ADVANTAGE

# PROB DF SUPPLIER SYSTEM GUIDANCE

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Contents

- Document Introduction.....3**
- How to Register on the Procurement Portal.....4**
- Access the PQQ .....5**
- Applying to Participate in the Probation Dynamic Framework .....6**
- IMPORTANT \*\*Add Category to Profile\*\* .....11**
- Review Outcome of Probation Dynamic Framework.....14**
- Updating Your Probation Dynamic Framework PQQ Response .....16**
  - Removing previously selected Probation Dynamic Framework categories..... 18**
- Messaging Area .....20**
- FAQ Notes:.....21**

# Document Introduction

This document provides guidance to applicants for the Ministry of Justice Probation Services Dynamic Framework (Prob DF).

Probation Dynamic Framework applications will take place on the Ministry of Justice eSourcing Portal. The portal is a web-based platform where suppliers and/or applicants can register and complete a response to eSourcing events such as Pre-Qualification Questionnaires, Invitations to Tender and in this case the Probation Dynamic Framework application process.

The Ministry of Justice eSourcing portal is hosted by Jaggaer (Formerly BravoSolution). You may therefore see or receive content from the portal which refers to Jaggaer, BravoSolution or even both.

To complete a Probation Dynamic Framework application please read through this document in full and have it to hand as you complete your application.

# How to Register on the Procurement Portal

To participate in the Probation Dynamic Framework, you will have to be a registered supplier on the following website <https://ministryofjusticecommercial.bravosolution.co.uk>

This is where your DPS application will take place and the rest of the guide is designed to help you with submitting your application to the Probation Dynamic Framework.

Once you have reached the above website, follow the **Click here to Register** link on the Login page. You will only need to register your organisation once.

[Click here to register!](#)

[Click here for details on how to register](#)

Ensure you complete all mandatory fields (denoted with a red asterisk) and click **Save** to progress through each stage of the registration process.

Once your registration has been confirmed for the procurement portal, the Ministry of Justice will activate your account and you will then have the ability to access the Pre-Qualification Questionnaire (PQQ) where your Probation Dynamic Framework responses will be captured.

## Access the PQQ

Once you log in you'll be presented with the following Supplier Home Page:

The screenshot shows the Ministry of Justice Sourcing Portal interface. At the top left is the Ministry of Justice logo. A navigation menu on the left includes: Projects, My PQQs, PQQs Open to All Suppliers, My ITTs, and ITTs Open to All Suppliers. The main content area features a 'Logout » Supplier reserved area' link, a welcome message 'Thank you for registering on Ministry of Justice Sourcing Portal', and three paragraphs of text explaining the service's purpose, PQQ availability, and ITT response process. On the right, there are two sidebars: 'User Profile' with options for 'Manage Your Profile', 'Modify Password', and 'Manage Users'; and 'Contact us' with 'Central Support Team' details including a phone number (0845 0100 132) and email (esourcing@justice.gsi.gov.uk).

To access the Probation Dynamic Framework, click **PQQs Open to All Suppliers**. You will be taken to a list of all the running PQQs that are open to all suppliers.

As of the 11<sup>th</sup> June 2020 the PQQ that you will need to access is **PQQ\_205** – “Probation Dynamic Framework Selection Questionnaire”.

You must access this PQQ to submit your response to this Probation Dynamic Framework. This includes any changes that you are making to a previous Probation Dynamic Framework response.

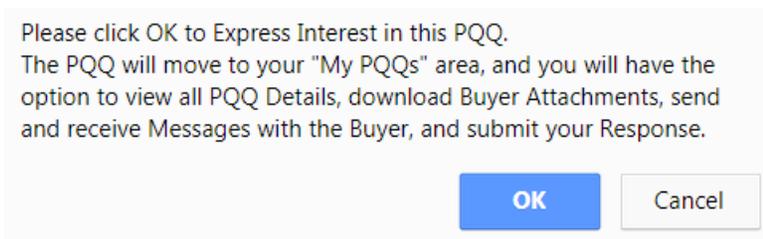
## Applying to Participate in the Probation Dynamic Framework

In order to apply to participate in the Probation Dynamic Framework, you have to first **Express Interest**

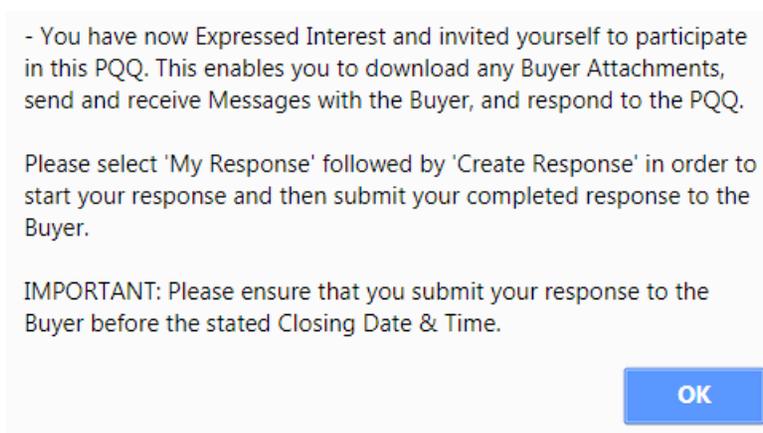
*Note: If you wish to register on the Probation Dynamic Framework at a later stage you can click **Decide Later***



The alert message then provides information as to what you can access now that you have expressed an interest, click **OK**.



Click **Ok** once you have read the below information.



You will be taken to the PQQ My Response Page.

# Prob DF Supplier Guidance

View the My Response Page header:

Back to List

PQQ: [Redacted] Running

Project: [Redacted]

Closing Date: 30/04/2027 12:00:00

Response Last Submitted On: Not Submitted Yet

Warning: You have unread Buyer Attachments (3). Click here to read the files before Submitting your Response.

PQQ Details Messages (Unread 0)

Settings Buyer Attachments (3) My Response Associated Users

The header summarises the PQQ.

Notice the Closing Date/Time, and the Response Status are both clearly indicated.

View the Warning message in the My Response Page header.

Warning: You have unread Buyer Attachments (3). Click here to read the files before Submitting your Response.

PQQ Details Messages (Unread 0)

By clicking the link on the warning message to view the Buyer Attachments, you will be taken to the attachments area where you can then **Mass Download** all attachments.

*Note: It is advised that all attachments are downloaded at this stage to aid with the application process*

PQQ Details Messages (Unread 0)

Settings Buyer Attachments (3) My Response Associated Users

Path: Top Level >

Enter Filter (type to start search)

Folder/File Name	Description	Last Modification Date
1 Instructional Attachments (3)	This folder holds copies of instructional ...	30/04/2018 11:42:12

Total 1

10 Page 1 of 1

Mass Download

# Prob DF Supplier Guidance



Within the **My Response** page you have the option to **Create a Response**, which is the technical term for applying for the DPS.

Warning: *You have unread Buyer Attachments (3). Click here to read the files before Submitting your Response.*

PQQ Details Messages (Unread 0)

Settings Buyer Attachments (3) My Response Associated Users

Create Response Decline To Respond

View Response Index Only

1. Qualification Response (Questions: 314)

You will then have the following alert message, click **Ok**

ministryofjusticecommercial-.bravosolution.co.uk says

-- You have now started to create your response.

Next, click the "Edit Response" buttons to access the Questionnaire and complete your response.

Complete your response by answering all mandatory fields (marked with an asterisk \*) and any non-mandatory fields which are relevant to your response.

Finally, you must click the "Submit Response" button in order to

OK

# Prob DF Supplier Guidance



View the My Response Summary that has appeared on the page:

[Submit Response](#) [Export/Import Response](#)

My Response Summary	
1. <a href="#">Qualification Response</a>	Missing optional responses (49)
<a href="#">View Response Index Only</a>	

To create or edit your response, click on **Qualification Response**

Once you have clicked **Qualification Response**, you will be in Edit mode and see the following actions at the top of the screen:

*Warning: Instructions for (1) Question(s) have not been downloaded, click on the icon next to the question to download the Instructional Attachment*

[Save and Exit Response](#) [Save Changes](#) [Cancel](#)  
[Validate Response](#)

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**1. Qualification Response (Questions: 314 )**

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You will then be able to answer all of the questions for the Probation Dynamic Framework.

This PQQ will consist of both mandatory (marked with an asterisk) and optional questions

Your response will be considered incomplete if you haven't completed all of the standard Probation Dynamic Framework questions as well as the category specific ones, for categories that you have selected.

You will also need to assign the relevant categories to your organisation (see below).

*Note: A summary of your un-answered mandatory questions, or failing that, optional questions will be detailed in the above Response Summary.*

[Submit Response](#) [Export/Import Response](#)

My Response Summary	
1. <a href="#">Qualification Response</a>	Missing optional responses (49)
<a href="#">View Response Index Only</a>	

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**1. Qualification Response (Questions: 314 )** [Edit Response](#)

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As there are many questions, we recommend that you click **Save Changes** regularly to save your progress and keep filling out the Envelope.

*Note: For multi select questions, if all of the responses are relevant and you wish to select all, then you must click **Select All** for all pages. Clicking **Next Results** and then **Select All** again would*

# Prob DF Supplier Guidance

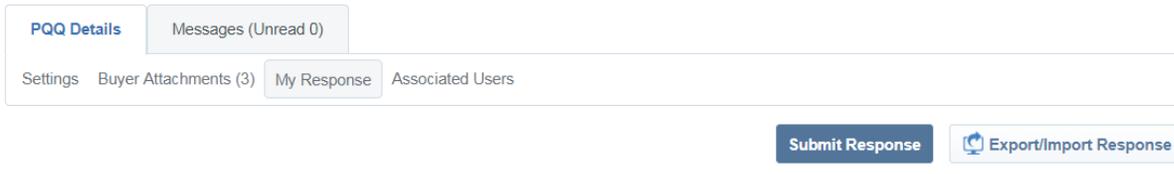


*ensure you truly select all options and repeat this for all necessary pages of responses. This is particularly relevant for the Geographical Location questions.*

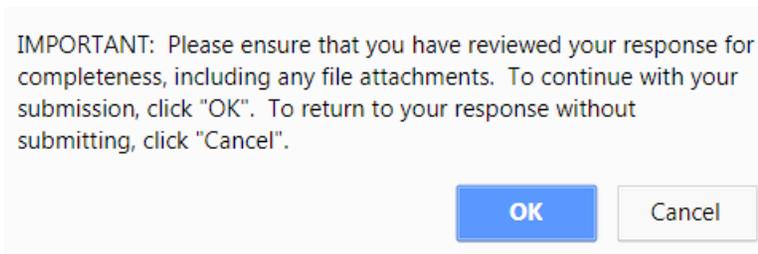
Clicking **Validate Response** will ensure all mandatory questions are answered and will take you to the mandatory questions which are still to be completed.

Once Completed, click **Save and Exit Response**.

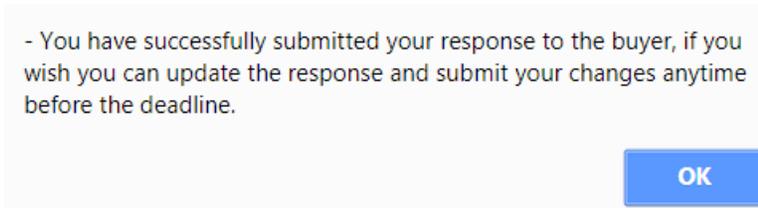
Once you have completed all mandatory questions including the questions specific to the categories you provide, click **Submit Response**



Click **Ok** to the below alert:



Once your response has been successfully submitted, the following message will appear. Click **Ok**



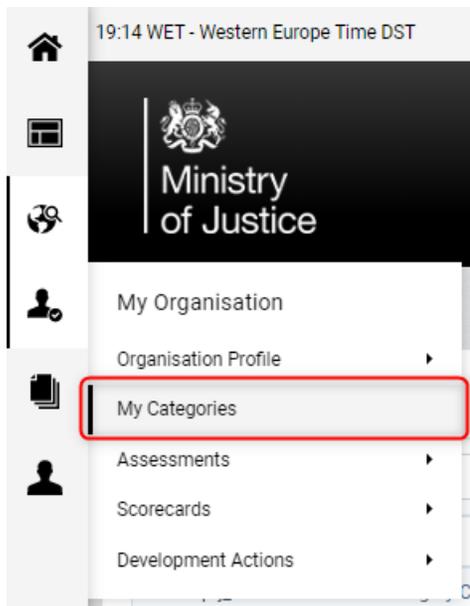
## IMPORTANT \*\*Add Category to Profile\*\*

Before your response to the Probation Dynamic Framework can be considered by the Ministry of Justice, you will have to select the relevant categories from the Category Tree. Any categories you stated that you can provide in the PQQ must be checked on the category tree otherwise your response will not be accepted.

This is a crucial part of the application process as it ensures that the MoJ can evaluate your application based on the categories you intend to supply services for.

To do so, click the left-hand side menu

Then click **My Organisation menu** icon followed by **My Categories**.



You may already have some categories associated to your account however new ones have to be selected that are specific to the Probation Dynamic Framework.

To select the categories from the category tree click **Add Category**



This will then produce the category tree. The categories in the Probation Dynamic Framework are at the bottom so scroll down and expand the last node which will be '**Probation Dynamic Framework**'

- ▶ 82000000 - 82000000 - Editorial and Design and Graphic and Fine Art Services
- ▶ 83000000 - 83000000 - Public Utilities and Public Sector Related Services
- ▶ 84000000 - 84000000 - Financial and Insurance Services
- ▶ 85000000 - 85000000 - Healthcare Services
- ▶ 86000000 - 86000000 - Education and Training Services
- ▶ 90000000 - 90000000 - Travel and Food and Lodging and Entertainment Services
- ▶ 91000000 - 91000000 - Personal and Domestic Services
- ▶ 92000000 - 92000000 - National Defense and Public Order and Security and Safety Services
- ▶ 93000000 - 93000000 - Politics and Civic Affairs Services
- ▶ 94000000 - 94000000 - Organizations and Clubs
- ▶ 98000000 - 98000000 - Personnel Related
- ▶ 99000000 - 99000000 - Social Care
- ▶ 99090000 - 99090000 - Industrial Services
- 99999999 - 99999999 - INTER COMPANY
- ▶ 99999999100 - Education Services DPS
- ▶ 99999999200 - Probation Dynamic Framework

This will produce all the categories from the PQQ.

Clicking the arrow next to each category will display the category description (also provided as an attachment in the PQQ).

To select a category, click on the tick box next to the desired category.

- ▶  99999999207 - ProbationDF.06 - Lifestyle and Associates
- ▶  99999999208 - ProbationDF.07 - Emotional and Personal Wellbeing
- ▶  99999999209 - ProbationDF.08 - Social Inclusion
- ▶  99999999210 - ProbationDF.09 - Women
- ▶  99999999211 - ProbationDF.10 - Young Adults
- ▶  99999999212 - ProbationDF.11 - BAME
- ▶  99999999213 - ProbationDF.12 - Restorative Justice
- ▶  99999999214 - ProbationDF.13 - Cognitive and Behavioural Change
- ▶  99999999215 - ProbationDF.14 - Service User Involvement

*Note: It is possible to select multiple categories. This must match the categories indicated in your response.*

**IMPORTANT NOTE:** You must select the **Probation DF.00 – Overall Category** as well as any other categories selected to be assessed on the Probation Dynamic Framework.

# Prob DF Supplier Guidance



Once you have ticked the necessary categories, click **Confirm Current Selection** to add these to your JaggaerAdvantage profile.

These will then appear in your list of **My Categories**:

My Categories					
<input type="text" value="Enter Filter (type to start search)"/>					
	Category Code	Title	Classified On	Assessment Status	Completion Status
1	53102715	53102715 - Prison officer uniform	25/07/2018 14:51:09	Assessment Status not visible	
2	99030300	99030300 - Prisoners and Detainees	25/07/2018 14:51:09	Assessment Status not visible	
3	9999999101	PEDPS.00 - Overall DPS	25/07/2018 14:51:46	Assessment Status not visible	
4	9999999102	PEDPS.01 - Catering and hospitality	25/07/2018 14:51:46	Assessment Status not visible	
5	9999999103	PEDPS.02 - Construction, planning and the built environment	25/07/2018 14:51:46	Assessment Status not visible	
6	9999999104	PEDPS.03 - Cleaning and facilities management	25/07/2018 14:51:46	Assessment Status not visible	
7	9999999105	PEDPS.04 - Engineering and manufacturing technologies	25/07/2018 14:51:46	Assessment Status not visible	

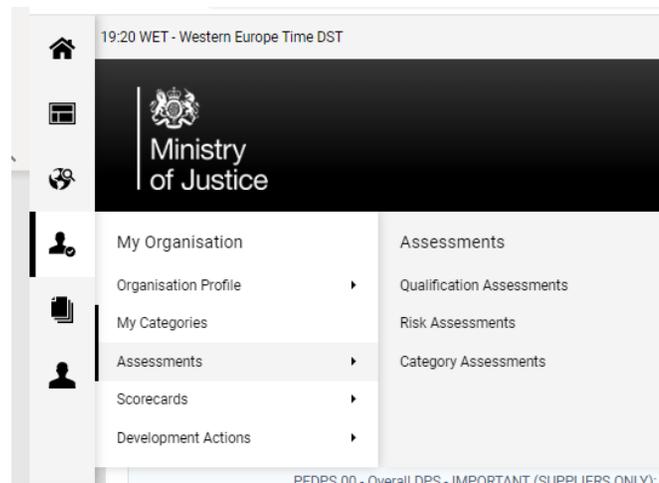
This now completes your application to the DPS.

## Review Outcome of Probation Dynamic Framework

Once the Ministry of Justice have assessed your response, you will be able to see the status you have been provided. This will let you know whether you have qualified on to the Probation Dynamic Framework for your desired categories.

Once the assessment has been run you should receive an auto email from JaggaerAdvantage alerting you to the fact that the assessment has been completed for each category.

You will be able to find your status by going to **My Organisation** and then clicking **Assessments**, then **Category Assessments**.



Within assessments you will be able to see the Assessment Designation which is the name of the assessment and then your status to the right.

The screenshot shows the 'Category Assessments' tab in the JaggaerAdvantage web application. It features a search filter and a table with the following data:

Buyer Organisation	Assessment Designation	Status
1 Ministry of Justice	ProbationDF.00 - Overall Category	Qualified Self Cleaned

By looking at the page you will see the current status of your Assessment. Statuses include but are not limited to;

- Appraisable: Your application has been received and the MoJ have yet to complete the evaluation of your response.
- Failed – To Review: If you have failed against the standard selection questions, your response will be reviewed pending any self-cleaning comments which support your responses.
- Failed Exclusion: Your response has been reviewed and the MoJ have decided you do not qualify for the DPS

## Prob DF Supplier Guidance



- Qualified – Self-Cleaned: If you have a “Failed – To Review” response, your status can be over-turned to this one, which again means you have qualified against the overall standard selection questions.
- Qualified – Automated: Your response has been automatically qualified for the overall DPS as you have not failed any standard selection questions
- Qualified: You have qualified to be on the Probation Dynamic Framework.
- Expired: Your qualification for the DPS has expired.
- Blocked – 3 Evaluations Failed. If you have had three evaluations failed, you will be blocked from submitting another response for a six-month period:
- Re Evaluate: Your previously “Qualified” status is due for re-evaluation.

If your application status reads as anything other than a qualified status it will be possible for you to resubmit a response to the DPS.

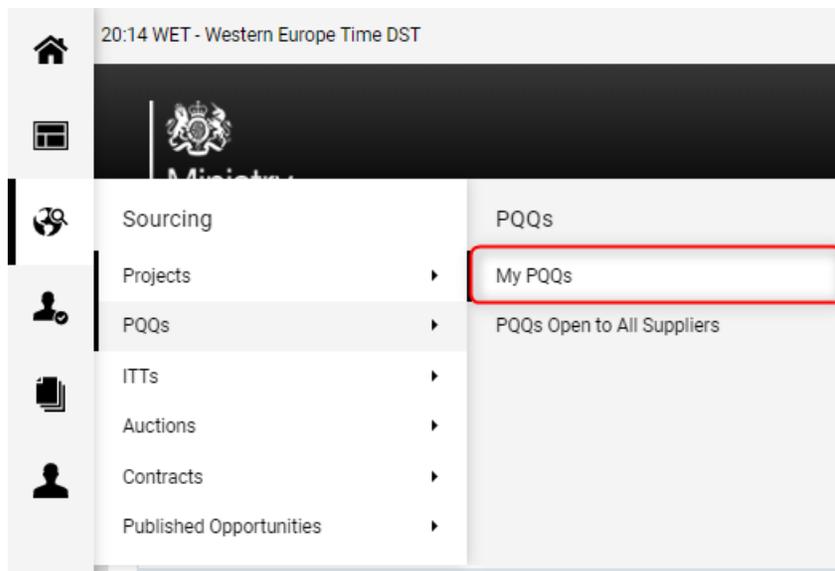
You may message the Ministry of Justice via the Dynamic Framework PQQ messaging area or simply review your current application and re submit any changes you have made to it.

## Updating Your Probation Dynamic Framework PQQ Response

Throughout the lifecycle of the Probation Dynamic Framework it will be possible to update your application by amending your PQQ response. For any changes, amendments or updates a new response submission must be completed.

Login to the portal in the usual way and begin by accessing the Probation Dynamic Framework Continuous PQQ.

Click the left-hand navigation menu to access the navigation options. Then click "**Sourcing**", then "**PQQs**" and then "**My PQQs**".



You will then be presented with a list of PQQs that you have previously responded to. You can confirm this by checking the response status column.

Next ensure you click on the correct PQQ.

PQQ Code	Title	Project Code	Status	Closing Date	Buyer Organisation	Response Status
1 PQQ_	Probation Dynamic Framework	prj_1634	Running	08/04/2023 12:00	Ministry of Justice	Response Submitted To Buyer
2 PQQ_		prj_789	Running	19/11/2020 12:00	Ministry of Justice	Response To Be Submitted To Buyer
3 PQQ_	Probation Dynamic Framework	prj_1634	Closed: To Be Evaluated	16/04/2020 12:00	Ministry of Justice	Response Submitted To Buyer

Having accessed the PQQ you will now be able to see the last submitted response date and time stamp.

Clicking "**Edit Response**" will place the PQQ into edit mode.

Closing Date: 31/08/2022 12:00:00  
Response Last Submitted On: 04/02/2019 14:05:15

**Warning:** You have unread Buyer Attachments (1). Click here to read the files before Submitting your Response.

PQQ Details Messages (Unread 0)

Settings Buyer Attachments (1) My Response Associated Users

Export/Import Response

**My Response Summary**

1. Qualification Response Missing optional responses (17)

View Response Details

1. Qualification Response (Questions: 154) Edit Response

Once in edit mode you can make any changes to question responses. Your previous PQQ submission and question responses will have auto populated within the PQQ response form.

To save the changes made click on the **“Keep Changes”** button at the top right-hand side of the screen.

1.10 Part 2 - Grounds for mandatory exclusion - Section of SVM Questions  
IMPORTANT: The Questions in this Section are linked to your Supplier Profile. Any existing responses on your Profile will be prefilled. When you are updated with any changes you make here.

Keep Changes Discard Changes

Note	Note Details	
1.10.1 Note	Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.	
1.10.2 Regulations 57 (1) and (2)	The detailed grounds for mandatory exclusion of an organisation are set out on the below web page, which should be referred to before completing these questions. Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation has been convicted world of any of the offences within the summary below and listed at the web page below.	
1.10.3 URL	https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf	
Question	Description	Response
1.10.4 Q-2.1(a).1	* Conviction for Participation in a criminal organisation.	No
1.10.5 Q-2.1(a).2	* Conviction for Corruption.	No

It will now be possible for you to submit the response.

**Note:** Any changes to your PQQ response must be submitted. For any changes to be accepted the whole response needs to be resubmitted.

Clicking the green **“Submit Changes”** button will submit the entire PQQ response.

Closing Date: 31/08/2022 12:00:00  
Response Last Submitted On: 04/02/2019 14:05:15

Edit Mode: Changes will be saved only when submitted

Submit Changes Undo All Changes

**My Response Summary**

1. Qualification Response Missing optional responses (17)

View Response Index Only

1. Qualification Response (Questions: 154) Edit Response

## Removing previously selected Probation Dynamic Framework categories

If you need to remove any categories from your PQQ response there are two actions that need to take place.

Firstly, you will need to edit the PQQ response as per the above instructions ensuring that you make the required changes to the question declaring the categories you wish to be considered for.

Having accessed the PQQ and placed it into edit mode. Navigate to the lot selection question and amend any answers that need to be changed.

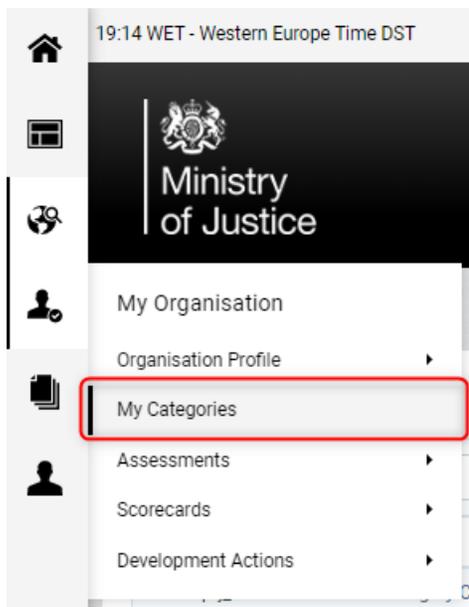
Question	Description	Response
1.28.1	PEDPS 01 - Catering and hospitality Please indicate if you intend to apply for the following PEDPS lot 'PEDPS.01 -Catering and hospitality'	<input checked="" type="checkbox"/>
1.28.2	PEDPS 02 - Construction, planning and the built environment Please indicate if you intend to apply for the following PEDPS lot 'PEDPS.02 -Construction, planning and the built environment'	<input type="checkbox"/>

You should also attempt to remove any categories previously selected from the category tree held within your organisation's profile.

*Note: You may however be blocked from performing this next step should your Probation Dynamic Framework application already be under assessment.*

To do so, click the left-hand side menu

Then click **My Organisation menu** icon followed by **My Categories**.



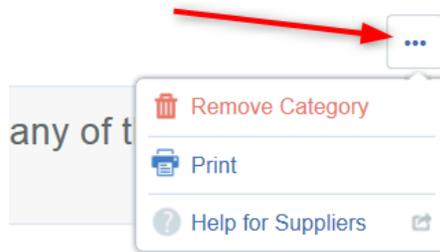
You will already have some categories associated to your account which could look like the below.

## Prob DF Supplier Guidance

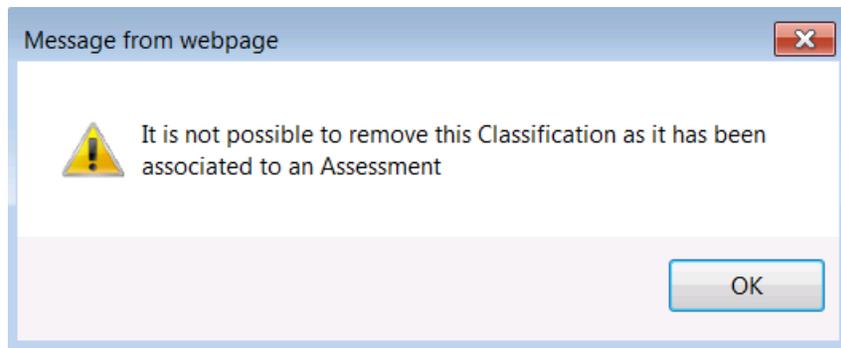
Should a category have an assessment status next to within the **Assessment** column of the presented list you will not be able to remove this from your **My Categories** list.

Click on the category line to select a category from the list.

On the next screen click on the three dots located at the top right of the screen. Then click "**Remove Category**".



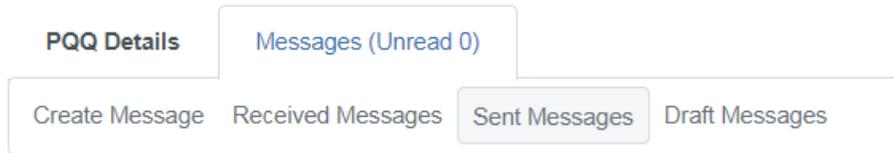
Should you be blocked in any way by the following message or alert then the category cannot be removed as the assessment of your response to the Probation Dynamic Framework has begun for this category.



You are advised at this point to contact the Ministry of Justice Probation Dynamic Framework team via the PQQ messaging area. For instructions on how do to this please see the next section of this document.

## Messaging Area

If you want to communicate with the Ministry of Justice regarding the Probation Dynamic Framework, you can do so through the portal by accessing the messages area, in the tab next to PQQ Details;



Click on **Create Message** to be taken to the below message page:

Message

Send Message Save as Draft Cancel

Subject

Message

Broadcast Message

No

Attachments

Filename	File Description	Comments on Attachment
No Attachments		

Recipient

The Message area allows you to create your new Message by entering a Subject, a Message body and also by including an attachment.

Once you have completed your message, click **Send Message**:



The message will be sent to the Ministry of Justice. Recipients will also receive an email alert telling them that a new message has been received. Any message response from the Ministry of Justice will behave the same and you will be able to follow a link from the email alert straight to the Messaging Area and, more specifically, to your list of **Received Messages**.

### FAQ Notes:

Q: What is a category tree?

A: The category tree is used by the Ministry of Justice so that suppliers can indicate upon registration or as part of a specific process, such as the DPS, which category of goods/works/services they can provide to the Ministry of Justice.

Q: What is the process if my organisation decides that we no longer provide a category and wish to remove it from my profile?

A: Return to the category selection section of the PQQ and remove any selections which you no longer wish to provide. Once you resubmit your updated PQQ response, your qualification status will be re-assessed and updated.

Q: I am stuck – who do I contact

A: For support please contact the Ministry of Justice eSourcing helpdesk on the details below.

- 0845 0100 132
- [esourcing@justice.gov.uk](mailto:esourcing@justice.gov.uk)