

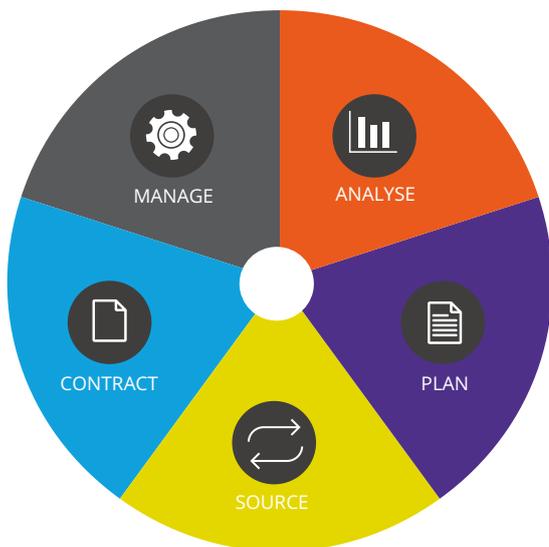


Tender Management

Tender Management

Procurement functions are continually challenged by the need to implement procedural compliance with limited resources and to control the risks inherent in the procurement of goods or services that are critical to the successful operation of the business.

eSourcing helps provide that procedural discipline. It guides departmental buyers through the steps required to avoid rushed or risky purchasing decisions. Also, it saves time for procurement teams and buyers alike by providing a central repository of all tendering and contract approval activity and a secure portal for suppliers to engage with to submit tenders and RFx responses..



Tender Management is a modular application supporting the whole contract lifecycle:

- > Analyse spend
- > Plan your pipeline
- > Source goods and services
- > Contract with Suppliers
- > Manage Supplier performance

Benefits

- > Introduce consistency across all tendering activity
- > Save time and effort with automated task alerts
- > Standardise procurement procedures
- > Centralise, secure and version control all documentation
- > Increase efficiency of contract
- > Approval with automated workflow
- > Locate documents quickly and preview without downloading
- > Engage with Suppliers via Portal access
- > Ensure full auditability and accountability in procurement

Features

Procurement Projects are generated from pre-configured templates, which can range from quick quotes to full-scale tenders. You are able to create your own templates, for example for particular departments or categories of goods or services.

Templates save you and your buyers time and ensure standard procedures are followed by presenting pre-loaded questions, documents, procurement team members and, crucially, tasks and guidance for completing the procurement itself.

Automated reminders are sent to the user the task is assigned to. Tasks are designed with ease-of-use in mind, even for untrained or infrequent users in devolved procurement functions: they will quickly be able to follow the simple process from receiving an email alert (with hyperlinks and guidance) to completing the required action in the system. A full audit trail is maintained of all completed activity. Furthermore, your procurement resource pipeline plan is automatically updated.

Public sector transparency requirements are fully supported through the advertising of opportunities via OJEU, Contracts Finder and your own configurable Supplier Portal.

Product >

Tender Management

Release Version >

Version 1.0

Date >

06/04/18

Action	Subject	Due Date	eSourcing Milestone (graphic)	Action Type	Action	Requires Approval?	Priority	Assigned To	Status (graphic)	Reminder Set
Edit Cts	Publish Opportunity on Portal	03/05/2017	Registration Starts	Publish Opportunity	Do Now	✓	Normal	Demo_Nick	🚩	☐
Edit Cts	Suggest Suppliers	04/05/2017		Suggest Suppliers	Do Now	✓	Normal	Demo_Nick	🚩	✓
Edit Cts	Publish on Contracts Finder	09/05/2017		Contracts Finder Notice		✓	Normal	Demo_Nick	🚩	☐
Edit Cts	OJEU Contract Notice	09/05/2017		OJEU Notice	Do Now	✓	Normal	Demo_Nick	🚩	☐
Edit Cts	Response Window Opens	09/05/2017	Responses Open				Normal	Demo_Nick	🚩	☐
Edit Cts	Send reminder for clarification deadline	19/05/2017		Email	Do Now		Normal	Team Member 2_Test	🚩	☐
Edit Cts	Deadline for clarification questions	30/05/2017	Deadline for Questions				Normal	Demo_Nick	🚩	☐
Edit Cts	Confirm Evaluators	08/06/2017					Normal	Demo_Nick	🚩	✓
Edit Cts	Deadline for submissions	09/06/2017	Responses Close				Normal	Demo_Nick	🚩	✓
Edit Cts	Evaluation - start	10/06/2017		Start Evaluation	Do Now		Normal	Team Member 4_Test	🚩	☐

Tender requirements – including evaluation criteria – can be prepared offline and uploaded in bulk to save you time. You can then either add and invite suppliers manually, let them register through the portal or let the system suggest appropriate suppliers to invite based on the category of goods or services you are looking to source.

Supplier Portal

Your suppliers will benefit from a modern, clear interface for downloading documents, responding to tender criteria of all data types and attaching documents securely. Automated emails ensure that correspondences and updates are never missed and leave a full audit trail of all activity relating to invitations, clarification questions and tender submissions.

Secure

Advanced data security rules ensure that confidential information is protected from the relevant internal and supplier users at the right times, for example restricting access to bids until the tender box has been unlocked, or restricting visibility of clarification questions/answers from selected evaluators if required.

Evaluation

Evaluation teams of any size can be used to evaluate submissions using weighted scores. The system will complete automated scoring from picklist responses including Pass/Fail options. Large-scale evaluations can be downloaded, completed offline and uploaded with an import wizard. Procurement leads can generate instant evaluation progress reports, evaluation matrices and supplier feedback reports and use the system to communicate this feedback to suppliers.

Approval Workflow and Award

Once an award decision has been made, contract approval workflow can be used to obtain final sign-off. Workflows can be configured for multiple approval levels that operate in either parallel or sequentially and will result in the generation of the contract in the Contract Register. Its unique reference number is retained, as is the audit trail of tendering activity for future reference. Tender Management will cut the time taken administering procurement exercises from days to just minutes and it will make procedural compliance the easy option.

Response Section: Section	Supplier Section Score	Relative to Average
Supplier Bidding: Supplier Name: Advanced Business Solutions (7 records)		
A. Mandatory Requirements (C28765)	100.00%	⊖ Equal or near average
B. Functional Requirements (C28765)	21.50%	⬇ >10% below average
C. Professional Services (C28765)	0.00%	
D. Added Value Proposals (C28765)	79.50%	⬆ >10% above average
E. Technical Appraisal (C28765)	91.00%	⬆ Above average
F. Ease of Use (via Demonstrations) (C28765)	65.00%	⊖ Equal or near average

More information

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