

Supplier Accreditation Guide

Your guide to becoming an accredited Supplier with Bloom

Registering with the Bloom Marketplace is free. It's also free to get accredited and to bid for opportunities.

First, you need to register on Pro-Vide 2; our cloud-based project management system that supports our end-toend process. You will then go through our accreditation process, which is a pre-qualification assessment and gives buyers the assurance that your business has achieved an industry standard of clearance.

Completing the registration for accreditation takes around 30-45 minutes and provides us with all the information we need. Once submitted we will respond within 5 days to confirm accreditation or ask for further information.





Getting started



Registration data



Basic profile



Supplier categories



Accreditation confirmation

Getting started





Completing the requirements for accreditation will take about 20 minutes. For us to process, you will need to provide a range of information as well as agreeing to our SSA and Self-Billing Agreements.

- 😢 Full company details- inc. address, VAT number
- **W** Key contact details
- Responses to all mandatory and discretionary legislative questions – legal and financial obligations
- Agreement to our Services Supply Agreement (Terms and Conditions)
- **O** Agreement to our Self Billing Agreement

Getting Accredited

You will need to complete all accreditation questions and submit them to Bloom for review. You will receive a response within 5 days on whether you are successful or if further information is required.

Once you have completed the registration data you will receive temporary login details. You can use this to return to the accreditation process if unable to finish in one sitting.

- Confirmation of Professional Indemnity Insurance cover
- Solution Content in the second second
- 💓 Details of Business Continuity planning
- Solution of the NEPRO³ categories you will be registering for



Dear markdavison,

Welcome to Pro-Vide 2.0

You have now successfully registered to use https://pro-vide-prep.bravosolution.com

Your Initial Password is: 8919120161



Registration data





Core needed to create an account.

Complete key organisation details.

You will be asked for a DUNs number All companies registered with Companies House have one and it can be found here.

The user details entered here will be the key account holder with Bloom.

They will be responsible for maintaining the company profile, administering projects and adding and assigning new users.

Once you have completed organisation and user details you will be sent your temporary login details.

NB. Your username will be needed to log in to the Pro-Vide 2.0 sourcing platform once accredited.

* Organisation Name	Davison Consultancy	
Dun & Bradstreet We use DUNs number provided by Dun and Bradstreet to identify suppliers throughout the process. There are no costs for a supplier to receive a DUNs number. You can find your DUNs number through a company search at https://www.dnb.co.uk/	975121321	
* Country	UNITED KINGDOM	
* Address	8A Barmoor Terrace	
* City	Gatehead	
* Postal Code	NE40 3BB	
 Organisation Legal Structure 	- •	
 Main Organisation Phone Number 	795176234	
Organisation Email Address	ben.darrah@bloom.sevices	
Web site	Bloom Test Supplier 03	
VAT Number	Bloom Test Supplier 03	
First Name	Mark	
Last Name	Davison	
Email IMPORTANT: This email address will be used for access to the site and for all communications. Please ensure you enter the address correctly. Please use " (semicolon) to separate multiple addresses.	ben.darrah@bloom.services	
Username (please do not forget your username. We recommend that you use your email address to prevent you from forgetting this)	markdavison	
Primary Phone Number	795176234	
Preferred Language	English (UK) 🗸	
Time Zone	(GMT 0:00) Western Europe Time, London, Lisbon	
Role within Organisation	C.E.O. 🗸	
Use High Contrast Stylesheet (for visually impaired users)	No 🛩	



Basic profile





The minimum level of information needed for accreditation.



VAT Status

If you are not VAT registered at the point of accreditation but become so at a later date, it is important you update your profile accordingly.

F	Response	
	Yes - We are VAT Registered	~
	Yes - We are VAT Registered	
Γ	No - We are not VAT Registered	

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Supplier Regions

It is important to be specific as this will help determine which opportunities you are shortlisted for.

Regions where your organisation can supplier services

Label

Regions where your organisation can supply services

З

Bloom Terms and Conditions

To be accredited you must accept the Bloom Terms & Conditions by selecting 'Yes'.

Click here to view the Terms & Conditions





Self-billing Agreement

You must also agree to the Bloom self-billing agreement by selecting 'Yes'. Self-Billing involves submitting a billable value that is then approved by the buyer. At this point payment terms are triggered, and Bloom generates a self-billed invoice on your behalf, accessible via the Bloom Finance Portal. Once you sign up to self-billing with us any references you generate yourself are for your own internal records only. The correct process to follow is that once the SDP is approved and your self-bill invoice is available in the portal you need to record the invoice reference for that in your own system. That will enable you to match the remittance and any management fee invoices. In addition, HMRC would expect you to quote the Bloom self-bill reference if audited, as this is the valid VAT document.

Click here to view the Self-billing Agreement

Mandatory Questions

These are a series of questions derived from the Crown Commercial Services Procurement Policy.



These questions cover legal, financial and regulatory requirements as set out in the policy Should you have any questions, please contact Bloom.

2.1 (a): Participation in a criminal organisation conviction	* Please indicate if, within the last 5 years, you, your organisation, or any other person who has power of representation, decision, or control in the organisation has been convicted anywhere in the world of Participation in a criminal organisation	
If yes to Participation in a criminal organisation conviction;	Please provide details.	Characters available 2000





Insurances



You will be asked what type of insurances you hold. If you hold an insurance, you will need to detail is level of cover, expiry date and if you would increase the cover for a specific project requirement.

NB. This information must be kept up to date once your accreditation has been approved as it will be used as part of project qualifications.

Response

Insurance - Professional Indemnity

Label	Description	Resp
What levels of professional indemnity insurance cover do you currently hold?	* Please state your level of cover here:	
When does your current professional indemnity insurance cover expire?	* Please state the date here:	dd/
Would you be willing to increase the level of professional indemnity cover you had to most the people of a people requirement chould you be current of a	* Please state here whether you	
being awarded the work?	level of cover:	



Label

Standards and Accreditations - Security Clearance

Standards, Accreditations & DBS Please detail and confirm if you would be willing to apply if there was a specific requirement.



Business Continuity

Suppliers are encouraged to hold some form of business continuity plan, however it is not mandatory.

Business Continuity			
Label	Description	Response	
Has your company's business continuity plan been fully tested?	Has your company's business continuity plan been fully tested?	~	
Have you had to employ your business continuity plan in the last 12 months?	* Have you had to employ your business continuity plan in the last 12 months?	~	
Please provide a detailed outline of your business continuity plan	Please provide a detailed outline of your business continuity plan	+ Click to attach file	li



Do you have resources available who currently hold security clearance at any level?	 Please confirm the levels of security clearance held here: 	None Baseline Personnel Security Standard (BPSS) Counter Terrorist Check (CTC) Security Check (SC) Enhanced Security Check (eSC) Developed Vetting (DV) Enhanced Developed Vetting (eDV)
Would you be willing to apply for security clearance if required for a specific requirement?	* Please confirm here:	~

Description

Supplier categories





Supplier Categories

You can select as many categories as are relevant to the nature of your business.

These will be used at the point of shortlisting based on the requirements of a project.

Search or Navigate the Tree	
Enter filter (type to start search)	
Selected Items: 0	
	Expand All Collapse All
Categories	
80990100 - Asset Management and Delivery	
80990200 - Business Strategy	
🕨 👼 80990300 - Children (Social Care)	
80990400 - Construction, Design and Engineering	
🕨 🚠 80990500 - Educational and Curriculum	
80990600 - Environmental Health and Consumer Protection	
80990700 - Environment, Sustainability and Waste	
80990800 - Facilities Management	
80990900 - Finance, Audit and Accounting	



Accreditation confirmation





Registration Completed

Once your categories are confirmed your accreditation details will be sent to Bloom for review.

The Registration phase of your Account has been Completed. The Activation of your account will be evaluated and communicated to you via email. You will be able to log in with your selected username and the Password you received on registration once your account has been activated.

Accreditation Approval

020 3948 9400

Bloom will respond to your registration within 5 days.

You will receive an Accreditation email. Please click the link and reset your password to access the sourcing platform.

You can now access Pro-Vide 2.0 and will be invited to relevant tenders as they arise.

enquiries@bloom.services



www.bloom.services

