

eTendering



Finance and Administration Committee

March 26, 2019

Purpose

- ▶ eTendering
- ▶ Impact of change
- ▶ Supplier support
- ▶ Key dates

What is eTendering?

An internet based process wherein the complete tendering process; from advertising to receiving and submitting tender-related information are done online.



- ▶ User-friendly
- ▶ Widely used
- ▶ **Free** to view opportunities/receive notifications
- ▶ **Pay** Annual fee or per submission fee to submit bids

Major Process Changes

Current

Website/Email

Hybrid

Paper Bonds

Public Opening

eTendering

**bids&tenders
Notifications**

100% Electronic

eBonding

**Automatic
Unofficial Results**



Applicable to:

- ▶ All open competitive \$100,000 or more
 - ▶ Request for Tenders
 - ▶ Request for Proposals
 - ▶ Request for Pre-Qualification
 - ▶ Expression of Interest
- ▶ Bid solicitations resulting from a Pre-Qualification
- ▶ Open or invitational competitive procurements under \$100K

Benefits to the City

- ▶ Process efficiencies
- ▶ Increase visibility
- ▶ Reduce bid irregularities/rejections
- ▶ Improved performance
- ▶ Aligns with IT Strategy

Benefits to Suppliers

- ▶ Increase customer service
 - ▶ Visibility of information
 - ▶ Customer Service Strategy
- ▶ Process efficiencies
- ▶ Cost neutral
 - ▶ fee for bid submission offset by elimination of existing costs
- ▶ Improved access to opportunities
- ▶ Reduce bid irregularities/rejections

Supplier Communication

Date	Method	Message	Audience
February 19 th	Email/Website/Newsletter	eTendering is coming (FAQ's)	Suppliers, NOCA, Chamber of Commerce
March 4 th	Email/Website/Newsletter	Additional information	Suppliers, NOCA, Chamber of Commerce
March 5 th	Phone	Direct Contact	Select suppliers not on bids&tenders
March 6 th	In Person Contractors meeting	Information/resources	CGS Contractors

Supplier Communication

Date	Method	Message	Audience
March 29 th & onwards	Email Notifications from bids&tenders	Notification of opportunity	Potential Suppliers
April- May	Weekly in-person Demonstration	Detailed instructions	Suppliers
June – September	Monthly in-person Demonstration	Detailed instructions	Suppliers

Supplier Resources



- ▶ Dedicated resource
- ▶ In-person Supplier Training
- ▶ Library – Access to Internet/Computers
- ▶ Tenders & Results Webpage
- ▶ Email

- ▶ tenders@greatersudbury.ca

- ▶ Call

- ▶ 705-674-4455, ext. 2501

Vendor Support Portal

- ▶ Account creation
- ▶ Detailed instructions
- ▶ How to videos

<https://bidsandtenders.zendesk.com>

- ▶ Email

support@bidsandtenders.ca



Key Dates

- ▶ Launch – March 29th
- ▶ Open period for questions
 - ▶ Mid-April
- ▶ First bids due
 - ▶ Late April

GO-LIVE
March 29,
2019

Questions

