

**VOLUME 2 – RETURNING A SUBMISSION GUIDANCE**

Contract title	THE PROVISION OF A MANAGEMENT INFORMATION SYSTEM & FINANCIAL ACCOUNTING SYSTEM FOR SCHOOLS & ACADEMIES
Contract ID	DN212852
Type of supply	SUPPLIES with SERVICES elements
Type of contract	FRAMEWORK
Contract start date	17 <sup>th</sup> January 2017
Contract end date	31 <sup>st</sup> March 2021
Possible extensions ( <i>if applicable</i> )	31 <sup>st</sup> March 2023
Estimated total contract value	£2,000,000 - £30,000,000

**FOR YOUR FILE AND RETENTION.**

**YOU DO NOT NEED TO RETURN AS PART OF YOUR SUBMISSION**

### **Questions regarding the process**

1. Should you have any queries regarding this project or require any assistance please submit a question by using the 'Discussions' section on the YORtender system at <https://www.yortender.co.uk>. Please note if there is a deadline for receipt of Supplier clarifications via the "discussions" area this will be detailed within Volume 1 Introduction and Scope, Section 4 – Timetable.

### **Completing your submission**

2. Completed documents should be submitted electronically to:  
  
<https://www.yortender.co.uk>
3. If you require further information, guidance or support using YORtender please visit the web site link:  
  
[https://www.yortender.co.uk/procontract/help.nsf/frm\\_banner\\_help?openform](https://www.yortender.co.uk/procontract/help.nsf/frm_banner_help?openform)
4. All completed documents must be uploaded onto the YORtender using the 'Response Wizard' function. It is important to allow enough time to submit your documents.
5. Please check your username and password the day before returning the document, so any problems can be resolved before you lodge your response.
6. When completing the Response Wizard you are only required to complete the 'My Reference' field. Any information entered in the Further Information and Additional Comments fields will not be taken into consideration.
7. You will also be able to see on screen under the 'Status' that your response has been submitted along with the version. Your document/s must be completed in full and where necessary signed and dated. You must ensure that once the document/s is uploaded that the "submit" button is pressed otherwise the documents cannot be accessed by the evaluation team. Failure to submit a completed document will invalidate your submission.
8. The upload and submission of your document/s must be completed before the deadline, otherwise your full submission will not be received or considered. The Authority will accept no responsibility for difficulties during the process of submission.
9. If you have specific system issues or you do not receive an email notification to confirm your submission please contact the YORtender helpdesk 0844 5434580 or email [yorkshiresupport@due-north.com](mailto:yorkshiresupport@due-north.com).
10. All questions should be answered in English.

11. Where a maximum word limit has been specified within Volume 5 Open Business Questionnaire, Suppliers must adhere to the limit stated. Any wording in excess of the specified limit will not be evaluated.
12. Please ensure electronic documents are submitted in either Microsoft Word or PDF format. Submitted documents must not include embedded files.
13. Please ensure that the declaration is signed and dated by an authorised person of appropriate seniority within your organisation.