Ministry of Citizens' Services

BC Bid Replacement

BC Bid BPS Information Session

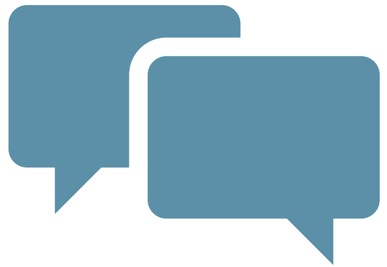
April 11 & 12, 2022

Agenda

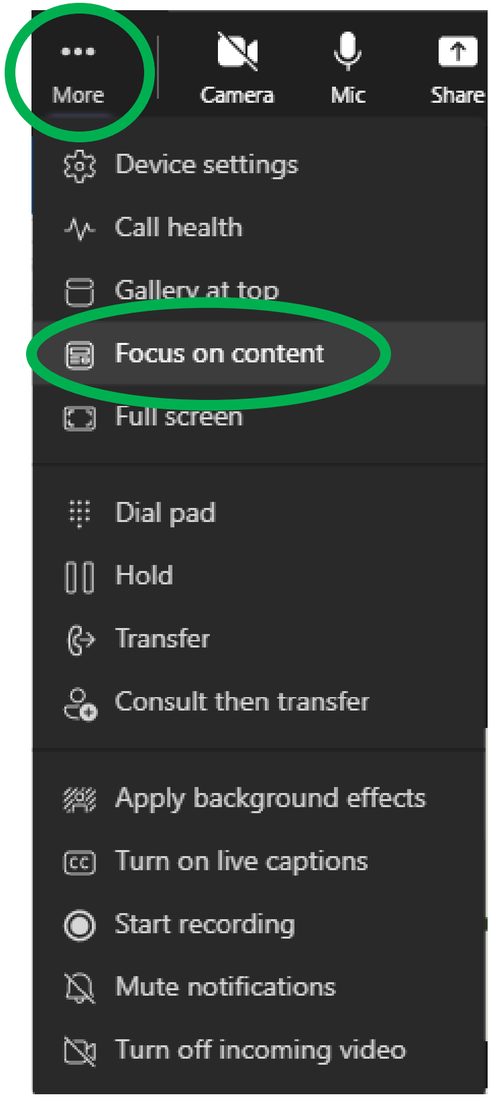
Part 1	Overview
Part 2	Registration
Part 3	Demonstration
Part 4	Orientation to learning resources
Part 5	Questions and answers

Logistics

- Please hold questions for the question periods.
- Microphones will be muted, except for question periods.
- Extensive BPS Buyer Guides will likely answer many of your questions.
- Outstanding questions can added to the Teams Chat or be sent to BCBid.ProjectTeam@gov.bc.ca.



For a better viewing experience



OR

F11
on your keyboard

Overview

BC Bid Replacement Project

A key action helping government achieve the goals of the BC Procurement Strategy

- BC Bid is the consistent touchpoint in our procurement system for both suppliers and buyers
- The existing BC Bid application no longer meets the needs of users and must be replaced
- Replacing BC Bid is a foundational enabler of future procurement system modernization and transformation
- To ensure the new BC Bid application and all users are appropriately prepared for launch, the application will be thoroughly tested before a go-live date is announced.

How can the new BC Bid benefit me?

Better Connections

- Collaboration within the application
- New dashboards to manage your procurement opportunities
- The ability to post select opportunities on other bid sites

Improved Functionality

- Global standard United Nations Standard Products and Services Code (UNSPSC)
- Online, self-service access to manage your account
- Improved navigation and search

Enhanced Support

Improved help desk access by

- Online self-service
- Email
- Phone

Key facts

Ivalua platform – Software as a Service (SaaS) solution

BPS can register with a Basic BCeID or IDIR –

Access Agreement required prior to registration

The new BC Bid application will adopt the United Nations Standard Products and Services Code (UNSPSC)

Accepts most file types e.g., Microsoft Office, Adobe PDF

Supports unlimited number of attachment uploads up to 500MB per document

Data migration will take place after go-live

Historical Data

- Data migrated from the old BC Bid will be available.
  - Seven years of historical data will be available for reference
  - Will allow you to search publicly available information, except region and commodity
  - Will be mapped to the old GSIN commodity codes rather than the new UNSPSC commodity codes
- Data captured in the new system will be available for ongoing reporting.

Registration

BC Procurement Resources - BPS

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Menu

Home > BC Procurement Resources > BC Bid > Prepare for the changes coming to BC Bid >

- BC Bid for suppliers
- BC Bid for ministries
- **BC Bid for broader public sector**

BC Bid for broader public sector

We're launching a new, modernized BC Bid application. Use this handy step-by-step guide to help you prepare for the new BC Bid as a buyer. For broader public sector organizations acting as suppliers, please see BC Bid for suppliers.

Please note: These steps contain necessary sequential actions to set up your access in a timely manner.

If you have questions, you can email the BC Bid Replacement Team.

When will the new BC Bid launch?

To ensure the new BC Bid application is prepared for launch, the application will be thoroughly tested before a go-live date is announced.

Expand All | Collapse All

Step 1: Update business processes

Step 2: Save important records

Step 3: Register for a Basic BCeID

Useful links

- BC Procurement Strategy
- Register for a Basic BCeID
- UNSPSC commodity codes

Resources

- Broader public sector info sheet (PDF, 1.5MB)
- Ministry info sheet (PDF, 900KB)
- Supplier info sheet (PDF, 650KB)
- Business Impact Assessment Session file (PDF, 1.4MB)
- Commodity code mapping (XLSM, 3.6MB)
- Guide for accessing and downloading documentation from BC

Registration checklist

- ☐ Update business processes
- ☐ Save important records
- ☐ Register for a **Basic BCeID**
- ☐ Sign and submit an Access Agreement
- ☑ Attend an information session
- ☐ Access application learning resources
- ☐ Create a new BC Bid account

https://www2.gov.bc.ca/gov/content/bc-procurement-resources/bc-bid/prepare-for-new-bc-bid/bc-bid-broader-public-sector

Access Agreement

- One per broader sector organization
- Pre-requisite to BPS registration
- No associated fee
- Available on the BC Bid for broader public sector page

What can I expect?

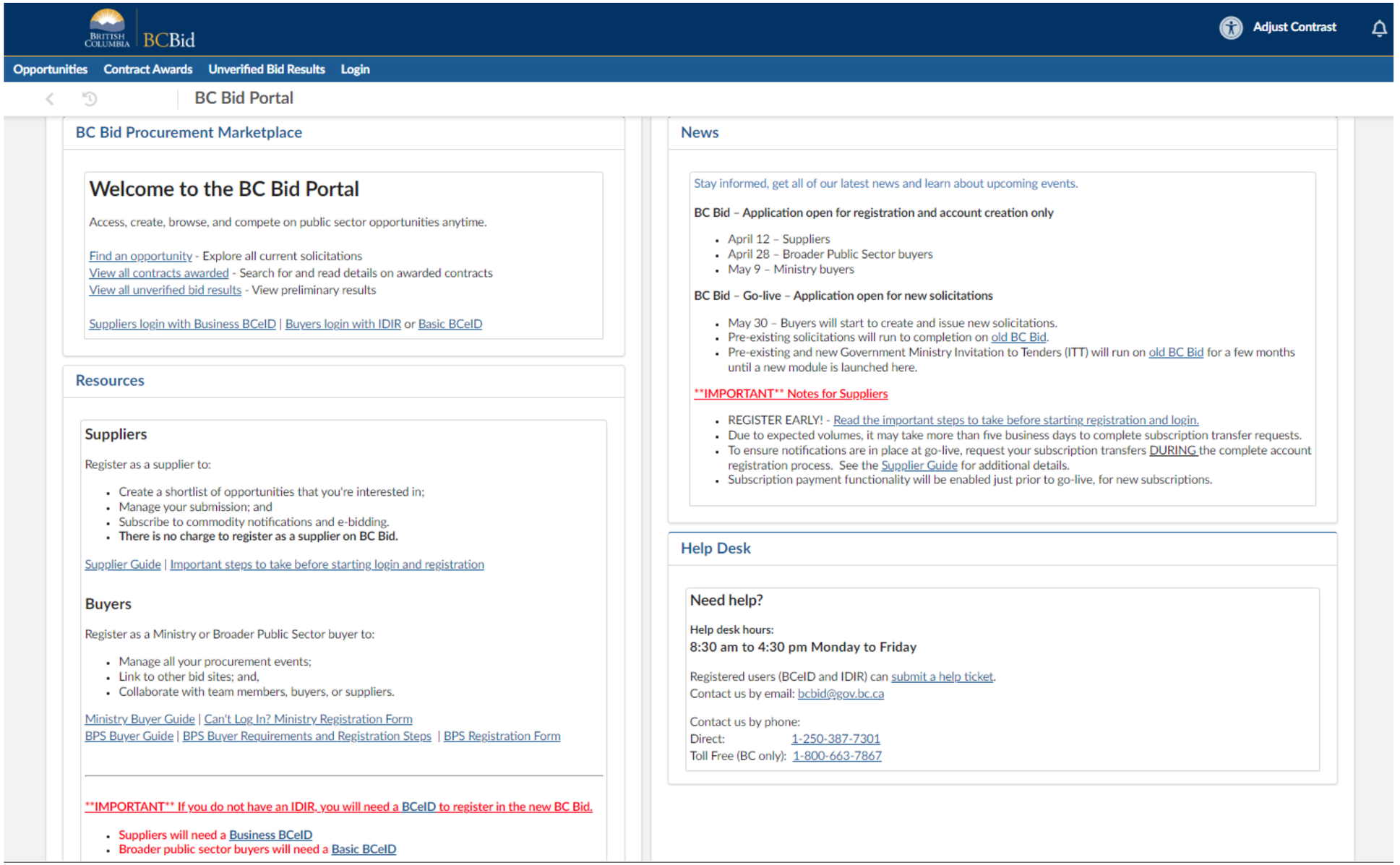
Once registered, you will have access to the new BC Bid to:

- Login to the new application
- Set up your profile/dashboards
- Set up procurements - up to the ‘issue opportunity’ stage

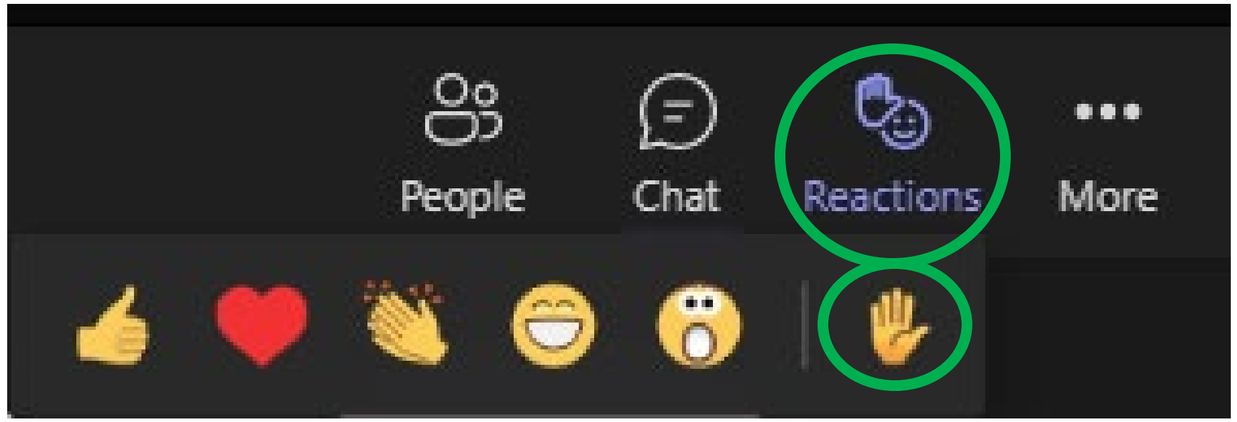
At go-live, you will be able to post new opportunities in the application for supplier response.

Demonstration

Public Portal



Questions?



Break time!

Session will resume in 5 minutes

Learning Resources

Learning Resources Review

Home > BC Procurement Resources > BC Bid >

User guides for the new BC Bid

Training material will be continuously improved based on user testing and feedback.

Welcome to the training and documentation pages for the new BC Bid application.

BC Bid user guides provide step-by-step instructions for navigating the application, while instructional videos allow you to view individual activities.

Browse through the individual guides contents or use search.

Search all Guides (not functional until after BC Bid go-live)

Enter a keyword or phrase to search

Guides

- Public Portal Guide
- Broader Public Sector (BPS) Buyer Guide
- Supplier Guide

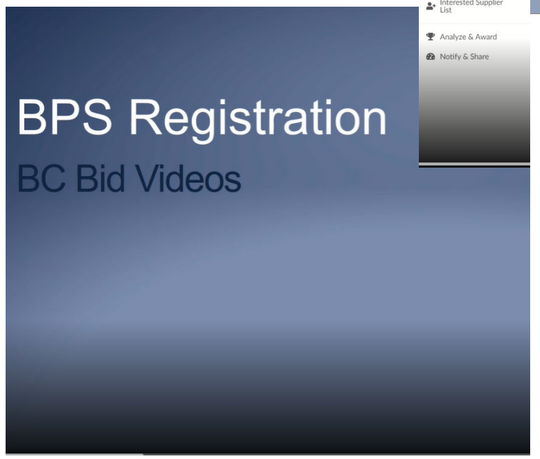
General resources

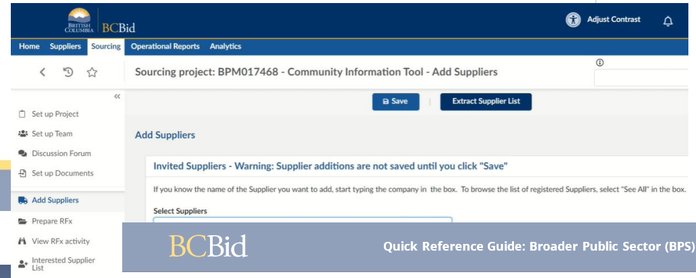
- General resources page
- Guides (PDF)
- Quick Reference Guides (PDF)
- Videos (List)

Contact Information

BC Bid Training Help

For assistance,
BCBid.Training@gov.bc.ca





BCBid **Quick Reference Guide: Broader Public Sector (BPS) Sourcing**

The purpose of this BC Bid application Broader Public Sector (BPS) Quick Reference Guide is to act as a high-level guide. For detailed instructions and more information, go to the BPS Buyer Guide.

To...	Follow these steps...	Links & Tips ....
Create Sourcing Project	1. **Set up Project** is based on the requisition information. • **Issued for** is the Organization/ Branch requesting the purchase. 2. Click **Set up Team**. • The person responsible for the Project has the Official Contact and Responsible roles. • Add any additional users: BPS user (with the required role). 3. Click **Set up Documents**. • The documents are in draft status and must be changed to **Approved** status before being added to the opportunity. 4. *Optional*: Click **Add Suppliers**. • Add suppliers to invite them to the opportunity.	
Prepare RFx	1. On the **Setup** tab, click the **Opportunity Type**. Assign **Issue** and **Closing dates**. 2. On the **Additional RFx Info** tab, click submission delivery method(s) and enter the delivery location details. 3. On the **Documents** tab, upload documents (either new or from Set up Documents menu). Ensure Appendix A is added. 4. On the **Suppliers** tab, review the supplier(s) invited to the opportunity.	
Change the Closing Date	1. On the **Prepare RFx Setup** tab, change the **Closing Date**. 2. Issue an **Addendum** in the **Discussion Forum** to document the change.	

How can I get information/support?

BCeID Help Desk

BCeID Help Desk

Questions about registering for a Business BCeID

Resetting your BCeID password

BC Bid Help Desk

BCBid@gov.bc.ca

Registration and application support

BC Bid BPS Advisory Group

BPS Advisory Group Members

Advisors to the BC Bid Replacement Project Team

Procurement Services Branch

Procurement@gov.bc.ca

Procurement questions

Consultation

BC Bid Project Team

BCBid.ProjectTeam@gov.bc.ca

Questions about the BC Bid project not addressed by the BPS Advisory Group

Help Desk options

Online self-service
(Submit ticket on public portal)

- ✓ Application support
- ✓ Registration support

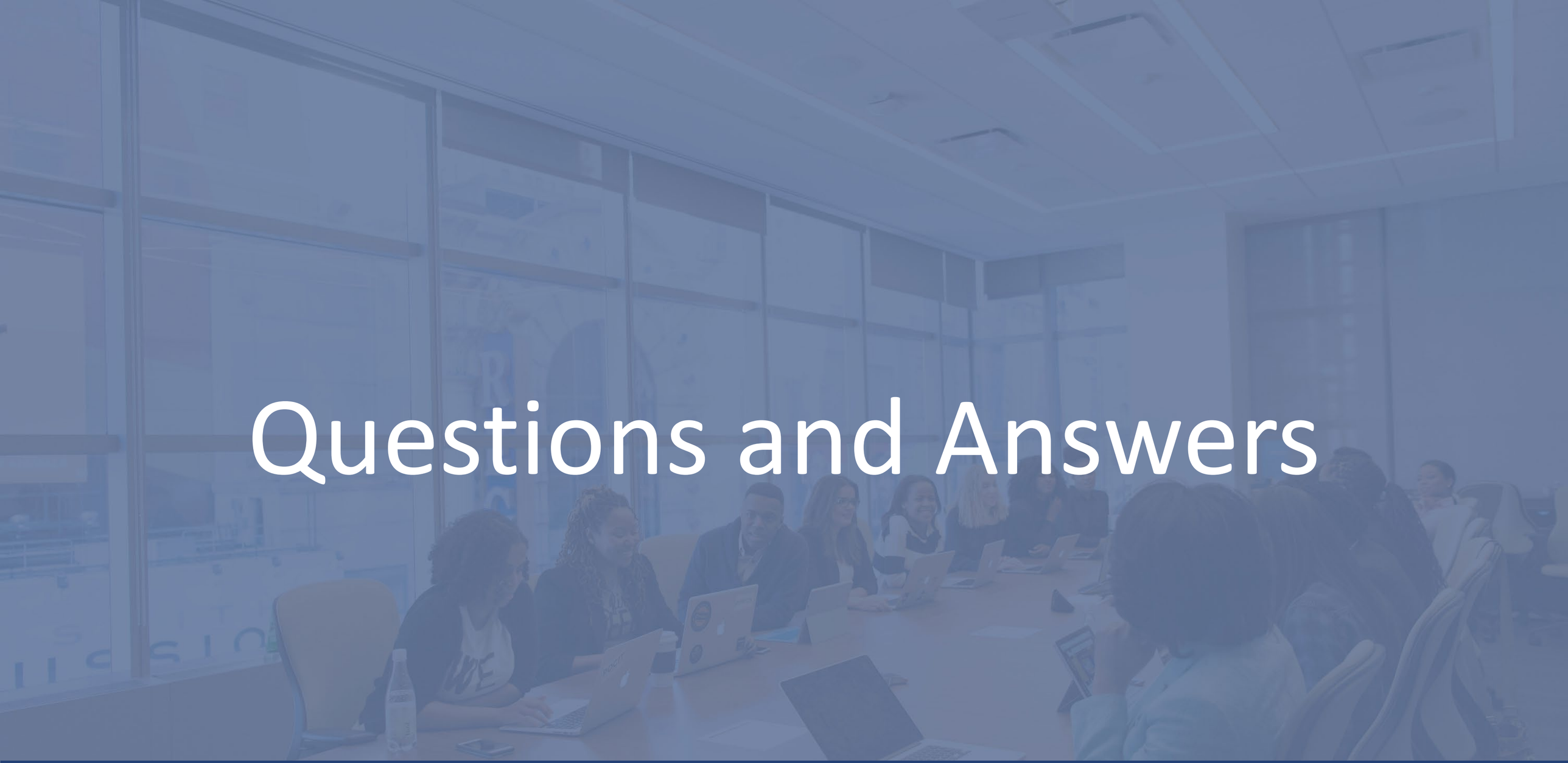
BCBid@gov.bc.ca

- ✓ General inquiries
- ✓ Application process questions

250-387-7301

- ✓ Time sensitive requests

ONLINE LEARNING GUIDES, CHECKLISTS AND RESOURCES:
https://www2.gov.bc.ca/gov/content/bc-procurement-resources/bc-bid/user-guides-for-new-bcbid/bps-guide



Questions and Answers

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Manager Role

Local solicitation roles are assigned by the organization member initiating the opportunity within the application.

Local Roles	Access
Responsible	Has full access to update the sourcing project and can unseal submissions. There can only be one user at a time in the Responsible role for each sourcing project. Can be transferred to another user.
Official Contact	Single contact that suppliers can communicate with about the opportunity (set by default to the creator of the sourcing project but can be updated).
Contributor	Has access to edit the sourcing project, including creating offline submissions. Does not have access to update the setup team tab, unseal a submission, or delete an opportunity.
Read Only	Has access to view the sourcing project and can leave comments.

Manager

Designed for senior level employees. Has full access to view and alter the team setup of all sourcing projects within their organization. This includes changing the user assigned to the Responsible role. ***Caution: Safeguards in the application can be overwritten with this role.***

When do I need a Manager Role?

You will not need the Manager Role if…
you expect one person will generally remain in the Responsible Role for an opportunity.

The Manager Role may be helpful if…
your organization frequently has opportunities for which the Responsible Role will change on a regular basis (ex. multiple times a week).

<u>Please note:</u> Managers can see all procurements and reports in the organization and may have additional access that is **not suitable for most to have.**

Reminder: A call to the helpdesk will allow you to update the Responsible Role if the person in the role is unexpectedly ill or is otherwise unavailable without notice.

To Request the Manager Role

If you would like the Manager Role for your team, the **supervisor** of the employee requesting access will need to submit an email to BCBid@gov.bc.ca including:

- Employee first and last name
- Title
- Email address
- Name and title of the supervisor submitting the request

Note: You cannot request the role for yourself.