

The Benefits and Pitfalls of Electronic Bidding

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What is in this for you?

- Reasons for the change from paper to E-bid
- How the RCOC transitioned
- Hurdles to watch out for if you choose to move to E-bid
- Overall benefits of E-bid

The RCOC Story.....

- Two main bidding entities at the RCOC – Projects (Eng,T/S,Maint,TOC)and COD
- 100% paper bidding
 - Plan/proposal distribution
 - Issuance of addendums
 - Receipt of bids/bid bonds
 - Data entry to complete bid tabulations

Issues with Paper Bidding...

- Production and distribution of plans/proposal - Plan production issues
- Addenda issuance – insure all bidders have received addenda
- Sub-contractors would need to purchase package to prepare bids to Prime

Issues with paper...

- Data entry of bids – addition errors/legibility of bids
- Incomplete bid submissions and bid disqualification
- Travel to/from office twice for each bid

Transition Committee....

- Formed a small internal committee to;
 - Review various off the shelf solutions
 - Review internal processes
 - Review legal issues with E-bid
 - Provide internal training
 - Recommendation of a solution provider

Transition Scope....

- Security/Integrity of bid process
- Easy to use/minimal training
- Cost
- Can be used for projects as well as services/materials/RFPs/RFQs etc

Transition Scope (con't)....

- As little IT involvement as possible
- Economical and easy to use for vendors
- One solution for the entire process
- E-notifications to vendors
- Customer support – Agency and Vendor

Committee Recommendations

- Vendor – Infotech, Inc. (BidExpress.com)
- Some vendors familiar with operation
- Secure bidding - electronic keys/lock boxes
- Ability to solicit bids for projects, materials, RFQs, RFPs etc
- No on-going IT involvement

Recommendations (con't)...

- Allows for posting of proposals, Addenda, vendor questions, e-notifications, bid submittal, e-bid bonds
- Nominal cost for vendors
- No cost to RCOC to implement or operate
- Zero cost customer support

The Transition....

- First committee mtg held in July 2015
- Conducted a survey of vendors regarding preferred types of bid bonds
- Developed bid 'templates' for use in Bid Express

Transition (con't)...

- Completed in house staff web-training (Infotech)
- Created internal step by step instructions
- Vendor Notification (RCOC/Infotech)
- Go live was Feb 1, 2016 with only E-bids accepted after Sept 1, 2016

Pitfalls....

- Transition from Paper to Electronic
- Vendor Awareness
- Small Businesses

Transition from Paper to E-bid

- Phased in deployment...
 - Strongly recommended
 - Allowed vendors a slow transition or to 'test' the e-bid
 - Allows time to work out any bugs in the solicitation process

Vendor Awareness

- Some reluctance to change
- Cost to place bids
- Update website and other forms of communication to vendors

Small Businesses

- Need more support during transition
- Training
- Other Solutions
 - Allow for paper bid submission by request
 - Setup a kiosk for vendors to submit bids

Benefits

- Ensure best response pricing and value
- Increase efficiency
- Save vendors time and money

Ensure Best Responses

- Minimize response errors and omissions
- Receive last minute price cuts
- Increased participation

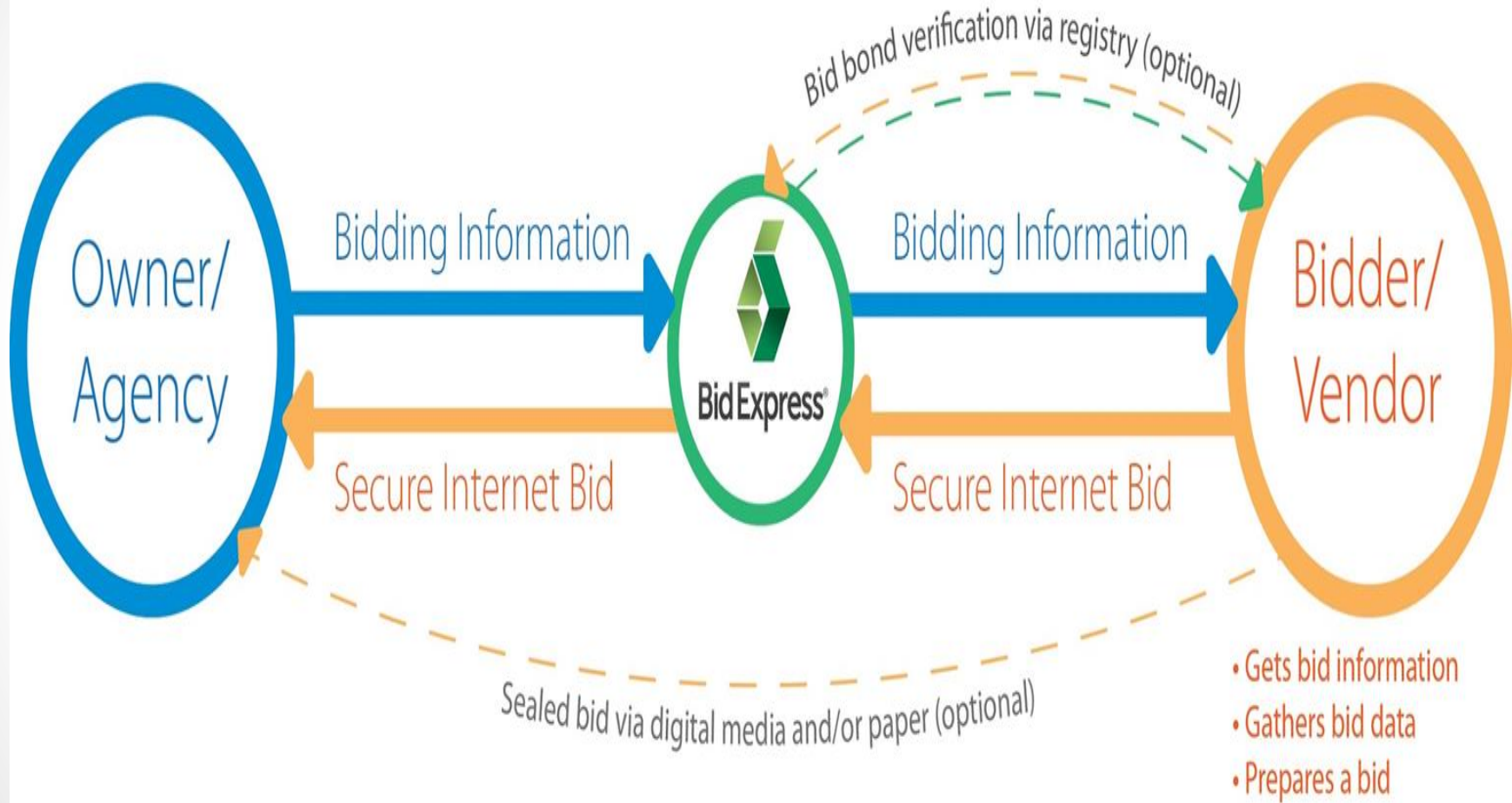
Increase Efficiency

- Automated communication
- Streamlined bid/proposal openings
- Reduce paper management

Save Vendors Time and Money

- Minimize bidder mistakes
- Eliminate paper bidding costs
- Eliminate missed deadlines

How does it work?



RCOC Experience

- Value
- Significant internal time/cost savings
- Allows for wider dissemination of proposals local/state/nationwide
- Exceptional customer support from Bid Express staff

Questions?

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