

Introduction to Toronto Bids (T.O. Bids) Portal

Supplier Training & Information Session



Land Acknowledgement

The land I am standing on today is the traditional territory of many nations including the Mississaugas of the Credit, the Anishinaabeg, the Chippewa, the Haudenosaunee and the Wendat peoples and is now home to many diverse First Nations, Métis and Inuit.

I also acknowledge that Toronto is covered by Treaty 13 signed with the Mississaugas of the Credit, and the Williams Treaties signed with multiple Mississauga and Chippewa bands.

We also take this time to acknowledge the water that flows through and across the territory.

Before We Begin...

- Refer to the slide deck throughout the presentation. The host will advise when they are switching to a live demo of T.O. Bids for folks that
- To respect our fellow attendees, please remain on mute for the duration of the presentation. There will be opportunities to ask your questions at the end of the presentation
- As a reminder, a fully subtitled recording of this session that incorporates your feedback and questions will be released in the future

Asking Questions



Please type any questions you have into the Q&A section of the Webex in the bottom right corner of your screen, and our hosts will address the questions at the end of the training session



If you'd like to come off mute to ask your question verbally, please use the "Raised Hand" function in the Webex to the right of your mute/unmute button, and one of our hosts will take you off mute to ask your question



If you are having trouble using Webex to ask your questions, please email your question to supplychain@toronto.ca

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Changes to Bidding on City Contracts

What is Changing?

The City of Toronto is deactivating the Online Call Document System (OCDS) and replacing it with a different application to house Notices of Intended Procurement and City contracts in January 2024. City notifications for live solicitations will now come exclusively from SAP Business Network Discovery. To support this initiative and encourage continuous Supplier engagement, Suppliers wishing to do business with the City are asked to ensure they are registered on the SAP Business Network.

Why the change?

The deactivating of the OCDS and decommissioning of its platform has been an ongoing project since 2019. The new and improved application replacing the Online Call Document System is designed with the existing City site, as well as accessibility legislation, in mind. This ensures that the experience for external stakeholders is streamlined, consistent, and accessible for all. Additionally, Suppliers will only need to be registered on one website (SAP Business Network Discovery) to receive procurement notifications, providing a clearer process.



What is T.O. Bids?

T.O. Bids

- T.O. Bids is an application to be used by suppliers and members of the public to view notices of upcoming/current solicitations, as well as competitive and non-competitive contracts within the last 18 months
- T.O. Bids is designed to replace the OCDS
- T.O. Bids does **NOT** replace SAP Ariba
- Similar to the OCDS, T.O. Bids records can be viewed in four sections:
 - All Open Solicitations
 - Offer to Purchase
 - Awarded Contracts
 - Non-Competitive Contracts

Toronto (T.O) Bids Solicitation System

Toronto (T.O.) Bids Portal

Welcome to the Toronto (T.O.) Bids Portal! Suppliers and members of the public may browse an up-to-date list of solicitations, as well as view a repository of competitive and non-competitive contracts with the City of Toronto. All solicitations that are available for bidding include a link the City's Online Procurement System.

For a glossary of terms used on T.O. Bids, please view the [T.O. Bids Glossary](#).

For more information on how to bid on City solicitations, please view our [Supplier Training Guide](#) found on the City's "Searching and Doing Business With the City" webpage.

Members of the Public and residents that want to learn more about a solicitation are encouraged to reach out to the Buyer listed in the posting with their questions.

For media inquiries about any of the listed solicitations, please contact supplychain@toronto.ca

Browse T.O. Bids

All Open Solicitations
Offer To Purchase
Awarded Contracts
Non-Competitive Contracts



Why does the City of Toronto use T.O. Bids?

Solicitation Systems: Old

Current Online Call Document System

- Post Notices of Intended Procurement (NOIP)
- Post Completed/Awarded Contracts
- PDF NOIP documents can be added as attachments to the notice, but are not easily accessible
- Suppliers can register with the system and receive email notifications from an old platform that is being decommissioned, however SAP Ariba sends out email notifications based on Supplier registration settings

The screenshot shows the City of Toronto's Online Call Document System. The header includes the City of Toronto logo and navigation links: HOME, CONTACT US, HOW DO I...?, and SEARCH. Below the header is a navigation bar with four tabs: LIVING IN TORONTO, DOING BUSINESS, VISITING TORONTO, and ACCESSING CITY HALL. The main content area is titled 'Goods and Services' and features a large orange banner with the text 'GOODS & SERVICES' and 'PROPOSALS * QUOTATIONS * TENDERS'. Below this is a section for 'News for Goods & Services' with a feedback message: 'Your feedback is important to us! To ensure we are providing the best possible service and meeting the needs of our suppliers, please provide your questions and comments to our Customer Service staff at 416-397-4141 or email us at supplychain@toronto.ca.' Below the feedback message is a table with columns: Summaries, Issue date, Closing date, and Notes. The table contains two rows of data: one for 'Fitness Equipment - Sporting Goods - Playground Equipment - Related Services' and another for 'Foods and Beverages'. The left sidebar contains links for 'CALL DOCUMENTS' (Construction Services, Goods and Services, Professional Services, Offer to Purchase, Search), 'TOOLS' (Supplier registration for Solicitation Summaries and NOIP, Awarded contracts, Awarded contracts search, Non-Competitive contracts), and 'RESOURCES' (Doing business with the City, Construction specifications, FAQs, Public Notices, Policy & Legislation, Fair Wage Office, Purchasing links).

CALL DOCUMENTS

- Construction Services
- Goods and Services
- Professional Services
- Offer to Purchase
- Search

TOOLS

- Supplier registration for Solicitation Summaries and NOIP
- Awarded contracts
- Awarded contracts search
- Non-Competitive contracts

RESOURCES

- Doing business with the City
- Construction specifications
- FAQs
- Public Notices
- Policy & Legislation
- Fair Wage Office
- Purchasing links

Goods and Services

GOODS & SERVICES
PROPOSALS * QUOTATIONS * TENDERS

News for Goods & Services

Your feedback is important to us! To ensure we are providing the best possible service and meeting the needs of our suppliers, please provide your questions and comments to our Customer Service staff at 416-397-4141 or email us at supplychain@toronto.ca.

Click the triangles on the left ▼ to collapse and ► to expand the categories. ✖ indicates cancelled.

Summaries ⇅	Issue date	Closing date	Notes
▼ Fitness Equipment - Sporting Goods - Playground Equipment - Related Services			
▼ Request for Quotation - Call document #Doc4316684665			
Street element for people cycling and cycling waiting areas View summary	November 21, 2023	December 18, 2023	Attachment
▼ Foods and Beverages			
▼ Request for Quotation - Call document #4067123835			
supply and delivery of Self-serve coffee service	November 17, 2023	December 7, 2023	

Solicitation Systems: New

New T.O. Bids

- Post Notices of Intended Procurement (NOIP)
- Post Completed/Awarded Contracts
- PDF NOIP no longer required due to accessible posting format
- Layout consistent with existing City of Toronto webpages
- Removes redundant email notifications

Toronto (T.O) Bids Solicitation System

Toronto (T.O.) Bids Portal

Welcome to the Toronto (T.O.) Bids Portal! Suppliers and members of the public may browse an up-to-date list of solicitations, as well as view a repository of competitive and non-competitive contracts with the City of Toronto. All solicitations that are available for bidding include a link to the City's Online Procurement System.

For a glossary of terms used on T.O. Bids, please view the [T.O. Bids Glossary](#).

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Browse T.O. Bids

[All Open Solicitations](#)[Offer To Purchase](#)[Awarded Contracts](#)[Non-Competitive Contracts](#)

Supplier Registration and Notifications – T.O Bids vs Ariba

- The City uses SAP Ariba as their e-procurement solution. In SAP Business Network Discovery, like the OCDS, suppliers register and select commodities for which they would like email notifications when an opportunity comes to market. With T.O. Bids replacing the OCDS, there is an opportunity to minimize the duplication of email notifications, and to streamline the procurement process
- T.O. Bids and SAP Business Network Discovery vary in two specific ways:
 1. T.O. Bids allows the City to post advanced NOIPs, web summaries, and contract award notice, but SAP Business Network Discovery does not support these requirements
 - The maintenance of T.O. Bids is critical, as it enables the City to meet legislative obligations
 2. Notices coming from SAP Business Network Discovery are based on UNSPSC codes, whereas T.O. Bids does not send out any email notifications for new solicitations.
- All email notifications for solicitations will solely come from SAP Business Network Discovery
- We'll talk a little more about SAP Ariba Notifications [later](#) in this presentation



How do I use T.O. Bids?

Or: How do Suppliers or Members of the Public make use of T.O. Bids?

T.O. Bids Landing Page

- The T.O. Bids Portal will replace the OCDS and provide a landing page for suppliers to view advanced NOIPs, NOIPs, and City Contracts for both competitive and non-competitive procurements. Suppliers will be able to use the Advanced Search function on each webpage to learn more about the different records.
- The T.O. Bids Portal landing page contains four key hyperlinks to view records:
 - [All Open Solicitations](#)
 - [Offer To Purchase](#)
 - [Awarded Contracts](#)
 - [Non-Competitive Contracts](#)



*This is a draft version of T.O. Bids. The final site may differ slightly in layout.

Toronto (T.O) Bids Solicitation System

Toronto (T.O.) Bids Portal

Welcome to the Toronto (T.O.) Bids Portal! Suppliers and members of the public may browse an up-to-date list of solicitations, as well as view a repository of competitive and non-competitive contracts with the City of Toronto. All solicitations that are available for bidding include a link the City's Online Procurement System.

For a glossary of terms used on T.O. Bids, please view the T.O. Bids Glossary.

For more information on how to bid on City solicitations, please view our Supplier Training Guide found on the City's "Searching and Doing Business With the City" webpage.

Members of the Public and residents that want to learn more about a solicitation are encouraged to reach out to the Buyer listed in the posting with their questions.

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Browse T.O. Bids

[All Open Solicitations](#)

[Offer To Purchase](#)

[Awarded Contracts](#)

[Non-Competitive Contracts](#)

All Open Solicitations

- This webpage will allow suppliers and Members of the Public to browse through postings for upcoming and current solicitations with the City. All solicitations that are currently biddable will contain a link to the Ariba Discovery Posting
- An upcoming solicitation is referred to as “Advanced Notice of Intended Procurement”
- A current solicitation is referred to as “Notice of Intended Procurement”
- Records on this page can be quickly sorted by their Issue Date or the Submission Deadline

Toronto (T.O.) Bids Portal

All Open Solicitation Records

The All Open Solicitations webpage contains a list of competitive solicitations that are either planned (Advanced Notices of Intended Procurement), or are currently live in the City's Online Procurement System and available for bidding (Notices of Intended Procurement, or NOIP). These competitive solicitations include Request for Proposal (RFP), Request for Quotation (RFQ), Tenders (RFT), Request for Information (RFI), Request for an Expression of Interest (REOI), Request for Pre-Qualification (RFSQ) and Offer to Purchase (OTP). For a glossary of terms used on T.O. Bids, please view the T.O. Bids Glossary.

Solicitations on T.O. Bids that are available for bidding include a link to view the solicitation in the City of Toronto's Online Procurement System. A list of solicitations available for bidding can also be found on the City's Online Procurement System [link](#).

To learn more about a solicitation, click on the title of the solicitation, and the solicitation details will be displayed in a new tab.

For more information about a specific solicitation on this page, please contact the PMMD Buyer listed in the solicitation posting.

For more information on how to bid on City solicitations, please view our Supplier Training Guide found on the City's "Searching and Doing Business With the City [link](#)".

Advanced Search Features

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Show 10 entries

Posting Title	Document Number	RFx (Solicitation) Type	Issue Date	Submission Deadline	High Level Category	Division	NOIP (Notice of Intended Procurement) Type
Request for Proposal for Engineering Design Services for the Rehabilitation of Kipling Avenue and Islington Avenue Bridges	Doc1234567890	RFP	November 7, 2023	December 29, 2023	Professional Services	Transportation Services	Notice of Intended Procurement
Request for Quotations for	Doc4106305873	RFQ	November	December 1,	Goods and	Parks, Forestry	Notice of

Offer To Purchase

- This webpage will allow suppliers and Members of the Public to browse through postings for Offer to Purchase (OTP) records with the City. All OTPs that are currently biddable will contain a link to the Ariba Discovery Posting

Toronto (T.O.) Bids Portal

Offer To Purchase Records

The Offer To Purchase webpage contains a list of Offers to Purchase (OTP) that are either planned (Advanced Notices of Intended Procurement) or are currently live in the City's Online Procurement System and available for bidding (Notices of Intended Procurement, or NOIP). Offers to Purchase are used to obtain competitive bids for the disposal of surplus materials and equipment. All solicitations that are available for bidding include a link to view the solicitation in the City's Online Procurement System.

To learn more about a solicitation, click on the title of the solicitation, and the solicitation details will be displayed in a new tab.

For more information about a specific solicitation on this page, please contact the PMMD Buyer listed in the solicitation posting.

For more information on how to bid on City solicitations, please view our Supplier Training Guide found on the City's "Searching and Doing Business With the City" [link](#).

Advanced Search Features



Show 10 entries

Posting Title	Document Number	RFx (Solicitation) Type	Issue Date	Submission Deadline	High Level Category	Division	NOIP (Notice of Intended Procurement) Type
...

Awarded Contracts

- This webpage will allow suppliers and Members of the Public to browse through postings of Awarded Contracts and Cancelled Procurements with the City.

Toronto (T.O.) Bids Portal

Awarded Contract Records

The Awarded Contracts webpage contains a list of Awarded and Cancelled Contracts with the City of Toronto. These competitive contract procurements were processed in accordance with the requirements under Chapter 195, Purchasing By-law and the Procurement Processes Policy.

Contracts posted on T.O. Bids are available to the public for 18 months after the date the contract is created.

To learn more about a contract, click on the title of the contract, and the contract details will be displayed in a new tab. For contracts over \$500,000, Suppliers can also view the associated Council and Committee decisions by visiting the [Council & Committee Meetings](#) webpage.

For more information about a specific contract on this page, please contact the PMMD Buyer listed in the posting. If the PMMD Buyer is no longer available, please contact us at our Customer Service Helpdesk at supplychain@toronto.ca.

Advanced Search Features



Show entries

Posting Title	Document Number	RFx (Solicitation) Type	High Level Category	Awarded Supplier	Awarded Amount	Division	Award Date
Request for Quotation for Office Supplies	Doc1231312323	RFQ	Construction Services	MATTEL	200000	311 Toronto	October 24, 2023
City Financial Risk Mitigation Framework for Loan and Loan Guarantee Programs	Doc3717142112	RFP	Construction Services	Mopal Construction Limited	1,012,650.00	Fire Services	May 17, 2023
Request For Tenders for	Doc4220453156	RFT	Construction	ACME	10000000	City Planning	October 26,

Non-Competitive Contracts

- This webpage will allow suppliers and Members of the Public to browse through postings of Non-Competitive Procurements with the City

Toronto (T.O.) Bids Portal

Non-Competitive Contract Records

The Non-Competitive Contracts webpage contains a list of non-competitive contracts by the Purchasing and Materials Management Division (PMMD) on behalf of the City of Toronto. These non-competitive contract procurements were processed in accordance with the requirements under Chapter 195, Purchasing By-law and the Procurement Processes Policy.

Non-Competitive Contracts posted on T.O. Bids are available to the public for 18 months after the date the contract is created.

To learn more about a contract, click on the title of the contract, and the contract details will be displayed in a new tab. Note that MaRS Non-Competitive Contracts are identifiable by the title.

For more information about a specific contract on this page, please contact the PMMD Buyer listed in the posting. If the PMMD Buyer is no longer available, please contact us at our Customer Service Helpdesk at supplychain@toronto.ca.

Advanced Search Features



Show entries

Posting Title	Workspace Number	Reason	Contract Date	Supplier Name	Contract Amount	Division
Non-Competitive Procurement for Source for Financial Credit Risk Management Framework	WS4239971810	Competitive solicitation unsuccessful	October 30, 2023	BDO CANADA LLP	332,500.00	Financial Planning
Consulting Services to Resolve Winter Maintenance Issues	WS4108294435	Work already completed	September 29, 2023	MUISE, BETTY	8,831.79	Transportation Services
Confidential	WS4040700282	Confidential/Security	September 18, 2023	Confidential	73,357.50	Confidential
Source for Connectis TeleForm	WS4164620537	Exclusive Rights	September 1, 2023	CONNECTIS TECHNOLOGIES	2,051.09	Toronto Public Health

Glossary

- A Glossary webpage has been added to T.O. Bids to help Suppliers and Members of the Public understand the different fields being used on T.O. Bids
- To search for a specific term, type in the name of the term in the “search” bar in the top right corner of the glossary and click on the “Enter” button on your keyboard. This will filter the glossary page for the term you have selected

Toronto (T.O.) Bids Portal

T.O. Bids Glossary

Show 10 entries

Search:

Term	Description
Advanced Notice of Intended Procurement	"A written notice published by the City, inviting interested suppliers to submit a bid in response to an upcoming solicitation. This is posted on T.O. Bids before the solicitation is considered live and available for bidding on the City's Online Procurement System. Also referred to as an Advanced NOIP."
Applicable Trade Agreements	"Indicates whether the procurement is covered by a trade agreement, and which one(s). i.e.: Comprehensive Economic and Trade Agreement (CETA), Trade and Cooperation Agreement between Ontario and Quebec (OQTCA) and/or other trade agreements. "
Ariba Discovery Posting Link	A link to the Ariba Discovery Posting used to bid on the solicitation. This link is only available for solicitations that are open to the public for bidding.
Award	The formal acceptance of a bid (or bids) for a solicitation that results in a contract
Award Date	The date that a contract between the City and a Successful Supplier has been signed.
Awarded Amount	The total dollar amount that has been awarded to a Successful Supplier for a contract.

Tables and Procurement Data

- Every webpage on T.O. Bids will contain an introductory blurb at the top of the page to describe what kind of records are found on the webpage
- Suppliers can find a table on each T.O. Bids page that will populate with all procurement data related to that webpage.
- A copy of the City's procurement data can also be found on the City's [Open Data](#) page

For more information about a specific solicitation on this page, please contact the PMMD Buyer listed in the solicitation posting.

For more information on how to bid on City solicitations, please view our Supplier Training Guide found on the City's ["Searching and Doing Business With the City"](#).

Advanced Search Features

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Show 10 entries

Posting Title	Document Number	RFx (Solicitation) Type	Issue Date	Submission Deadline	High Level Category	Division	NOIP (Notice of Intended Procurement) Type
Request for Quotations for Diesel Exhaust Fluid (DEF)	Doc4287115427	RFQ	November 22, 2023	January 16, 2024	Goods and Services	Purchasing & Materials Management	Notice of Intended Procurement
Request for Proposal for Engineering	Doc1234567890	RFQ	November 7, 2023	December 29, 2023	Construction Services	Transportation Services	Notice of Intended Procurement

Hyperlinked Posting Titles

- The Title of each record is hyperlinked. Suppliers wishing to learn more about a particular procurement or contract can click on the Posting Title of the record.

Show entries

Posting Title	Document Number	RFx (Solicitation) Type
Request for Quotations for Diesel Exhaust Fluid (DEF)	Doc4287115427	RFQ
Request for	Doc1234567890	RFQ

Inside A T.O. Bids Posting

- Click on the posting title to bring up information related to the solicitation or contract record. This information includes a description of the procurement, site meeting information, the Ariba Discovery Posting link, the PMMD contact for the procurement, etc.
- All the fields that would have been included in the OCDS posting are also captured in the T.O. Bids posting

Toronto (T.O.) Bids Portal

Open Solicitation Record

NOIP (Notice of Intended Procurement) Type:

Posting Title:

High Level Category:

Document Type:

Document Number:

Ariba Discovery Posting Link:

Publish Date:

Issue Date:

Submission Deadline:

Solicitation Document Description:

Notice of Intended Procurement

Request for Quotations for Diesel Exhaust Fluid (DEF)

Goods and Services

RFQ

Doc4287115427

<https://discovery.ariba.com/rfx/17811718>

November 21, 2023

November 22, 2023

January 16, 2024 at 12:00 Noon

This Request for Quotation (the "RFQ") is an invitation by the City of Toronto (the "City") to prospective Suppliers to submit bids for the non-exclusive supply and delivery of Diesel Exhaust Fluid (DEF) for the City of Toronto's

Inside A T.O. Bids Posting cont'd

- At the bottom of each T.O. Bids posting will be a reminder of the requirement to bid for these solicitations on SAP Ariba and the registration link for folks who may not already be registered
- For Suppliers wishing to return to the previous webpage, there is a “Back” button at the bottom of the T.O. Bids posting. Alternatively, Suppliers can use the “Back” button on their browsers to return to the previous webpage

Note: Suppliers cannot bid on City of Toronto solicitations without being fully registered on SAP Ariba. Unregistered suppliers are encouraged to [complete their registration](#) to initiate or continue doing business with the City.

Members of the Public and residents that want to learn more about a posting are encouraged to reach out to the Buyer with their questions.

For media inquiries about any of these listed postings, please contact supplychain@toronto.ca

[Back to All Open Solicitation Records Page](#)

T.O. Bids Search Filters

- Each webpage on T.O. Bids contains a set of Advanced Search Filters that Suppliers will be able to use to further filter the T.O. Bids data-tables. Some criteria for Suppliers to search by include:
 - Keywords
 - Solicitation (RFx) Type
 - High Level Category (Goods and Services, Professional Services, Construction Services)
 - Submission Deadline
 - Award/Contract Date
 - And more!
- These search criteria are similar to the search criteria on the OCDS

Advanced Search Features

Enter keyword(s) to search for solicitations

Search By RFx Type

-- All RFx Types --

Search By NOIP Type

-- All NOIP Types --

Search By High Level Category

-- All High Level Categories --

-- All High Level Categories --

Construction Services

Goods and Services

Professional Services

Offer to Purchase

Issue Date

-- All Issue Dates --

Submission Deadline

-- All Submission Dates --

Search

Reset

Using the Advanced Search Features: Step 1

- To use the Advanced Search Features:
 1. Click on the plus (+) icon to the right of the Advanced Search Filters section. This will expand the search features section.

[For more information on how to bid on City solicitations, please view our Supplier Training Guide found on the City's "Searching and Doing Business With the City" page.](#)

Advanced Search Features

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Show 10 entries

ID Number	Title	Status	Date Added	Last Modified	Created By	Updated By	NOIP (Notice of Intent to Purchase)
-----------	-------	--------	------------	---------------	------------	------------	-------------------------------------

Advanced Search Features

Enter keyword(s) to search for solicitations

Search By RFX Type

--- All RFX Types ---

Search By NOIP Type

--- All NOIP Types ---

Search By High Level Category

Using the Advanced Search Features: Step 2

2. Populate the field(s) you would like to use to filter the records or click on the drop-down menu for of the desired field. Then click the “Search” button at the bottom of the Advanced Search Features section.
The table will automatically update to filter for records that meet your search criteria

Search By High Level Category

--- All High Level Categories ---

--- All High Level Categories ---

Construction Services

Goods and Services

Professional Services

Offer to Purchase

Search

Reset

Using the Advanced Search Features: Reset

- To undo any of the Advanced Search Features and return the table back to showing all available records, click on the “Reset” button at the bottom of the Advanced Search Features section
- The table will return to its default view and display all the posted records on that webpage





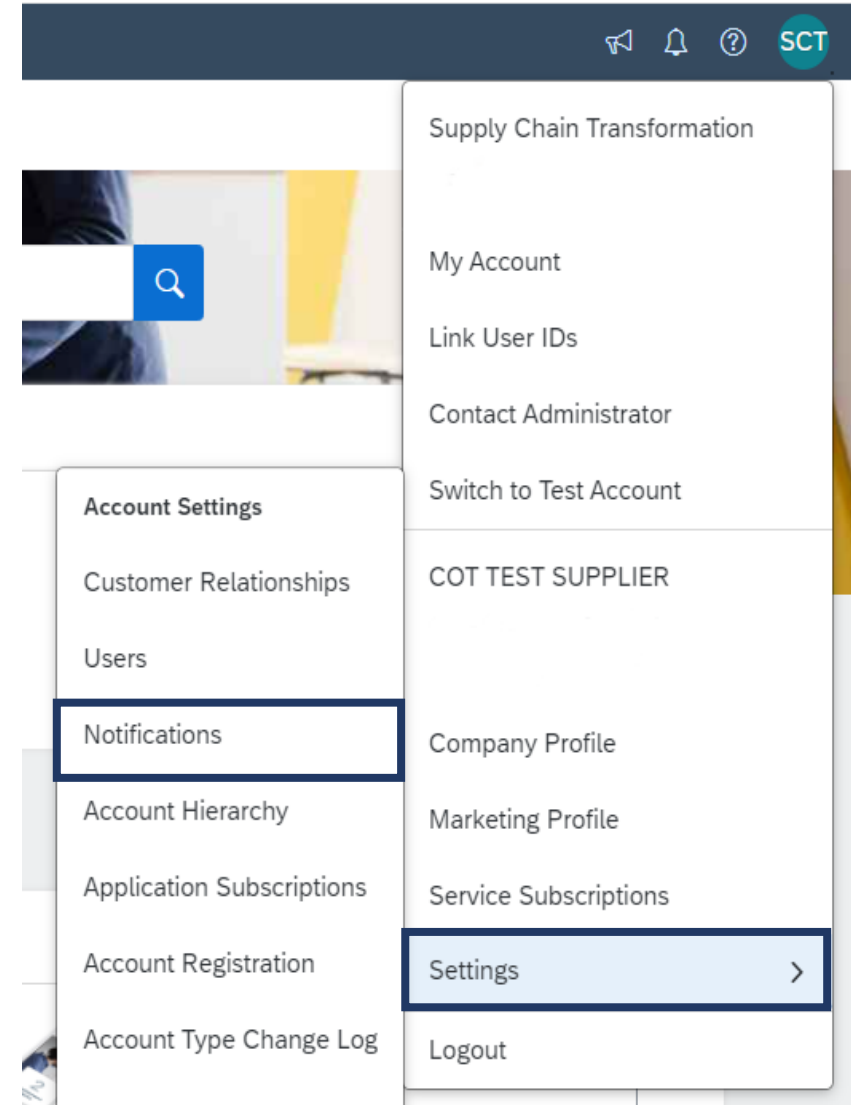
SAP Business Network Discovery and Notification Emails

Ariba Business Network Discovery Notifications

- Email notifications coming from SAP Business Network Discovery regarding City of Toronto solicitations are based on two things:
 1. The email frequency indicated on the Supplier's Ariba account
 2. The commodity codes selected on a Supplier's Ariba account
- The City urges all Suppliers to ensure that the commodity codes indicated on their account are as up to date as possible and to add any many commodities codes as needed to ensure they are getting the right notifications

Updating Notification Settings

- Notifications settings can be accessed by your account administrator by going to the **Settings > Notifications** options in your account's dropdown menu
- This will bring up a list of notification settings that your account administrator can update and adjust. For notifications regarding solicitations open for bidding, please ensure that you are updating the Notifications in the “Discovery” Tab



Notifications Tab

[Customer Relationships](#)[Users](#)[Notifications](#)[Account Hierarchy](#)[Application Subscriptions](#)[Account Registration](#)[Account Type Change Log](#)[General](#)[Network](#)[Discovery](#)[Sourcing & Contracts](#)

Ensure that you have the required user consents before adding email addresses for sending notifications.
The Preferred Language configured by the user controls the language used in these notifications.

Leads

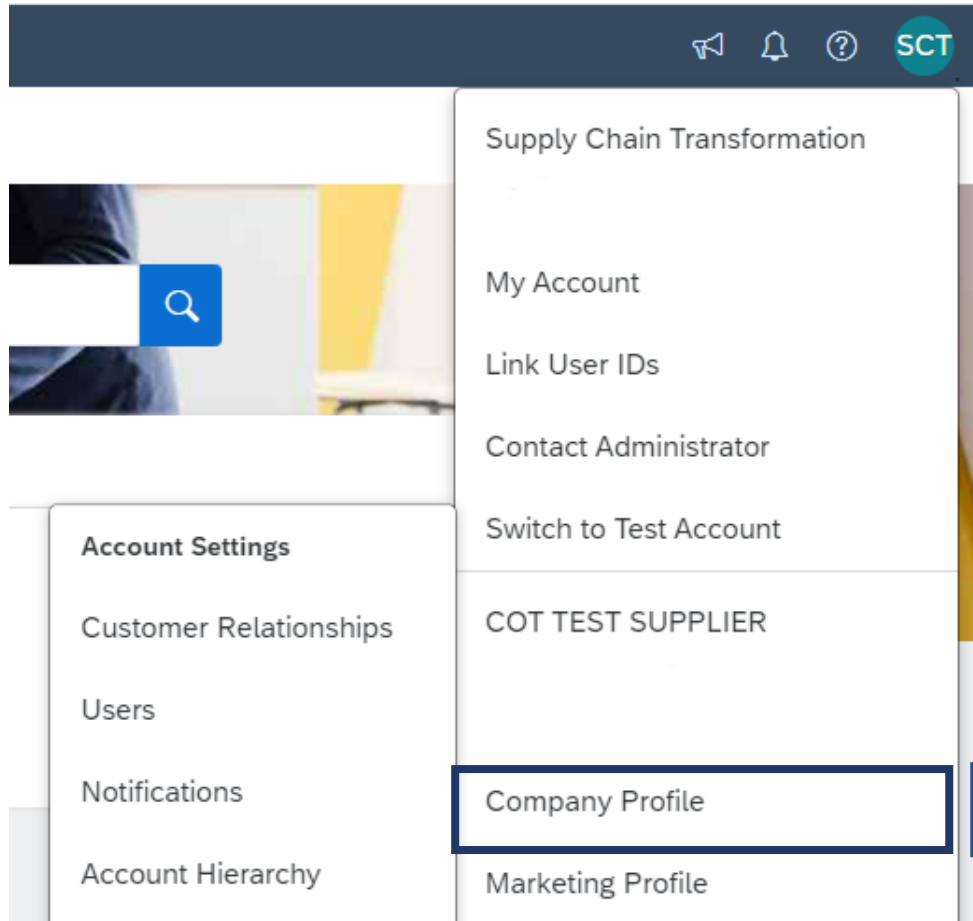
Notify me, when

- ☐ Invited to a new lead
- ☐ Matched to a new lead
- ☐ A buyer sends a message
- ☐ A buyer reads my response to a lead
- ☐ Response is Shortlisted/Imported
- ☐ Response is Awarded
- ☐ Response is not Shortlisted/Awarded
- ☐ A lead I have been invited/responded to gets updated with new information
- ☐ A lead I have been invited/responded to gets terminated
- ☐ A lead I have been invited/responded to gets closed

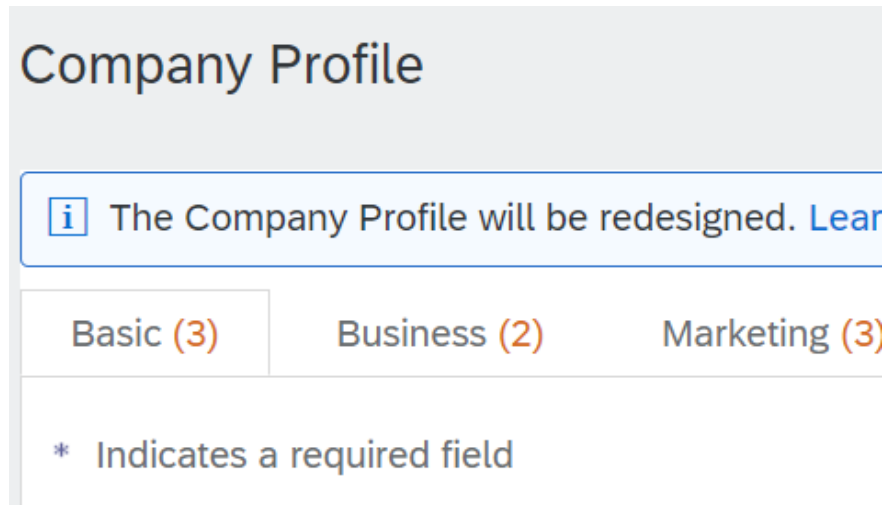
Notify other users, when

- ☐ Invited to a new lead *
- ☐ Matched to a new lead *

Updating Commodities



- Commodity settings can be accessed by your account administrator by going to the **Company Profile** option in your account's drop-down menu. This will bring up summary of your account with a series of related tabs.
- To update your listed commodities, remain on the “Basic” tab of the Company Profile section and scroll down to the bottom of the screen. From there, you can add additional commodities to your account



Company Profile: Basic Tab

Company Profile Save

i The Company Profile will be redesigned. [Learn more.](#)

Basic (3)

Business (2)

Marketing (3)

Contacts

Certifications

Customer Requested

Additional Documents

* Indicates a required field



Product and Service Categories, Ship-to or Service Locations, and Industries

Product and Service Categories*

Enter the products and services your company provides. Postings made by buyers will be matched to you based on the product and service categories you enter below.

Enter Product and Service Categories

Add

-or- [Browse](#)

Commercial or industrial const... X

Infrastructure construction X

Building construction management X

Information technology consult... X

Computer hardware maintenance ... X

Parking lot or road maintenanc... X

Flooring service X

Concrete work X

Network applications software X

Other Posting Lists

- Worried that you missed an email notification?
 - Prior to the end of January 2024, Suppliers can still find a list of solicitations on the OCDS
 - After January 2024, please check out T.O. Bids for a list of solicitations that are on the market
 - Suppliers can continue to view a list of City solicitations at the City's [Ariba Business Network Discovery profile page](#)



Questions and Answers

Questions Compiled from the December 7th and December 8th
information/training sessions

Questions and Answers (Q&A)

- You asked, and we answered! Please see a list of questions submitted by your fellow suppliers and the City's answers to these questions. Any questions with similar content were grouped together and summarized as one question
- We thank all attendees for their participation and interest. We look forward to launching T.O. Bids in the new year with you all!

Q&A – 1: Notifications and Viewing Solicitations

Question	Answer
If notifications are only going to be coming from one site, will they be coming from SAP Ariba or T.O. Bids?	Email notifications will come from SAP Ariba's Business Network Discovery. No email notifications will come from T.O. Bids.
Can I view solicitations without being fully registered on SAP Ariba?	While Suppliers can view a high-level summary of City solicitations on SAP Ariba, and the OCDS/T.O.Bids, only accounts that are fully registered on SAP Ariba will be able to view the solicitation documents AND bid on these solicitations.
SAP Ariba's notices of 'best matches' is very inconsistent. Where else can we find a list of City postings?	As mentioned on slide 34, suppliers and members of the public can continue to refer to the OCDS for postings as well as the City's public Ariba Discovery profile page. After January 2024, a list of postings can be found on T.O. Bids.
Did the City explore shifting to a platform such as Bids and Tenders?	In the past, the City did explore other methods of sending procurement notifications to our suppliers, and we successfully landed on SAP Ariba as an e-procurement solution that could also send out notifications.

Q&A – 2: Registration and SAP Ariba

Question	Answer
I'm in the process of registering. Who do we contact to reopen the questionnaire on Ariba?	Please contact supplychain@toronto.ca and they can assist you with your registration on SAP Ariba
I'm not sure if my company already has an SAP Ariba account. How can I double check?	Please contact supplychain@toronto.ca and they can confirm whether your company is already registered on SAP Ariba platform related with the City of Toronto
Do not-for-profits need to register on ARIBA in order to be contacted for RFPs for community programming?	At this time, we recommend that not-for-profits organizations register for SAP Ariba to continue to receive email notifications for City solicitations.
Will the existing vendors on OCDS be automatically transferred to T.O. Bids or do we need to set up new accounts on the new system?	No new accounts need to be created on T.O. Bids, however suppliers/vendors with OCDS accounts that do not already have an SAP Ariba account are encouraged to register there.

Q&A – 3: The Future of T.O. Bids

Question	Answer
Will T.O. Bids list the closing date, or will the current method of directing users to the countdown clock continue?	The City will continue to work hard to ensure the closing date (submission deadline) in T.O. Bids is accurate and matches the end date noted in Ariba's countdown clock, but the template language the defers to the countdown clock remains steadfast.
If I want to access the T.O. Bids portal, how can I do that? Is the link available now?	The link to T.O. Bids will be available at the end of January 2024 once the OCDS has been fully deactivated. The link to T.O. Bids will be accessible from the City's " Searching and Bidding on City Contracts " webpage.
I know the invitation mentioned this will be recorded and available in the future. Just wondering what that turnaround time will look like?	The video recording will address some of the questions asked during the December 7 and 8 training sessions for T.O. Bids and will serve as an instructional video for future users of the portal. Please expect a subtitled recording for this content in January 2024.
Do we have to purchase bid documents, like we did in the past?	All solicitation documents can be viewed for free on SAP Ariba. No fee is required.

Thank you!

If you have any questions, please send an email to supplychain@toronto.ca or call 416-397-4141