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

CONTENTS

LEGAL DEFINITION	
Addenda	all additional information regarding this RFx including Amendments to the RFx.
Amendments	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.
TECHNICAL DIFFERENCES	
Addenda	- 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, suppliers will only have access to the attachments after they log in to BC Bid. For non-registered suppliers you will need to send attachments through government email.

Amendments*	- Will require 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 suppliers 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. For the more complex templates like the ITQ this would include changes to the response forms and quote forms that are built into BC Bid.
* *The choice of whether to issue an addendum through the discussion forum or an amendment is up to the discretion of the issuing organization/Ministry*	
**Exceptions include fields within the Sourcing Project tab, Official Contact and the Closing/Termination Date and Time that can be changed at anytime. Further explained below.*	

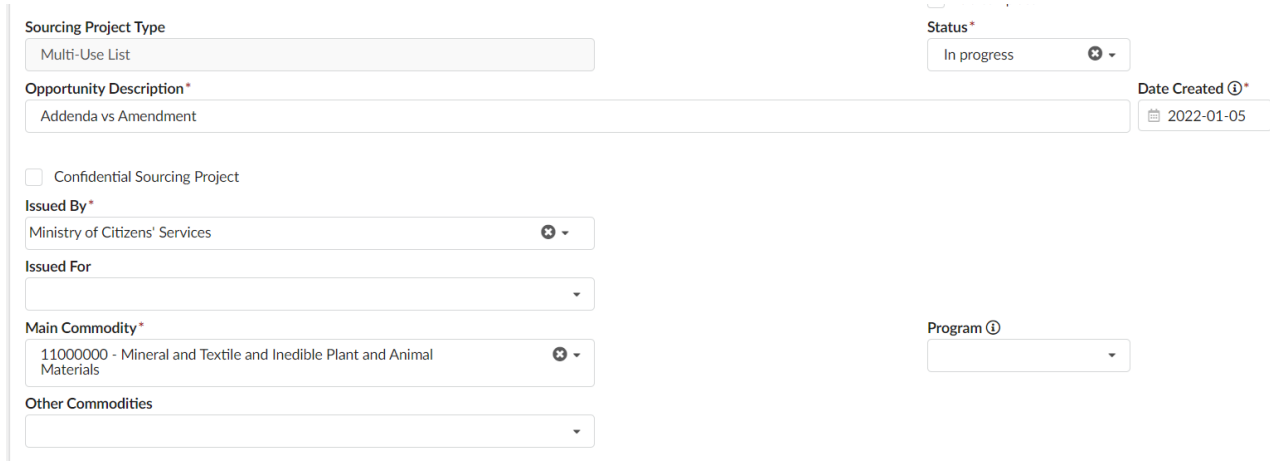## ADDENDA VS AMENDMENTS DETAILS: TAB BY TAB

SET UP PROJECT

While the opportunity is open, most of the fields within sourcing project can be edited (Fig 1). 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*
* *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.* *Addenda required based on Ministry practices.*	

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, updating the records visible to suppliers/the public immediately (Fig 2). <u>No notifications</u> 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 Ministry practices.*		

V. 4th April 2022

Figure 2: Screenshot from Set up Team tab user display

Figure 3: Screenshot from Additional RFx info tab

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 - this field is in most templates and can be altered at any point*	Optional (recommended)	Optional (Not recommended)
Termination Date and Time - This field is in the Multiuse List template and can be altered at any point*	Optional (recommended)	Optional (Not recommended)

4

Opportunity Description** – this field is in all templates	Optional (not recommended)	Optional (recommended)
Summary Details** – this field is in all templates	Optional (not recommended)	Optional (recommended)
Adding NDA integrated workflow*** - Option on the Prepare RFx set up tab (most templates)	Optional	Optional
Enquiries Deadline**	Optional (not recommended)	Optional (recommended)
Initial Intake Date and Time** - Multi-Use List template only	Optional (not recommended)	Optional (recommended)
*Any changes occur in real-time, updating the records visible to suppliers/the public immediately. No notifications are automatically sent out. *Addenda required based on Ministry practices.* **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. ***This is specific to BC Bid's NDA workflow. Adding external-to-BC Bid NDA processes could be done through Addenda.*		

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 delivery methods 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.*	Optional (not recommended)	Optional (recommended)
Submissions - Changing the email address for the email submission delivery method or changing the physical address for the hard copy submission delivery method 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*	Optional (not recommended)	Optional (recommended)

documents to be able to note the correct information, which will conflict with what they see on the screen.		
Delivery Location for goods, Services, or Construction - Editing/Adding street address, region(s), or additional information fields. Note: *in addition to the issue noted in the rows 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*	Optional (not recommended)	Optional (recommended)

DOCUMENTS

Change	Addenda?	Amendment?
Correcting typos/language issues in documents Note: *for material changes it is recommended to follow the amendment process*	Addendum can highlight changes without physically making those changes in the attached documentation	Can make physical changes in attached documentation and upload new versions in their place. (*Recommended*)
Adding new or replacement documents Note: *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.*	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	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 (*Recommended*)
Addenda or Amendment required based on Ministry practices.		

V. 4th April 2022