

# City of Greater Sudbury

## INTERNAL PROCEDURE: Responding to Questions & Issuing Addenda/Notices

### FOR: Purchasing/Engineering Services

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#### PURPOSE

This document establishes the process for handling and determining what questions received from Bidders/Proponents result in an addendum, notice or private response and how to issue addendum and notices using bids&tenders.

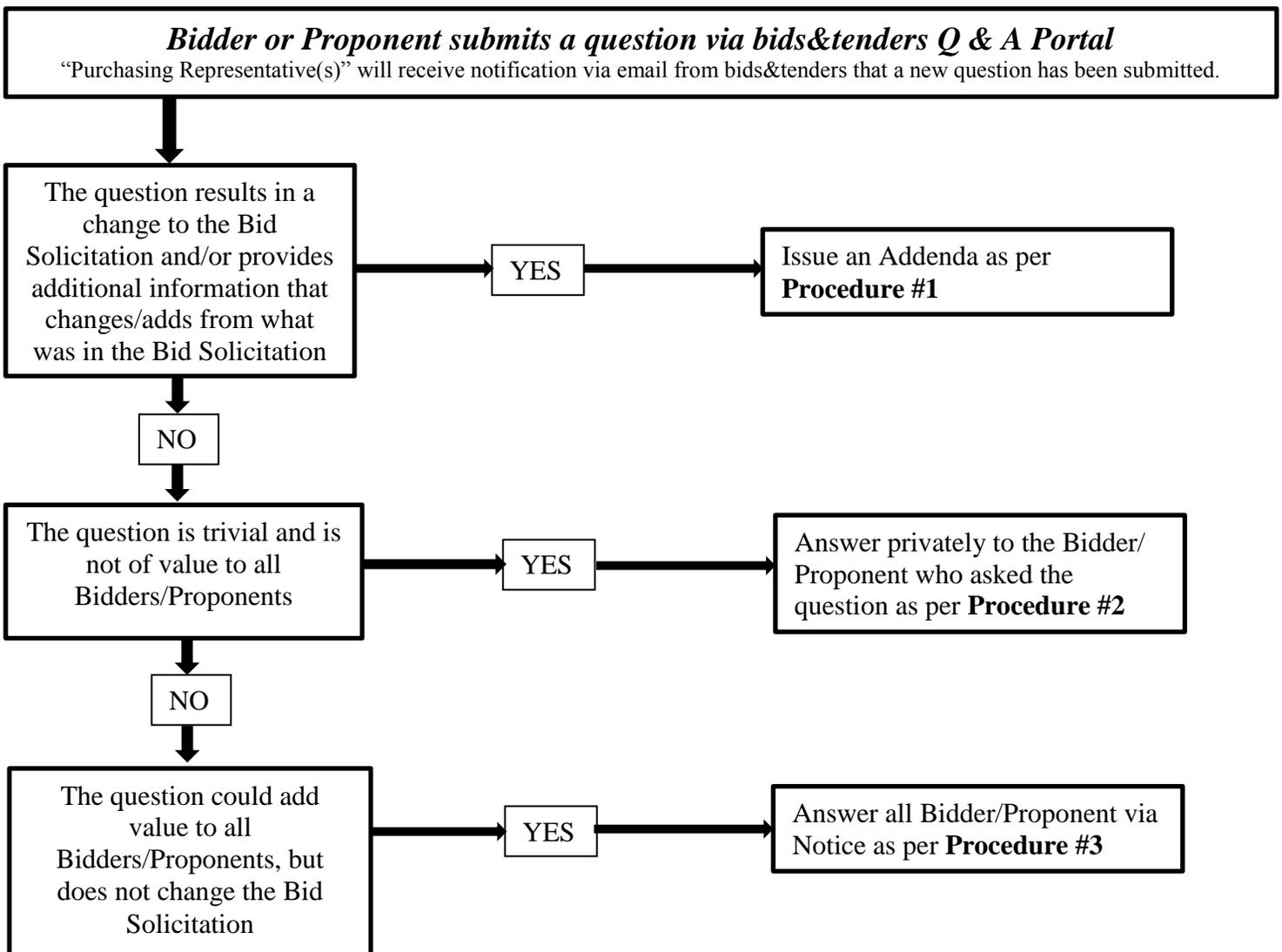
#### DEFINITIONS

**Addenda:** Changes to the Bid Solicitation that Bidders/Proponents are required to acknowledge.

**Notice:** Communication to Bidders/proponents that does not alter the Bid Solicitation.

**Purchasing Representative:** The staff assigned to the procurement in bids&tenders on the Bid Detail tab.

#### DETERMINING HOW TO RESPOND TO A QUESTION FROM A BIDDER/PROPONENT



## **PROCEDURE #1 – Issuing Addenda**

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1. Using the Addenda Template, draft the amendment (should not include information as Q&A).
2. Save as PDF in the electronic file.
3. Under the Addenda tab in bids&tenders, upload the Addendum file (Note: All Plan Takers will receive notification).
4. In the Vendor's Question tab in bids&tenders, reference the Addendum by answering the question for future reference. Mark questions as complete.

## **PROCEDURE #2 – Responding Privately to Bidders/Proponents**

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1. Using email, respond the Bidder who asked the question.
2. In the Vendor's Question tab in bids&tenders, reference the email (answer, date sent) by answering the question for future reference. Mark questions as complete.

## **PROCEDURE #3 – Responding Publically to All Bidders/Proponents via Notice**

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1. In the Vendor Question tab, provide answers to all questions, by clicking Answer and saving your response.
2. On the left side of the question, click on the check box of the questions that you will be responding to publically.
3. Export the selected questions.
4. Choose the "Notice" template from the drop down menu and the document will populate. Edit and save the electronic file.
5. Under the Addenda tab in bids&tenders, upload the Notice file, but remember to select it as an "Attachment" or it will generate an Addendum number (Note: All Plan Takers will receive notification).