eTendering



Finance and Administration Committee

March 26, 2019



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.

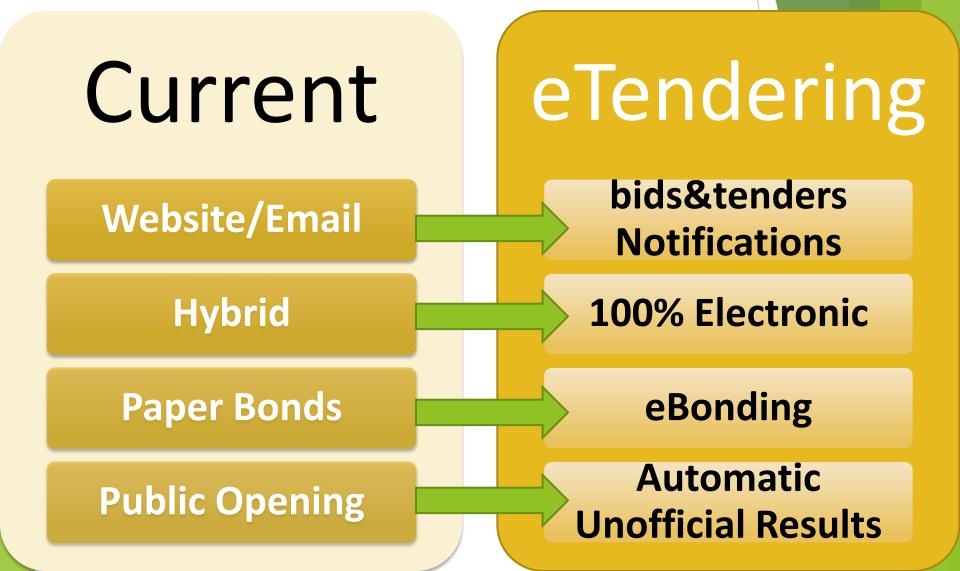




- User-friendly
- Widely used
- Free to view opportunities/receive notifications
- Pay Annual fee or per submission fee to submit bids







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

♦ bids&tenders™

Vendor Support Portal

- Account creation
- Detailed instructions
- How to videos

https://bidsandtenders.zendesk.com

Email

support@bidsandtenders.ca





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

GO-LIVE March 29, 2019





