

## Advice for Bidders on Proposal or Bid Submissions

We appreciate that there is a lot of work in preparing bids for goods/services/works and in an effort to help potential bidders we have noted a few key points as general guidance based upon the experience of Procurement staff. We hope you find it helpful.

Donna O'Neill  
 Corporate Procurement Specialist  
[doneill@loyalist.ca](mailto:doneill@loyalist.ca)

	Key points to consider	Advice
1	Answer the questions asked.	Consider what has been asked and ensure that your response is given in the field <b><u>relevant to that question</u></b> .  Unless specifically asked to attach documents don't expect evaluators to search through your other responses and comments to find the answer they are looking for. Even if this means duplicating some aspects of information across more than one question <b>PLEASE</b> answer it fully, in the appropriate section so we can give you the maximum amount of scores available.
2	Don't assume that prior knowledge of your business will influence the evaluation .	We evaluate on the basis of the evaluation criteria we sent out in each individual tender. Don't assume we will score you on something you do really well if you haven't mentioned it in your answer – we won't (because we cannot – it would not be fair to other bidders).

3	Please make a note of the key milestones of the procurement opportunity i.e. closing dates, final date for questions, etc.	<p>Don't delay reading the opportunity thoroughly with emphasis placed on timelines, deliverables, material disclosures, mandatory submission requirements and pre-conditions of award.</p> <p>Consider the milestones and ensure you leave enough time to raise any clarification questions and get responses. (and that your own key staff are advised of the key dates and their own input if applicable).</p>
4	References – select them wisely.	<p>We request references to be uploaded as a separate part of your submission.</p> <p>Also – we recommend checking with your references they are available and willing to give you a good reference.</p>
5	Scoring.	We advise you in the procurement document of the scoring mechanism and scoring per criteria. Consider these carefully in your proposal submission in a way to enable us to give you the appropriate scoring.
6	Don't leave your submission until the last minute.	Give yourself time to give your best quality response– it makes a difference.
7	If you have clarification questions get them in quickly and be clear on which part of the procurement document you are referring i.e. quote the question number.	We will share questions and answers relevant to all parties with <u>all</u> bidders to ensure fairness and transparency, but we will not identify who raised the clarification.
8	If you choose to withdraw or not complete your electronic submission at any point it WILL NOT impact any future opportunities on other procurement opportunities.	If you find the procurement opportunity does not fit your current business model or just that you don't want to continue it is not an issue and you are welcome to express interest on future opportunities. It is useful to us to have some idea on why you are choosing to not proceed, but it is a supplier's right whether you wish to share this.
9	If you don't win with your submission/bid it WILL NOT impact any future opportunities on other tenders.	We give you details of how you scored to support you on future bids either with Loyalist or other procurement opportunities. The aim is to help you improve and get feedback on how you compared with the other supplier's submissions.

10	Ensure that when you register to be a document taker in a procurement opportunity that you register your company correctly.	The contract needs to be awarded to the named bidder not their parent company or sister company or a joint venture UNLESS they are the specifically named bidder. Just ensure you register under the appropriate business name.
11	Where the response to an opportunity is being developed by a team of people get someone to read the whole response through and make sure it is complete, consistent and does not contradict itself.	How you manage your response is entirely your call, but some organisations will split sections out to different parts of the business. Our advice is get someone to review the entire document so that you know it is fully completed and clear so you can gain the best scores possible.
12	If you are an incumbent and you don't win the award, we know this can be a disappointment but leave on good terms and please bid on future opportunities that arise.	<p>We appreciate that for incumbent suppliers losing a contract is disappointing, but we treat all bidders equally and you will be scored on <b><u>your submission alone</u></b>.</p> <p>Loyalist Township take fairness and transparency seriously so please respect our intentions to ensure equal treatment and use any feedback you receive to come back with an improved bid on future opportunities – you will be very welcome.</p>
13	We utilise an electronic system (Bonfire) to conduct our procurement opportunities and all correspondence will be conducted via this route.	Support on technical queries is available by the provider and they have full visibility of the system and when documents are downloaded/uploaded etc. This is free of charge to bidders.