



Sub-contractor management and tendering

Introduction

The Workspace Sub-contractor tendering system provides functionality to allow organisations to vastly improve and streamline the process of issuing and recording Sub-contract tenders. It provides facilities to specify work-packages, link documents and drawings, create submissions and supporting documentation, capture key information concerning responses, and flag which subcontractors have been successful so they can be automatically transferred to the project file.

Main features

- Unlimited Workpackages can be defined against each project.
- An enhanced search screen allows sub-contractors to be targeted by one or many criteria; e.g. trade, region and name.
- Documents stored in Workspace, such as drawings, can be linked to any number of workpackages.
- Standard Workspace drill-down facilities allow users to navigate from the organisation to the whole knowledge base held against it. This enables the user to review key information including insurance or CIS details plus all the other projects or enquires that organisation may be involved with.
- Once selected for a project all the subcontractors can be merged with a submission template. The submission will specify what work-packages you want the sub-contractor to bid for.
- Organisations can be selected for email transmission of tender documentation. The system generated email message will contain a merged submission document with specific

details of the workpackage such as works commencement, duration, submission date, together with linked drawings/specification, which are automatically added to the email message as attachments. The resulting email message is automatically stored in the Workspace DMS for future reference.

- The event of receiving a tender back is recorded in the system, along with its value and status.
- Once tenders have been evaluated the preferred sub-contractors are selected in Workspace and then automatically transferred into the key organisations area of the project file.
- The tendering system integrates directly with the Document Management System to allow automated storage of tender response documents.

Who uses it?

Most clients who regularly use sub-contractors implement this module to streamline the process of selecting and processing enquiries and tracking tender responses. In some cases as much as 2 days per project has been reportedly saved through using this module compared with previous methods of working. The automated document creation alone saves much of this time and eliminates another mundane, inefficient and unnecessary task.