

Timemaster Tender Management Product Overview

Issue Date: November 2006

Orica Software Systems Ltd.
24 Marina Court
Castle Street
Kingston-upon-Hull
East Riding of Yorkshire
HU1 1TJ
Tel: 01482 218318
Fax: 01482 216062
www.orica-software.co.uk

Table of Contents

INTRODUCTION	3
INVITATION PROCESS.....	4
TENDER DOCUMENTATION.....	5
TENDER RETURNS PROCESSING	7

Document Status

Version	Issue Date	Comments
1.0	21/11/06	

INTRODUCTION

The Timemaster Tender Management module is an additional module to the Contracts Management module that records the tendering performance of contractors invited to tender on contracts.

With the Tender Management you can:

- Maintain a list of contractors by work type and value of work they undertake.
- Record their tender history and tender performance
- Generate tender and contractor related documentation in the form of standard MS Word or Excel documents
- Integrate the actions and documents required into the Workflow module.

The Tender Management module adds a new page to the Contract Management module into which the tender details may be recorded.

The screenshot displays a web application window titled "Contracts". The main content area shows the "Tenders" tab selected. The contract details are as follows:

- Contract: CON-007 1
- Title: Northtown Roads Depot - Alterations to form first floor offices
- Navigation tabs: Details, Tenders, Order Details, Order Print, Site Information, User Fields
- Sub-tabs: Details, Invitations, Letters, Returns
- Tender Reference: CON-007/1
- Tender Type: Select List - at least 4
- BQ Type: BQ
- Drawings Issued: [Dropdown]
- Tender Category: B/01 (General)
- Tendering Officer: DB (David Blue)
- Agre'mt to Tender Return Date: 04/12/2006
- Enclosure 1: Text [Field]
- Enclosure 2: Text [Field]
- Tender Out Date: 18/12/2006
- Tender Return Date: 16/01/2007
- Time: [Field]
- Reporting Committee: Chief Executive
- Reporting Date: 23/01/2007
- Finance Statement: [Field]

At the bottom of the form, there is a status indicator "Awaiting Invitations" and four buttons: "Print", "Apply", "Save", and "Close".

The Tender Management module contains additional pages to the contract maintenance window for:

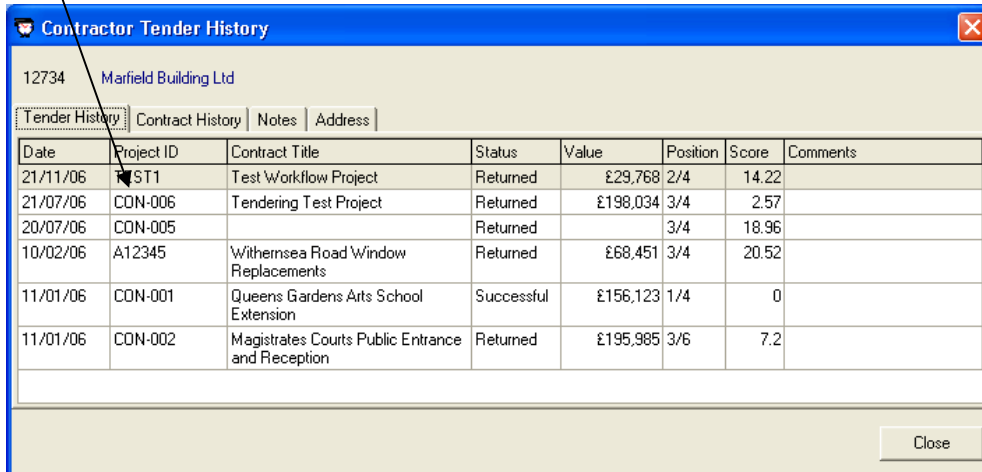
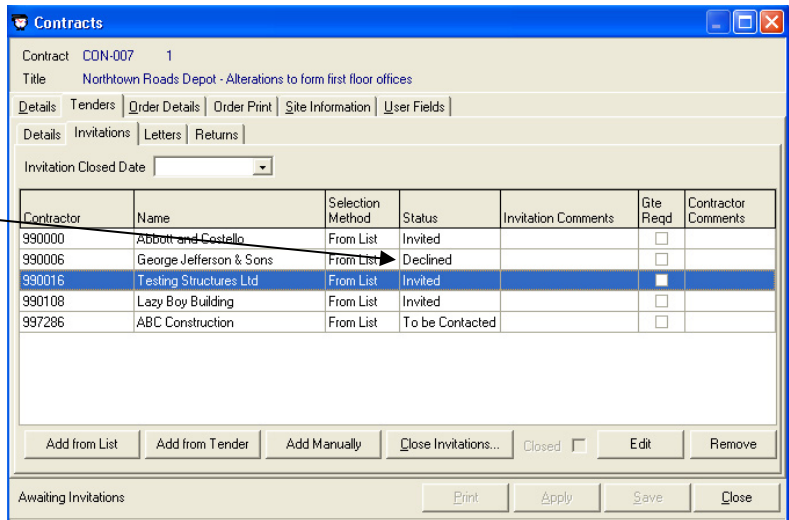
- Tender details as shown above
- Selecting contractors for invitation
- Sending out letters and documentation
- Recording tender return values
- Any additional data you require for letter production may be recorded under user fields.

INVITATION PROCESS

The contractor selection process is an interactive process providing lists of contractors from previous similar tenders and rotating list. The system does not pick contractors at random; they are selected after interactively viewing their workload, tender performance and contract performance.

During the selection process you can view the contractor history using pop-up windows showing:

- Current workload
- Tender History
- Contract history and reviews
- Selecting to **Add from List**, **Add from tender** or **Add Manually** buttons brings up a list of suitable contractors with a summary of their tender history.
- Each contractor may be contacted to see if they wish to tender in this instance. At the same time the contact name for the documentation is verified
- Drill downs are available to view the full contractor history and update their records

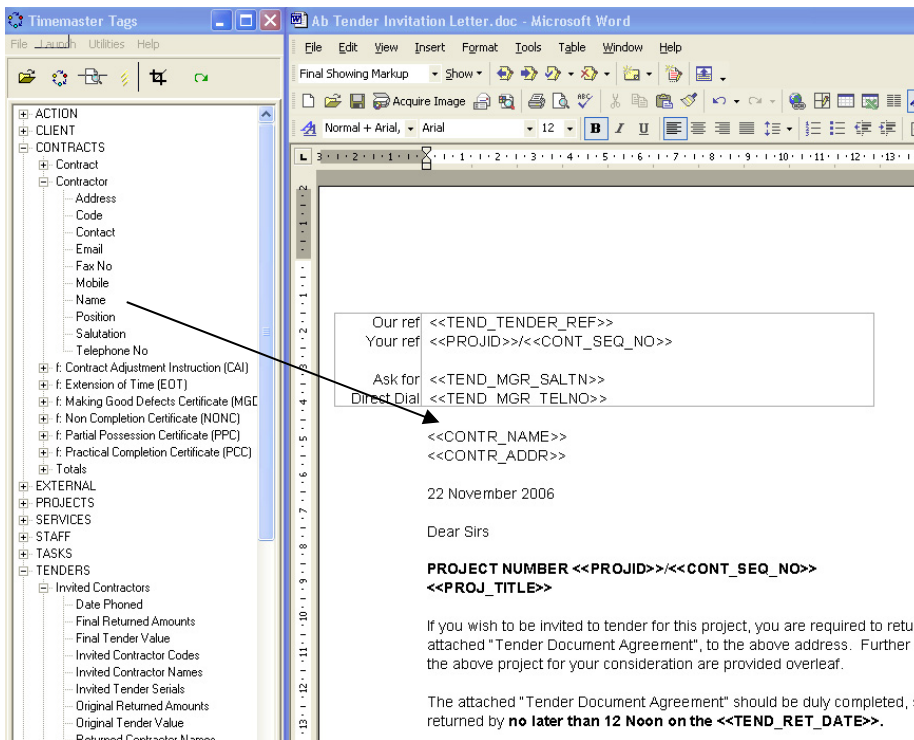


Contractors are matched by type of work and value of contract.

TENDER DOCUMENTATION

Timemaster allows a number of checklists to be defined, with each checklist containing a number of different documents or report. This allows you to copy over a different set of document requirements depending on the value or size of the contract.

Letters are populated in the same way as other workflow documents; by embedding tags within your standard documents that will be replaced with actual data when used on an actual contract.

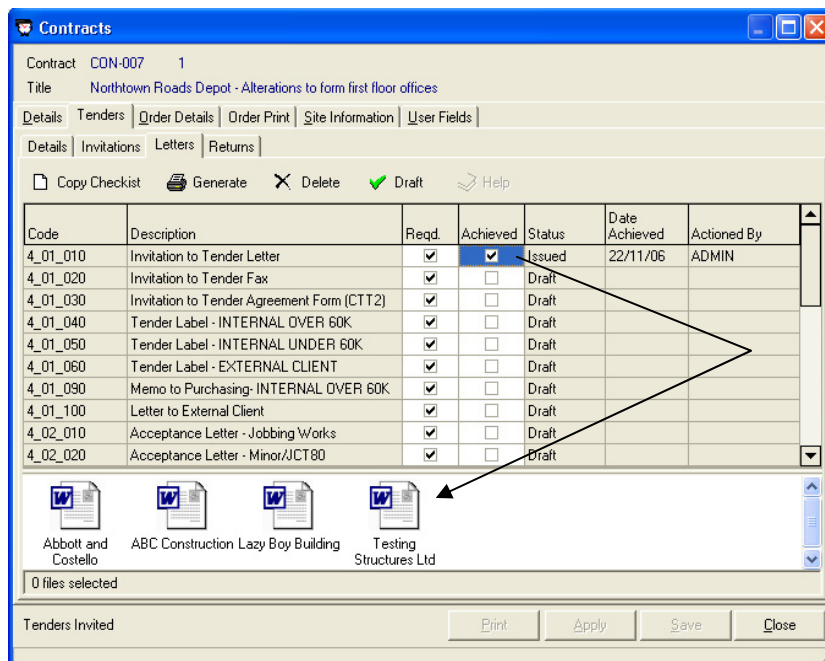


This process takes your standard Word documents and populates them with tags representing various data from the Timemaster database.

Either MS Word or Excel documents may be used.

When processed by the Tendering module, the tags will be replaced with contractor and tender data.

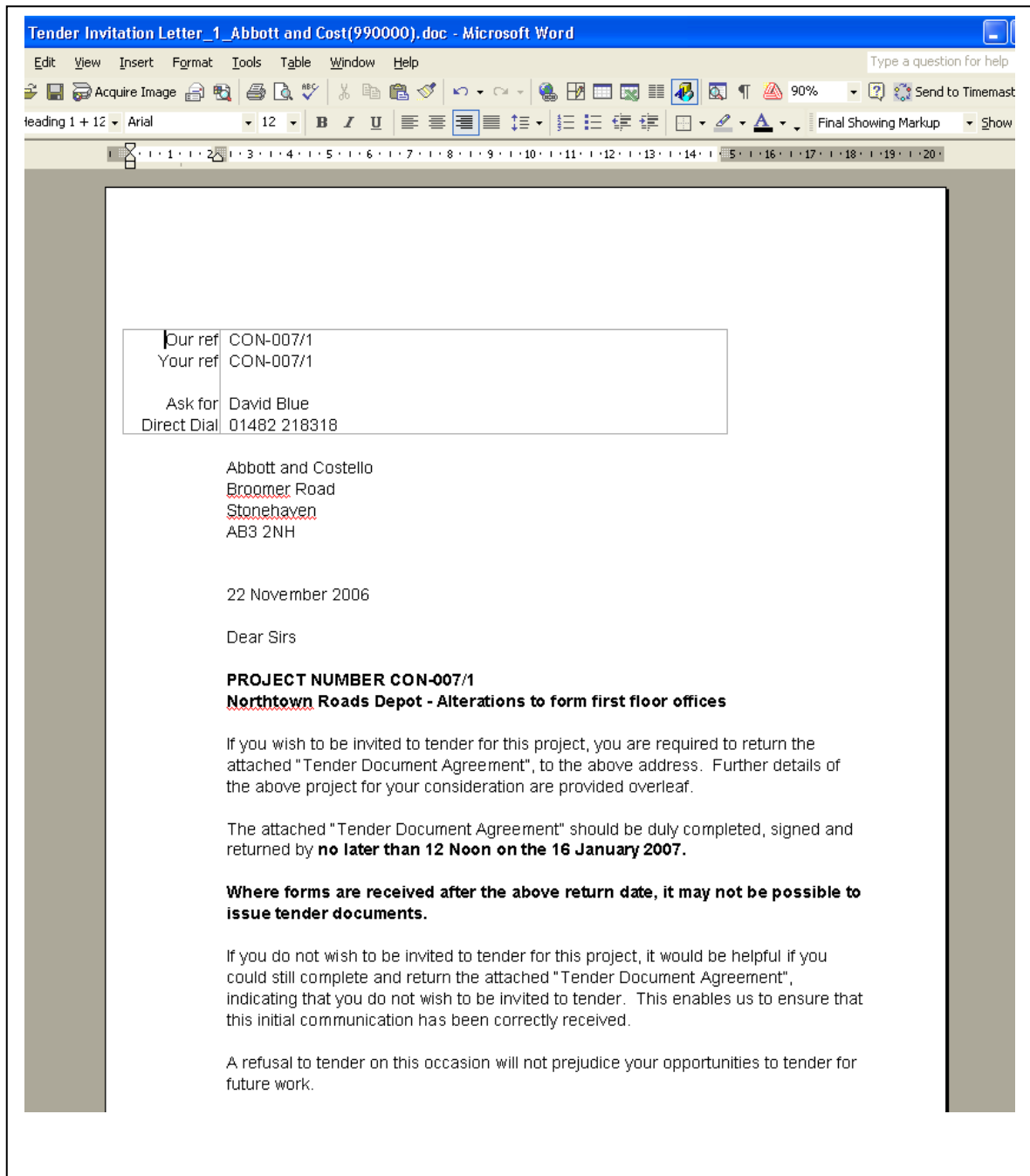
Copying a checklist to your contract copies across all documents contained in the checklist. Those that are not required may be deleted or marked as not required.



Selecting a document and clicking the Generate button takes the document from the library and populates it with the tender information. In this case there is one letter to each contractor.

Once generated the letters may be added to if required.

The completed document after the tags have been replaced.



Tender documents are included in the Workflow list of actions and may also be produced from within Workflow.

TENDER RETURNS PROCESSING

The Tender Returns processing records the tender amount submitted by each contractor and calculates a score for each contractor based on a percentage difference to the lowest bid.

Contract: CON-007 1
 Title: Northtown Roads Depot - Alterations to form first floor offices

Tender Collected By: [Dropdown]
 Tender Opened By: [Dropdown]
 Tender Opened Date: 16/01/07 Returns Closed (checked arithmetically and corrected)?
 Comments: [Text Area]

Code	Name	Returned?	Tender Amount	Corrected Amount	Position	%age Higher	Comments
990000	Abbott and Costello	Yes	£120,121.00	£120,121.00	3	10.26	
990016	Testing Structures Ltd	Yes	£108,934.00	£108,934.00	1	0	
990108	Lazy Boy Building	Yes	£134,230.00	£134,230.00	4	23.22	
997286	ABC Construction	Yes	£98,500.00	£112,400.00	2	3.18	Corrected value

Buttons: Undo Award, Abandon Tender, Clear Out Returns

Tender Awarded: [Print] [Apply] [Save] [Close]

This process builds up the statistics that are available when next compiling a tender list.

Awarding the tender sets the contract amount and contractor against the contractor.

The history of Tender Returns and Outstanding Commitment is easily retrieved for all contractors in a searchable grid.

Project ID: [Dropdown] Company: [Dropdown] Work Cat: B/01 [Dropdown] [Excel] [Filter] [Refresh]

Contracts | Tenders

Drag a column header here to group by that column

Cate	Project ID	Contract Title	Date	Company	Status	Value	Posit	Sco	Comments
B/01	TEST1	Test Workflow Project	21/11/2006	British Construction Ltd	Returned	£0	4/4	51.17	
B/01	TEST1	Test Workflow Project	21/11/2006	McDonald Construction	Returned	£0	1/4	0	
B/01	TEST1	Test Workflow Project	23/11/2006	Meadow Building	To be Invited	£0		0	
B/01	A12345	Lockington Nether School - Extensio	10/02/2006	Construction United Ltd	Successful	£68,451	1/4	0	
B/01	A12345	Lockington Nether School - Extensio	10/02/2006	McDonald Construction	Returned	£68,451	4/4	30.75	
B/01	A12345	Lockington Nether School - Extensio	10/02/2006	Cap Pike Construction	Declined	£68,451		0	Too much work at the momen
B/01	CON-001	Queens Gardens Arts School Extens	11/01/2006	Marfield Building Ltd	Successful	£156,123	1/4	0	
B/01	CON-001	Queens Gardens Arts School Extens	11/01/2006	Construction United Ltd	Returned	£156,123	3/4	12.09	
B/01	CON-001	Queens Gardens Arts School Extens	11/01/2006	McDonald Construction	Returned	£156,123	2/4	5.9	
B/01	CON-001	Queens Gardens Arts School Extens	11/01/2006	Testing Structures Ltd	Returned	£156,123	4/4	15.37	
B/01	CON-001	Queens Gardens Arts School Extens	11/01/2006	Acme Builders Ltd	Declined	£156,123		0	
B/01	CON-002	Magistrates Courts Public Entrance	11/01/2006	Marfield Building Ltd	Returned	£195,985	3/6	7.2	
B/01	CON-002	Magistrates Courts Public Entrance	11/01/2006	Abbott and Costello	Declined	£195,985		0	
B/01	CON-002	Magistrates Courts Public Entrance	11/01/2006	Maryall Construction	Returned	£195,985	5/6	12.59	
B/01	CON-002	Magistrates Courts Public Entrance	11/01/2006	British Construction Ltd	Successful	£195,985	1/6	0	
B/01	CON-002	Magistrates Courts Public Entrance	11/01/2006	George Jefferson & Sons	Withdrawn	£195,985	6/6	200	
B/01	CON-002	Magistrates Courts Public Entrance	11/01/2006	Turner May Construction	Declined	£195,985		0	
B/01	CON-002	Magistrates Courts Public Entrance	11/01/2006	Lazy Boy Building	Declined	£195,985		0	
B/01	CON-002	Magistrates Courts Public Entrance	11/01/2006	Cap Pike Construction	Returned	£195,985	2/6	2.3	
B/01	CON-002	Magistrates Courts Public Entrance	11/01/2006	ABC Construction	Returned	£195,985	4/6	9.77	
B/01	CON-003	The ARC Car Park	11/01/2006	Abbott and Costello	Returned	£21,500	3/5	23.26	
B/01	CON-003	The ARC Car Park	11/01/2006	Maryall Construction	Returned	£21,500	2/5	14.53	