



HM Prison &  
Probation Service

# How to bid to join the Probation Services Dynamic Framework (DF) on Jaggaer (formerly Bravo)



## Creating an account

**Note:** if you already have a Jaggaer (formerly Bravo) account for MoJ procurements, please **do not** create a new account and instead log in as normal. If you are unsure whether you already have an account, please email [esourcing@Justice.gov.uk](mailto:esourcing@Justice.gov.uk) and the team will check for you.

1. If you do not already have an account, follow this link:

<https://ministryofjusticecommercial.bravosolution.co.uk/web/login.html>

2. You will see 'Click here to register!'. Follow that link and complete your organisation's details to register.

### Ministry of Justice Sourcing Portal

This website provides a suite of collaborative, web-based tools that enable procurement professionals and suppliers to conduct the strategic activities of the procurement lifecycle over the internet.

It provides a simple, secure and efficient means for managing tendering and quotation activities reducing the time and effort required for both buyers and suppliers.

Click here to register!

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

## How to Access DF Market Warming materials

1. Once you are logged in, click on 'PQQs open to all suppliers'.
2. In the search bar type 'Probation Dynamic Framework Market Warming'. Click on the event titled '**PQQ\_205 - Probation Dynamic Framework Selection Questionnaire**'.
3. Click '**Express an Interest**' in the green box.

# How to Access Key Documents

- Key procurement documents can be found under ‘**Buyer Attachments**’
- We ask that Bidders read the documents in this section before submitting a bid.
- **ITP Part A, B and C** are particularly useful documents that offer **guidance** on how to submit a bid

The screenshot displays a procurement system interface for a PQQ. At the top, it shows the PQQ title: "PQQ: PQQ\_205 - Probation Dynamic Framework Selection Questionnaire". Below this, it lists the project name: "Project: prj\_3657- Probation Services Rehabilitation and Resettlement Dynamic Framework", the closing date: "Closing Date: 10/06/2027 17:00:00", and the last submission time: "Response Last Submitted On: 01/07/2020 13:28:35".

Below the header, there are navigation tabs: "PQQ Details", "Messages (Unread 20)", "Settings", "Buyer Attachments (10)", "My Response", and "Associated Users". The "Buyer Attachments (10)" tab is currently selected.

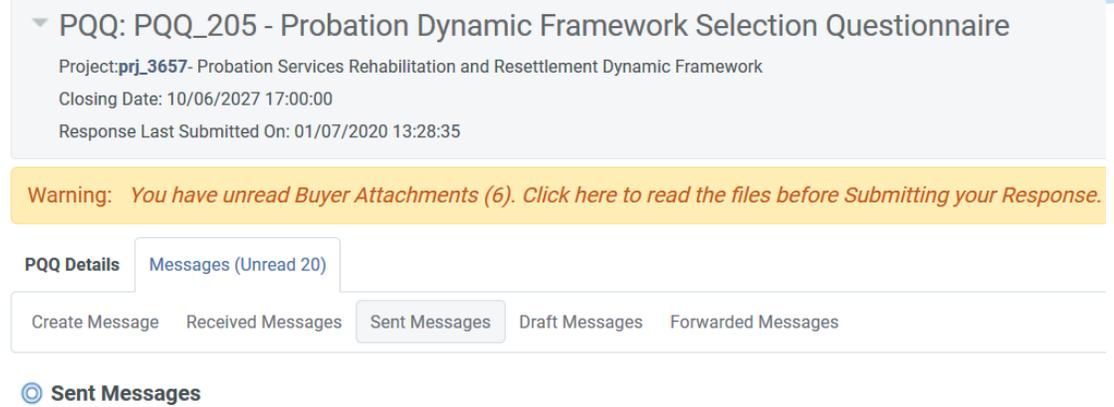
A breadcrumb trail shows "Path: Top Level >". Below this is a search filter input field with the placeholder text "Enter Filter (type to start search)".

The main content area is a table with two columns: "Folder/File Name" and "Description".

Folder/File Name	Description
1 Procurement Documents (9)	This folder contains all relevant documents for the Probation Services Dynamic Framework Selection ...
2 DF_Indicative Contract Values_volumes_June 2020.xlsx	

# How to Ask the Authority a Question

- In PQQ 205, there is a tab titled 'Messages'.



▼ PQQ: PQQ\_205 - Probation Dynamic Framework Selection Questionnaire  
Project:prj\_3657- Probation Services Rehabilitation and Resettlement Dynamic Framework  
Closing Date: 10/06/2027 17:00:00  
Response Last Submitted On: 01/07/2020 13:28:35

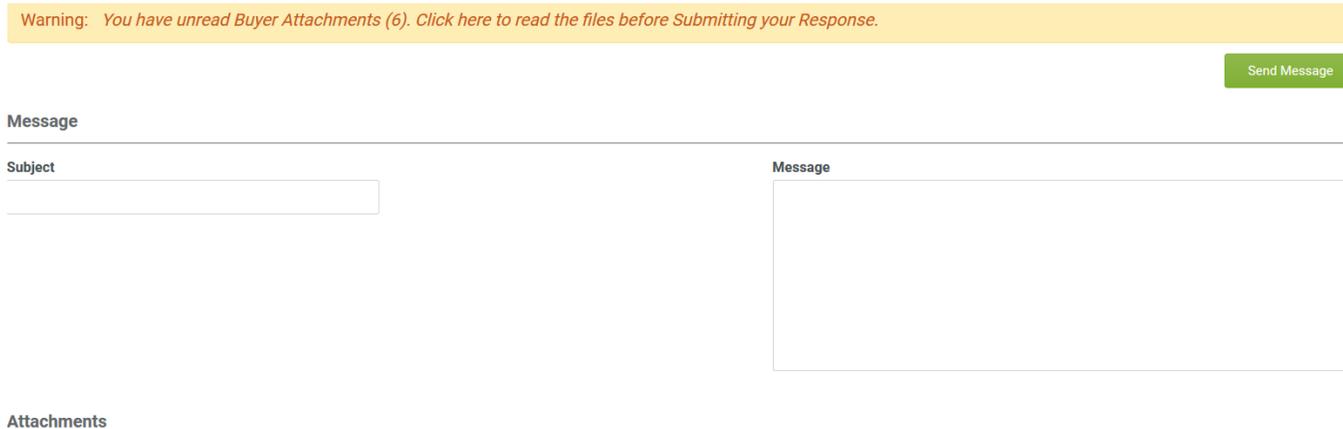
Warning: You have unread Buyer Attachments (6). Click here to read the files before Submitting your Response.

PQQ Details Messages (Unread 20)

Create Message Received Messages Sent Messages Draft Messages Forwarded Messages

⦿ Sent Messages

- To send the Authority a query, bidders should hover over that tab and select 'Create Message'.



Warning: You have unread Buyer Attachments (6). Click here to read the files before Submitting your Response.

Send Message

Message

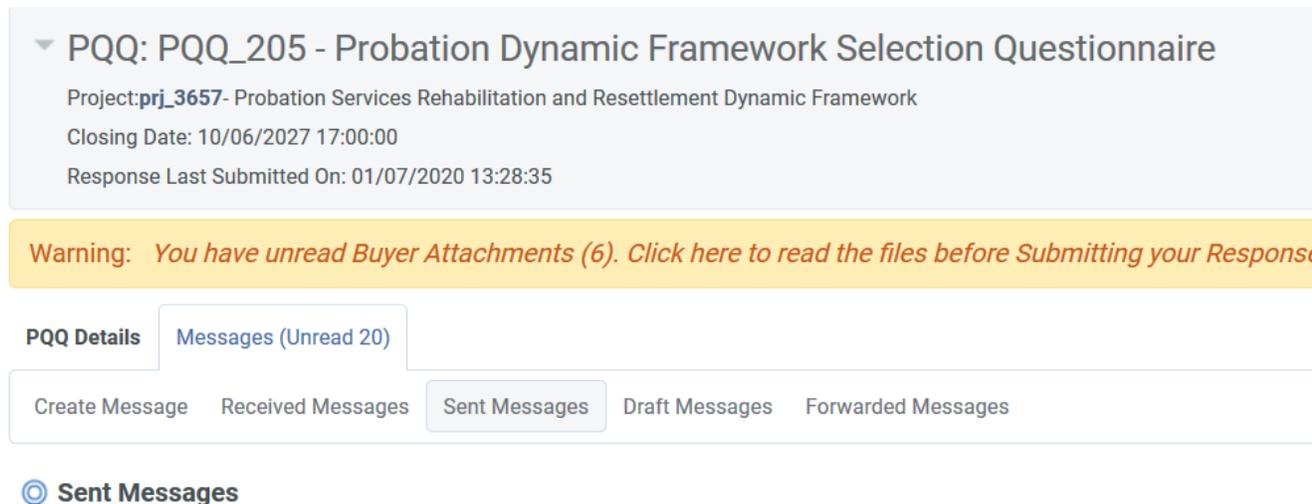
Subject

Message

Attachments

## How to See Communications sent by the Authority

- Under the Messages tab on PQQ 205, there is a '**Received Messages**' button.
- Bidders should select this to see all messages sent by the Authority. This is where the Authority will answer all Clarification Questions sent by Bidders.
- Messages are sent out on a daily basis and it is **extremely important that Bidders check their received messages regularly.**



▼ PQQ: PQQ\_205 - Probation Dynamic Framework Selection Questionnaire

Project: **prj\_3657**- Probation Services Rehabilitation and Resettlement Dynamic Framework

Closing Date: 10/06/2027 17:00:00

Response Last Submitted On: 01/07/2020 13:28:35

**Warning:** *You have unread Buyer Attachments (6). Click here to read the files before Submitting your Response.*

PQQ Details Messages (Unread 20)

Create Message Received Messages **Sent Messages** Draft Messages Forwarded Messages

Sent Messages

# How to Submit a Bid to Qualify onto the Dynamic Framework

- To submit a bid to join the Dynamic Framework, click on '**My Response**' in PQQ 205.
- Bidders should complete the Response form, using the ITP documents as guidance.
- Once a Bidder has submitted their response, the Authority will aim to evaluate it within 30 days.

▼ PQQ: PQQ\_205 - Probation Dynamic Framework Selection Questionnaire

Project:prj\_3657- Probation Services Rehabilitation and Resettlement Dynamic Framework

Closing Date: 10/06/2027 17:00:00

Response Last Submitted On: 01/07/2020 13:28:35

**Warning:** *You have unread Buyer Attachments (6). Click here to read the files before Submitting your Response.*

PQQ Details Messages (Unread 20)

Settings Buyer Attachments (10) **My Response** Associated Users