



DIGITAL PROCUREMENT PLATFORM

CLIENT:

NAME:

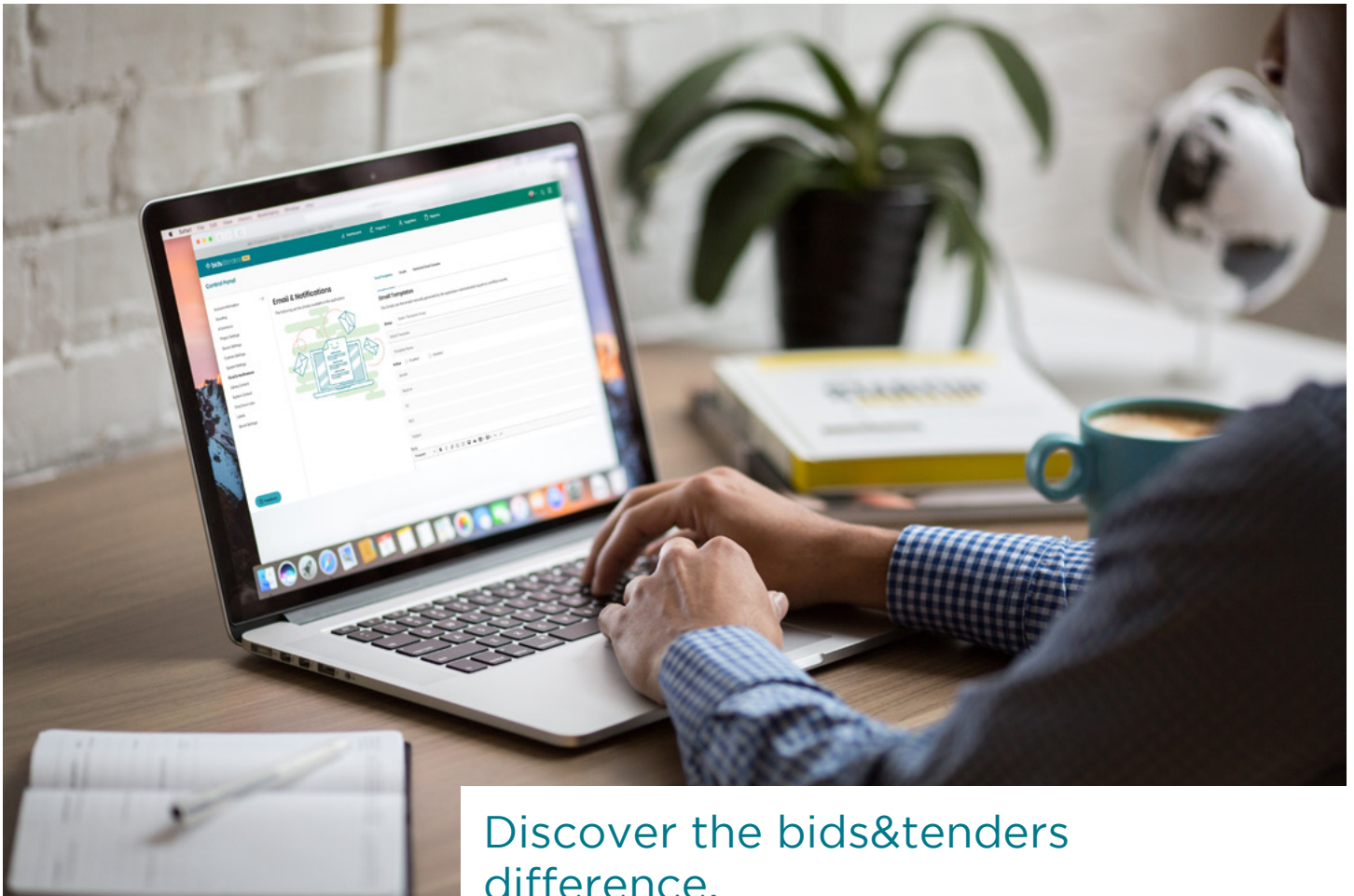
PHONE:

EMAIL:

REP NAME:

PHONE:

EMAIL:



Discover the bids&tenders difference.

bids&tenders provides Purchasing Professionals and their teams an integrated means of handling the entire procurement process to shorten procurement cycles, reduce costs while also increasing tender exposure for competitiveness and transparency. We make it easier for you to manage everything from bid posting, bid submissions, evaluations and contract award through contract and performance management.

EXPERIENCE AND QUALIFICATION

Company Overview



BIDS&TENDERS

bids&tenders is digital procurement platform that connects buyers and suppliers through an online marketplace across geographic regions, sectors and industries. In the last 15 years of operation, bids&tenders has proudly maintained a 100% customer retention rate for buying organizations through unmatched product capability and customer support.

GHD

bids&tenders is operated by GHD, a leading professional services company with over 10,000 employees across 200 offices globally. GHD generates gross revenue of \$1.3 billion USD annually, working with hundreds of public and private sector organizations.





100% BUYER RETENTION
in 15 Years



+ 115,000 Suppliers
+ 150,000 Submissions/year



5 STARS
by 97% of Suppliers

Technical Experience

The bids&tenders digital procurement platform was developed by public procurement professionals to increase purchasing efficiencies and improve customer service for public sector organizations.

Over the last 15 years of operations, bids&tenders has become a leader in digital procurement for public sector organizations and has maintained a 100% retention rate of our buyer agencies based on our technical solution, user experience and unmatched customer support.

We are an ISO/IEC 27001:3013 certified organization that provides the bids&tenders cloud-based enterprise SaaS e-Procurement platform to hundreds of public procurement organizations across North America.

The end-to-end Digital Procurement Solution is used by over 115,000 vendors and is the channel for over 150,000 bid submissions annually to public organizations supporting: bid management, electronic bidding, evaluations, contract management and vendor performance management leveraging automation, automated analytics and reporting.

Examples of the industries we operate in and the customers in those industries include:

- **Hospitals / Healthcare**
Interior Health Authority, Fraser Health
- **Public Transportation Organizations**
BC Transit Corporation, London Transit
- **Regions and Municipalities**
Placer County California, Tamarac Florida
- **Police Departments**
York Regional and London Police Services
- **Universities and Public Schools,**
Toronto District and Dalhousie University.
- **Non-Profit Organizations**
Municipal Property Assessment
- **Utilities**
Nalcor Energy and EPCOR

Execution Record

We are commitment to successfully transitioning agencies to bids&tenders. We have successfully delivered hundreds of implementations. The exact timing within this range depends on the desired timeline of our customers as well as the number of integrations and complexity of those integrations with 3rd party systems including SAP / ERP systems and invoicing systems.

To ensure a successful implementation and change-management process, we ensure each of our implementation teams include at least one certified public procurement professional with past experience in public procurement and a project manager that has successfully transitioned and trained over 100 public agencies on the bids&tenders digital procurement platform.

Our vendor and community outreach process which also includes training and on-going support has earned us a 5 Star rating by 97% of suppliers.

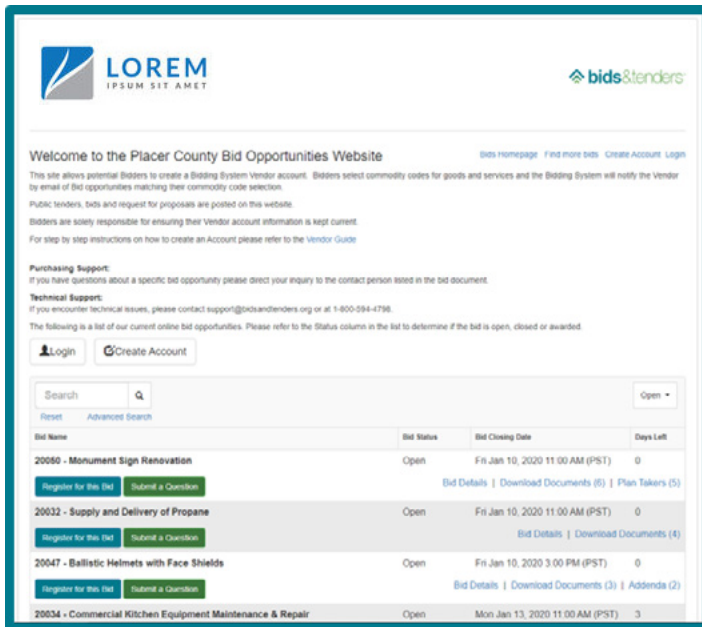
SYSTEM FEATURES AND FUNCTIONALITIES

Description of Features and Functionalities

A. SELF-SERVICE VENDOR REGISTRATION

The vendors will be able to access solicitations through a branded web-page.

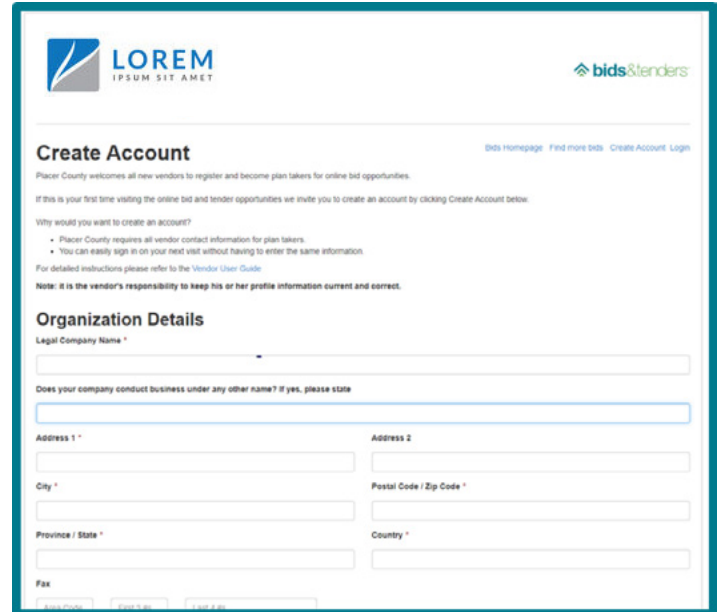
Figure: Solicitation Portal



This bids&tenders platform provides the vendors the ability to register online 24 hours per day, 7 days per week and 365 days per year. Vendors can select the Commodity/Service Category codes or North American Industrial Classification System (NAICS) Codes of their interest and choose to receive notifications when new solicitations are posted under selected categories.

Vendors are able to register multiple contacts from their organization with full access to viewing, downloading, submitting and reviewing past solicitations.

Figure: Self Service Registration



NOTIFICATIONS

Each vendor contact will receive automated system notifications on successful registration with bids&tenders. Your organization has the capability to request qualifications from bidders, qualify bidders and invite only qualified bidders to solicitations.

The vendors self service portal provides notifications for:

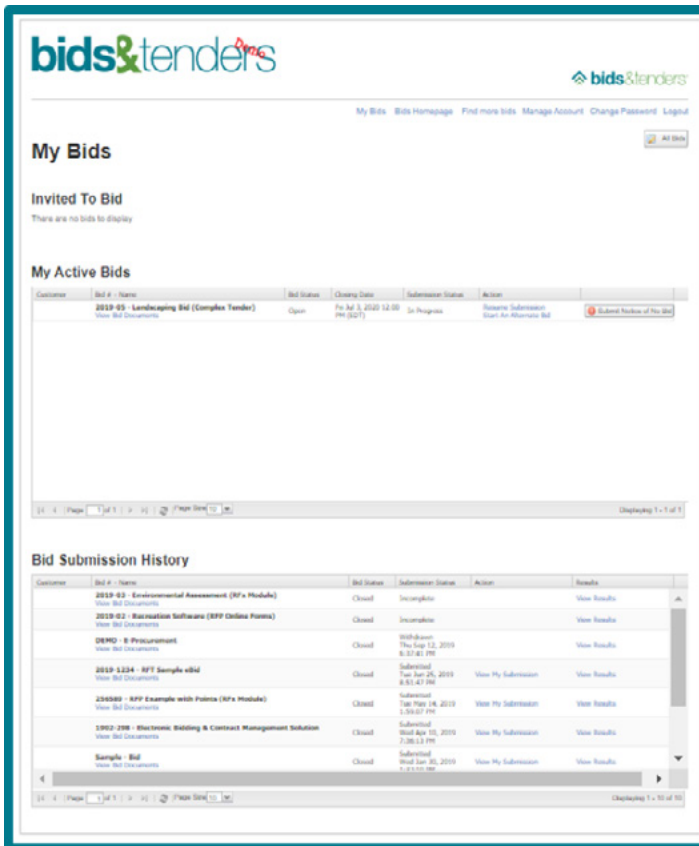
- New bid opportunities to vendors with relevant commodity categories
- Addendum Notices to registrants
- Site Meeting scheduled with invitations to registrants
- Bid Status Changes to registrants and posting to portal
- Award Letters and Regret Letters on contract award

VENDOR SELF SERVICE DASHBOARD

The self service portal also provides vendors a dashboard that they are able to:

- Manage accounts
- Search for more solicitations
- Create emergency after hours contact information
- Adjust notifications
- See bids they have been invited to
- View active bids they are registered with and the associated status of those in-progress bid submissions.
- View past bid submissions including status, results, time stamps, associated bid documents and submission documents.

Figure: Vendor Dashboard

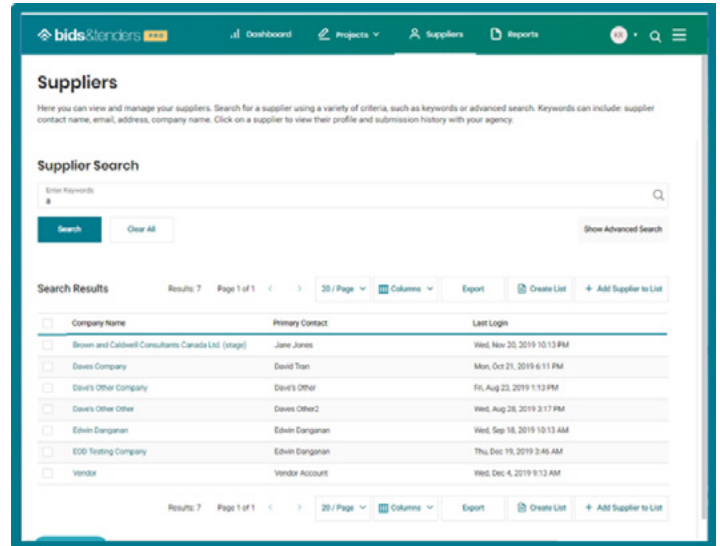


B. VENDOR DATABASE

Your organization can access the vendor database. This comprehensive database can be searched by keyword or an advanced search function that can be used to filter including by category or emergency contact status.

Supplier lists can also be created so future invitational solicitations can be targeted to specified lists. Access levels can also be configured by user profile.

Figure: Vendor Dashboard Search



Information for each vendor in the database includes:

- Contact information for up to 10 contacts per vendor
- Emergency after hours availability and contact information
- Categories of interest / relevance
- A history of all submissions, solicitation status/result, dates and plan taker status.
- Past vendor performance including performance rating summaries and past evaluations
- A searchable history of past emails sent from the system (bid notices, meeting details, award notices, etc) as well as comments from procurement team members.
- Repository of uploaded documents with time stamp and info on who uploaded

Your organization can invite additional vendors, qualify vendors, disqualify vendors and invite only qualified vendors to respond to solicitations as desired.

C. PRE-SOLICITATION

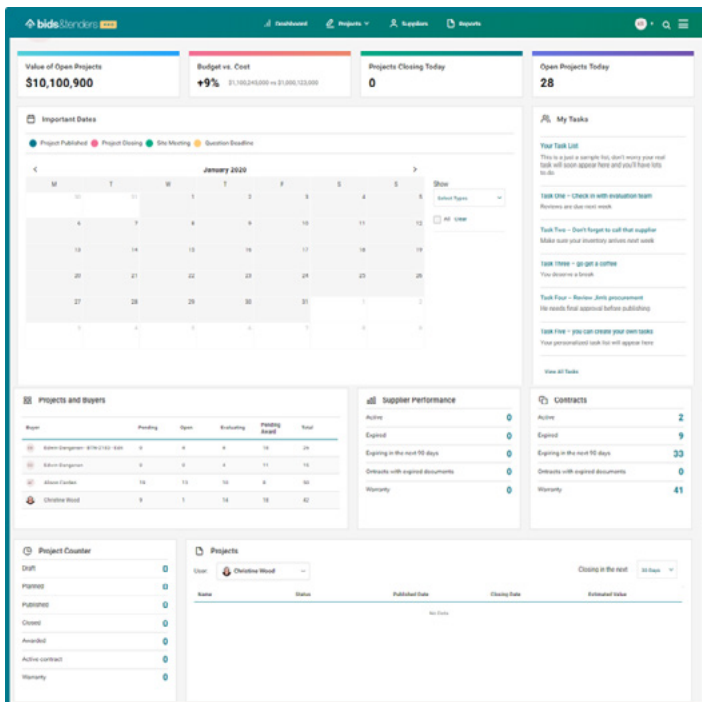
PURCHASING TEAM DASHBOARD

The procurement team dashboard provides a portal for you to access key workforce data, increase reporting capabilities and provide analytics tools that enhance workforce management and planning.

The dashboard will provide live access to:

- Project quantity by buyer by status (pending, open, evaluating, pending award, total)
- Total project quantities by status
- Average Cycle Time of projects and Turnaround for completion of a Procurement process.
- Important dates calendar with task list
- Budget information including project values and variation of budget vs actual cost. vs Actual. Comparison
- Buying staff workload assignments
- Corporate Contract information
- Status of vendor performance management evaluations

Figure: Example Manager Dashboard



Buyer dashboards also include more project specific information including:

- List of active projects with status, publish date, closing date and estimated values.
- Document uploads pending approval with associated workflow information (i.e. supplier contact, procurement lead, contract lead. Quick access functions including document download and approve are also accessible from the dashboard.
- Expired document list with associated project, document type, category, supplier, procurement lead, contract administrator and expiry date with a quick link to the project file is shown.
- Ending projects lists are provided as well with similar information to the expired document list.

PRE-SOLICITATION CONFIGURATION

The procurement project team has the ability to determine the procurement method including the ability to choose sourcing method between:

- Public or Public Pre-qualified
- Invitation
- Limited

Similarly, the solicitation type can be selected including:

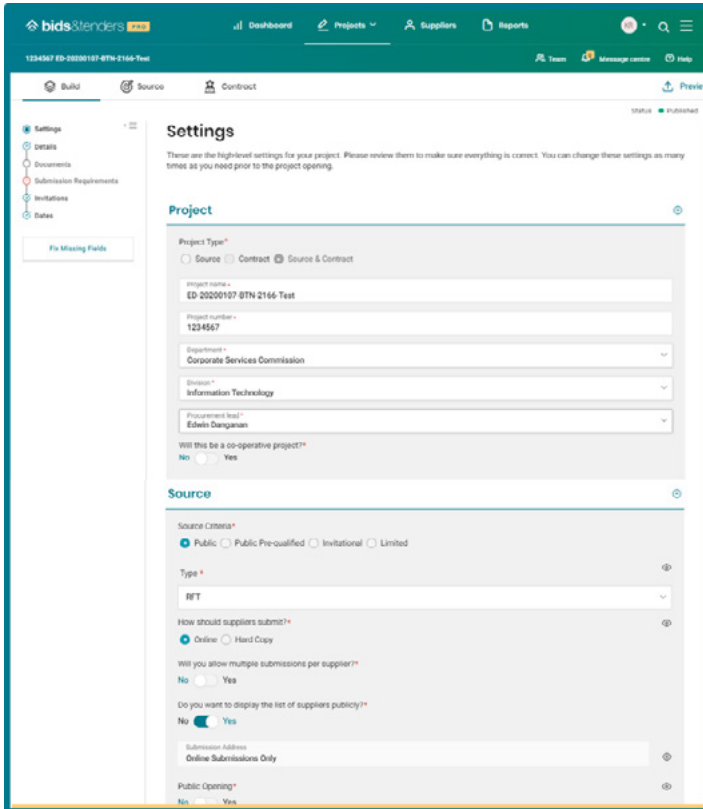
- Request for Information
- Request for Proposal
- Request for Quotation
- Request for Tender

Other solicitation configurations can also be set and adjusted including whether it :

- Sealed / Unsealed
- Specify supplier registration deadlines, question deadlines and closing dates
- Configure information viewable by the public
- Contract details including term, options periods, warranty periods and pricing models.
- Required documentation including workplace safety certificates, insurance certificates, contract documents, bonds, security and other supplier documents.
- Documents that can be uploaded for download by the vendors with examples including project documentation, specifications drawings and appendices.

- A list of forms and requirements that must be completed / filled out in the submission can also be defined including schedule of prices, specifications, subcontractor list, security, instructions, questions, references and document uploads.

Figure: Excerpt of Solicitation Configuration



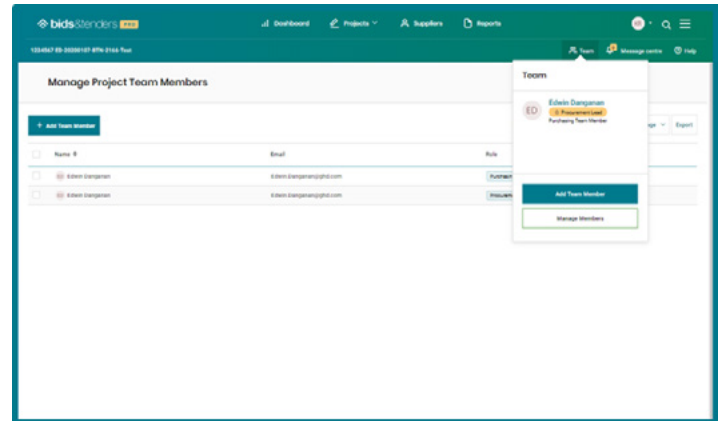
TEAM CONFIGURATION

The project teams can be assigned and adjusted using the project team management function.

- Existing team members and roles can be viewed and edited.
- Team members can be added as either evaluators, purchasing team members, administration, bid approvers and etc.
- Assign team members to a group or groups to control access and permissions of users.

This is where the assignment of contract administrators, buyers, procurement leads and project managers is managed.

Figure: Team Configuration Option



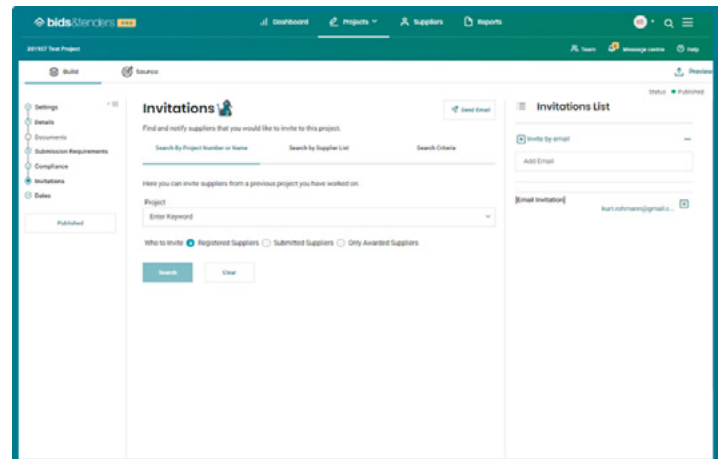
D. SOLICITATION

VENDOR NOTIFICATIONS

Once posted automated notifications of newly posted solicitations are automatically sent to registered vendors under selected commodity codes.

Your organization also has the ability to manually add additional vendors and other participants to sent direct invitations from the vendor database, existing lists or by adding new emails to the invitational list.

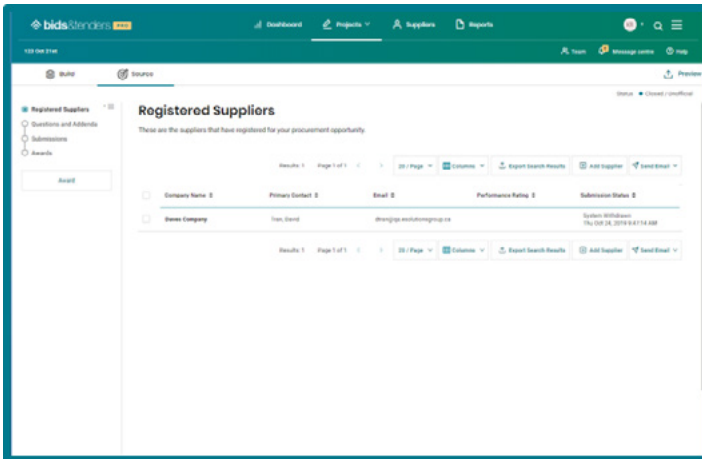
Figure: Example Vendor Invitation Page



A history of vendor notification emails, solicitation registrations and submissions is tracked in the vendor database for easy review when desired. The registered bid takers list can also be posted automatically on the public portal at your discretion.

The registered supplier page allows viewing of companies registered to provide submissions for the solicitation with associated contact, past performance rating, and submission status.

Figure: Registered Suppliers Page



Bids&tenders can also track and report if vendor is Disadvantaged Business Enterprise/Small Business Enterprise (“DBE” and “SBE”).

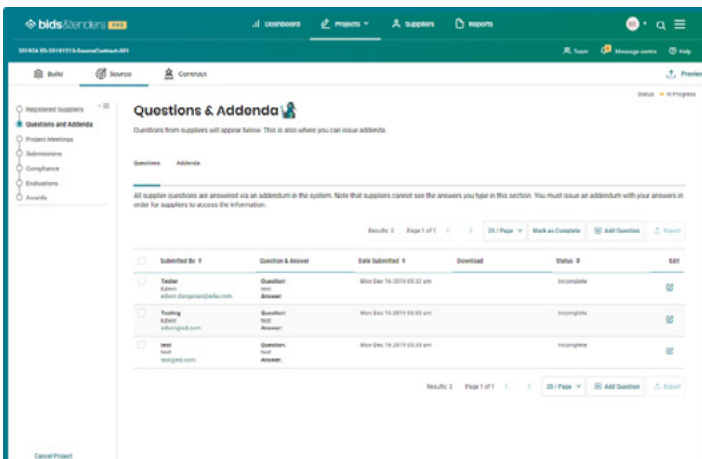
QUESTION AND ADDENDUM MANAGEMENT

Prior to the question deadline, vendors can ask questions and your organization can respond to questions and clarification requests through the platform. The bids&tenders platform tracks questions submitted through the web interface including the submitter, time submitted status and question. The answers are created by the project team in the Question & Addenda section of the bids&tenders portal and then are consolidated into an addendum that can be released when desired.

As with the question tracking, Addenda are also tracked by the bids&tenders platform with created by user, file name, page count, attachment detail. The addenda tracker also tracks which vendors have downloaded the documents and when it was downloaded.

Once the addenda is released, the addenda document is posted on the portal and notification emails are sent to each registered vendor.

Figure: Question and Addenda Tracking



ADDENDUM AND REMINDER NOTIFICATIONS

The bids&tender platform automatically notifies your internal procurement team of upcoming due dates, such as bid due date, pre-bid or pre-proposal meeting and etc, while also sending automated secondary notifications to vendors of procurement activities, such as questions and/or clarifications due date, pre-proposal or pre-bid conference, solicitation due date and time as configured during solicitation setup.

PROJECT MEETINGS

Your project teams can setup project meetings, send emails with agendas to registrants and download sign-in sheets making the administration of project meetings much simpler without omission of communications to registered vendors.

VENDOR ONLINE SUBMISSIONS

Vendors can submit a notice of “no bid” after having registered as a bidder directly from the vendor dashboard.

If intending to submit, the Vendor can begin the online submission process following the submission guide. The guide aids the vendor in completing the online forms easily created by your procurement team. A step guide is located at the top of the submission workflow which also shows the status, time remaining to complete the submission and items which have & have not been completed.

A summary table showing the forms that must be completed by the vendor are shown with each of the completion status. A green check is shown when the vendor has sufficiently filled out the form to satisfy the compliance checker, otherwise a red explanation mark is shown. The vendor can click on each form to open it and complete the fields required.

As the fields are populated, calculations (i.e. quantity x unit price = total price) are automatically completed by the bids&tenders application as defined in the easy to use form configuration your team.

Figure: Step 1 of Vendor Online Vendor Submission Process – Schedule of Prices.

2019-05 - Landscaping Bid (Complex Tender)

Schedule of Prices

The Bidder hereby Bids and offers to enter into the Contract referred to and to supply and do all or any part of the Work which is set out or called for in this Bid, at the unit prices, and/or lump sums, hereinafter stated. HST is additional.

* Denotes a "MANDATORY" field

Table	# of Rows	# of Required Rows	# of Optional Rows	Mandatory	Subtotal
Part A - Excavation and Grading	16	2	0	Yes	\$ 1,319,241.00
Part B - Hardscape	7	0	0	Yes	\$ 52,865.00
Part C - Top Soil, Soil, and Topsoiling	9	0	0	Yes	\$ 15,042.00
Part D - Landscape Elements	9	0	0	Yes	\$ 304,404.15
Part E - Plants	17	0	0	Yes	\$ 1,193.63
Part F - Electrical	3	0	0	Yes	\$ 5,000.00
Part G - Miscellaneous	4	0	0	Yes	\$ 14,500.00
Part H - Provisional Items	13	0	0	Yes	\$ 42,874.00
Part I - Trail on Cassement (Optional)	16	0	0	No	Not Submitting
Part J - Contingency	1	0	0	Yes	\$ 20,000.00
Part A - Excavation and Grading 1	16	0	0	Yes	\$ 0.00

Part A - Excavation and Grading

All Pricing shall be in CDN dollars:

Item No	Description	Unit	Estimated Quantity	Unit Price*	Total
A1	SILTATION CONTROL FENCING	lm	180	\$ 10.0000	\$ 1,800.00
A2	TREE PROTECTION FENCING	lm	425	\$ 3.12000	\$ 1,326.00
A2	CONSTRUCTION FENCE	lm	200	\$ 2,000.0000	\$ 400,000.00
A4	EARTH EXCAVATION AND GRADING	LS	1	\$ 100.0000	\$ 100.00
A5	REMOVE CONCRETE SIDEWALK	m2	5	\$ 70,000.0000	\$ 350,000.00
A6	REMOVE ASPHALT TRAIL	m2	42	\$ 1.0000	\$ 42.00
A7	REMOVE GRANULAR TRAIL	m2	1800	\$ 2.0000	\$ 3,600.00
A8	REMOVE UNIT RAVERS, GRANULAR BASE ADJUSTMENTS, SOIL REMEDIATION, ACTION OF MULCH AT TREE BASES AND TREE BRUNDS AT TRAILHEAD AREA SOUTH OF WATER STREET	LS	1	\$ 45,000.0000	\$ 45,000.00
A8	REMOVE AND REINSTATE EXISTING BENCH AND HERITAGE SIGN	LS	1	\$ 400,000.0000	\$ 400,000.00
A10	REMOVE EXISTING CULVERTS	LS	1	\$ 800.0000	\$ 800.00
A11	REMOVE EXISTING CHAIN LINK FENCE	LS	1	\$ 40,000.00	\$ 40,000.00
A12	SILT CURTAIN	lm	13	\$ 7,872.0000	\$ 102,414.00
A13	REMOVE EXISTING GARBAGE BASKETS AND FILL AT BRIDGE LOCATION	LS	1	\$ 100.0000	\$ 100.00
A14	TREE AND PLANTING BED REMOVALS & TREE PRUNING	LS	1	\$ 20.0000	\$ 20.00
A15	TREE TRANSPLANTING	each	2	\$ 10,000.00	\$ 20,000.00

Figure: Step 2 of Vendor Online Vendor Submission Process – Questions and Specifications

2019-05 - Landscaping Bid (Complex Tender)

Questions

State the name of the main contact for this project:

Joe Smith

References

Contact Name*	Organization Name*	Years of Experience*
Joe Smith	ABC	5 - 10 years
Joe Smith	ABC	5 - 10 years

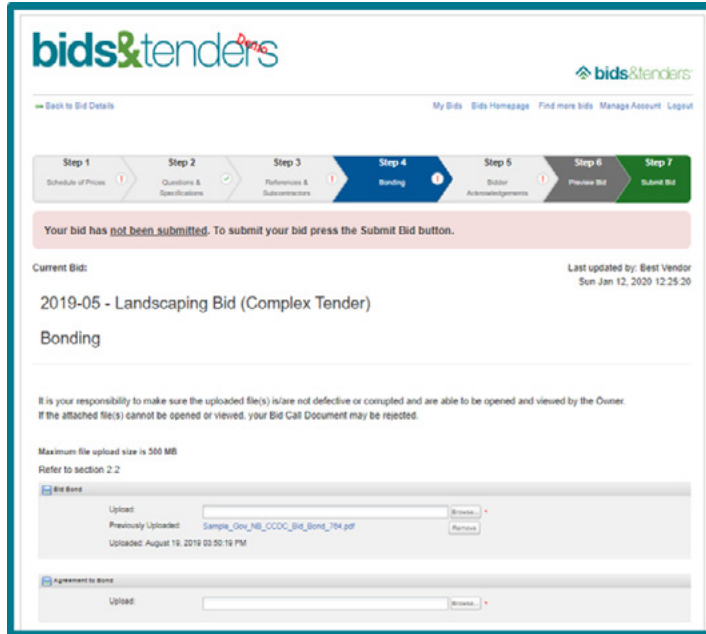
All questions, templates and forms can be created from libraries, past submissions or created new in order to accommodate solicitation creation in the most efficient and adaptable means possible. Management of Bonding and Digital bonding are possible with bids&tenders platform as shown in the below figure.

The online forms are also used for answer questions as defined by your team. The can be configured in a variety of formats:

- Quantities / Calculation Fields
- Short Answer Text Field
- Drop Down Answers
- Compliant / Not Compliant
- Yes / No

These fields allow for analysis reports to be generated for immediate review of summary data after the submission deadline by your Team.

Figure: Example of Digital Bonding Uploading Interface for Vendor in Submission Process



Customizable bidder acknowledgement fields can be added to indicate adherence to laws, appendices, contract terms or other requirements as indicated by your team. Vendors can be mandated to sign acknowledgements and confirm each addendum as shown in the figure below. This acknowledgement process can work in conjunction with uploaded documents

The compliance evaluator tracks and reports on the whether suppliers have provided all the compliance items required for the procurement opportunity as defined by the project team.

During the vendor submission process, compliance tracker will not allow vendors to submit without resolving each of the compliance issues. This ensures 100% submission compliance but showing the issue and providing a link to the page, form or line that needs to be completed to resolve the issue. This simplifies the process for vendors so they know where and what is required to complete the submission in a compliant manner.

Figure: Example Bidder Acknowledgement Form in Vendor submission Process



Figure: Example Compliance Tracking Status during Vendor Submission Process

The screenshot shows the 'bids&tenders' website interface. At the top, there is a navigation bar with the logo and a 'bids&tenders' sub-brand. Below the navigation bar is a progress bar with seven steps: Step 1 (Schedule of Prices), Step 2 (Questions & Specifications), Step 3 (References & Subcontractors), Step 4 (Bonding), Step 5 (Bidder Acknowledgements), Step 6 (Preview Bid), and Step 7 (Submit Bid). Step 6 is currently active. A message below the progress bar states: 'Your bid has not been submitted. To submit your bid press the Submit Bid button.' Below this, the current bid is identified as '2019-05 - Landscaping Bid (Complex Tender)' and is noted as 'Last updated by: Best Vendor Sun Jan 12, 2020 12:36:59'. A large red banner indicates 'BID INCOMPLETE' with a sub-section for 'ERRORS'. The errors listed are:

Errors	Fix It!
• Row 3 in table Part C - Top Soil, Sod, and Terraseeding is missing a required value	Fix It!
• Row 4 in table Part C - Top Soil, Sod, and Terraseeding is missing a required value	Fix It!
• Row 5 in table Part C - Top Soil, Sod, and Terraseeding is missing a required value	Fix It!
• Row 6 in table Part C - Top Soil, Sod, and Terraseeding is missing a required value	Fix It!
• Row 7 in table Part C - Top Soil, Sod, and Terraseeding is missing a required value	Fix It!
• Row 8 in table Part C - Top Soil, Sod, and Terraseeding is missing a required value	Fix It!
• Row 9 in table Part C - Top Soil, Sod, and Terraseeding is missing a required value	Fix It!
• Row 3 in table Part D - Landscape Elements is missing a required value	Fix It!
• Row 4 in table Part D - Landscape Elements is missing a required value	Fix It!
• Row 5 in table Part D - Landscape Elements is missing a required value	Fix It!
• Row 6 in table Part D - Landscape Elements is missing a required value	Fix It!
• Row 7 in table Part D - Landscape Elements is missing a required value	Fix It!

Once all errors have been resolved, the vendor can submit the process online without sending an email or printing a piece of paper.

E. PRE-AWARD

Once the closing date and time has been reached a firm stop prevents submittal of late submissions. If defined by your team, only vendors that are pre-qualified ahead of the bidding process may register and submit responses.

The completed submissions will appear in the submission management area of the portal for your team to review. The submission review process supports a two envelope or sealed bid procurements style.

Here, your team can see a time and date stamp for when proposals are received. The compliance function will allow your team to see responses to questions and mandatory acknowledgements including:

- List of all primes and subs;
- Contractor's (primes and subs) license and certifications requirements
- Vendor responsiveness and responsibility verification documents;
- References
- Technical Evaluation forms.
- Costing / Price analysis
- Questions, Addenda and protests
- Past Contracts negotiated

SUBMISSION ANALYSIS

With one click of the Bid Analysis report button, the submission of all documents are exported to a file folder containing each document organized in folders by vendor with Solicitation closing summaries. The summary reports automatically generated save weeks of analysis by comparing:

- Pricing Comparison of each submission by total, sub-total and line item.
- Specifications by line item
- Question responses
- References
- Sub Contracts

The information from the automated comparisons is accessible via the web application but also can be exported to excel as shown below.

Figure: Example Automated Overall Price Comparison Report Export

Schedule/Specification	Wilks Contracting Services Ltd	Ruthford Contracting Ltd	Lettitude E7 Ltd	Cambium Site Contracting Inc
Subcontractors	Not included in total	Not included in total	Not included in total	Not included in total
References	Not included in total	Not included in total	Not included in total	Not included in total
Part A - Excavation and Grading	\$ 100,730.30	\$ 128,546.64	\$ 103,658.00	\$ 129,547.30
Part C - Top Soil, Sod and Terracing	\$ 46,396.15	\$ 119,569.78	\$ 129,094.00	\$ 134,154.40
Part D - Landscaping Elements	\$ 5,570.20	\$ 9,802.44	\$ 5,612.00	\$ 2,765.40
Part E - Plans	\$ 13,279.32	\$ 125,431.11	\$ 112,500.00	\$ 108,354.20
Part F - Electrical	\$ 24,853.40	\$ 23,895.60	\$ 26,389.00	\$ 26,531.00
Part G - Miscellaneous	\$ 175,889.93	\$ 127,453.25	\$ 143,580.00	\$ 123,825.00
Part H - Provisional Items	\$ 9,300.00	\$ 18,976.02	\$ 5,556.00	\$ 11,497.00
Part I - Trail on Equipment - Provisional Items	\$ 42,204.40	\$ 59,483.82	\$ 42,274.00	\$ 44,447.15
Subtotal Contract Amount:	\$ 644,432.65	\$ 661,256.17	\$ 663,123.00	\$ 667,320.55

Figure: Example Automated Price Comparison Report Export from Buyer Agency Created Form

Item No.	Description	Unit	Estimated Quantity	Wilks Contracting Services Ltd	Ruthford Contracting Ltd	Lettitude E7 Ltd	Cambium Site Contracting Inc
A1	Excavation and Grading	m ²	170	\$ 24,200.00	\$ 42,140.00	\$ 24,200.00	\$ 32,400.00
A2	Topsoil	m ³	100	\$ 12,000.00	\$ 18,000.00	\$ 12,000.00	\$ 12,000.00
A3	Sod	m ²	100	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
A4	Landscaping Elements	EA	10	\$ 13,279.32	\$ 125,431.11	\$ 112,500.00	\$ 108,354.20
A5	Electrical	EA	10	\$ 24,853.40	\$ 23,895.60	\$ 26,389.00	\$ 26,531.00
A6	Miscellaneous	EA	10	\$ 175,889.93	\$ 127,453.25	\$ 143,580.00	\$ 123,825.00
A7	Provisional Items	EA	10	\$ 9,300.00	\$ 18,976.02	\$ 5,556.00	\$ 11,497.00
A8	Trail on Equipment	EA	10	\$ 42,204.40	\$ 59,483.82	\$ 42,274.00	\$ 44,447.15
Subtotal Contract Amount:				\$ 644,432.65	\$ 661,256.17	\$ 663,123.00	\$ 667,320.55

Figure: Example Automated Reference Text Form Comparison Export from Buyer Agency Form

Specification - References	Wilks Contracting Ltd	Ruthford Contracting Ltd	Lettitude E7 Ltd	Cambium Site Contracting Inc
Description of Photo/Map	Submissions 1	Submissions 2	Submissions 3	Submissions 4
Project and Date	Project and Date	Project and Date	Project and Date	Project and Date
Client Name, Contact Name & Number	Client Name, Contact Name & Number	Client Name, Contact Name & Number	Client Name, Contact Name & Number	Client Name, Contact Name & Number
Photo/Map	Photo/Map	Photo/Map	Photo/Map	Photo/Map

F. AWARD

VENDOR EVALUATION

bids&tenders Online Evaluation module allows staff to setup the entire evaluation process online. Multiple stages and thresholds, consensus and average scores, and automated reminders can be setup.

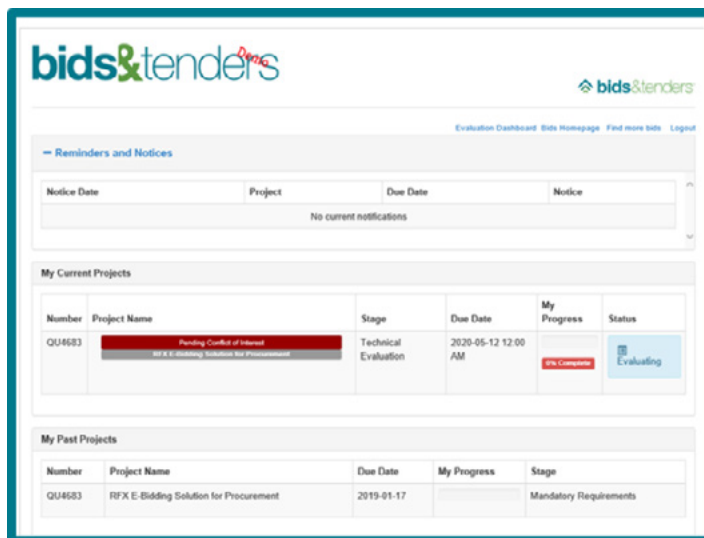
Evaluators can login to their own secure Evaluator Dashboard portal where they can complete the entire evaluation online

The system is able to:

- Setup evaluation matrix with criteria and evaluation teams for unlimited number of evaluators with no need for additional system licenses.
- Evaluate proposals, quotes and pre-qualifications online.
- Track and audit the entire review process in one centralized location automatically.
- Track evaluation tasks remaining per team member on the evaluator dashboard.
- Provide automated email notifications to evaluations staff.

The evaluation are online forms that can be created, saved and modified by your procurement team and sent electronically evaluators who typically find them easy to use with little to no training required.

Figure: Example Evaluator Form



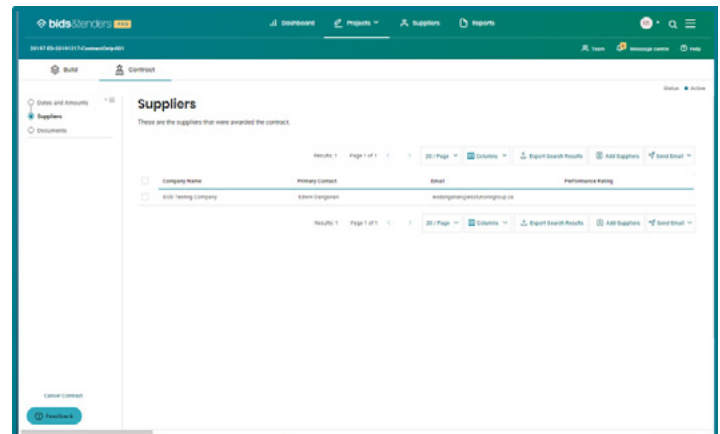
A summary Evaluation report which can be used for award recommendations is also automatically provided by the system.

VENDOR CONTRACT AWARD

bids&tenders eContracts Module will reduce risk to your organization by managing all contract documentation and ensuring this documentation is current and valid, such as Insurance, Workplace Safety and etc. The bids&tenders platform will track contract term, option years, warranty periods, firm pricing periods, certificate expiration dates. The system will automatically notify the Supplier in advance of an expiring certificate and provide a link in the email for the Supplier to upload the new certificate for approval by the Purchasing Officer.

The bids&tenders platform capable of managing multiple awards from a single solicitation with analytics output even providing lowest price winners by item to facilitate parsing of scope to different low cost suppliers.

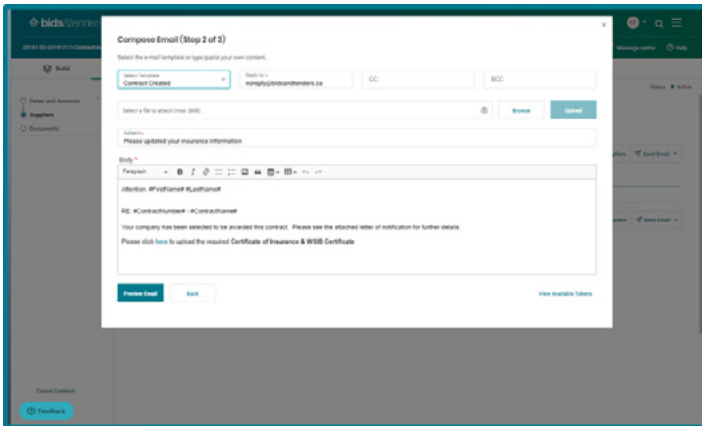
Figure: Configuration Page for Identifying Contractor(s) to Award



The contract module in bids&tenders is able to:

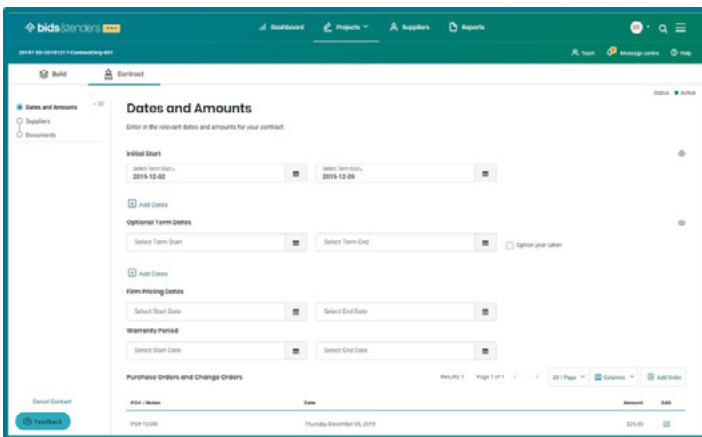
- Upload relevant documents including purchase orders
- Have vendors submit insurance documentation with expiry dates so alert notifications can be automatically sent and upload of new certificates managed directly from the platform to the vendors.
- Provide automated notice of award or rejections based on existing templates or newly created templates.

Figure: Example Template Configure for Notice of Award Emails



Interoffice comments can be added and are tracked in the system as well as all email communications with the vendors.

Figure: Contract Builder Showing Terms, Dates and Purchase Order

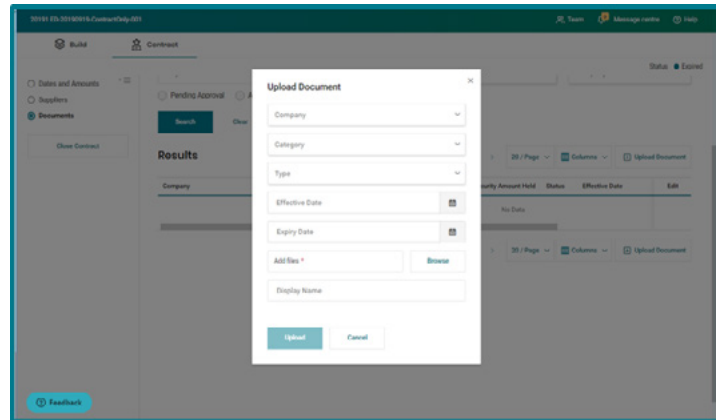


G. POST-AWARD

The bids&tenders platform allows for upload and tracking of relevant documents including bonds, bid security, contract change orders and contract amendments.

The figure below shows an example upload window where fields including document type, category, effective date, expiry date and document name can be specified with the document upload.

Figure: Upload Window for Contract Documents



H. CONTRACT ADMINISTRATION

The bids&tenders platform provides the specified requirements with respect to tracking and automated notifications prior to expiration of:

- Certificate of insurance terms
- Contract terms
- Option terms
- Warranty terms
- bonds

Email notifications will be sent to the procurement lead on specified events like expiring contracts, contract option periods, warranty end periods and other options so appropriate action can be taken ahead of expiry.

Similar notifications are automatically sent to vendor contacts on events including certificate of insurance expiry. The notifications provide links for the vendors to upload new insurance certificates or take corresponding actions to resolve the notification event without actions required by your procurement team until document review and approval of the uploaded documents is needed.

All additional documents and contract terms from change orders and amendments are tracked and auditable.

The bids&tenders platform shows the, contracts, certificate of insurances and associated documents in a searchable / filterable report by:

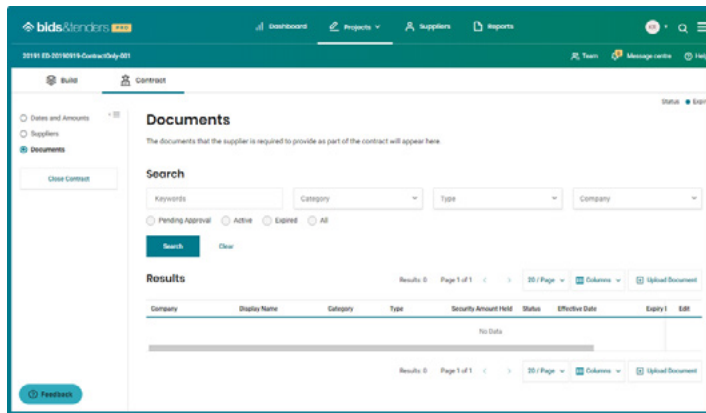
- Status: Pending Approval, Active, Expired
- Category: Bond, Insurance, Security, etc
- Subcategory: As you define
- Company Name
- Keyword search

Similarly, the document report columns include:

- Company
- Display Name
- Category
- Type
- Security Value
- Status
- Effective Date
- Expiry Date

Bids&tenders or your organization can customize some of these types and sub-categorie. Note that contractor performance is reportable through the vendor database.

Figure: Customisable Document Reporting Page

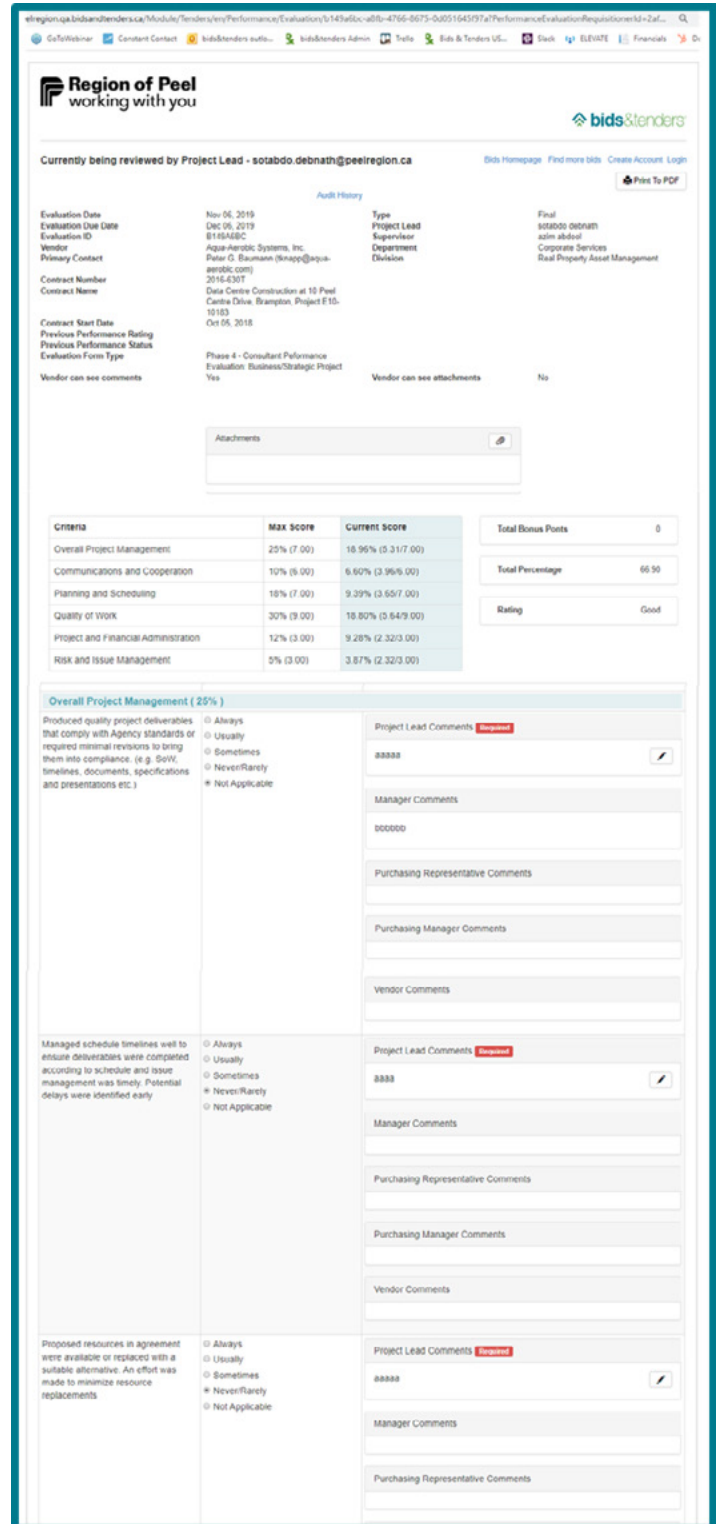


I. VENDOR PERFORMANCE MANAGEMENT

The vendor performance management is an add-on module that provides a method to document how well the awarded organization meets the contractual obligations of the contract. Buyer agencies use this survey style platform to understand and track:

- Adherence to safety policies
- Communications Practices
- Quality of work
- Timeliness
- Other customizable fields

Additionally, the evaluation form can have a configurable workflow to get feedback from project teams, procurement teams and the vendor as desired by your organization.



Efficiencies Obtained

INCREASED COMPLIANCE AND SUBMISSION QUALITY

The bids&tenders platform across all buyer agencies is currently seeing a 99.62% compliance rate on all solicitation responses to ensure no time is being spent from your organization on non-compliant bids and so no litigation risk is created in awarding non-compliant bids.

This is achieved by using form based submissions and compliance auditor prior as the vendors complete their submissions so only compliant submissions can be submitted. This often savings time for vendors, reduces questions and reduces ambiguity for submission requirements.

FASTER PROCUREMENT TURNAROUND

bids&tenders automates time consuming manual administrative processes that consistently demonstrated a 30% decrease in cycle time by project across our customers.

This is achieved by automating functions like:

- Automated bid response analysis reports and vendor comparison reports
- Automated notification emails, reminders, tasks, meeting requests to all vendors
- Automated contract management (ie. Insurance expiry notifications)
- Automated record keeping for audit reporting and information transparency request.

IMPROVED SPEND MANAGEMENT AND SAVINGS

Our customers have reported overall spend reduction between 10%-20% by using the bids&tenders platform. This is achieved by increasing the number of bid submissions to a tender. Since submitters can see other vendors bidding on the project, the price is often more competitive than they would have otherwise been.

Digital Bonding

INCREASED COMPLIANCE AND SUBMISSION QUALITY

bids&tenders is capable of accepting digital bonding.