

Getting Started on ACTOR

October 2010

Background

1. The Approved College and Training Organisation Register (ACTOR) is the Skills Funding Agency's on-line e-Tendering application for the procurement of education and vocational training services. ACTOR replaced the Qualified Provider Framework in October 2010.
2. ACTOR has been developed to comply with EU procurement directives, which have been implemented into national law in the UK by Regulations.
3. All organisations seeking funding for the provision of education and vocational training services must be registered on ACTOR for at least one of the programmes funded by the Skills Funding Agency. To be registered on ACTOR, colleges and training organisations must have passed a due diligence pre-qualification questionnaire (PQQ) and have submitted at least one on-line Invitation to Tender (ITT). This is done through the Skills Funding Agency's e-Tendering portal. The deadline for this is **31 December 2010**.
4. Please note that, at this time, only those organisations that have not already passed the ACTOR PQQ process need to complete the ACTOR Due Diligence Questionnaire. A list of all the organisations that have passed the ACTOR PQQ is available on the [Skills Funding Agency's website](#). If your organisation is on this list you do not have to complete the ACTOR Due Diligence Questionnaire at this time.
5. ACTOR is open to any organisation wishing to be considered for funding for provision of educational and vocational training services.

UKPRN

6. Before a provider can apply to register on ACTOR they will need to have been issued with a UK Provider Registration Number (UKPRN) from the UK Register of Learning Providers. Details of how to obtain a UKPN can be found on the [UKRLP website](#).

Register on the Skills Funding Agency's e-Tendering Portal

7. Having obtained a UKPRN, the next step is to register on the Skills Funding Agency's e-Tendering Portal (the Portal) to obtain a username and password to allow you to access ACTOR through the Portal. The registration process also requires providers to register an email address that is used for all correspondence between the provider and the Portal.
8. You will have to enter a username of your choice and an email address for all correspondence. You may wish to use a generic username based on your organisation's name rather than one based on the name of an individual. Also you may wish to use a generic e-mail address that is accessible to more than one employee rather than an individual's e-mail address. This is because individuals within your organisation may move on and their e-mail address will be withdrawn. If this happens then communications with the Portal are lost. Please ensure that your username is held securely within your organisation and that the facility exists for this to be passed on securely to a new user should an existing user change roles or move on.
9. If you have already registered on the Portal, then you do not need to do so again. You can use your current username and password. If you have already registered but have

forgotten your password, please use the 'forgotten your password' process on the Portal rather than registering again.

10. If you are not sure whether your organisation already has a username and password please contact the [helpdesk](#) rather than attempting to re-register.
11. Please note that the availability of the Portal and the server is continuously monitored by a third-party organisation

Steps to Take

12. Register your organisation on the Portal (this is only required once):
 - i. On your internet browser, go to <https://skillsfundingagency.bravosolution.co.uk> and click the link to register;
 - ii. Accept the Terms and Conditions and click 'Continue';
 - iii. Enter your correct business and user details (you may wish to choose a generic username based on your organisation's name rather than one based on the name of an individual) and click 'Save' when complete;
 - iv. You will shortly receive an email with your unique password. This will go to the email address included in your registration details. You will have the opportunity to change this password when you logon to the Portal;
13. When you logon to the Portal you will have access to the online help facility. This contains a Users and Organisation Profile module that allows providers to create and manage user accounts for other staff within your organisation.

Completing the Due Diligence PQQ

Steps to Take

14. To access and complete the ACTOR Due Diligence PQQ:
 - i. Logon to the Portal using your username and password;
 - ii. Click on the 'PQQs / ITTs Open to All Suppliers' link;
 - iii. Look for the 'ACTOR Due Diligence Questionnaire' link;
 - iv. Click on the link to access the content;
 - v. Click on the 'Express Interest' button at the top of the page. This will move the PQQ into your 'My PQQs / ITTs' page (this is a secure area reserved for your PQQs and ITTs only);
 - vi. You can now access any attachments by clicking 'Buyer Attachments' in the 'PQQ / ITT Details' box 3;
 - vii. To respond to the PQQ, Click 'My Response' under 'PQQ / ITT Details';
 - viii. You can choose to 'Create Response' or to 'Decline to Respond' (please give a reason if declining);
 - ix. You can now use the 'Messages' function to communicate with the Skills Funding Agency and seek any clarification;

- x. Follow the on-screen instructions to complete the PQQ. There may be a mixture of online and offline actions for you to perform (there is detailed online help available);
 - xi. You must submit your reply using the 'Submit Response' button at the top of the page.
 - xii. If you require any further assistance then please consult the online help facility or contact the e-Tendering help desk (the contact details are on the Portal).
15. Providers completing the PQQ questionnaire for the first time are advised to download the questionnaire into a Word document before they start to complete it on-line. This lets them to see the questions that they are asked and the multiple-choice answers and allows providers to have the answers available before starting to complete the questionnaire on-line. Please note that it is not possible to see the drop down answers on a printed version of the Word document. Please note also that it is not possible to complete the questionnaire in Word and upload the answers onto ACTOR.
16. As part of the security aspects of the Portal laid down by the Portal's developer, that the e-Tendering portal will log you out 15 minutes after the last entry you make. You may find it frustrating to have to keep logging onto the system while you search for information to answer the questions.
17. You can change any of the answers at any time before you submit the questionnaire. Whenever you wish to change the answer to a question, the current answer is displayed. If you wish to change any of your answers after you have submitted a questionnaire, you can un-submit the questionnaire, make your changes and re-submit. You can do this as often as you wish up to the deadline of **31 December 2010**.

Completing the ITTs

18. To access the ITTs, select 'PQQs / ITTs Open to All'. There are three ITTs, the names of which all start with ACTOR. These are for:
- i. ACTOR Single Adult Skills Budget Questionnaire;
 - ii. ACTOR Adult and Community Learning Questionnaire;
 - iii. ACTOR Specialist Provision for Learners Under 25 with Learning Difficulties and/or Disabilities Questionnaire.
19. The process for completing these is the same as that for the PQQ.