# 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.

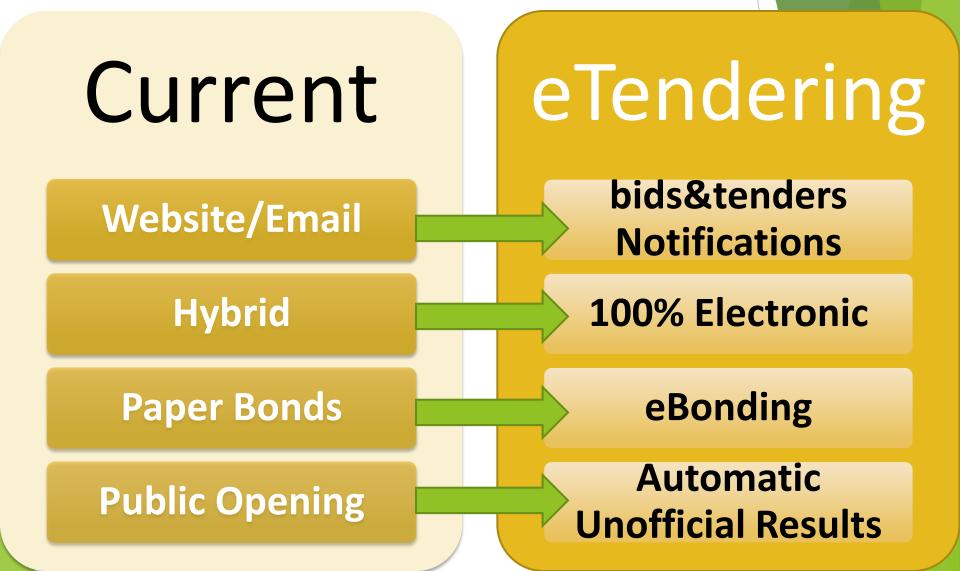




- User-friendly
- Widely used
- Free to view opportunities/receive notifications
- Pay Annual fee or per submission fee to submit bids







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

#### **Supplier Communication**

Date	Method	Message	Audience
March 29 <sup>th</sup> & 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 29<sup>th</sup> Open period for questions Mid-April First bids due Late April

GO-LIVE March 29, 2019





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