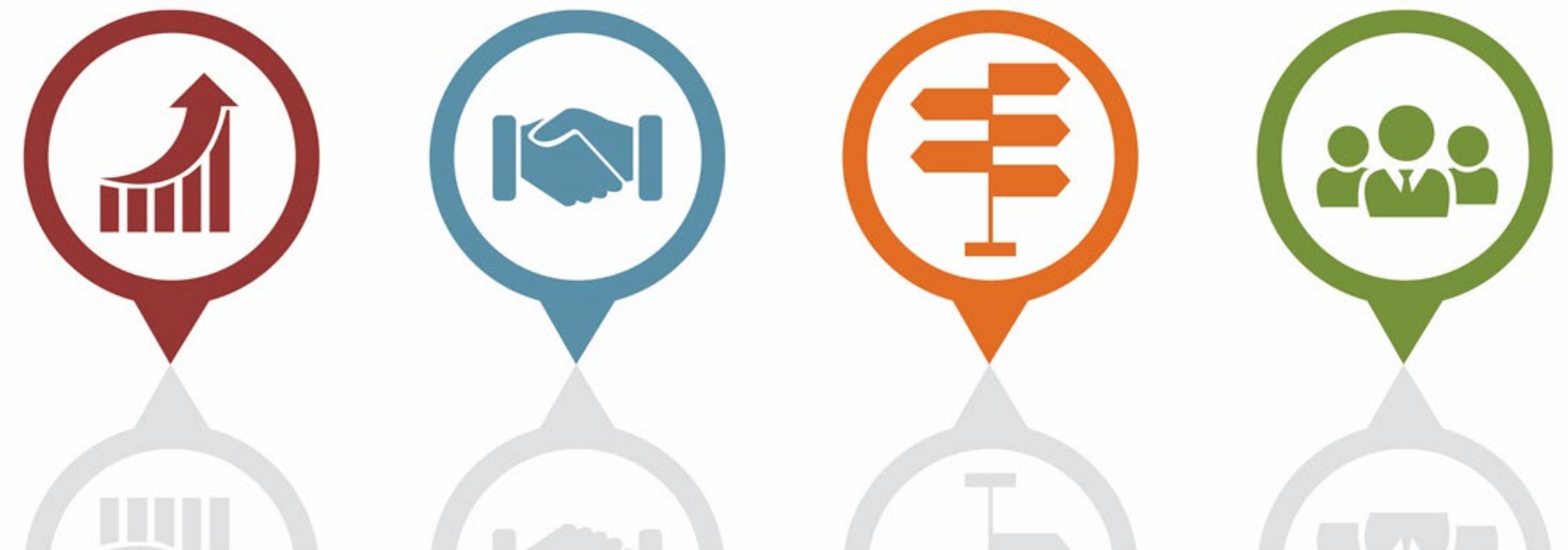


BC Bid Replacement

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



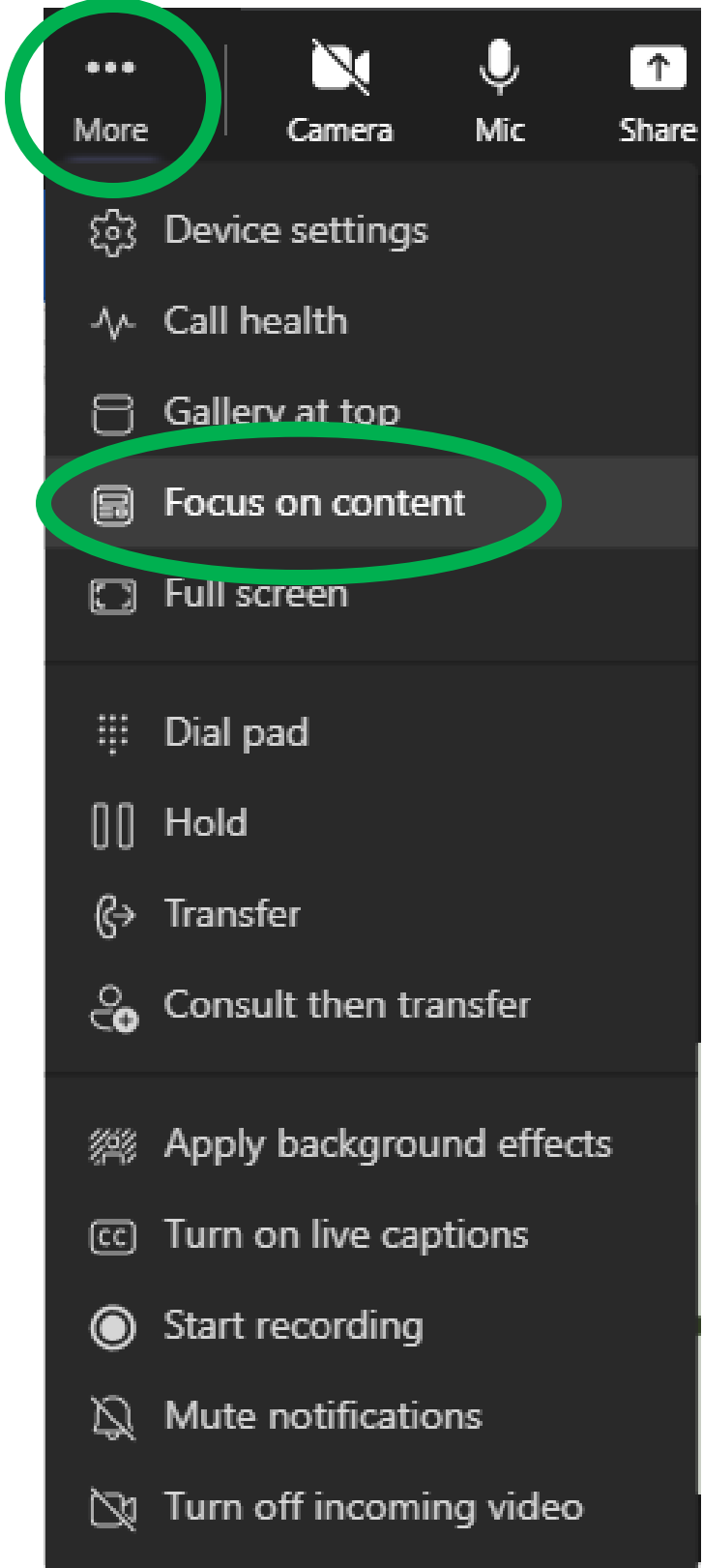
Logistics



- 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 be 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



[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

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



Adjust Contrast

[Opportunities](#) [Contract Awards](#) [Unverified Bid Results](#) [Login](#)

[BC Bid Portal](#)

BC Bid Procurement Marketplace

Welcome to the BC Bid Portal

Access, create, browse, and compete on public sector opportunities anytime.

[Find an opportunity](#) - Explore all current solicitations

[View all contracts awarded](#) - Search for and read details on awarded contracts

[View all unverified bid results](#) - View preliminary results

[Suppliers login with Business BCeID](#) | [Buyers login with IDIR](#) or [Basic BCeID](#)

Resources

Suppliers

Register as a supplier to:

- Create a shortlist of opportunities that you're interested in;
- Manage your submission; and
- Subscribe to commodity notifications and e-bidding.
- **There is no charge to register as a supplier on BC Bid.**

[Supplier Guide](#) | [Important steps to take before starting login and registration](#)

Buyers

Register as a Ministry or Broader Public Sector buyer to:

- Manage all your procurement events;
- Link to other bid sites; and,
- Collaborate with team members, buyers, or suppliers.

[Ministry Buyer Guide](#) | [Can't Log In? Ministry Registration Form](#)

[BPS Buyer Guide](#) | [BPS Buyer Requirements and Registration Steps](#) | [BPS Registration Form](#)

****IMPORTANT**** [If you do not have an IDIR, you will need a BCeID to register in the new BC Bid.](#)

- **Suppliers will need a [Business BCeID](#)**
- **Broader public sector buyers will need a [Basic BCeID](#)**

News

Stay informed, get all of our latest news and learn about upcoming events.

BC Bid - Application open for registration and account creation only

- April 12 - Suppliers
- April 28 - Broader Public Sector buyers
- May 9 - Ministry buyers

BC Bid - Go-live - Application open for new solicitations

- May 30 - Buyers will start to create and issue new solicitations.
- Pre-existing solicitations will run to completion on [old BC Bid](#).
- Pre-existing and new Government Ministry Invitation to Tenders (ITT) will run on [old BC Bid](#) for a few months until a new module is launched here.

****IMPORTANT**** [Notes for Suppliers](#)

- REGISTER EARLY! - [Read the important steps to take before starting registration and login.](#)
- Due to expected volumes, it may take more than five business days to complete subscription transfer requests.
- To ensure notifications are in place at go-live, request your subscription transfers **DURING** the complete account registration process. See the [Supplier Guide](#) for additional details.
- Subscription payment functionality will be enabled just prior to go-live, for new subscriptions.

Help Desk

Need help?

Help desk hours:

8:30 am to 4:30 pm Monday to Friday

Registered users (BCeID and IDIR) can [submit a help ticket](#).

Contact us by email: bcbid@gov.bc.ca

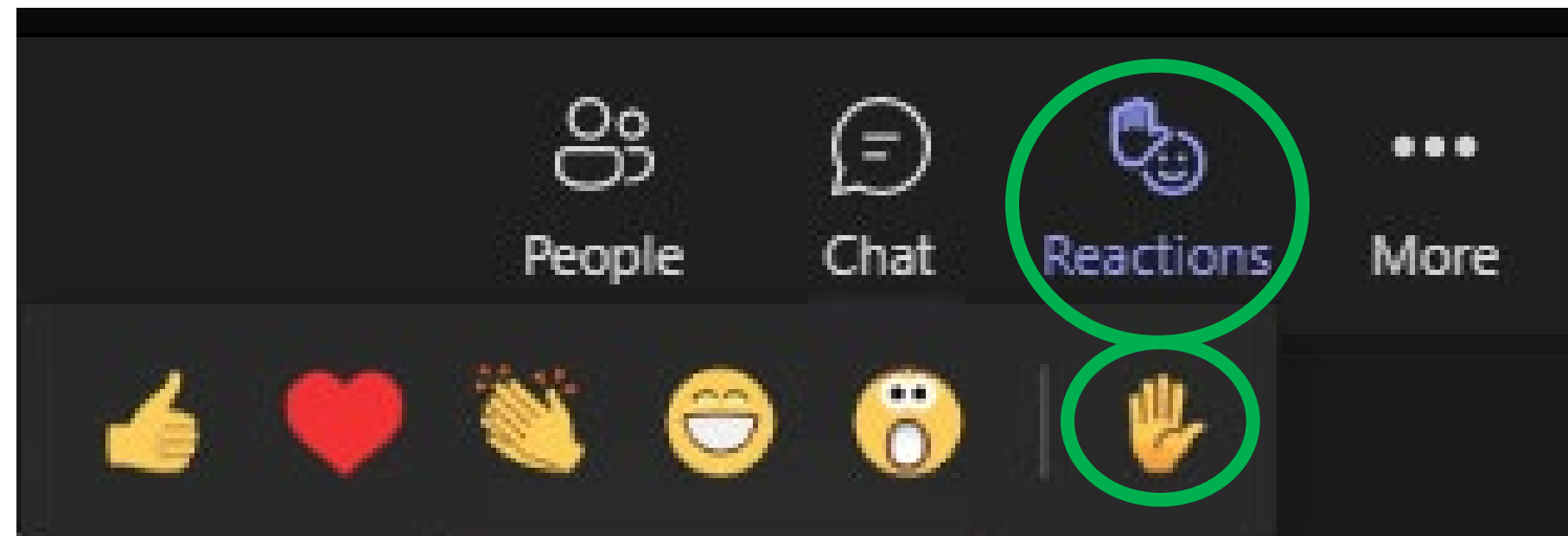
Contact us by phone:

Direct: [1-250-387-7301](tel:1-250-387-7301)

Toll Free (BC only): [1-800-663-7867](tel:1-800-663-7867)



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)



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



BPS Registration BC Bid Videos

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	<ol style="list-style-type: none"> Set up Project is based on the requisition information. <ul style="list-style-type: none"> Issued for is the Organization/ Branch requesting the purchase. Click Set up Team. <ul style="list-style-type: none"> The person responsible for the Project has the Official Contact and Responsible roles. Add any additional users: BPS user (with the required role). Click Set up Documents. <ul style="list-style-type: none"> The documents are in draft status and must be changed to Approved status before being added to the opportunity. <i>Optional:</i> Click Add Suppliers. <ul style="list-style-type: none"> Add suppliers to invite them to the opportunity. 	
Prepare RFX	<ol style="list-style-type: none"> On the Setup tab, click the Opportunity Type. Assign Issue and Closing dates. On the Additional RFX Info tab, click submission delivery method(s) and enter the delivery location details. On the Documents tab, upload documents (either new or from Set up Documents menu). Ensure Appendix A is added. On the Suppliers tab, review the supplier(s) invited to the opportunity. 	
Change the Closing Date	<ol style="list-style-type: none"> On the Prepare RFX Setup tab, change the Closing Date. 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

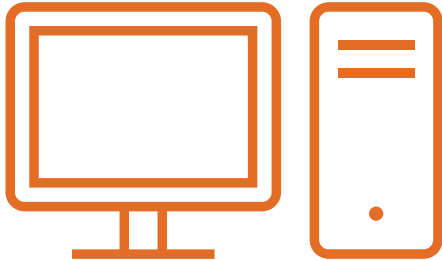
Questions about the BC Bid project not
addressed by the BPS Advisory Group

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

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

Limited

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).

Please note: 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.