

Log in to the sourcing suite, the home page will appear similar to the page below, hover over the RFX tab and click on 'Manage RFX':

The screenshot displays the Government eSourcing portal in Internet Explorer. The address bar shows the URL: https://gpsesourcing.cabinetoffice.gov.uk/e1/index.jsp?\_eps\_=Y. The page features a top navigation bar with tabs: Categories, Suppliers, Projects, Bids, RFX(s), Contracts, Notices, Messages, and Utilities. A red arrow points from the 'RFX(s)' tab to its dropdown menu, which includes options like 'Manage RFX(s)', 'Simple RFX Homepage', 'View RFX(s) Calendar', 'Create New', and 'Define RFX Information Fields'.

Below the navigation bar, there's a welcome message from Graham Threlfall, Buyer Application Manager. To the right, there's a logo for 'Government Procurement Service' and a link to 'Edit Portal Settings'.

The main content area is divided into three sections:

- Calendar:** Shows a calendar for April 2013. The date 'Thu., Apr. 4, 2013' is highlighted.
- RFX(s):** A table listing Request for X (RFX) items. It includes columns for RFX Name, RFX Type, Status, Open Time BST, Close Time BST, and a checkbox. The table lists several RFXs, all of type 'RFP' and status 'Open'. Below the table, it indicates 'Page: 1' and 'Last Update 04/04/2013 10:48'.
- Project Tasks:** A table listing project tasks. It includes columns for Project Name, Task Name, Due Date, and Status. The table lists several tasks related to 'GPS SMP' and 'Apr 2013 Strategic Re...'. Below the table, it indicates 'Page: 1 2' and 'Last Update 04/04/2013 10:...'.

At the bottom left, there's a 'Shortcuts' section with a dropdown menu set to 'All'. At the bottom center, there's a 'Messages' section with a 'Go' button and a search box. The taskbar at the very bottom shows the Windows Start button and several open applications: 'Inbox - Micro...', 'How to find p...', 'Microsoft Exc...', and 'Government P...'.

Please then click on 'Templates' tab and you can search for the framework agreement that you are interested in, for example RM928, click on the binoculars symbol:

Government Procurement Service eSourcing - Windows Internet Explorer

https://gpsesourcing.cabinetoffice.gov.uk/e1/index.jsp?\_gps\_=Y

File Edit View Favorites Tools Help

★ Favorites | ★ Home

Government Procurement Service e...

GPS eSourcing

Categories Suppliers Projects Binders RFX(s) Contracts Notices Messages Utilities

View and Manage RFX(s)

Government Procurement Service

List Calendar Gantt **Templates** Create From Template Create Template Export

Current Page:1 (1-50 of 1608) 1 2 3 4 5

Template Name	Summary	Template Type	Template Style	Template Owner	Description	Business Unit	
<a href="#">_judefebcreat...</a>		RFP		Organization	_judefebcreatnewtem...	(Unassigned)	<input type="checkbox"/>
<a href="#">_TEST NEW FC TE...</a>		RFI		Organization	_TEST NEW FC TEMPLATE	Government Procurement S...	<input type="checkbox"/>
<a href="#">_Please Use This...</a>		RFP		Organization	Please use this template...	(Unassigned)	<input type="checkbox"/>
<a href="#">_JohnG Demo SIAM ...</a>		RFP		Organization	_JohnG Demo SIAM - Test ...	(Unassigned)	<input type="checkbox"/>
<a href="#">_JohnG DO NOT USE...</a>		RFP		Organization	DO NOT USE - Contains "e...	Government Procurement S...	<input type="checkbox"/>
<a href="#">_JohnG DO NOT USE...</a>		RFP		Organization	DO NOT USE - created dur...	Government Procurement S...	<input type="checkbox"/>
<a href="#">001 BUYER SURVEY...</a>		Buyer Survey		Organization	001 Buyer survey scpm te...	Government Procurement S...	<input type="checkbox"/>
<a href="#">002 BUYER SURVEY...</a>		Buyer Survey		Organization	002 Buyer survey scpm te...	Government Procurement S...	<input type="checkbox"/>
<a href="#">003 SCPM MASTER T...</a>		Buyer Survey		Organization	003 SCPM MASTER TEMPLATE	Government Procurement S...	<input type="checkbox"/>
<a href="#">3144-2-Profession...</a>		RFP		Organization	Provision of Recruitment...	National Offender Manage...	<input type="checkbox"/>
<a href="#">335 DCMS Informat...</a>		RFP		Organization	Please see ITT/Specifcat...	Government Procurement S...	<input type="checkbox"/>
<a href="#">Appointment of Le...</a>		RFP		Organization	The UK Green Investment ...	RCUK Shared Services Cen...	<input type="checkbox"/>
<a href="#">ARM Digital Marke...</a>		RFP		Organization	ARM Digital Marketing: 3...	(Unassigned)	<input type="checkbox"/>
<a href="#">ARM Digital Marke...</a>		RFP		Organization	ARM Digital Marketing: 3...	(Unassigned)	<input type="checkbox"/>
<a href="#">ARM Digital Marke...</a>		RFP		Organization	ARM Digital Marketing: 3...	(Unassigned)	<input type="checkbox"/>
<a href="#">ARM Digital Marke...</a>		RFP		Organization	ARM Digital Marketing: 3...	(Unassigned)	<input type="checkbox"/>
<a href="#">ARM Digital Marke...</a>		RFP		Organization	ARM Digital Marketing: 3...	(Unassigned)	<input type="checkbox"/>

Done

start | Inbox - Micro... | How to find p... | Government P... | Microsoft Exce... | 125% | 10:43

The following window will open, type in the framework ref i.e. \*RM928\* in the "Name" box, ensure you type an \* symbol before and after the reference number and then click the "Search Now" button.

The screenshot shows the Government Procurement Service eSourcing search interface. The browser window is titled "Government Procurement Service eSourcing - Windows Internet Explorer". The address bar shows the URL: [https://gpsesourcing.cabinetoffice.gov.uk/e1/index.jsp?\\_eps\\_=Y](https://gpsesourcing.cabinetoffice.gov.uk/e1/index.jsp?_eps_=Y). The page displays the "Define Search" form with the following fields:

- Unique ID**: (Empty)
- Name**: \*rm928\*
- Open Date**: > [dropdown] [calendar] 0:00 BST [calendar] n/a [calendar] n/a [calendar] Inclusive
- Close Date**: > [dropdown] [calendar] 0:00 BST [calendar] n/a [calendar] n/a [calendar] Inclusive
- Item Name**: (Empty)
- Binder Name**: (Empty)
- Project Name**: (Empty)
- Supplier Name**: (Empty)
- Lead Name**: (Empty)
- Primary Contact**: (Empty)
- Type**: Select from (RFI, RFP, RFQ, Buyer Survey, Reverse Auction) | Selected items (Empty)
- Style**: Select from (English, Dutch) | Selected items (Empty)

The "Search Now" button is located at the top right of the "Define Search" form. A red arrow points from the instruction text to the "Name" field, and another red arrow points from the instruction text to the "Search Now" button.

The following window will open, click on “RM928 Further Com...”

The screenshot shows the 'Government Procurement Service eSourcing' website in a Windows Internet Explorer browser. The address bar shows the URL: [https://gpsesourcing.cabinetoffice.gov.uk/e1/index.jsp?\\_eps\\_=Y](https://gpsesourcing.cabinetoffice.gov.uk/e1/index.jsp?_eps_=Y). The page features a navigation menu with tabs: Categories, Suppliers, Projects, Binders, RFX(s), Contracts, Notices, Messages, and Utilities. The main heading is 'View and Manage RFX(s)' with the Government Procurement Service logo. Below this is a sub-navigation bar with 'List', 'Calendar', 'Gantt', and 'Templates' views, along with buttons for 'Create From Template', 'Create Template', and 'Export'. A table displays the list of templates:

Template Name	Summary	Template Type	Template Style	Template Owner	Description	Business Unit	
<a href="#">RM928 Further Com...</a>		RFP		Organization	RM928 Estates Profession...		<input type="checkbox"/>

A red arrow points to the 'RM928 Further Com...' link in the 'Template Name' column. The Windows taskbar at the bottom shows the Start button and several open applications: 'Inbox - Micro...', 'How to find p...', 'Government P...', and 'Microsoft Exce...'. The system clock indicates 10:45.

The following window will open, click on “RFx Attachments” to access the rates cards and sub-contractors.

The screenshot shows the 'Government Procurement Service eSourcing' application running in Internet Explorer. The browser address bar shows the URL: [https://gpsesourcing.cabinetoffice.gov.uk/e1/index.jsp?\\_eps\\_=Y](https://gpsesourcing.cabinetoffice.gov.uk/e1/index.jsp?_eps_=Y). The application's navigation bar includes tabs for Categories, Suppliers, Projects, Binders, RFx(s), Contracts, Notices, Messages, and Utilities. The 'RFx(s)' tab is active, showing a breadcrumb trail: RFx(s) > RM928 Further Competition... Below this, there are 'Edit' and 'Analyze' buttons. The main content area displays the 'Description' of the RFx: 'RM928 Estates Professional Services' and 'Type: RFP Template'. A link for 'RFx Attachments (9)' is visible. On the left, a sidebar lists various setup steps, with 'Basic Information' selected. The main form, titled 'Enter the basic setup information for your RFP', contains fields for Project Template, Type (RFP Template), Name (RM928 Further Competition Template), Unique Id (RM928 Further Competition Template), Description (RM928 Estates Professional Services), Business Unit (Unassigned), Currency Decimal Places (2), For Test Use (No), Framework Reference, Master Category (Professional Services), and Category (Please Select). At the bottom of the form are buttons for 'Clear Changes', 'Close Wizard', 'Save', and 'Next'. The Windows taskbar at the bottom shows the Start button and several open applications: Inbox - Micro..., How to find p..., Government P..., and Microsoft Exce... The system clock indicates 10:46.

Government Procurement Service eSourcing - Windows Internet Explorer

https://gpsesourcing.cabinetoffice.gov.uk/e1/index.jsp?\_eps\_=Y

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Government Procurement Service e...

Page Safety Tools

GPS eSourcing

Categories Suppliers Projects Binders RFx(s) Contracts Notices Messages Utilities

RFx(s) > RM928 Further Competition...

Edit Analyze

Description: RM928 Estates Professional Services  
Contact Information  
eEnablement Customer S...  
0345 410 2222

Type: RFP Template

RFx Attachments (9)

Show Basic Steps

- Basic Information
- Currency
  - Bidding Currencies
- Define Bidding Rules
- Questionnaires
  - Questionnaires and Questions
  - Weight Questionnaires
  - Weight Questions
- Items
  - Item Lots
  - Item Definition Fields
  - Manage Items
- Bids
  - Bid Fields
  - Item Bid Form
- Suppliers
  - Invite Suppliers
  - Edit Invitation
- Hosts/Co-hosts
  - Edit Invitation
  - Define Team
  - Assign Team
- Attachments
- Summary

Enter the basic setup information for your RFP

Project Template Search Add

Type\* RFP Template

Name\* RM928 Further Competition Template

Unique Id\* RM928 Further Competition Template

Description RM928 Estates Professional Services

Business Unit (Unassigned)

Currency Decimal Places 2

For Test Use ☐ Yes ☒ No

Framework Reference (e.g. RMxxx)

Master Category Professional Services

Category Please Select

Clear Changes Close Wizard Save Next

Done

start Inbox - Micro... How to find p... Government P... Microsoft Exce... 125% 10:46

The following window will open, click on the relevant attachment to download or save.

The screenshot displays the Government Procurement Service eSourcing interface in a Windows Internet Explorer browser. The main window shows a list of attachments for RF928. A red arrow points to the 'Content' column header in the 'Attachments (9)' table.

**Attachments (9)**

Level	Folder	Content	Attachment Name	Description	Organization	Name/Subj
Event	Internal Only	<a href="#">Sub-Contractor Carter Jonas LLP.XLSX</a>	<a href="#">Carter Jonas sub-contractor details</a>		Government Procurement	RM928 Further Compet
Event	Internal Only	<a href="#">Sub-Contractors Hartnell Taylor Cook LLP...</a>	<a href="#">Hartnell Taylor Cooke sub-contractor de...</a>		Government Procurement	RM928 Further Compet
Event	Internal Only	<a href="#">Sub-Contractor Jones Lang LaSalle.xlsx</a>	<a href="#">Jones Lang LaSalle sub-contractor detai...</a>		Government Procurement	RM928 Further Compet
Event	Internal Only	<a href="#">Sub-Contractors Lambert Smith Hampton Gr...</a>	<a href="#">Lambert Smith Hampton sub-contractor de...</a>		Government Procurement	RM928 Further Compet
Event	Internal Only	<a href="#">Sub-Contractors Montagu Evans LLP.xlsx</a>	<a href="#">Montagu Evans sub-contractor details</a>		Government Procurement	RM928 Further Compet
Event	Internal Only	<a href="#">RM928 Rates.zip</a>	<a href="#">Rate Cards</a>		Government Procurement	RM928 Further Compet
Event	Internal Only	<a href="#">Sub-Contractors Sanderson Weatherall.xls...</a>	<a href="#">Sanderson Weatherall sub-contractor det...</a>		Government Procurement	RM928 Further Compet
Event	Instructions	<a href="http://gps.cabinetoffice.gov.uk/i-am-sup...">http://gps.cabinetoffice.gov.uk/i-am-sup...</a>	<a href="#">Supplier Guidance</a>		Government Procurement	RM928 Further Compet
Event	Internal Only	<a href="#">Sub-Contractors The Valuation Office Age...</a>	<a href="#">The Valuation Office Agency sub-contrac...</a>		Government Procurement	RM928 Further Compet

Close

Virus scanning is enabled for attachments. The export job will fail if it contains any infected files.  
Click on the link in the Content column to view the attachment. To download attachments, check the box on the far right next to each file you'd like to download and then click

Clear Changes Close Wizard Save Next >