

The purpose of this document is to provide guidance for the use of Addenda and Amendments in BC Bid

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DEFINITION	
Addenda	all additional information regarding this RfX including Amendments to the RfX.
Amendments	<p>a change to the RfX that results in posting an updated version of the RfX requiring Suppliers to submit a new Submission to the amended RfX.</p> <p>Note: Suppliers have access to their old submission and can copy it into any new submission they want to make</p>
TECHNICAL DIFFERENCES	
Addenda	<ul style="list-style-type: none"> • Does not force a supplier to submit a new submission. • Recommended for all changes to a posted RfX that are not material changes. • Addenda are issued using the Discussion Forum, either publicly using “Public Portal” as a recipient or, if using a qualified list, all those invited suppliers would be selected as recipients. • Typically used to clarify answers that do not require any physical changes to the published material within the RfX**. • Document attachments can be included with these Addenda – these will display on the Public Portal if sent to that recipient. For an invite-only opportunity, they will only have access to the

	<p>attachments after they log in to BC Bid. For non-registered suppliers you will need to send attachments through government email.</p>
Amendments*	<ul style="list-style-type: none"> • Will requires a supplier to submit a new submission. The application will permanently seal the bid from access for sealed RFX processes. Access to the submission will be available if its an unsealed RFX process. • Sends opportunity update notification to all internal interested supplier with instructions on how to submit a new submission. • Used for material changes in the posted RFX (e.g., scope change or new evaluation submission requirement). • These are issued when you are changing values within fields in the application that are not editable while an opportunity is open, or you are adding/removing.
<p><i>* The choice of whether to issue an addendum through the discussion forum or an amendment is up to the discretion of the issuing organization</i></p>	
<p><i>**Exceptions include fields within the Sourcing Project tab, and the Official Contact. Further explained below.</i></p>	

ADDENDA VS AMENDMENTS DETAILS: TAB BY TAB

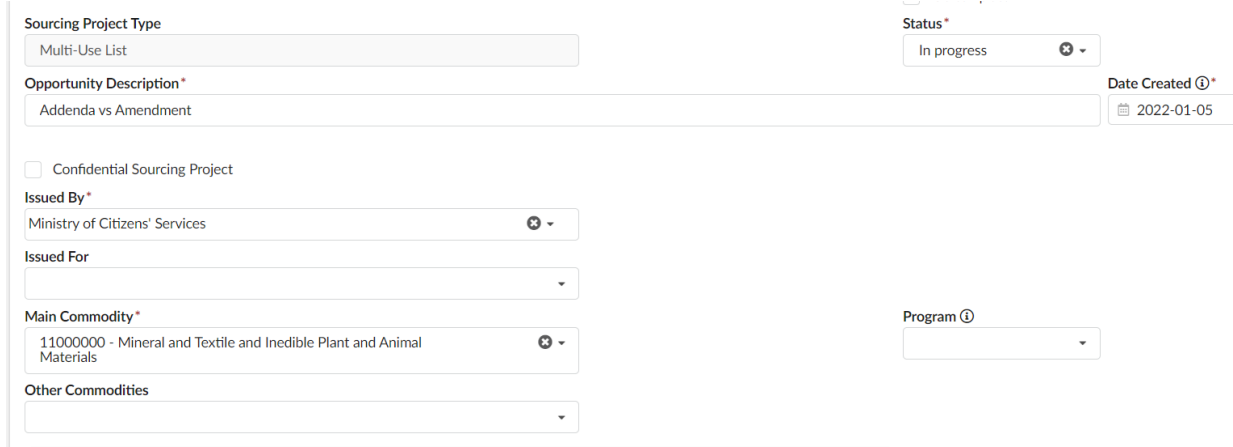
SET UP PROJECT

While the opportunity is open, most of the fields within sourcing project can be edited (Fig1). This is because multiple RFX can be run under a project

EDITABLE FIELDS

Opportunity Description	this is at the project level, and will not update the RFX opportunity description
Issued By/Issued For	Can change organizations at any point*
Main Commodity/Other Commodities	Can change commodities at any point*
<p><i>* All changes to these fields happen in real-time, so they will update immediately within the issued RFX. <u>No notifications</u> will be sent when these values are changed.</i></p> <p><i>Addenda required based on organization practices.</i></p>	

Figure 1: Screenshot of Set Up Project tab



SET UP TEAM: CHANGING THE OFFICIAL CONTACT

The only public-facing role within the sourcing team is the Official Contact. All other role changes are behind the scenes. There are two pieces to changing the Official Contact: the user assigned and the contact email that displays on the Opportunity Details/Additional RFx info tab.

Official Contact changes*	Addenda?	Amendment?
Switching role to another user and using a personal government email address	Optional (recommended)	Optional (Not recommended)
Switching role to another user, but not changing the alternate email address	Optional (recommended)	Optional (Not recommended)
Changing or adding an alternate email address** (with or without changing the Official Contact)	Optional (not recommended)	Optional (recommended)

**Re-assigning the Official Contact happens in real-time (Fig 2), updating the records visible to suppliers/the public immediately. No notifications are automatically sent out unless an Addenda or Amendment is created.*

***Alternate email address is a hardcoded field (Fig 3), so if only changed using Addenda, the change will not be clear to suppliers who will have to find the Addenda documents to be able to note the correct information, which will conflict with what they see on the screen.*

Addenda required based on organization practices.

Figure 2: Screenshot from Set up Team tab user display

Email	Profiles	Contact
Bobby.Kapoor@gov.bc.ca	Contributor x Official Contact x	KAPOOR Bobby
Jason.P.Taylor@gov.bc.ca	Responsible x	TAYLOR Jason

Figure 3: Screenshot from Additional RFX info tab

Official Contact

Enquiries related to this RFX may only be directed in writing to the Official Contact using the "enquiries" interface, if available, or the email address identified on the "opportunity details" tab. Information obtained from any other source is not official and should not be relied upon. Other information and rules regarding enquiries are set out in the "process rules" tab or within the attached RFX documents.

Official Contact	Contact email
Jason Taylor	Jason.P.Taylor@gov.bc.ca

If you want to change who the Official Contact is, go to Set up Team to assign the role to another team member.

The email address on your buyer profile is displayed by default to suppliers. If you want to provide an alternate email account that you monitor (e.g. a generic procurement email account), please enter that here, and it will display instead of your personal email address.

Alternate email

procurement@gov.bc.ca

PREPARE RFX TAB

PREPARE RFX SET UP TAB

Note: The Opportunity ID is locked after the opportunity has been issued. It cannot be altered through an amendment or an addendum

Field changes	Addenda?	Amendment?
Closing Date and Time*	Optional (not recommended)	Optional (recommended)
Opportunity Description*** – this field is in all templates	Optional (not recommended)	Optional (recommended)
Summary Details*** – this field is in all templates	Optional	Optional (recommended)

	(not recommended)	
Enquiries Deadline***	Optional (not recommended)	Optional (recommended)
Opening and Unverified Bids (opening date and time, opening location) *** <ul style="list-style-type: none"> Request for Tenders, Invitation to Tender and RFP only 	Optional (not recommended)	Optional (recommended)
Opening and Unverified Bids (unverified bid format) ** <p>Request for Tenders, Invitation to Tender and RFP only</p>	Not possible	Yes
<p>*Any changes occur in real-time, updating the records visible to suppliers/the public immediately. No notifications are automatically sent out. <i>Addenda required based on organization practices.</i></p> <p>** This is a hardcoded choice and there is no ability to change this without issuing an amendment.</p> <p>***These are hardcoded fields, so if only changed using Addenda, the change will not be clear to suppliers who will have to find the Addenda documents to be able to note the correct information, which will conflict with what they see on the screen.</p>		

PREPARE RFX: ADDITIONAL RFX INFO TAB

Changes to the Official Contact are discussed within the Set Up Team section

Scenario	Addenda?	Amendment?
Submissions - Adding or removing one or more of the submission delivery methods <i>Note: These are hardcoded fields, so if only changed using Addenda, the change will not be clear to suppliers who will have to find the Addenda documents to be able to note the correct information, which will conflict with what they see on the screen.</i>	Optional (not recommended)	Optional (recommended)
Delivery Location for goods, Services, or Construction - Editing/Adding street address, region(s), or additional information fields.	Optional (not recommended)	Optional (recommended)

<p>Note: <i>in addition to the issue noted in the row above, using addenda to change the delivery location will mean some suppliers will miss seeing the opportunity as they will be actively using the region filter</i></p>		
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DOCUMENTS

Change	Addenda?	Amendment?
<p>Correcting typos/language issues in documents</p> <p>Note: <i>for material changes it is recommended to follow the amendment process</i></p>	<p>Addendum can highlight changes without physically making those changes in the attached documentation</p>	<p>Can make physical changes in attached documentation and upload new versions in their place. <i>(Recommended)</i></p>
<p>Adding new or replacement documents</p> <p>Note: <i>although attachments can be added to Addenda, non-registered suppliers in invite-only competitions will not see them. You would have to email them the addenda documentation outside of BC Bid.</i></p>	<p>Addenda can include attachments, and these would display in the public portal. This approach will require suppliers to cross-reference multiple documents to see the most current content</p>	<p>Can add new documents which will display under the RFX documents tab. Titles of documents can be edited to make clear they are updated versions, and the last updated field will also update to reflect the time the last changes were made <i>(Recommended)</i></p>
<p><i>Addenda or Amendment required based on organization practices.</i></p>		