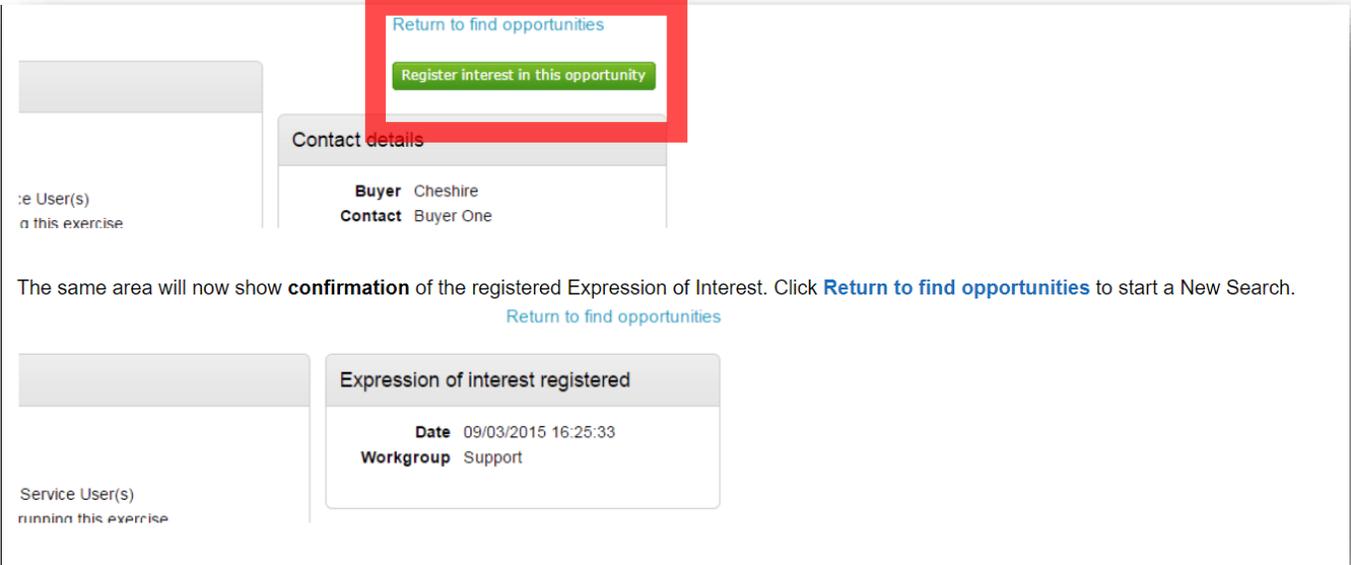


**Community Health Improvement Services (CHIS) application**  
**Step by Step Guide**  
**February 2024**



Once you have accessed your Procontract account, you can either click on the advert link or search 'Community Health Improvement Services' in Opportunities.

Then click 'Register interest in this opportunity' – it will be a green button as shown in the image on the right



The screenshot displays a user interface for managing opportunities. At the top, there are two buttons: 'Return to find opportunities' (blue text) and 'Register interest in this opportunity' (green button). The latter is highlighted with a red rectangular box. Below these buttons, the interface shows a 'Contact details' section with the following information:

Buyer	Cheshire
Contact	Buyer One

Below the contact details, there is a text prompt: 'The same area will now show confirmation of the registered Expression of Interest. Click [Return to find opportunities](#) to start a New Search.' Below this, there is another button labeled 'Return to find opportunities' (blue text). The bottom section of the screenshot shows an 'Expression of interest registered' section with the following information:

Date	09/03/2015 16:25:33
Workgroup	Support



Once you have registered your interest, you must return to the home page. The Community Health Improvement Service application should appear in **'Active activities'**.

Please ensure you click on the correct application, as it may also show the previous contract application from 2019 if you are an existing provider.

The screenshot shows a web application interface with a navigation bar at the top containing 'Home', 'All opportunities', a search box, and a 'Go' button. The main content area is titled 'Home page' and is divided into several sections:

- News and announcements:** A section with a 'View all' link and a large empty rectangular box below it.
- Activities:** A section with a 'View full screen' link. It features three tabs: 'Active activities', 'Archived activities', and 'Last viewed activities'. Below the tabs is a filter dropdown set to 'All buyers' with a 'Go' button, and a search box with a 'Go' button. A table follows with the following data:

Buyer	Title	Current event	Event deadline
★ Cheshire	<a href="#">Example Project</a>	Example ITT	22/04/2015
★ Cheshire	<a href="#">(a) Accommodation for Service User(s)</a>	(a) Accommodation for Service Users	28/01/2016
- Company details summary:** A section with an 'Edit' link. It displays 'Cox & Clifton' with the address '1 DN Support, Support Town, Northumberland, NE23 1LZ'. It also shows 'Description: Support' and 'Keywords: Support'.
- Workgroups:** A section with a description: 'Activities are assigned to workgroups allowing all contacts within a workgroup to work on the activities together'. It includes a link for 'Support (1)' and a green 'Add new workgroup' button.



Once you have selected the correct application, you must click on 'Start my response' to access the questionnaire documents.

## Completing the Response (using attachments)

To begin the response, from the tender summary screen, click **Start my response**.

The screenshot displays a tender summary interface. At the top, a grey bar shows 'Cheshire - ITT' and '41'. Below this are several sections: 'Main details' with 'Title: Example ITT' and 'Respond by: 03/14/2015 21:30:00'; 'Public attachments' with a note that attachments are viewable by all and a list of two files: 'ITT Attachment.docx' (12 KB) and 'Specification & Requirements Document.docx' (12 KB); and 'Terms & conditions'. On the right side, there is a 'Time remaining' section showing 2 days, 5 hours, 21 minutes, and 30 seconds. Below that is a 'Messaging' section indicating 1 unread message with a 'View messages' link. At the bottom right, a 'Response controls' section contains three buttons: 'Start my response' (highlighted with a red box), 'Register intent to respond', and 'No longer wish to respond'.





Once you have completed all the sections and uploaded any relevant documents- click **'Submit response'**.

## Submitting The Tender Response

When all information is added you can submit the response by clicking **Submit response**. You will be required to reconfirm this by clicking Submit response for a second time.

**My response** 25 Draft

Terms & conditions - Accepted [Decline](#)  
[Standard Legal Terms](#)

Item breakdown [Edit](#)

Item description	Quantity	Unit of measure	Comments	Price
Uniform				
Branded Jumpers (Mens)	500	per jumper		£5,000.00
Branded Cardigan (Womens)	500	per cardigan		£4,500.00
<b>Total</b>				<b>£9,500.00</b>

[Export](#)

Time remaining  
Respond by: 14 March 2015 21:30  
2 Days 4 Hours 49 Minutes 5 Seconds

Response controls  
**Submit response**  
[Open response wizard](#)

Submission checklist  
 Terms & conditions  
 Attachments

Attachments [Add](#)  
 [ITT Attachment.docx](#) 12 KB

If the Submit response button is greyed out, the Submission checklist can be used to pick out why (anything with a red box will need revisiting.)



Your application will be sent to us as a message via Procontracts. We will be in touch with you once the application has been reviewed.

If you need help accessing your Procontract account or information on services included in the CHIS application, please visit the [Public Health Dorset](#) website.

There is also support for providers in the [help section of the Procontract](#) website.

