



CITY OF OTTAWA & MERX SOLICITATION ORIENTATION

March 2016

- Opportunity Matching Profile
- Searching for Solicitations (under \$100K)
- Opportunity Abstract
- Follow (amendments)
- Order documents
- Electronic Bid Submission
- Awards
- Resources
- Questions




















Opportunity Matching Profiles

- All City of Ottawa OPEN opportunity notices under \$100K will be published on MERX.com
- The **Opportunity Matching Profile** is used to notify you of newly posted opportunities that match your business interests.

It is a **saved search** that you create (through the Opportunity Matching function). The MERX search engine will check every day to see if there are new opportunities posted that match your criteria and send you a list via email. This function searches based on your keywords through all the Opportunity Abstracts found on MERX.

www.merx.com/tutorials

Subscription

	Canadian Public Tenders + ALL City of Ottawa		City of Ottawa (< \$100K) <u>ONLY</u>
	Basic	Complete	
Search Canadian Public Tenders & View opportunity abstracts <i>and/or City of Ottawa</i>			
Order and preview documents	\$50 (NSO)		
Receive Notification of amendments			
Identify potential partnerships			
Manage orders			
Opportunity Matching Profiles	1 included	9 included	1 included
Unlimited download of documents from the Canadian Public Tenders Tab <i>and/or City of Ottawa</i>			
Electronic Bid Submission		 *	
Awards & Former Database access			
	FREE	\$219.95/year \$19.95/month	\$89.90/year \$9.99/month

* In some cases EBS is included, otherwise there is a \$25 fee to submit a bid.



When in doubt check with our Customer Support

Weekdays from 7 AM – 8 PM ET

MERX Customer Support: 1-800-964-6379 | merx@merx.com

FAQ Document: <http://tenders.merx.com/cityofottawa>

For any questions related to City of Ottawa Request For Quotation (RFQ) opportunities. Please contact the [Purchasing Officer or Buyer](#) specified in the RFQ solicitation document.

For any other inquiries not related to the MERX eProcurement system or specific RFQ opportunities:

eprocurement@ottawa.ca.

