

## Introducing Bonfire a New Electronic Bid Submission & Evaluation Tool

### June 2014

Earlier this year, York University partnered with Bonfire Interactive Limited (“Bonfire”) to utilize its web based Electronic Bid Submission and Evaluation tool. York Procurement Services has successfully piloted a number of acquisitions in Bonfire and is now ready to roll out the use of the solution to the University community.

The introduction of this web based e-tendering technology, will streamline the proposal submission and evaluation process as follows:

- ✓ Allow York’s proposal evaluators to evaluate and score proposals electronically (no need to flip through volumes of paper bid submissions)
- ✓ Allow the evaluators to access the bid documents from anywhere, making the evaluation process more convenient
- ✓ Shorten consensus meetings by as much as three hours resulting in a shorter procurement cycle
- ✓ Allow vendors to submit their bid responses electronically into Bonfire, saving them time and money
- ✓ Expand bid opportunities to a wider geographic area through the elimination of the need to physically deliver bids to the University, resulting in increased competition
- ✓ Give vendors the opportunity to instantly realize cost savings due to reduced bid preparation costs (reported average savings of \$114 / submission)
- ✓ Reduce the risk of bids being disqualified as a result of being hand delivered after closing time to Procurement Services
- ✓ E-bidding in Bonfire allows the bidder more time to work on their bids, allowing bidders to submit their bids / proposal sooner

Last year alone, Procurement Services publicly issued more than 225 complex competitive bids, each valued over of \$100K. These projects translated to the handling of over 40,000 pages of printed materials. The elimination of the submission of paper bids will significantly contribute to the University achieving its sustainability and green initiatives.

Bonfire is currently being used by a number of Canadian and Ontario Broader Public Sector entities, including hospitals, school boards, municipalities and universities.

To learn more about how Bonfire will enhance the bid evaluation process watch the [Evaluators Guide to Reviewing a Project in Bonfire Tutorial](#), found on the Procurement Services website.

A summary of York projects evaluated through Bonfire recapping the savings and user experience are detailed in the Pilot Summary (below).

# YORK UNIVERSITY PILOT SUMMARY

2014-06-11 | Prepared by Omar Salaymeh

## A. OVERVIEW

<b>TOTAL PROJECTS</b> <b>4</b>	<b>TOTAL PROPOSALS</b> <b>11</b>	<b>PAGES SAVED</b> <b>3.1k</b>	<b>SCORING DECISIONS</b> <b>203</b>	<b>VENDORS IN LOBBY</b> <b>0</b>
Monthly Est. (x5): <b>20 Projects / mo.</b>	Monthly Est. (x5): <b>55 Proposals / mo.</b>	Monthly Est. (x5): <b>15,500 Pages / mo.</b>	Monthly Est. (x5): <b>1015 Scores / mo.</b>	Monthly Est. (x5): <b>0 Vendors / mo.</b>

**Bonfire Pilot Participants:** Dexter King, Carolyn Fasick, Brenn Kha, Bernard Sandler, Lindsay Hillcoat, Victoria Watkins, Carol Altilia, Rod Thornton, Eddy Evans, Ina Agastra, Philip Shea

## B. VENDOR REACTION

### Survey Responses:

- 9.8 / 10** Overall Experience?
- 9.0 / 10** Clear Submission Instructions?
- 9.1 / 10** Comfort Uploading Files?
- \$114** Average Savings / Submission?
- 73%** First time submitting digitally
- 94%** Wish all public bids were digital?

### Vendors Quoted:

"It works great and it's very easy! I strongly recommend this system. Also the system is one of the best I have used amongst other colleges and universities that have a digital submission process."

"I saved money by NOT printing and binding typically 4 or more copies and there was no need to incur courier costs. I am always looking for cost efficiencies and digital tendering certainly achieves that goal "

## C. FOOD FOR THOUGHT

During the pilot, York University procured about **\$206,500** of services through Bonfire. The **203 scoring decisions** that helped York arrive at the winning vendors are backed-up with individual comments for **EVERY** score. This means York's decisions are audit proof, and are always **1 click** away. All this was done while saving York's Procurement team a combined **60 hours** across the 4 projects. That's **7.5 full working days!**