



Official

Supplier Briefing

Pathology Consumables
HPVITS2024-042

Tuesday 10th October 2023 (2:30pm- 3:30pm)

Carolina Munoz - Category Manager

Ian Sheo - Senior Category Manager



Agenda

- **HSV Overview**
- **Supplier Code of Conduct / Fair Jobs Code / Local Jobs First**
- **Master Supply Agreement (MSA)**
- **Project Team**
- **Invitation to Supply**
 - ITS Objectives
 - Contract Features
 - Proposed Timeline
 - Statement of Requirements (SOR)
 - Product References / Samples
 - Tender Response Worksheet (TRW)
- **HSV Procurement Portal**
- **Next Steps**

HealthShare Victoria



Our purpose

- HSV is an independent public sector and commercially oriented supply chain, procurement and corporate services organisation.
- HSV partners with public health services and suppliers to deliver significant public health system benefits including consistent access to goods, improved quality of care and substantial savings, helping to deliver better healthcare for all.

Our core functions

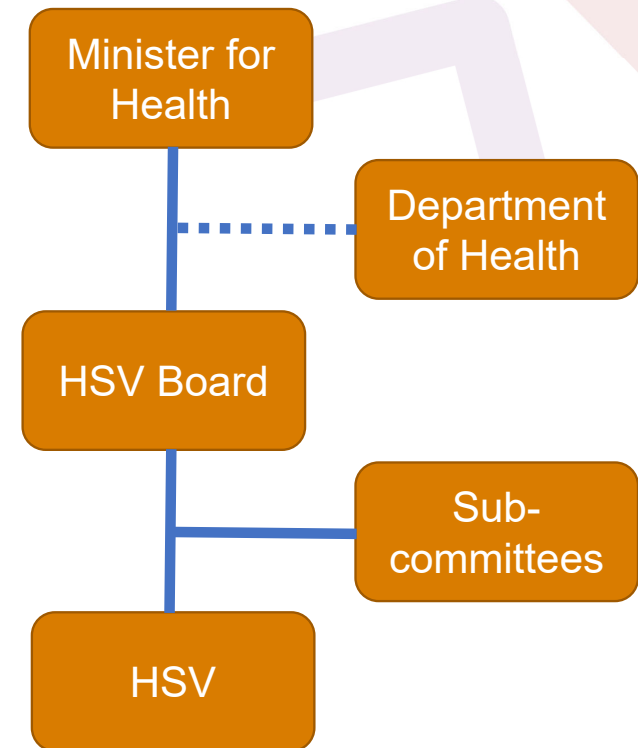
- Manage a state-wide supply chain for medical consumables, including PPE
- Coordinate state-wide strategic procurement
- Deliver more efficient corporate services

Our vision

- We help to deliver safe, affordable and sustainable healthcare.

HSV Organisation

- Independent statutory authority funded by the Department of Health
- Established on 1 January 2021, HSV brings the former Health Purchasing Victoria's existing functions and major supply chain assets under single management
- Receives legislative support to establish whole of health contracts
- Processes based on the Victorian Government Procurement Board's (VGPB) Strategic Sourcing Principles





HSV Objectives

- Facilitate access to goods, services and equipment on best-value terms
- Collective purchasing power to establish whole-of-state contracts
- Foster supply chain and process improvement through relationships with suppliers & health services
- Ensure probity is maintained in all activities

Victorian health suppliers minimum standards



Australian Government
Department of Health
Therapeutic Goods Administration

- **Therapeutic Goods**
– TGA approved



- **GS1 data standards**
(NPC contract compliance obligation)



- **Recall Health**
(contract compliance obligation)

Supplier Code of Conduct

The Victorian State Government is committed to ethical, sustainable and socially responsible procurement.

In ensuring that our suppliers maintain the same values as the Government, the State has established a [Supplier Code of Conduct](#).

The Code outlines minimum ethical standards in behaviour that suppliers will aspire to meet when conducting business with, or on behalf of, the State:

- Integrity, ethics and conduct
- Conflict of interest, gifts, benefits and hospitality
- Corporate governance
- Labour and human rights
- Health and safety
- Environmental management

It is a mandatory requirement that you understand and acknowledge commitment to the code, and ensure it is understood by related parties, contractors and sub-contractors if awarded.

Fair Jobs Code

The Fair Jobs Code (FJC) aims to improve employment outcomes for persons employed by suppliers and service providers to the Victorian government.

The FJC applies to the threshold procurement contracts (contracts with a value of \$3 million or more exclusive of GST) and high value procurement contracts (with a value of \$20 million or more exclusive of GST).

Respondents must complete:

- Fair Jobs Code Preassessment Certificate
- Fair Jobs Code Plan
- Agreement and continuing FJC obligations

For more information visit www.buyingfor.vic.gov.au/prepare-fair-jobs-code-plan



Local Jobs First

Through Local Jobs First (LJF) policy, the Victorian Government is committed to improving opportunities for local suppliers to create more new jobs and grow the economy.

What you need to know

- **You are not required** to provide a Local Industry Development Plan (LIDP) at this stage
- If awarded to contract, you might be subsequently requested to produce a LIDP to support the evaluation of your offer

Master Supply Agreement

Current state

Agreement



Individual suppliers sign a document containing operational, legal and other standard terms and conditions, service deliverables, pricing and schedules.



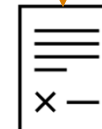
500+ Suppliers
900+ Contracts

Future for all NEW market approaches

Agreement



MSA



Module



Schedule



- Master Supply Agreement (MSA) with legal and standard (non-operational) terms will be available **online**.
- Standard terms that everyone is to agree

- Module containing operational terms – departures are not welcome but there may be an operational term specific to the category that needs to be redressed.
- Once fully signed, every Module will incorporate the current MSA terms by reference.

- Modules will contain all Schedules that are applicable to the category.



Project Team - Members

Carolina Munoz

Category Manager
Lead for this ITS

Ian Sheo

Senior Category Manager
Provide guidance and support for the ITS

Gordon Szegi / Cristina Mattia

HSV Biomedical Advisor / Clinical Products Advisor
Provide guidance and support on supplier and product compliance to the SoR and regulatory and general requirements of this ITS

Mark Lennen

Head of Sourcing- Equipment
Provide guidance and support to the sourcing program

Product Reference Group (PRG)

Representatives from VIC Public Hospitals
Assist with the development and endorsement of the ITS strategy and specification & award outcome

Project Team - Roles & Responsibilities

Scope	Responsibility
Scope, specification & evaluation criteria	HSV/PRG
ITS evaluation, recommend award	HSV/PRG
Approve award	HSV
Execute contracts with suppliers	HSV
Place orders & receive goods/services	HSV/Health Service
Make payment	HSV/Health Service

Invitation to Supply (ITS)





ITS Objectives

- Achieve best value for money (VFM) outcome
- Expand scope and value under contract
- Transparent and efficient ITS process
- Develop supplier relationship management
- Create efficiency in tendering and category management through use of the National Product Catalogue (NPC)



Contract Features

- **Structure:** Closed panel
- **Term:** 4+2 years
- **Scope:**
 - All existing Pathology Consumables categories
 - Greenfield sub-categories, including new point of care testing consumables (glucose, ketone, drugs, RSV, among others), RPMI medium, counting chambers, biohazard specimen bags, and temperature indicating strips.
- **Pricing:**
 - Volume breaks and pallet pricing for products
 - Mid-term price review mechanism

Timeline

Key Activities	Date
Industry briefing session - TODAY	October 10, 2023
ITS release date	October 13, 2023
Last date for ITS questions	November 6, 2023
ITS closing date and time	November 10, 2023
Evaluation and clarification period	November 2023-January 2024
Respondents advised of outcome	February 2024
Agreement execution	February 2024
Health services notification of outcome	March 2024
Agreement commencement date	May 1, 2024



Distributors

Respondents nominating Distributors must:

- Provide nomination letter
- Reflected in TRW
- Inform Distributors of the ITS outcome
- Provide Distributors with contract

Successful respondents (Contract Holder) is accountable for:

- Product availability (backorders, recalls)
- HSV Sales reports and Stock on Hand Reports
- Correct invoice pricing
- Contract Variations



Statement of Requirements (SoR)

- Used to validate supplier and product compliance
- Tendered Equipment in TRW must align with SoR & product catalogue
- List products in one sub-category only
- “Partially Comply” or “Does Not Comply” responses must provide comments / justification
- Must be submitted in full and only to be provided in the requested format in .xlsx file only
- Refer to SoR file for categories in scope

Tendered Product References



Required for:

- Products that are not on the current contract
- Products that have no sales by the reference sites listed in the Royal College of Pathologists of Australasia (RCPA) or Victorian Public Health Services.

Suppliers must:

- Provide a maximum of 3 referees based on the RCPA list as per Tender Response Worksheet (TRW) and Statement of Requirements (SOR)

Referees must:

- Provide a written reference of the product, including:
 - Confirmation of no conflict of interest (COI)
 - Confirmation of clinical suitability of the product
 - Usage

Submission:

- Reference letter needs to be returned by the referees to HSV at Helpdesk@healthsharevic.org.au, prior to the tender close date.

Product Samples (products not on current HSV contract)



- If it is determined that samples are needed, HSV will reach out to the respective respondent of this tender to provide them. Respondents are required to provide the requested number of samples clearly labelled with supplier name, product part no., product description and subcategory no.
- If a product range is being tendered, please provide samples of the most common items (e.g., different length or size) in that range. You may also be required to pack samples into separate sets for distribution to evaluators.
- Any samples requested and not submitted by respondent in the tender will not be evaluated and may not be awarded
- Samples will be sent attention to: Carolina Munoz/ Ian Sheo and Respondent will be informed on when and where the samples needs to be delivered to.

Tender Response Worksheet (TRW)

- Used to create product & price list
- Used for product evaluation
- Used to create the pricing schedule
- Referee details to be captured in TRW
- The TRW has changed since the last tender
- If you require a copy your latest pricing schedule extract, request via email after this session



Tender Response Worksheet (TRW)



Instructions for completion

- Complete **all** requested information
 - Mandatory data missing = Product won't be awarded
- Only tender a product once, in most relevant subcategory
- The "Commercial" and "Clinical" tabs are linked for each Category by the "Auto populated" (Grey) Cells. Do not override or delete these formulas
- To add rows (if >500 products per category) ensure that rows are added to both the "Commercial" and "Clinical" tabs & all formulas "fill down". Contact HSV if required
- Do not add or delete columns, or individual cells, this may create unforeseen issues with the "Auto populated" cells for that category
- Provide responses in the requested format (and units if applicable)

Data Integrity – Product Description

Product Naming Convention:

MAJOR NOUN MINOR NOUN PROPERTY 1 PROPERTY 2 PROPERTY 3 PROPERTY 4
PROPERTY 5 PROPERTY 6... (BRAND NAME) MANUFACTURER PART NUMBER/ITEM
NUMBER

Example: **DRESSING FILM** TRANSPARENT ADHESIVE 20cm x 30cm LATEX-FREE STERILE
(TEGADERM) 1629

- Major Noun: **DRESSING** (Expressed as the singular)
- Minor Noun: **FILM**
- Properties: **TRANSPARENT ADHESIVE 20cm x 30cm LATEX-FREE STERILE**
- Brand (as visible on the packaging): **(TEGADERM)** (Always enclosed in brackets)
- Manufacturer Part Number/Item number (as visible on the packaging): **1629**

All descriptions in upper case, except for the unit of measurement

Description will be devoid of symbols unless they are required for joining a word (NON-STERILE, LATEX-FREE, 2-PLY) or representing a strength i.e. 5% or 350mg/mL etc.

Data Integrity in TRW

Poor quality information may result in non-award of tendered items

- **Human and machine understandable descriptions** i.e. it must be easier for non-specialists to interpret e.g.
 - **No (or very limited) abbreviations**, especially if not common or ambiguous to a non-expert (Don't write N/S for non-sterile, Sz for size, Disp for disposable, similarly L/LG/LRG may not appear in a search for "Large")
- Give **appropriate units** where required: Don't write 100x5; Use 100mm x 5mm.
- If sizing is not standardised among suppliers, **consider adding dimensions** or a more standardised sizing measure as well
- **Avoid using Brand names**, ®, ™, and company specific jargon unless required. Add standard terminology if jargon may not be understood by non expert
- **All components** of Sets (and kits if applicable) must be listed
- Ordering part numbers & descriptions must be **complete and unique**



Data Integrity in TRW

- The **UNSPSC** must be given to at least **Level 3** (preferably L4) (L3 = 42xxxx00)
- The **ARTG must have a number** or be listed as “EXEMPT” (TBC/TBA = non award)
- **UOM** descriptor must be reflective of the standardised **GS1 Packaging Type** descriptor (e.g. ‘carton’ not ‘sleeve’)
- **Country of Manufacture** must be populated and reflective of GS1 code lists (e.g. 1: Australia, not Aust, not Victoria e.g. 2: United States, not USA or America or Iowa)
- Use **commas or semi colons** to separate properties where appropriate
- **Use S.I. units**
- Ensure **all Clinical Properties** requested are completed
- For Free text fields, if a property is Not Applicable to your product, please add **“N/A”** rather than leave blank



Data Integrity– TRW Errors

- **ITS Missing Data-By Category**

- Use this summary to ensure the same number of products in the “Commercial” and “Clinical” tabs

- **ITS Missing Data-By Subcategory**

- Use this summary to ensure the same number of products in each subcategory in the “Commercial” and “Clinical” tabs

- **ITS Missing Data-Full Breakdown**

- Use this summary for a full breakdown of missing data and possible errors. In most cases hyperlinks from this sheet will take you straight to the error for speedy rectification.

Tip: If the TRW is running slow, set calculations to manual while entering data, and back to auto-calculate once finished to check if any data is incorrect or missed



HSV Procurement Portal



Procurement Portal

Tender document download, tender related questions, and tender submission from the HSV Procurement Portal ONLY

Register/Access at healthsharevic.org.au

Each HSV Procurement Portal company account has one superuser responsible for managing sub-users, including visibility of the EOI documentation

Technical Issues? Contact HSV Procurement Portal (Jaggaer)

Customer Support

Ph: 02 8074 8627 customersupport@jaggaer.com

New User? Go to healthsharevic.org.au and click *Register*

HealthShare
Victoria

About Us ▾ News ▾ Contracts and Tenders ▾ Resources ▾ Compliance ▾ Help Centre Contact Us ▾ COVID-19 ▾

Health Purchasing Victoria is now HealthShare Victoria. Find out more.

Delivering safe, affordable and sustainable healthcare

Sign in or register to access contracts, tools and more

Sign In Register

Register

Welcome to HealthShare Victoria's website. To register for an account to access targeted content, please register as a supplier or health service below.

I am a Supplier | I am a Health Service

Email (required)

Please use an organisation specific email, or contact HSV for assistance.

ABN or ACN (required)

Please use your company's ABN or ACN number. No spaces, comma, or dash. Example: 12345678901234567890

Next

To create your account:

1. Select the "I am a Supplier" option
2. Enter your business specific email address
3. Click "Next"

Complete your registration and you will receive a new account email with a password setup link

Important! Tender under the ABN that would sign the contract!

New distributors should register a separate account.

	Start Date - End Date	Last Updated	
31 ur - Clinical and Support	24/11/2017 23/11/2021	17 days ago	

“Favourite” the category you are interested in to get email updates

9
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nd Consumables

HOME > MY DASHBOARD

Hello, Lyn

You can now access the HSV Procurement Portal from the Quick Links menu on your dashboard when you are signed in

Quick Links

[Procurement Portal](#)

[Send Enquiry/Feedback](#)

[Submit Contract Variation](#)

You will be directed to the Procurement Portal where you can access any open RFx or edit your personal profile

Main Dashboard

My Running Surveys

No Scorecards to display

New Messages (last 30 days)

No Unread Messages

My RFQs with Pending Responses

No RFQs to display

RFx Open to All Suppliers

	Currently Open	Next Closing Date
RFI	2	15/01/2021 14:00
RFQ	2	13/01/2021 23:59

My RFIs with Pending Responses

No RFIs to display

Quick Links

Standard Links

[My Contracts](#)

[Projects](#)

[My RFIs](#)

[My RFQs](#)

[Profile](#)

Custom Links

If you are the Super User you will receive all system alerts.
Add additional contact email addresses to yours using ; as a separator.

▼ User: Active

Division: Division

User Details

* Last Name	<input type="text" value="Smith"/>
* First Name	<input type="text" value="Jane"/>
User Status	Active
User Tag for Codes	<input type="text"/>
* Email	<input type="text" value="j.smith@example.com"/>
* Telephone Number	<input type="text" value="01557330165"/>
Mobile Phone Number must start with '+' and contain digits from 0 to 9 (min 8 max 15) with no spaces. The first number can not be 0.	<input type="text" value="+6141000000"/>
Division	Division
Department	... ▼
Role	
Username	3m australia
* Preferred Language	English (UK) ▼
* Time Zone	(GMT +10:00) Sydney, Canberra, Melbourne ▼

From the Portal click on the 'RFQ' line within the 'RFx Open to All Suppliers'

Main Dashboard

My Running Surveys

No Scorecards to display

New Messages (last 30 days)

No Unread Messages

My RFQs with Pending Responses

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RFx Open to All Suppliers

	Currently Open	Next Closing Date
RFI	2	15/01/2021 14:00
RFQ	2	13/01/2021 23:59

My RFIs with Pending Responses

No RFIs to display

Quick Links

Standard Links

[My Contracts](#)

[Projects](#)

[My RFIs](#)

[My RFQs](#)

[Profile](#)

Custom Links

Select the tender you would like to express interest in



My RFQs

RFQs Open to All Suppliers

Enter Filter (type to start search) ▼

	Code	Title	Project Code	Time limit for Expressing Interest	▲ Status
1	rfq_978	BRHS Kitchen Asset Upgrade	tender_7531	13/01/2021 23:59	Running
2	rfq_992	ITS2020-071 Rehab Supply Services	tender_9530	25/01/2021 15:00	Running
Total 2					

Click on 'Express Interest'. This is the only way to access the event.

RFQ: rfq_992 - ITS2020-071 Rehab Supply Services Running

Project: tender_9530 - ITS-2020-071- Rehab Supply Services
Closing Date: 25/01/2021 15:00:00

[Express Interest](#) [Decide Later](#) [Printable View](#)

Response Status

Response Status
No Response Prepared

Overview

Code rfq_992	Title ITS2020-071 Rehab Supply Services
Description	Supplier Access RFQ Open to All Suppliers

To populate the content of your tender response, click on 'Create Response'

The screenshot shows a web interface for a tender response. At the top, there is a 'Back to List' button. Below it, the tender details are displayed: 'RFQ: rfq_95 - Tender Briefing - Surgical Gloves Test ITS' with a status of 'Running'. Project information includes 'Project: tender_133 - Tender Briefing - Surgical Gloves Test ITS', 'Closing Date: 14/03/2016 14:00:00', and 'Response Last Submitted On: Not Submitted Yet'. A yellow warning banner states: 'Warning: You have 1 unread Buyer Attachment(s). Please click here to read the file(s) before submitting your response.' Below the warning, there are tabs for 'RFQ Details', 'Messages (Unread 0)', 'Settings', 'Buyer Attachments (1)', 'My Response', and 'User Rights'. A 'View Response Index Only' button is also present. On the right side, a 'Create Response' button is circled in red. The main content area shows a list of questions, starting with '1. Qualification Response (questions: 120)'. Underneath, a section titled '1.1 1.1 READ ME FIRST - SUPPLIER'S TIP \$ FOR COMPLETING YOUR RESPONSE - Question Section' contains a table of notes.

Note	Note Details
1.1.1 Requirement Attachment	Please note that we have uploaded attachments in the technical envelope. Companies must download these documents and consider the details before they complete their response
1.1.2 Note:	USE THE ONLINE 'HELP FOR RESPONDENTS' FUNCTION - The content is designed to explain the eSourcing platform in business terms, allowing you to quickly understand the features and benefits of the software.
1.1.3 Note:	SAVE REGULARLY - For security reasons your access to the portal will 'time out' if inactive for 15 minutes if you do not click "save" within this time. Failure to do so means you risk losing your work. This is to maintain security and tender integrity and cannot be changed. NOTE: typing does not mean you are active on the portal!
1.1.4 Note:	Please ensure that 'pop ups' are NOT blocked on your browser. Should you be inactive for 15 minutes, the portal will notify you through a 'pop up'. It is vital that that you are able to see this in order to click the 'Refresh' link in this 'pop up' so you are not disconnected from the portal and lose any unsaved information.
1.1.5 Note:	DO NOT leave your response until the last minute/hours before the deadline (if you experience connection problems you will miss the deadline. Always upload generic information early to avoid last minute time pressure).
1.1.6 Note:	Please SUBMIT your RESPONSE when completed. This will submit your response to the buyer. FAILURE TO DO THIS WILL RESULT IN YOUR BID NOT BEING VISIBLE TO THE BUYER. The 'SUBMIT RESPONSE' button can be found at the top centre of the screen.
1.1.7 Note:	If the Buyer makes any changes to the settings and questions area of a live/running tender, suppliers MUST re-publish their response - this is to ensure that changes are brought to your attention - you may receive a message prompt from the Buyer - generally this will not mean re-entering information.
1.1.8 Note:	Whilst the portal allows for large individual attachment sizes (max 50Mb at a time), we recommend that you keep attachments to a manageable size (5Mb) to ensure ease & speed of access. Only attach documents that the Buyer has requested and make sure that you attach them in the correct area.

SAVE REGULARLY.

If you are inactive on the site for more than 15 minutes you will need to sign in again and any unsaved data will be lost.

RFQ: rfq_95 - Tender Briefing - Surgical Gloves Test ITS Running

Project: tender_133 - Tender Briefing - Surgical Gloves Test ITS
Closing Date: 14/03/2016 14:00:00
Response Last Submitted On: Not Submitted Yet

Edit Mode

Save and Return Save and Continue Cancel Validate Response

2. Technical Response (questions: 34)

2.1 QUALITY MANAGEMENT - Section of Profile Questions

Question	Description	Response
2.1.1	Quality Management ★ Please state whether your organisation has a certified Quality Management System?	<input type="text"/>
2.1.2	Quality Management Please attach a current certificate for your certified Quality Management System	+ Click to attach file
2.1.3	Quality Management Please state the expiry date of your certificate for your Quality Management System	<input type="text" value="dd/mm/yyyy"/>
2.1.4	Quality Management If your organisation does not have a certified Quality Management System please advise how you intend to ensure that you meet the customers requirement and industry standards for Quality	<input type="text"/> <small>Characters available 2000</small>



← Back to List

RFQ: rfq_95 - Tender Briefing - Surgical Gloves Test ITS Running

Project: **tender_133** - Tender Briefing - Surgical Gloves Test ITS
 Closing Date: 14/03/2016 12:00:00
 Response Last Submitted On: **Not Submitted Yet**

Warning: You have 1 unread buyer Attachment(s). Please click here to read the file(s) before submitting your response.

RFQ Details | Messages (Unread 0)

Settings | Buyer Attachments (1) | My Response | User Rights

Submit Response

My Response Summary

1. Qualification Response	Missing mandatory responses (87)	
2. Technical Response	Missing mandatory responses (23)	
3. Commercial Response	Mandatory fields missing (3)	Total Price (excluding optional sections) 0

[View Response Index Only](#)

1. Qualification Response (questions: 120)

1.1 READ ME FIRST - SUPPLIER'S TIP \$ FOR COMPLETING YOUR RESPONSE - Question Section

Note	Note Details
1.1.1 Requirement Attachment	Please note that we have uploaded attachments in the technical envelope. Companies must download these documents and consider the details before they complete their response
1.1.2 Note:	USE THE ONLINE 'HELP FOR RESPONDENTS' FUNCTION - The content is designed to explain the eSourcing platform in business terms, allowing you to quickly understand the features and benefits of the software.
1.1.3 Note:	SAVE REGULARLY - For security reasons your access to the portal will 'time out' if inactive for 15 minutes if you do not click 'save' within this time. Failure to do so means you risk losing your work. This is to maintain security and tender integrity and cannot be changed. NOTE: typing does not mean you are active on the portal!

Edit Response



If you need to send a clarification question to HSV use the secure messaging function

▼ RFQ: rfq_95 - Tender Briefing - Surgical Gloves Test ITS Running

Project: tender_133 - Tender Briefing - Surgical Gloves Test ITS
Closing Date: 14/03/2016 14:00:00
Response Last Submitted On: Not Submitted Yet

[Send Message](#) [Save as Draft](#) [Cancel](#)

Message

Subject

Message

Attachments [Attachments](#)

Attachment Name	Attachment Description	Comments
No Attachments		



← Back to List



Once complete **ensure you click 'Submit Response'**
You can't submit if there are mandatory fields outstanding.

Running

Closing Date: 14/03/2016 14:00:00

Response Last Submitted On: **Not Submitted Yet**

RFQ Details

Messages (Unread 0)

Settings

Buyer Attachments (1)

My Response

User Rights

Submit Response

My Response Summary

1.	Qualification Response	Missing mandatory responses (87)
2.	Technical Response	Missing mandatory responses (23)

Note that responses – including pricing – are sealed until tender close.
Your response is locked and inaccessible to the buyer until then.



Page Last Refreshed: 03:35 WET - Western Europe Time

HealthShare Victoria

If you are in Australia
If you are outside of Australia, please [click here](#) for Email: custo

1 Sourcing

2 RFQs

3 My RFQs

RFQs

RFQs Open All Suppliers

	Status	Response Status	Buyer Organisation
1 rfq_360	tender_567 21/05/2021 05:00	Running	Response Submitted To Buyer

Total 1

To confirm that your response has been submitted, check that "My RFQs" shows "Response Submitted to Buyer" for that ITS.

Page Last Refreshed: 03:33 WET - Western Europe Time DST

HealthShare Victoria

Back to List

RFQ: rfq_360 - RP RFQ 03 Jan 2020 2

Project: tender_567- R Proj (Re-sourcing 23-01-2018)

Closing Date: 21/05/2021 05:00:00

Response Last Submitted On: 19/05/2021 03:20:02

Pages (Unread 0)

Buyer Attachments (5) My Response Associated Users

Clicking on that RFQ shows when you last submitted



Tips for Responding

- Provide all requested information at time of tender
- Do not use acronyms or abbreviations
- Do not cross-reference to other questions or answers in your responses
- Remember to save regularly
- Submit early – you can overwrite your information up to the time of closing.
- Recommended that only one user be logged on at one time to work on a tender submission.



Questions?

