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Supplier Accreditation Guide

Your guide to becoming an accredited
Supplier with Bloom

Registering with Elevate and Pro-Vide 2 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-to-end 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.

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Getting started
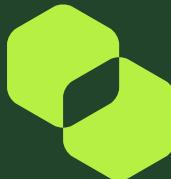
Registration data

Basic profile

Supplier categories

Accreditation confirmation

Getting started

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Getting started

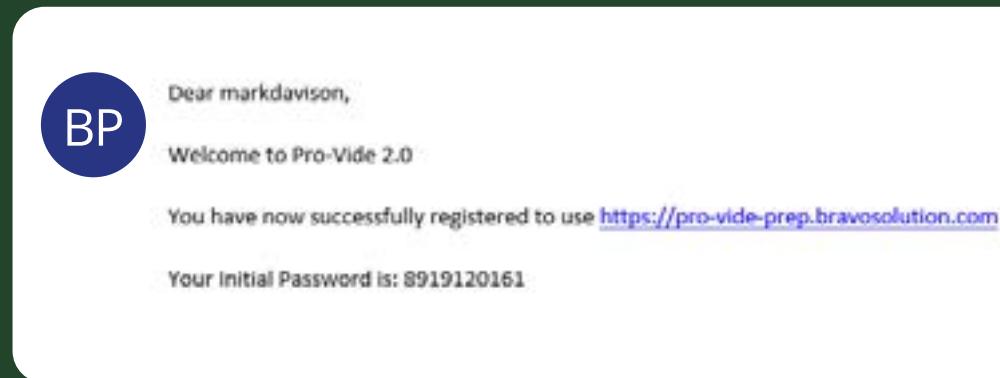Completing the requirements for accreditation will take about 20 minutes.
For us to process, you will need to provide a range of information as well as agreeing to our SSA and Self-Billing Agreements.

- Full company details- inc. address, VAT number

- Key contact details

- Responses to all mandatory and discretionary legislative questions – legal and financial obligations

- Agreement to our Services Supply Agreement (Terms and Conditions)

- Agreement to our Self Billing Agreement

- Confirmation of Professional Indemnity Insurance cover

- Evidence of Public Liability and Employers Liability insurance where applicable

- Details of Business Continuity planning

- Confirmation of the NEPRO[3] categories you will be registering for
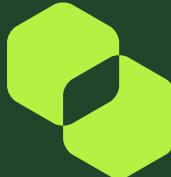
Getting Accredited

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.

BP

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

020 3948 9400   enquiries@bloom.services   www.bloom.services

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Registration data

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Registration data

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.

Basic profile

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Basic profile

The minimum level of information needed for accreditation.

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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.

Response
Yes - We are VAT Registered ⌄
Yes - We are VAT Registered
No - We are not VAT Registered

2

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

3

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

Click here to view the Terms & Conditions

Basic profile

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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 Payment Request 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

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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 |

Basic profile

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.

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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 hold to meet the needs of a specific requirement should you be successful in being awarded the work?	• Please state here whether you would be willing to increase your level of cover:	

Standards, Accreditations & DBS

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Please detail and confirm if you would be willing to apply if there was a specific requirement.

Standards and Accreditations - Security Clearance

| Label	Description	Response
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:	

Business Continuity

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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

Supplier categories
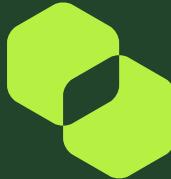
Supplier categories

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

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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

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.

BP

Hello,

We have reviewed your organisation's registration on Pro-vide 2.0. Congratulations, we are delighted to inform you that you are now a Bloom Accredited Supplier!

You now have access to the Bloom Accredited Supplier logo.
We encourage you to promote your Bloom accreditation in all of your relevant communications. It's a differentiator and lets potential public sector buyers know it's easy to work with you.

The logo can be used across your marketing and promotional materials including business cards, email signatures, brochures, leaflets, presentations, proposals and your website.

You can download the Bloom Accredited Supplier logo direct from our dedicated Supplier Resources page. Here you will also find a range of Pro-vide 2.0 user guides and resources, in addition to useful information about working with Bloom.

Please view the Supplier Resources page here: https://bloom.services/supplier-resources

To access your account click the following link: https://pro-vide-prep.bravosolution.com/esop/guest/login.do?qvu=039135730175DBD6A557
The link can be used only once and is valid for a limited time (it will expire in a few hours).