

City of Ottawa e-Procurement Pilot



INDUSTRY TRAINING

Mar. 7, 17 & 23 2016

Agenda

- 1) Background
- 2) Benefits for Vendors
- 3) Training Overview and Resources
- 4) MERX Training

1) Background

- The City of Ottawa currently posts bidding opportunities in three locations; OCA, MERX and Ottawa.ca.
 - The e-Procurement Pilot Project will deal with opportunities currently posted on Ottawa.ca.
- Starting **Apr. 4, 2016** the City of Ottawa's **Requests for Quotations currently on Ottawa.ca** will be hosted on the MERX e-Procurement system.
- Bids are to be submitted **directly** through the system.



2) Benefits for Vendors

Electronic Bid Submission

- Convenient and secure submission.
- Receipt confirmation.

Automated Notifications

- The system automatically notifies vendors when an addendum is issued.
- Other status notifications include when unofficial bid results and award notices are published.



2) Benefits for Vendors

Reduced Basic Errors

- System has price schedule forms which eliminates mathematical errors and other checks for bid completion.

Increased Analytical Features

- Bid takers list, bid management dashboard etc.

Opportunity Matching

- System can generate automatic alerts when opportunities you are interested in are posted.



3) Training Overview and Resources

- Today's training session will cover;
 - How to Navigate the MERX4 System
 - How to Find Bidding Opportunities
 - How to Submit Bids

- An FAQ document and a recorded training session are available on <http://tenders.merx.com/cityofOttawa>

- For questions related to registration or system functionality please contact MERX at:
 - 1-800-964-6379 (Monday-Friday from 7AM to 8PM ET) or
 - merx@merx.com

4) MERX SYSTEM TRAINING

