BID & TENDER MANAGEMENT SYSTEMS
FOR PROCUREMENT TEAMS

Managing an effective procurement is a precise and exacting task. Whether you're using an e-procurement system or not, it's vital that communication to and from bidders is timely, accurate and consistent, providing a 'level playing field' so that the best result can be achieved.

While e-procurement systems tend to focus on the detail of collating bidders' information, specifications and prices, there is a constant need to communicate with potential suppliers, staff, partners and other key stakeholders, before, during and after a procurement – and without delay.

Fairness and the optimum result mean that everyone must be kept informed about answers to issues raised, project updates and milestones, and any significant changes that may occur. External consultants and legal advisers are often involved, and they need to be plugged consistently into the process.

Emails can be an issue, with large attachments being rejected by firewalls, while existing internal systems are often unsuitable for sharing information with external bidders and partners, for security reasons.

SUPPORT EXCELLENT PROCUREMENT WITH AN ECONOMICAL, PURPOSE-BUILT COMMUNICATION ENVIRONMENT

INOVEM Inclusionware™ provides a rapidly-implemented solution for managing the communications around your procurement project transparently and easily.

The affordable, web-based INOVEM Bid & Tender Management System solution enables you to quickly set up 'virtual data rooms' to communicate and share information with project boards, interested parties and individual prospective suppliers.

The solution makes it easy to keep all registered users informed, distributing email notifications to all bidders when supplier meetings are timetabled, when documentation is uploaded and revised, or when formal responses and points of clarification are added to the searchable FAQ database. Authorised users can select the frequency of the alerts they receive, determining what and when information is downloaded to their PC.

Private and confidential 'data rooms' make it easy to manage and collectively develop, share and obtain feedback on documentation, deliverables and project milestones with key stakeholders and external client-side consultants. These can also include simple-to-use issue and risk registers as well as diaries for meeting announcements and scheduled reminders for assigned tasks.

"The independent Gateway 3 review team made reference to our use of the collaborative web area as an area of good practice. In a recent workshop held with the new IT supplier it was also mentioned as an element of our collaboration that has worked particularly well."

Anne Waller, IT Services Outsourcing Project, DCLG

BENEFIT FROM THE WORLD'S No.1 INCLUSION SOLUTION

INOVEM Inclusionware solutions have already helped many public and private sector organisations in the UK and US to engage with their key stakeholders and the wider public.

Our browser-accessed software is designed to be easy to obtain, set up, manage and use. It can be purchased or provided as a fully supported and secure hosted service, providing variable levels of authorised access. Data transmissions can be encrypted via SSL (Secure Sockets Layer) if extra security is required.

All INOVEM Inclusionware meets government and Internet accessibility standards (WAI-AAA). It can be integrated with your other key applications such as Microsoft Word and Microsoft Excel®. The solution will integrate effortlessly with your users' email client and ensures notifications and follow-up discussion threads are automatically linked to related content.

Licensed users can be members of an unlimited number of 'data rooms' or project teams.

As part of our service offering we provide you with highly-responsive, high-quality support to help you get the best out of our software, and adapt to changing circumstances. Training is provided, but our system is so easy to use that users can easily train each other and new starters can be up and running very quickly.

YOUR INOVEM BID & TENDER MANAGEMENT SYSTEM SOLUTION INCLUDES:

- our powerful team working environment, INOVEM Collaborate, designed to improve project management, group-based communications and the rapid, effective sharing of information among public and private communities

- simple, easy-to-manage multi-user document creation, workflow and PDF publishing capabilities through INOVEM Co-Publish

- plus the option to easily add one of our e-consultation and community-building products, INOVEM Connect or INOVEM Consult, to add further networking and research capabilities to your procurement environment

Your portal will also benefit from the unique INOVEM Chameleon™ approach, delivering seamless integration into your branded communications, now and into the future. Instead of just offering 'Your logo here' branding on a standard design template, we can integrate the solution fully within your own stylesheets and URL – so your audiences will see all communication coming from you, not an unknown third party.

> " INOVEM were extremely helpful and understood our requirements very quickly against a tight timetable. Despite this they were able to deliver a solution that fully delivered against our objectives for usability and security and at very reasonable cost. "

Chris Kendall,
Planning Portal Director

WITH INOVEM BID & TENDER MANAGEMENT SYSTEM YOU CAN:

- quickly set up a secure, easily maintained website for your procurement project

- enable all those involved to access documentation simultaneously and be kept up-to-date via instant notifications, ensuring the process is fair

- reduce phone calls seeking documentation and project updates, and share answers to frequently asked questions

- accurately version control and securely archive documentation and correspondence with each separate bidder providing a legal audit trail

- provide clarity, transparency and consistency through the effective communication of key procurement milestones and updates

- improve communication and team-working between key stakeholders, staff and contracted consultants, overcoming firewall restrictions

- save time and waste in the production, revision, publication and distribution of technical specifications and documentation

- avoid the cost and pressure of last-minute couriers

- make it easier to log, share, discuss and address key issues and risks

- provide a cheaper, environmentally-friendly method to share information and communicate before, during and after formal procurement

" Land Registry has found the use of INOVEM invaluable in support of a number of procurement projects. It has enabled the sharing of information in a timely, secure and consistent manner with internal colleagues and suppliers. The use of the tool has given confidence both to Land Registry and suppliers participating in the procurement process that information is available in an equitable and transparent manner. It has saved both time and cost as information is stored in a central repository reducing the need to send multiple emails and follow-up phone calls. The tool is very easy to use and intuitive. "

Mike Ferguson,
Head of Major Project Procurement, Land Registry

LET'S GET TOGETHER

To find out how quickly and affordably INOVEM Inclusionware could help to streamline your procurement process, call INOVEM today on **+44 (0)1488 648 468** or email **info@inovem.com**

INOVEM Limited
1 Weston Court
Newbury Road
Weston
Berkshire RG20 8JE
UK

+44 (0)1488 648 468
www.inovem.com

ABOUT INOVEM

INOVEM is the inventor of Inclusionware™
– democratic web-native systems for
collaboration, consultation and inclusion.

Our solutions are used by central and
local government, planning authorities,
consulting firms, corporates and
representative organisations around
the UK and US, to empower people
to work together better.

Our innovative Web 2.0 technology
enables people who want to involve,
consult or collaborate with others
to do so quickly, economically and
without unnecessary barriers.

For those who want to consult the
public, involve a community, manage
a partnership or just work closely
with colleagues, INOVEM gives
you the place to do it – fast.

W3C WAI-AAA WCAG 1.0

www.inovem.com

Empowering people to work together better.

INOVEM
INCLUSIONWARE