



Accessing ESPO's Apprenticeship Dynamic Purchasing System (554)

No access to ProContract

STANTED STANTED Complete a Non ProContract **User Customer Access Agreement** from espo.org and return it to adps@espo.org

Identify the geographical Lot and apprenticeship training appropriate for your requirement

Details of geographical region and apprenticeship type can be found on the **ESPO** website

Should you need to make any amendments to the ITT, ESPO will issue new versions of the documents via the portal for you

Make sure you evaluate each tender according to the criteria specified in your ITT

Develop Invitation to Tender (ITT) documentation and call-off terms

Want a second opinion? Send ESPO your documents at least two working days before your project go live date and the team will review them for you

Send your ITT to ESPO who will create a project on **ProContract** and issue documentation through the portal

ESPO will share any clarification questions received during the tender period and issue responses on your behalf

Once the tender submission deadline has passed ESPO will secure and pass tenders to you for evaluation

Remember if you have opted to apply a standstill period you will have to wait for the 10 day standstill to conclude before awarding

CONDUCTING A FURTHER COMPETITION

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Further help or questions? t. 0116 294 4072 e. adps@espo.org

Day-to-day will be managed between you and the service provider but ESPO are on hand should you

Award form to **ESPO**

Did you know? **ESPO** offer free template documentation for you to use

SERVICE DELIVERY