

March 4, 2019 Update

The City of Greater Sudbury is moving forward with the launch of e-tendering with bids&tenders as of **March 29, 2019**. Once implemented, the City's procurement opportunities will be available online at <https://greatersudbury.bidsandtenders.ca/Module/Tenders/en>. This page will also be accessible through our current webpage www.greatersudbury.ca/tenders.

What is bids&tenders?

bids&tenders is a user-friendly electronic procurement platform that allows vendors to review procurement opportunities and submit bids or proposals online from anywhere. The real-time technology ensures easy access to view procurement opportunities and up-to-date information throughout the procurement process, including addenda reminders and more.

Why is the City changing its process now?

The move to e-tendering will create a number of efficiencies benefiting vendors and City operations alike. Many municipalities have already made the move to e-tendering or plan to do so in the near future. The centralization of procurement opportunities from all municipalities and organizations who subscribe to bids&tenders gives vendors access to all procurement opportunities in one location.

Will there be a cost to vendors for the new system?

Vendors can choose to pay \$50.85*, plus HST per bid/proposal submission or pay an annual subscription fee of \$169.95*, plus HST for unlimited bid/proposal submissions. The annual subscription gives vendors unlimited access to any organization using the bids&tenders system. The bids&tenders fee will be offset by a decrease in printing, courier and administrative costs.

Your subscription to bids&tenders will allow you to:

- Track and manage procurement opportunities at a glance with a custom, vendor dashboard
- Select personalized categories
- Receive automated email notifications of new procurement opportunities
- Receive notifications:
 - Post notice
 - Closing notice
 - New opportunities (by commodity category)
 - Addendum notices
 - Site meeting reminders
 - Status changes
 - Award or regret letters
- Work on a bid/proposal, save work, and see the submission closing countdown in real-time
- Withdraw and change bids/proposals, then resubmit, if desired
- Receive automated confirmations when bids/proposals have been submitted, received, or withdrawn
- Eliminate mathematical errors with the built-in calculator, where used
- Submit complete and compliant bids/proposals every time with the built-in compliance checker
- Receive reminders if a bid/proposal has been started but not submitted 24 hours before it closes

*Subject to change, as determined by bids&tenders.

Will my current computer support bids&tenders?

Bids&tenders is a secure web-based system. Once registered as a member, you will be able to access the platform from any computer with internet access simply by logging in with your credentials.

Bids&tenders supports the current versions of all major browsers including Microsoft Edge, Internet Explorer 11, 10, Firefox and Safari (OS X).

Will I still be able to submit my bid in person?

Any bid accessed through bids&tenders must be submitted online through the bids&tenders system in accordance with the instructions included in the solicitation documents.

Note: Procurements posted to the City's website prior to the implementation date will continue to be accepted through paper submission; therefore, it is very important to review the procurement instructions within the solicitation document.

How will the procurement process change with bids&tenders?

1. Electronic Process:
The new process for submitting a bid or proposal will be completely electronic. Procurement opportunities can be viewed at www.bids&tenders.ca where you will submit a bid/proposal by inputting information in the electronic forms and/or uploading submission documentation.
2. Bonding:
Through bids&tenders, the City will **only accept** digital bid bonds (eBonds – must be electronically verifiable/enforceable) and digital agreements to bond (for performance and labour & and material bonds) for construction contracts. Contracts that originate in Purchasing Services, may require eBonds as a part of the bid submission, but will continue to collect a performance guarantee only from the successful vendor prior to the contract being awarded. Certified cheques, money orders, bank drafts and irrevocable letters of credit will continue to be acceptable forms of performance guarantees.
NOTE: Vendors are strongly recommended to contact their bonding providers immediately to ensure they can meet the City's new digital bonding requirements upon implementation of bids&tenders. For more information visit: <https://www.surety-canada.com/en/ebonding/index.html>.
3. Bid Opening:
Immediately after a bid closes, the unofficial bid opening results will be available publicly to all bidders on bids&tenders therefore, there will no longer be a public opening held after the bid closes.

What if I don't have a computer?

The City of Greater Sudbury offers computer use to any patrons through Greater Sudbury Public Library (GSPL) branches. Vendors can book and use library computers at no charge. A list of branch locations is available at the GSPL website <http://www.sudburylibraries.ca/en/>. [Instructions to book a computer](#) can also be found on the Library website.

What if I do not feel comfortable with submitting a bid online?

Purchasing Services staff has scheduled a number of training opportunities. These training sessions are detailed below.

Will I still get emailed by the City of Greater Sudbury Purchasing Services of new bid opportunities?

The City will invite vendors to opportunities through bids&tenders for six months from the launch date; therefore, you will receive an email from bids&tenders directing you to the opportunities. Following the initial six months, it will be the onus of the vendor to ensure they have properly signed up for notifications through bids&tenders. There is no cost to receive notifications.

Can I view procurement opportunities without paying?

Yes. You are able to browse bids&tenders and preview opportunities free of charge.

Will I receive procurement opportunity notices without paying?

Yes, but you must register for notifications by visiting the bids&tenders site at:

<https://secure.bidsandtenders.ca/Module/Tenders/en/Vendor/Create/0C2CBE28-1B56-4A37-BFAE-D1F49CF3CC36>

Payment will only be required when submitting a bid. You can either opt for an annual subscription (good if you submit three or more opportunities per year) or for a pay-per-bid option.

What procurement opportunities will be posted on bids&tenders?

All open-competitive procurements (generally \$100,000 or greater) will be posted on bids&tenders. These include:

- Request for Tender (RFT)
- Request for Proposal (RFP)
- Request for Quotation (RFQ)
- Request for Supplier Pre-Qualification
- Request for Information (RFI)
- Expression of Interest (EOI)

When and where are those training sessions for Vendors you mentioned previously?

The City's Purchasing Services department is offering a number of vendor demonstration sessions following the launch of bids&tenders. The sessions will be held at Tom Davies Square, 200 Brady Street in boardroom C-12.

Dates and times for the sessions are as follows:

- April 1 at 10 a.m.
- April 8 at 10 a.m.
- April 15 at 10 a.m.
- April 23 at 10 a.m.
- April 29 at 10 a.m.
- May 6 at 10 a.m.
- May 13 at 10 a.m.
- May 21 at 10 a.m.
- May 27 at 10 a.m.
- June 3 at 10 a.m.
- June 24 at 10 a.m.
- July 22 at 10 a.m.
- Aug 19 at 10 a.m.
- Sept 16 at 10 a.m.

Please RSVP, by email at stephanie.rocce@greatersudbury.ca or by calling 705-674-4455, extension 2130.

What if I have questions about a bid opportunity? What do I do?

You can ask questions through the "Submit a Question Feature" on bids&tenders within the particular procurement opportunity.

The City may not respond to questions that are:

- sent via methods other than through the "Submit a Question Feature" on bids&tenders
- received after the question deadline, as defined in the procurement document
- directed to anyone other than the official point of contact names within the procurement document

It is very important to read the process instructions contained within the particular procurement opportunity.

How quickly will bid results be posted?

Unofficial bid opening results will be available publicly to all bidders immediately after a bid closes in the same place where the procurement was posted. The City will list the names and bid price for all bidders for RFT. For all other processes, only bidder names will be displayed.

What happens if I have a computer glitch and my submission did not go through before bid closing?

It is the contractor/supplier's responsibility to ensure their bid is received before the bid closing date and time. Please allow sufficient time to submit your bid. You will receive a confirmation from bids&tenders once your submission has been successfully received.

What does the Emergency vendor option do?

Contractors/suppliers that say "YES" to be an Emergency vendor may be contacted when an emergency situation occurs. This does not commit the City to making purchases from these vendors in the event of an emergency.

Who do I call for help?

1. For information regarding the change to bids&tenders, contact the City's Chief Procurement Officer, Kari Bertrand at 705-674-4455, extension 2519 or kari.bertrand@greatersudbury.ca.
2. For general inquiries:
 - call Purchasing at 705-674-4455, extension 2501 or
 - email at tenders@greatersudbury.ca
3. For information regarding a particular procurement process, please contact the official point of contact in the procurement document.
4. For questions or support regarding the bids&tenders system you can:
 - visit <https://bidsandtenders.zendesk.com>
 - email support@bidsandtenders.ca or
 - call 1-800-594-4798 (with 2 hour call back)