E-Tendering

Our core system allowing for any type of tender process to be run from simple RFQ's to Open/Closed projects and large OJEU multi-stage tenders including DPS projects. Fully meets all EU and PCR2015 requirements and is fully administered and controlled by the users allowing for a tailored and bespoke system to meets all your requirements. All expected functionality is provided including (but not limited to) the following key areas:

- Run any type of tender process using workflow defined step by step wizards
- e-Sender accredited providing latest v2.0.9 OJEU forms and direct links to OJEU
- Automated links and upload to Contracts Finder (both Contract and Award notices)
- Ability to run define all user roles and create unlimited users
- Dedicated Correspondence and Clarification areas
- Dedicated Reporting area allowing of standard or tailored bespoke report templates
- Full DPS (Dynamic Purchasing System) functionality from simple DPS to Multi-lot
- User defined questionnaires with simple scoring including the latest SQ
- Clarity across all activity and departmental activity from select screens
- Ability for users to create their own bespoke user defined fields on tender projects
- Templates and workflows to control the process users choose to carry out projects
- Full corporate-image branded dedicated supplier portal for advertising opportunities
- Fully audited system from log in to log out for both buyer and supplier alike

e-Evaluation

Further to the simple scoring available within e-Tendering, the e-Evaluation area allows for a much more detailed and comprehensive approach to reviewing suppliers responses. Fully audited throughout, the evaluation area gives the users total control with many options to cater for simple or complex scenarios. All expected functionality is provided including (but not limited to) the following key areas:

- Ability to assign users as Viewers, Evaluator or Moderators
- Ability to mix the use of automated scoring along with manually entered scores
- Recording of evaluators comments against each manually entered score/response
- Allows for multiple evaluators to in turn give an overall average score
- Use of model answers to assist evaluators
- Questions can be weighted individually then be part of a weighted group
- Ability to assign users to questions / question groups
- Ability to restrict document types to specific users on specific questions
- Summary screens show all rankings, weighting, points/percentage and scores
- Various exportable results XL spreadsheets showing all comments, scores, clarifications
- Multitude of preferences and setting to enable fine tuning and display options of summary screen and data

Contracts Management

Following the e-Tendering process, the system has the ability to create a contract register containing all information surrounding the contract, all documents and performance indicators against the supplier. Contracts can be entered manually or produced following a tender previously carried out in the system. All expected functionality is provided including (but not limited to) the following key areas:

- Create records for any contract, even if not originally tendered through the system
- Create user defined roles that are Contract Management specific
- Allows for full document storage with revisions and expiry date warning alerts
- Contract Expiry alerts with number of reminders and frequency defined by the user
- Allow suppliers to manage their documents from the supplier portal
- Allows for Public View or Private View of the contract on the supplier portal
- Pre-defined Templates for allowing smoother creation of contract records with bespoke user defined fields
- KPI schedules with RAG status indicators to asses supplier on-going contract performance using questionnaires with scoring
- Facility for a public friendly Contract Register webpage linked to the MML website
- Facility to upload your current contracts database into the system

Contracts Register Webpage

In-tend create a bespoke webpage that is accessed from your main .gov website for general public and suppliers to be able to view all current contracts on the In-tend system. As this displays the data in real-time, this will add and remove contracts automatically as and when they are added or expire. This is done to meet current regulations. See example portal at: https://in-tendhost.co.uk/thurrockcouncil/aspx/ViewContractsRegister.aspx?id=f143f830-fbd2-4d5e-9805-62562613921c

e-Auctions

In-tend allows for e-Auctions to be run either as a stand-alone auction or as a final stage in a tender process. e-Auctions allows users to run forward or reverse price events with a multitude of settings to give control to the users. Auctions can be single or multiple items and scores for areas outside of the commercial results of the auctions can be automatically factored to give the overall winner even if their price was not the lowest. Auctions can be viewed in real-time with graphs and charts representing the ongoing status of suppliers and the prices. Supplier names can be hidden from the user until the end to comply with any formal tender process.

Dynamic Wizards Workflow Templates - (incl training session)

Collective set of new workflow templates enabling the user to run any type of common tender process (from RFQ to OJEU and between) using simple step by step wizards incorporating Stages and Documents all in one simple screen. This is now the preferred method for creating any new project on the In-tend system and is perfect for rolling out to other staff or more occasional users. Customisable with settings and works with a Project Value menu meaning a user would select a value range (such as £50k to £125k Contracts Finder Required) and the system would then show the appropriate wizard they would need to complete to create that project (such as Standard Open Tender Single Stage). Contains approvals and workflow.

Includes mapping session from trainer which may be via webinar, on-site meeting or other.

e-Vendor Management

Comprises of 4 collective items:

- Tailored Registration – Allows users to change and tailor the supplier supplier registration screens to allow for more fields to be added. Currently the system, when you click EDIT SUPPLIER has around 150 fields available. On registration, there are around 30 fields. This allows you to pick any of the 150 and apply to the registration and then decide if they are mandatory or not.

- Enhanced Supplier Registration – Allows users to create their own bespoke user-defined fields and apply them to the registration screen. Also allows users to specify whether a supplier must provide documents during registration or other parameters

- Tell Us Once Questionnaire – Allows the background saving of suppliers answers on questionnaires meaning if they see the same question again, their last answer will still be present. This also links to the registration fields as per Enhanced Supplier Registration and will pull through any info they applied when they registered and populate matching areas on a questionnaire.

- User Defined Link on Supplier Site – Addition of a new tab on the supplier portal next to the usual Tenders tab which a user can publish projects directly to and name as they wish. In this case, this could be a tab called Grant Projects and as such, any tenders using funds from grant could be published exclusively to this new bespoke tab rather than the current tenders tab. Other ideas is that it could be names Preferred Supplier Process and you could have a project sat behind it to allow suppliers to express interest in becoming a more verified and thus preferred supplier. There are multiple uses for this.

Dashboard / Charts
Separate system linked to the In-tend Organiser that displays visual graphs and charts of department activity and real-time data with drill-down options and exporting facilities. Used for quick overviews of activity around a procurement department and contract activity.

In-tend also offer financial integration and areas to manage Purchase Orders and Requisitions however this would require further discussion.