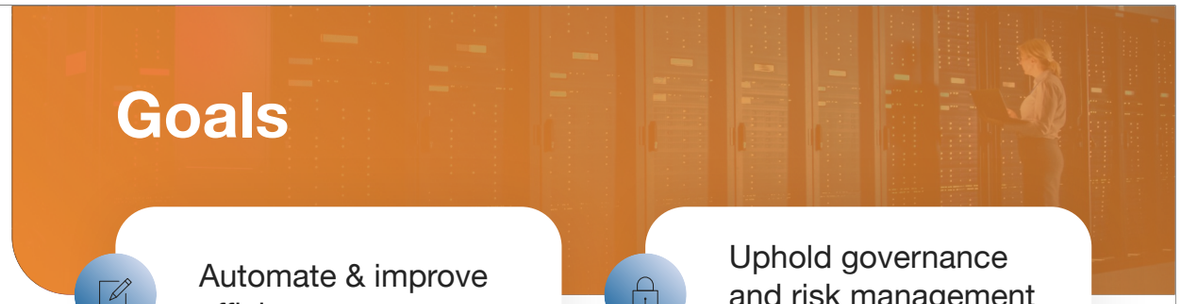
iSpec
iSpec Presentation For
QIntelligence
The affordable alternative to ORACLE, ARIBA, ACONEX.... with better transparency and reduced administrative effort

Goals

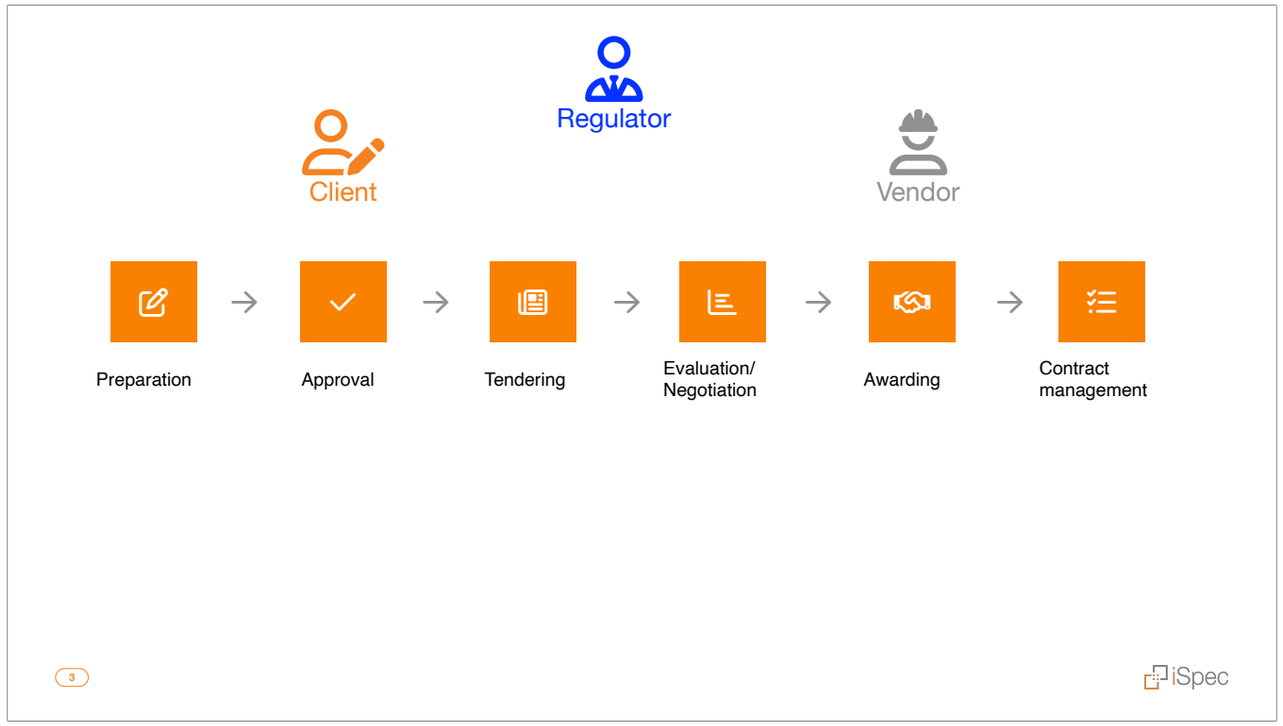


Automate & improve efficiency

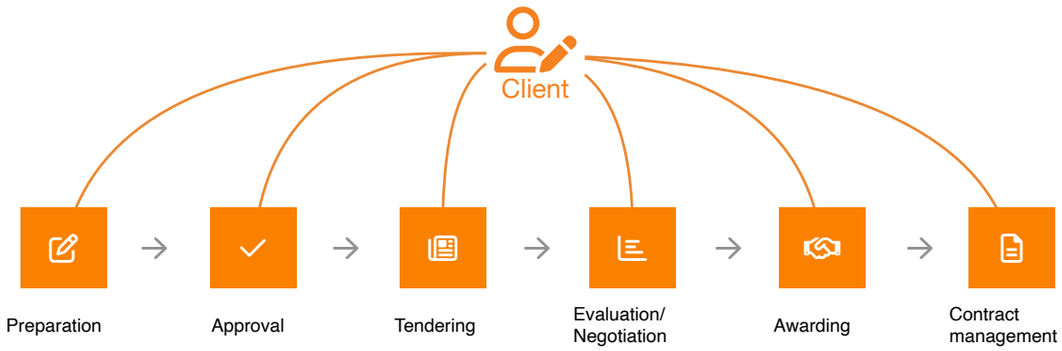
- Enforce procedural compliance
- Standardize contracts and methods
- Shorten tendering lead times
- Improve transparency by giving stakeholders and regulators instant access to information
- Solve disputes quickly and easily

Uphold governance and risk management policies

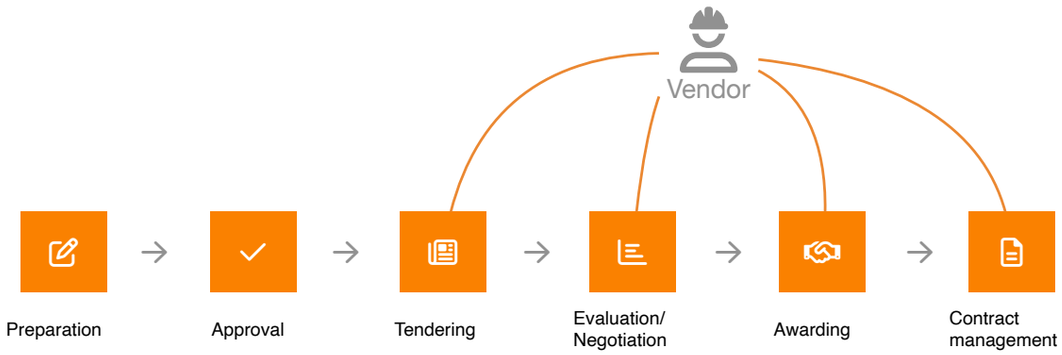
Engage and manage vendors sensibly


Regulator
Client
Vendor
Preparation
Approval
Tendering
Evaluation/
Negotiation
Awarding
Contract
management

iSpec

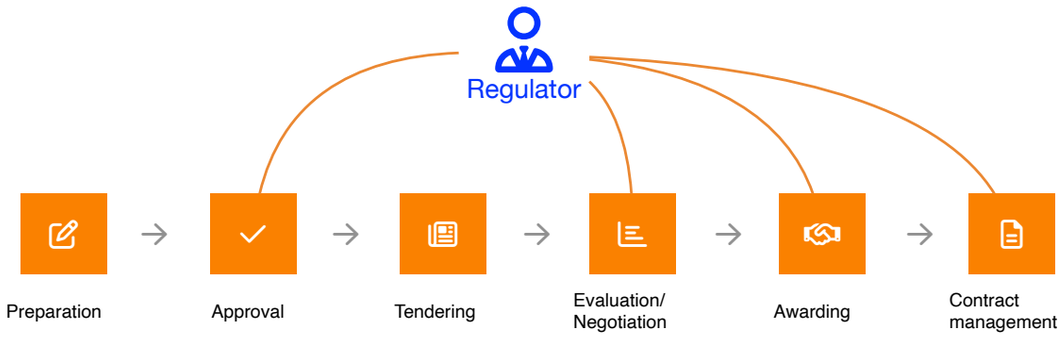


- Procurement/project management team
- Detail involvement in all phases of the project
- Role-based access and permissions
- Role-based notifications and tasks



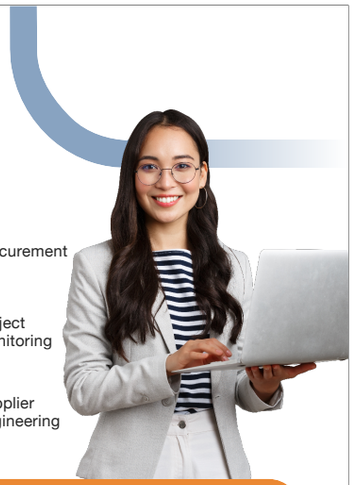
- Sales/engineering teams
- Role-based access and permissions
- Role-based notifications and tasks

iSpec



- Typically high-level overview (KPIs, spend, etc)
- Governance and risk management
- Approvals for Expenditure
- Vendor and client performance
- Access to detail in all phases for auditing purposes
- Remote auditing of all contracts as everything is online

A Contextual Single Point of Truth - Source to Contract Solution



One Data Source and a Single Point-of-truth

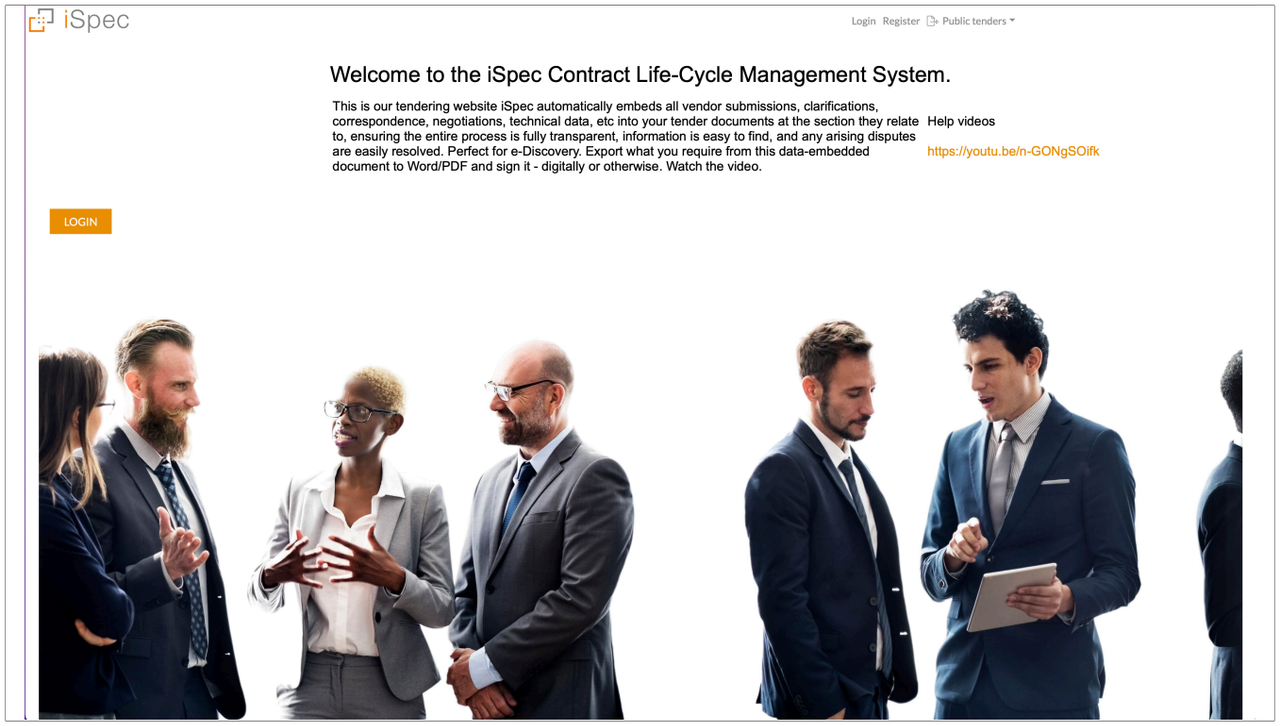
- Finance
- Engineering/ Architects/IT
- Procurement
- Legal
- QA
- Project Monitoring
- Inspections
- Supplier sales
- Supplier Engineering

Project Development → e-Tendering → Project Monitoring

No Outdated Information on Anybody's Pc

iSpec

iSpec gives you a single point of truth with all the information stored contextually which makes it easy for users to understand and find information

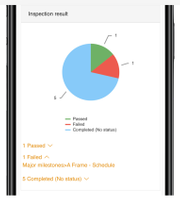


The home screen can be customised to display information and terms before the user logs in

Master library for quick tender creation and preparation

Master library

Tendering

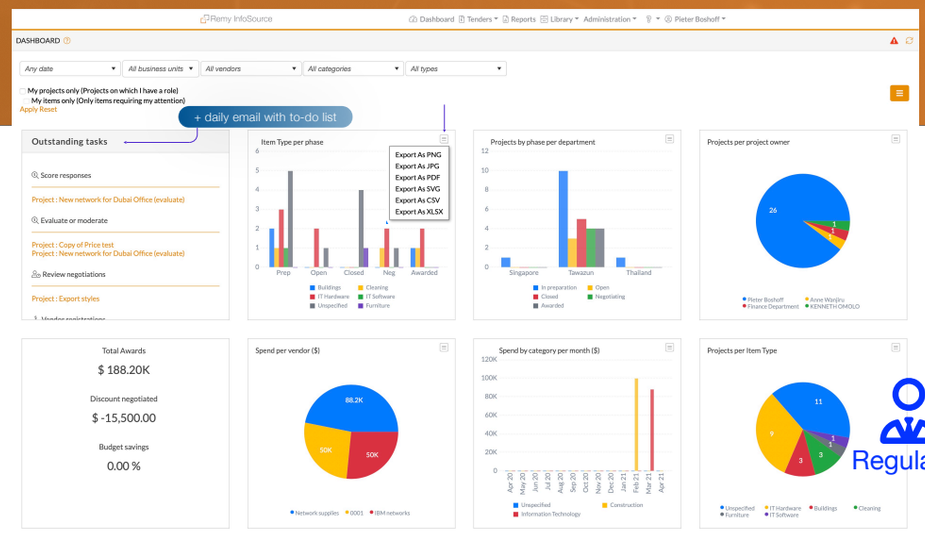


Contract management

Fully integrated source-to-contract solution

iSpec

Dashboard

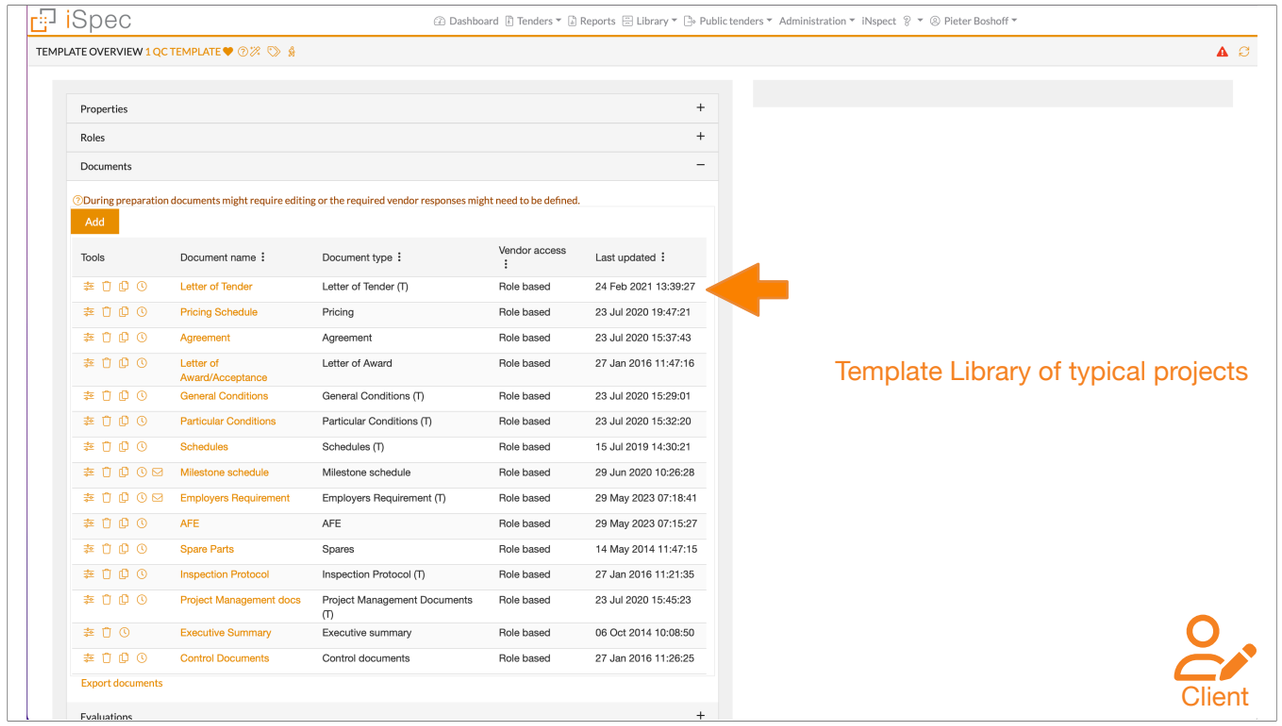


Regulator

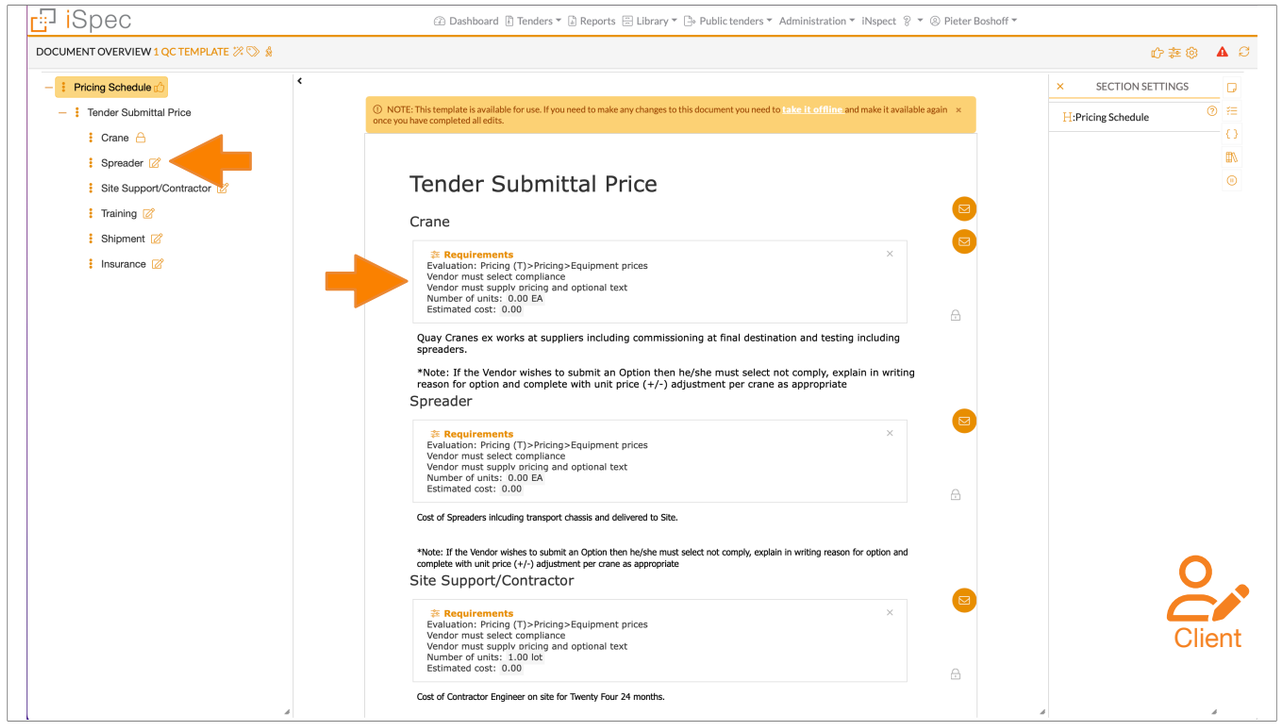
Client

Once logged in the user is taken to the dashboard where they get an overview of all projects spend and vendor statuses. There is a list of outstanding tasks showing all items that require the users attention. The user also receives a daily email with this to do list. Any of these graphs or Chart can be exported for use outside of the system. Also the dashboard can be rearranged to suit the users specific requirements.

iSpec



iSpec allows the user to build up a library of templates for typical projects. This promotes standardisation and reduces the time to publish tenders for regular procurement projects

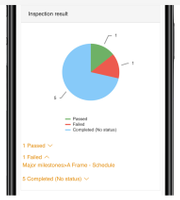


Each document in the template library contains the baseline information for that type of project. Certain sections are editable during tender preparation and others are “locked down” or “secured” in order to uphold the organisation’s governance and risk management policies (for example indemnity, IPR and insurance) and are not able to be modified by the tender team. The required vendor responses for each section are also pre-defined to ensure completeness of vendor bids.

Tendering and bid evaluation

Master library

Tendering



Contract management

Fully integrated source-to-contract solution

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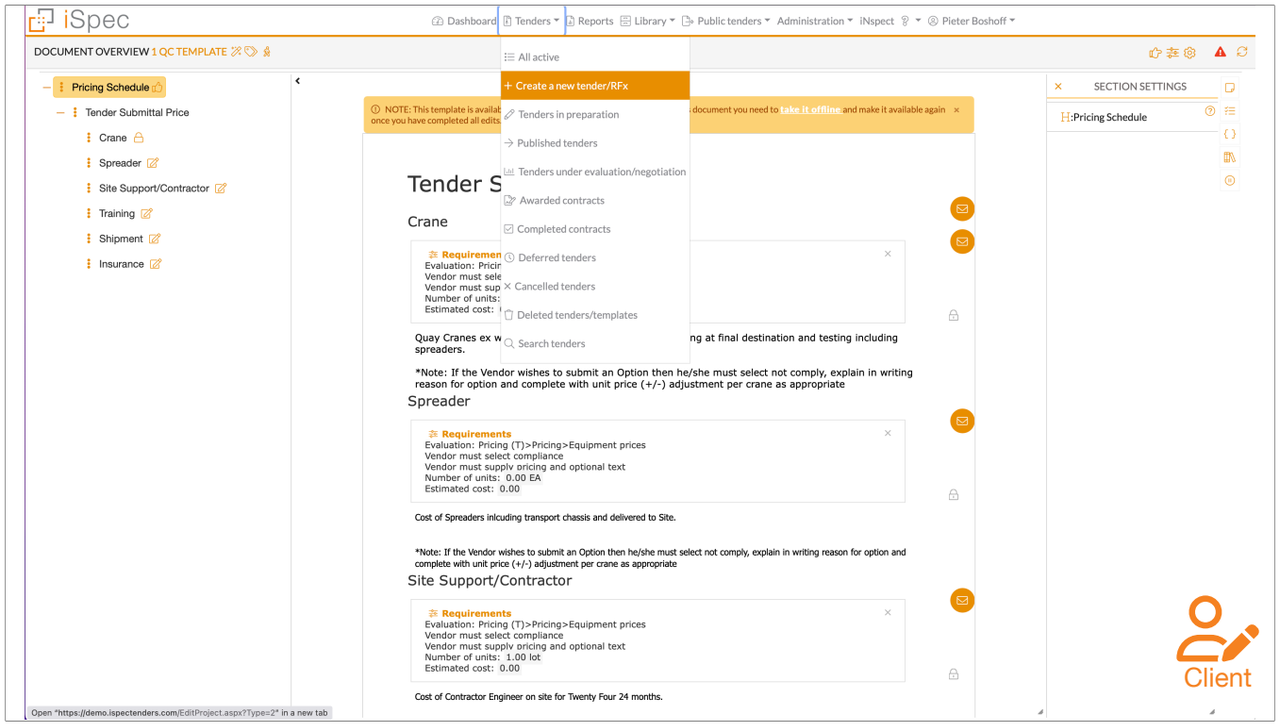
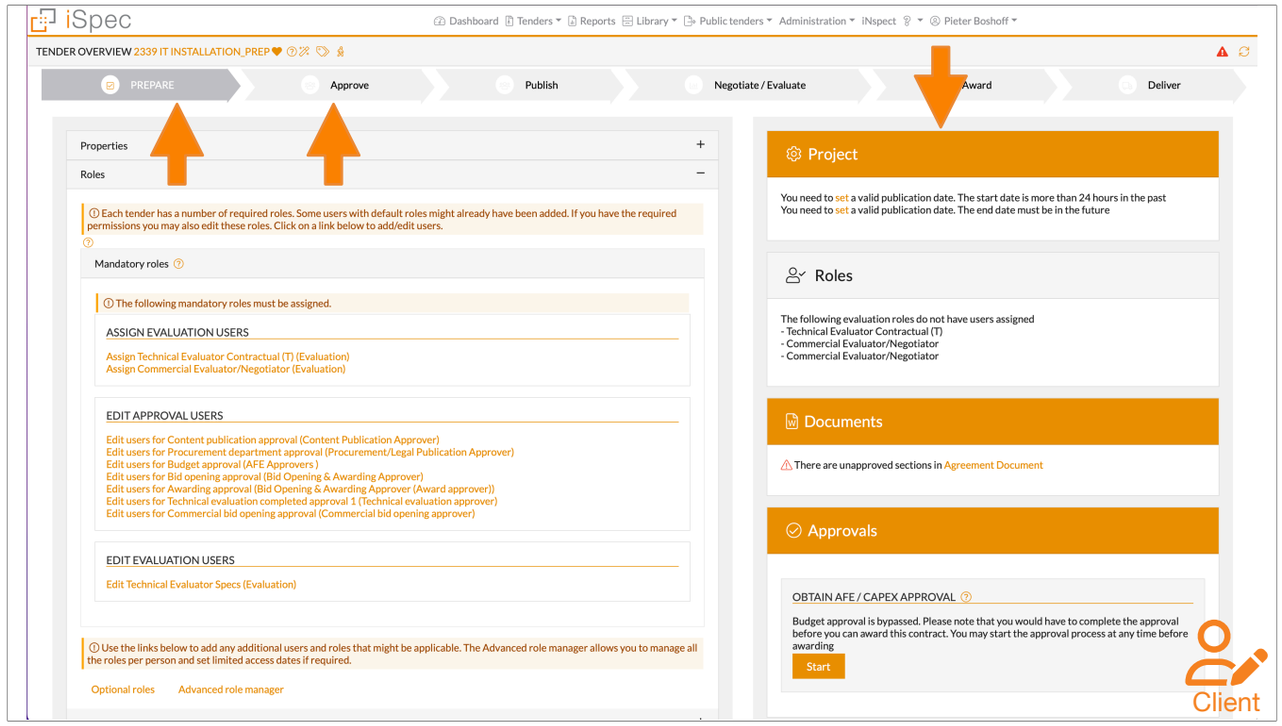
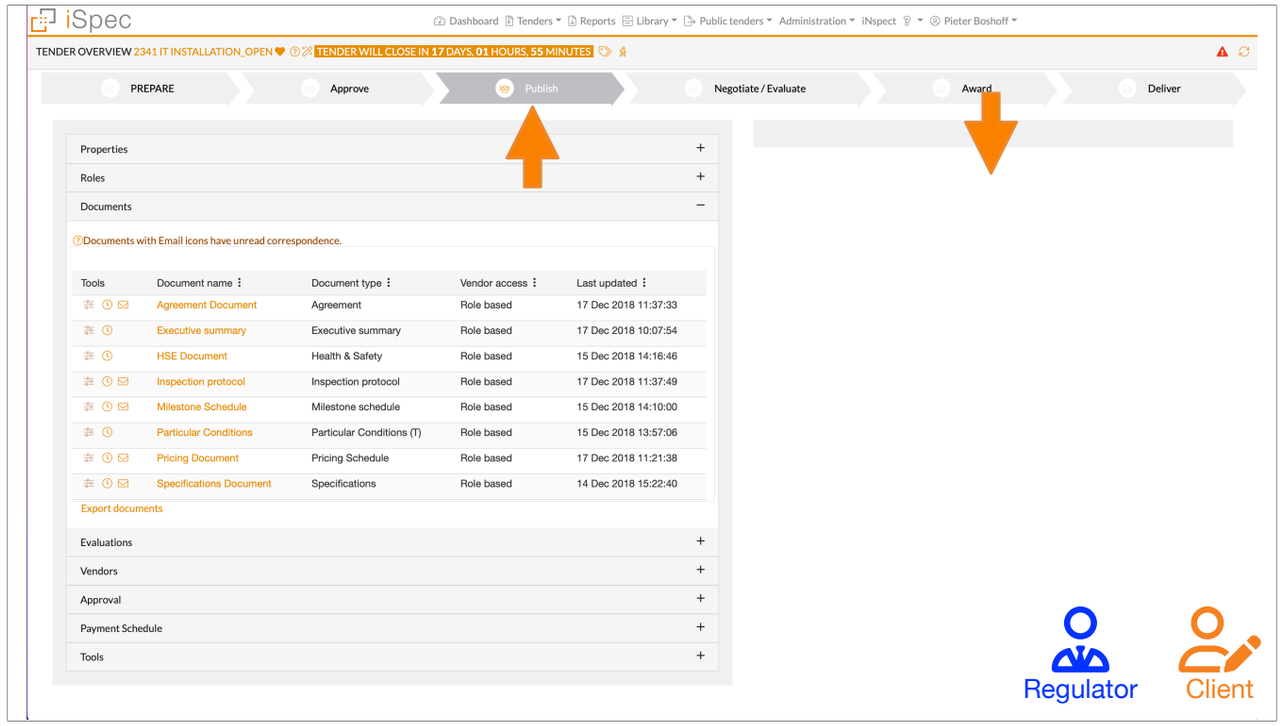


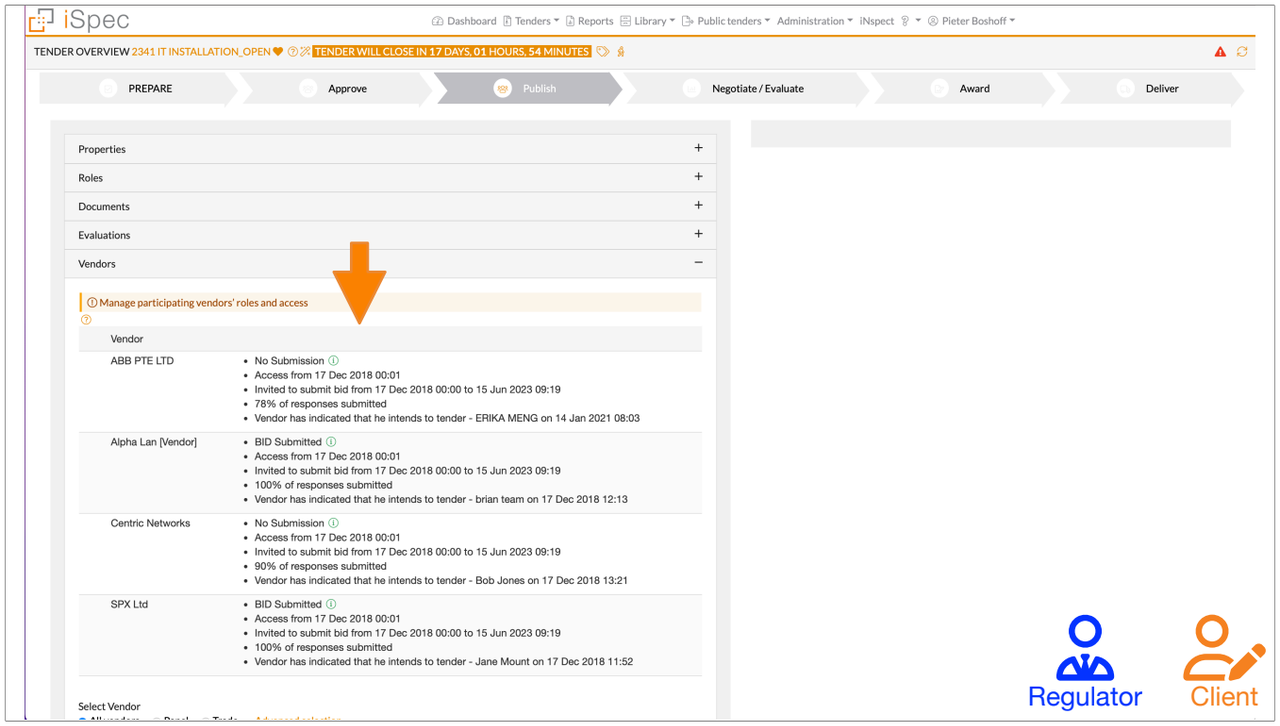
These templates can now be used to create a new tender in a very short time using standardised and approved documents



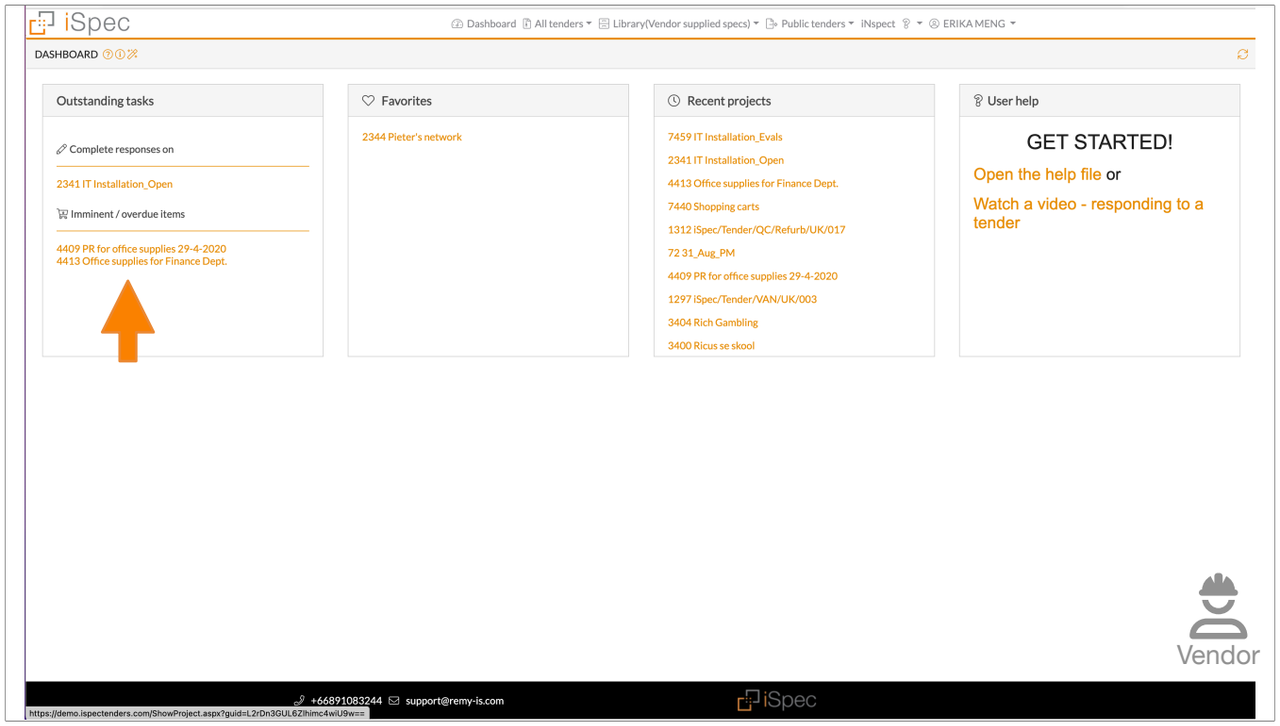
iSpec will make a copy of the template and use this in the preparation of the tender. At the top of the screen we can see which phase the tender is in as we move through preparation approval publication negotiation evaluation awarding and finally delivery or contract management. On the right hand side of the screen iSpec List all steps to be taken to prepare the tender and complete this phase. From setting publication dates assigning users to the various roles completing the documents and obtaining tender publication approvals. iSpec will not allow a tender to be published until all the steps have been completed.



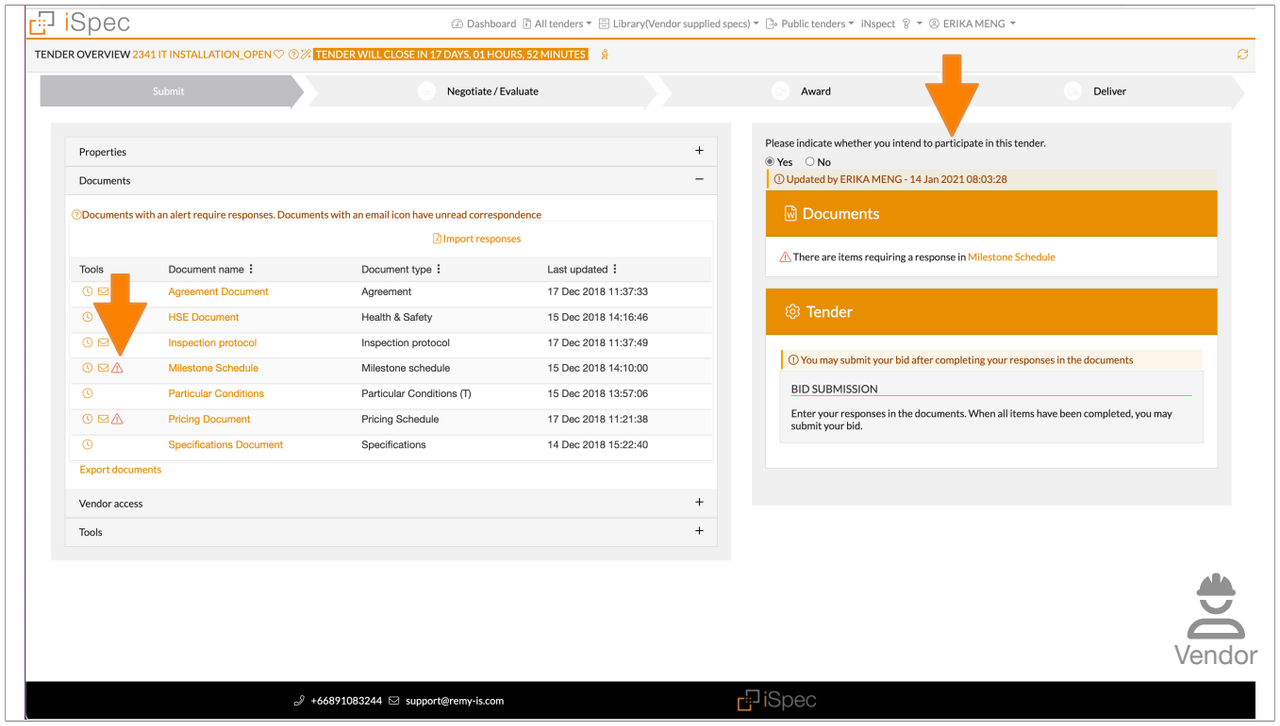
Once all the documents have been prepared and the approvals completed iSpec will publish the tender and notify all the vendors that the tender is now open and they can respond. At this point there are no prompts on the right hand side of the screen as there is nothing for the tender team to do



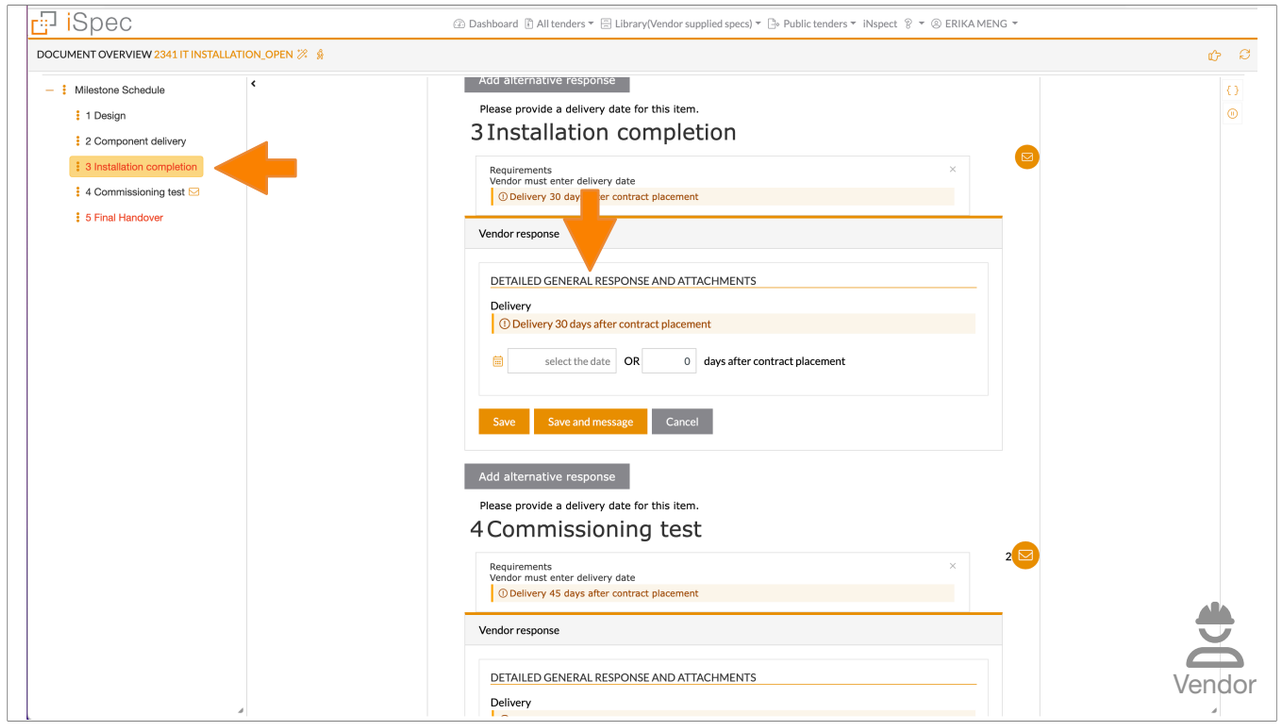
During the publication phase, project team and regulator can easily follow the vendor progress in responding to the tender. They can see what percentage of the responses have been completed and whether the vendor intends to respond as well as which vendors have submitted their final bid.



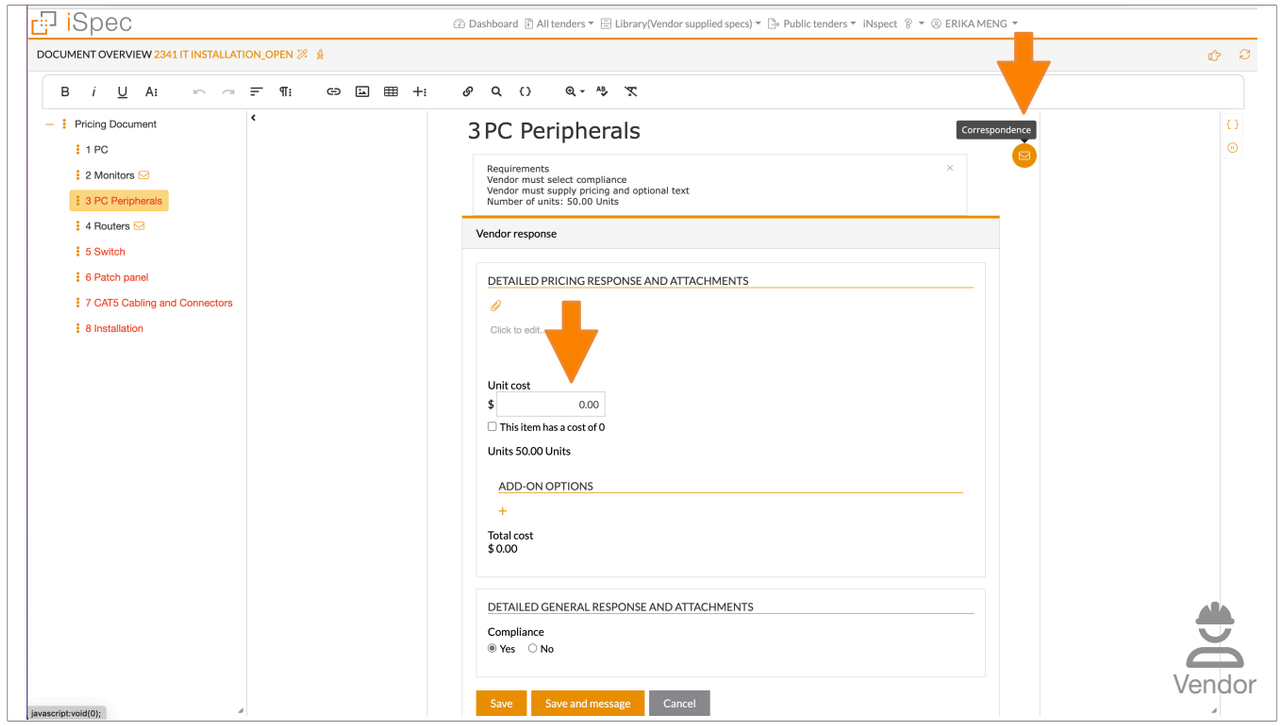
The vendor's, having received notification of the tender, can now login and will see their outstanding tasks on the dashboard. They can then respond to any open tenders as well as keep track of deliveries and milestones on awarded contracts



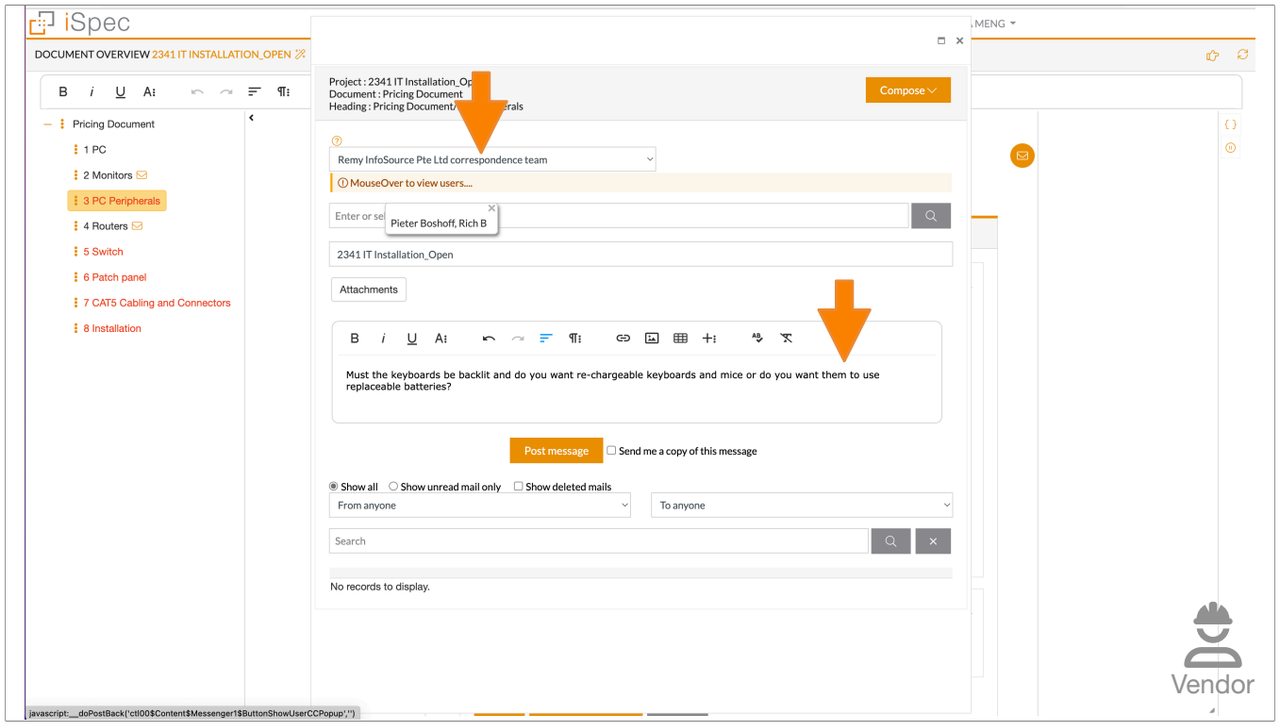
Just as for internal users, the vendor's are prompted on the right hand side of the screen with the next steps to complete their responses. iSpec will also show alerts in the document list highlighting items that require attention or are incomplete



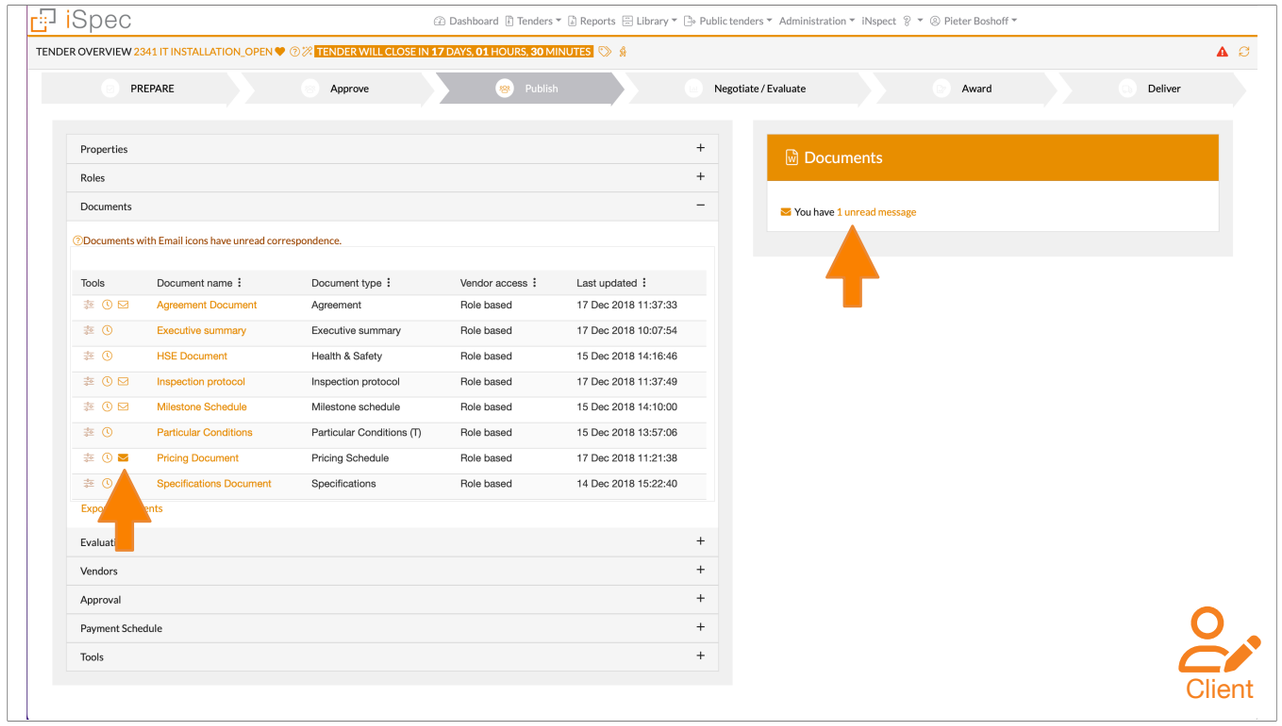
The vendor now works through the various documents entering their responses. The red items in the outline show incomplete items making it easy to keep track of their progress. Responses can include delivery dates, prices, technical responses or simply compliance with the terms and conditions.



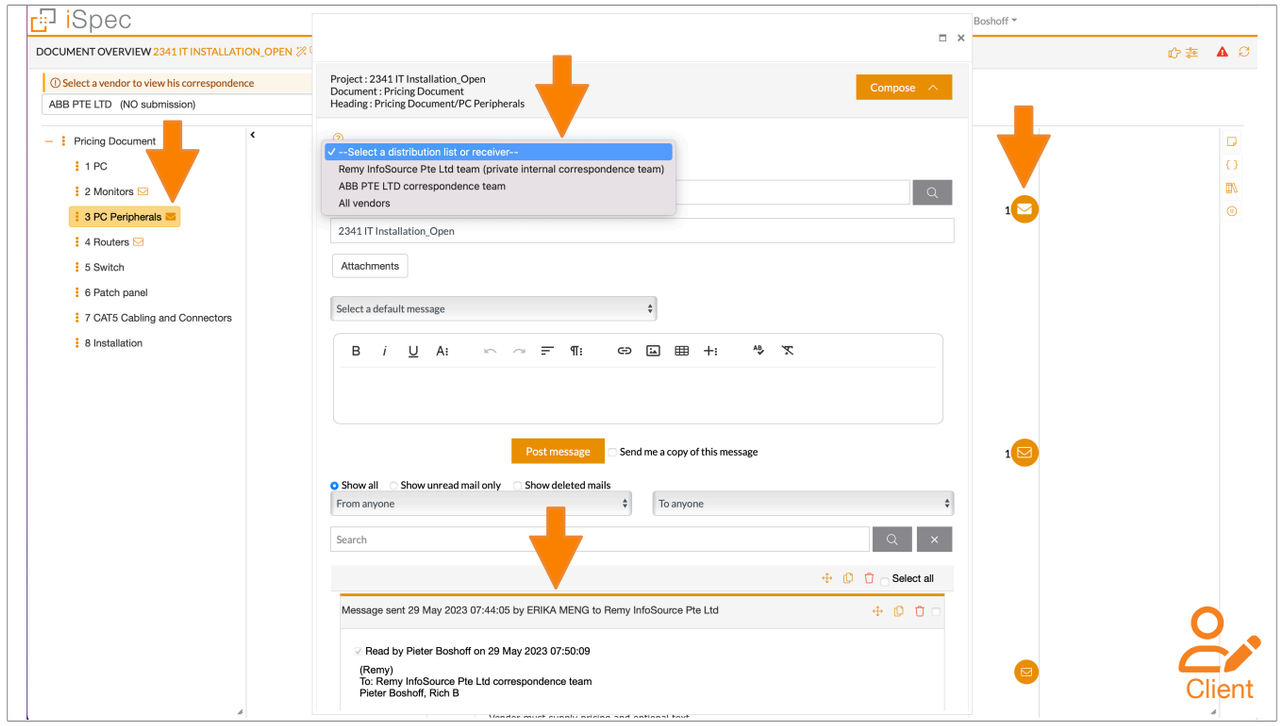
Should the vendor have a question regarding an item during his completion of the tender documents, you can click on the email icon at the relevant section to request a clarification via email



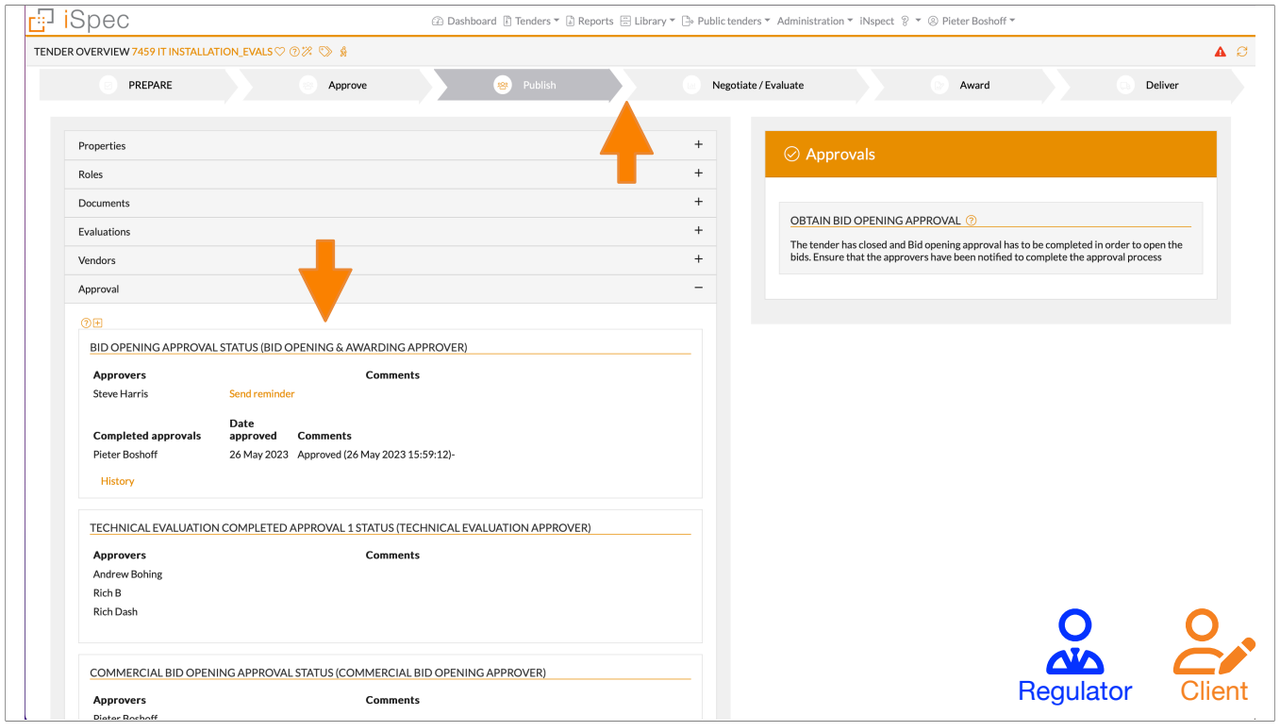
The email composer will pop up and the vendor can enter his question. The system instantly knows who this email should go to depending on whether this is a technical, commercial or legal question. A copy of the email is now embedded in this section of the document as part of the audit trail.



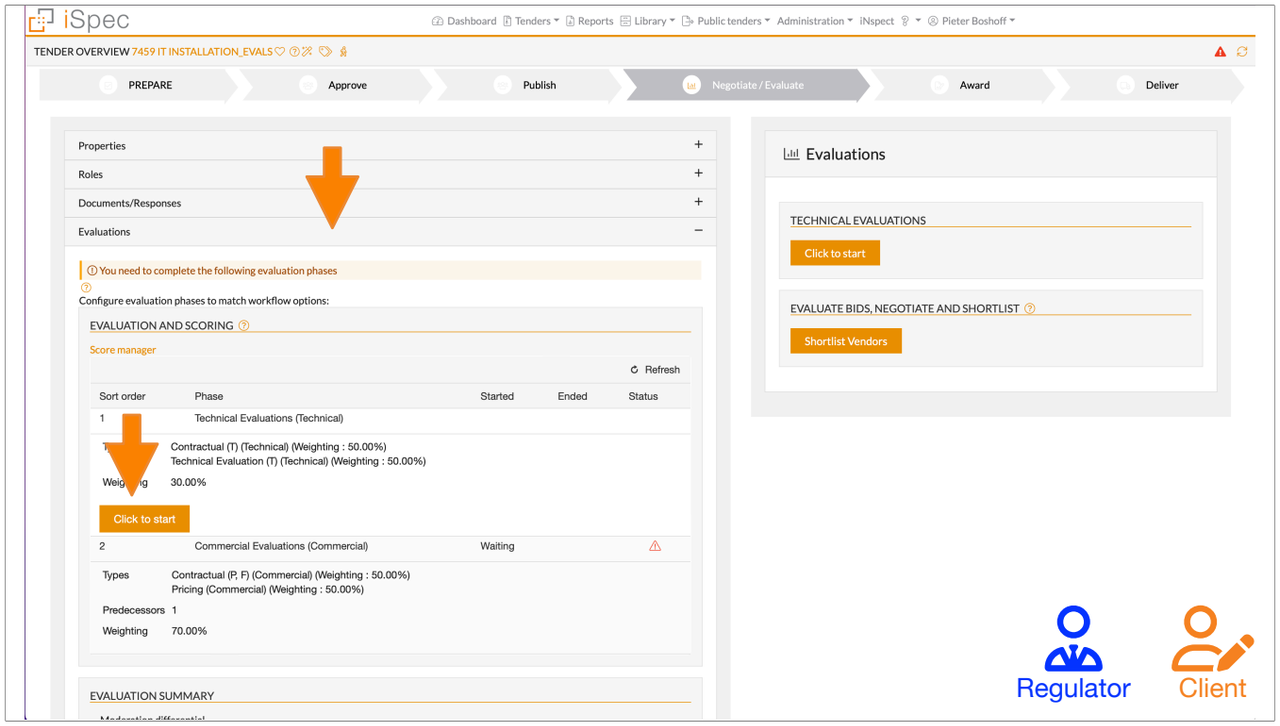
The project team not only received the email in their Outlook box, but it will also show on the dashboard and in the project overview screen.



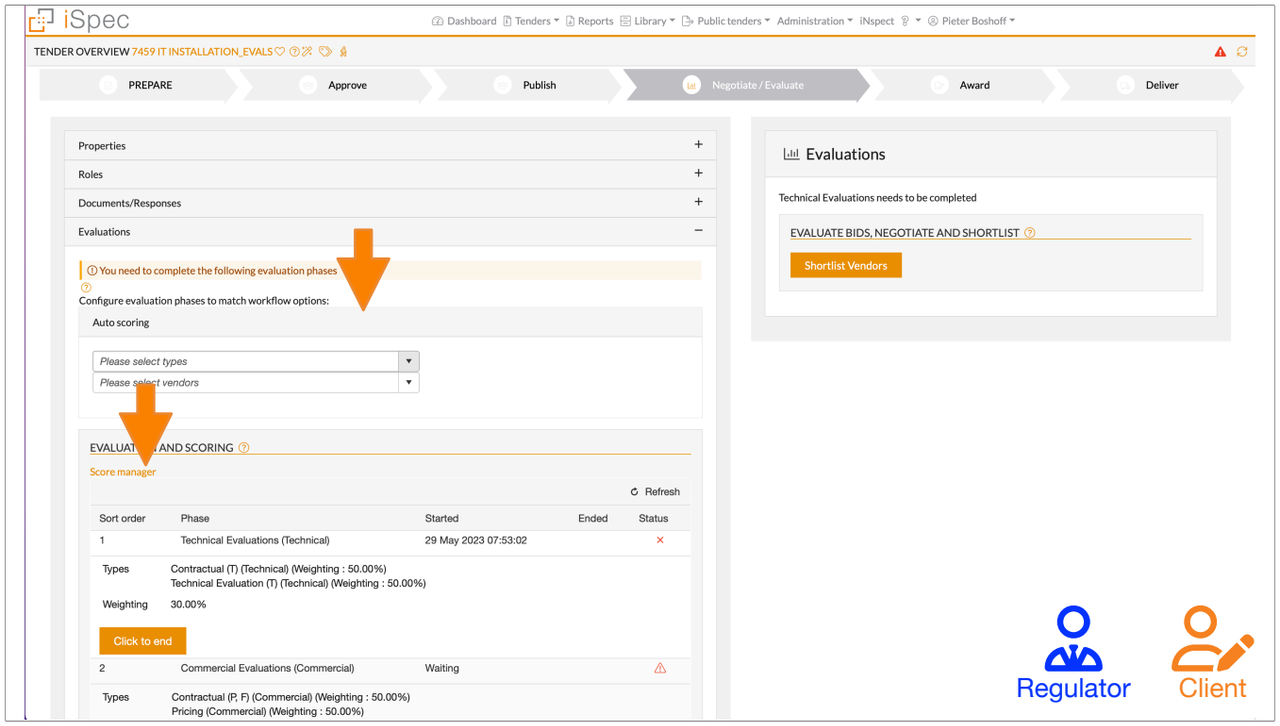
The project team can now respond to the clarification request and send a response either to the vendor asking the question or to all vendors. This feature allows the team to respond to questions as they come in rather than having to set deadlines, compile questions and then distribute them to the various vendors.



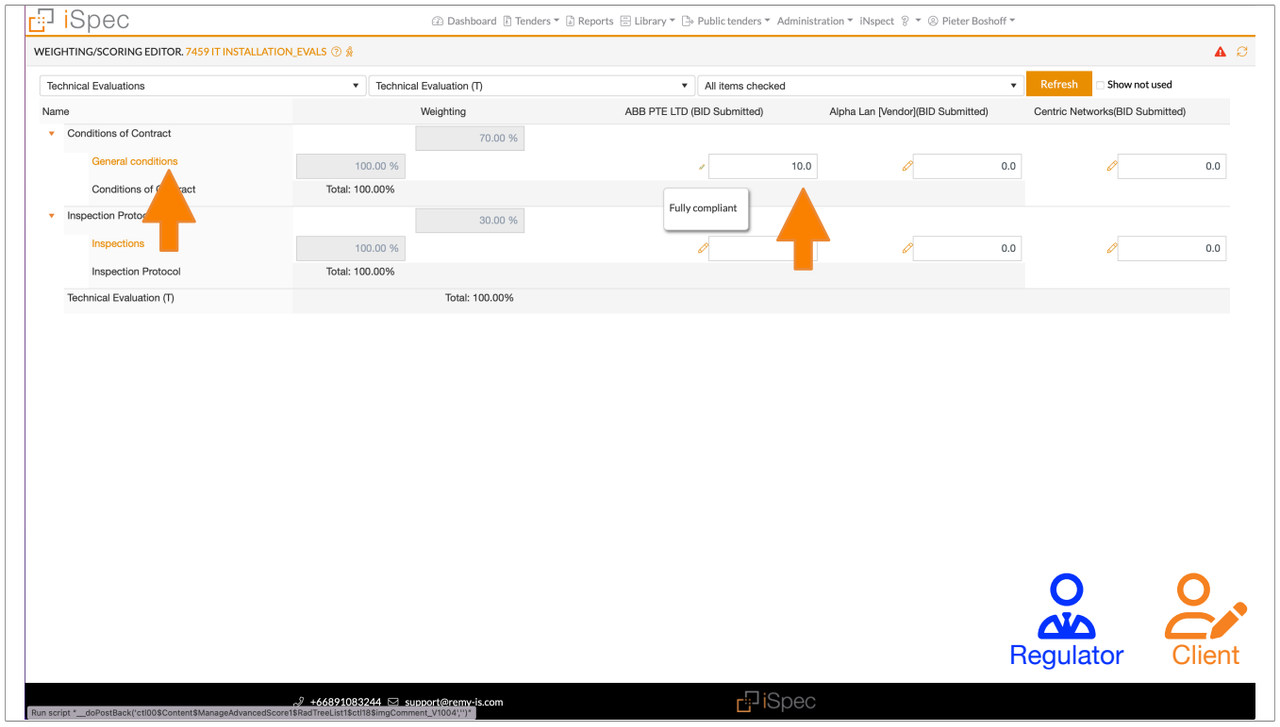
Once the vendors have completed all the required responses, they are shown a button to submit the tender response. When the tender closing date is reached vendors can no longer submit any information and the bid opening team are sent notifications to open the bids. The project manager can keep track of bid opening progress and send reminders to any users that have not entered their passwords to open the bids. The tender now moves to the evaluation and negotiation phase.



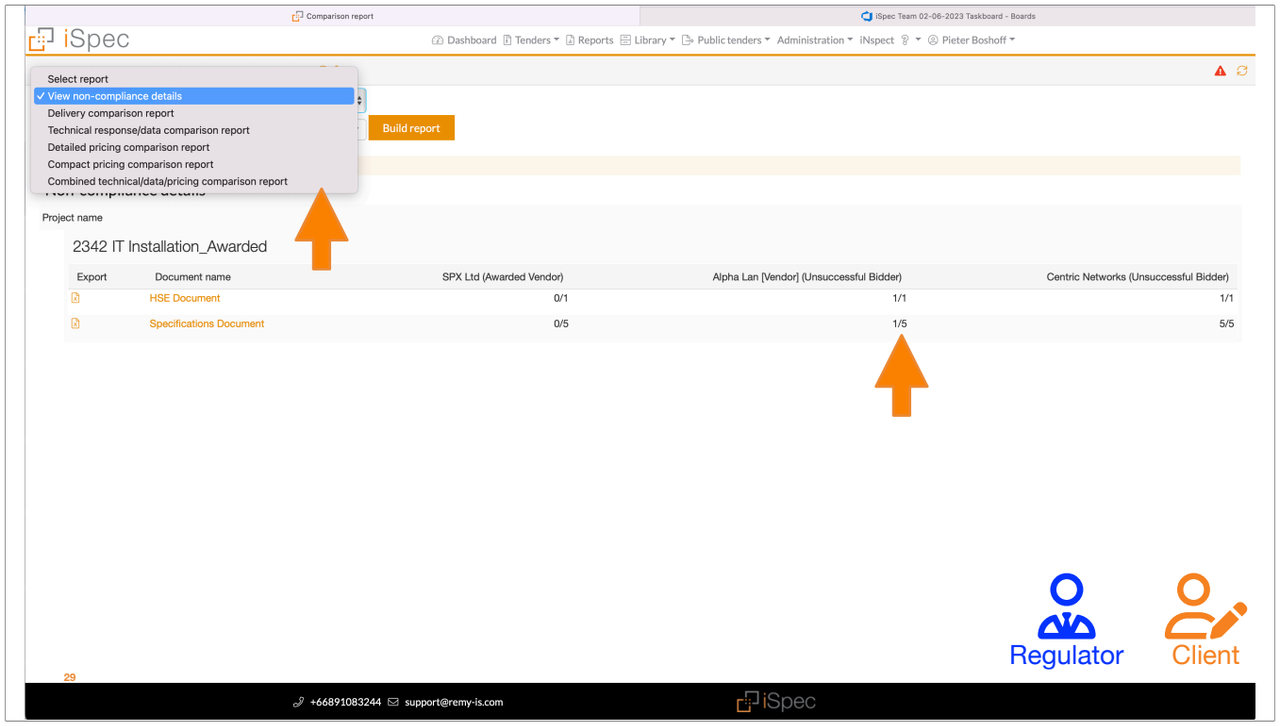
The various evaluation phases can now be started. Typically the first would be a technical evaluation



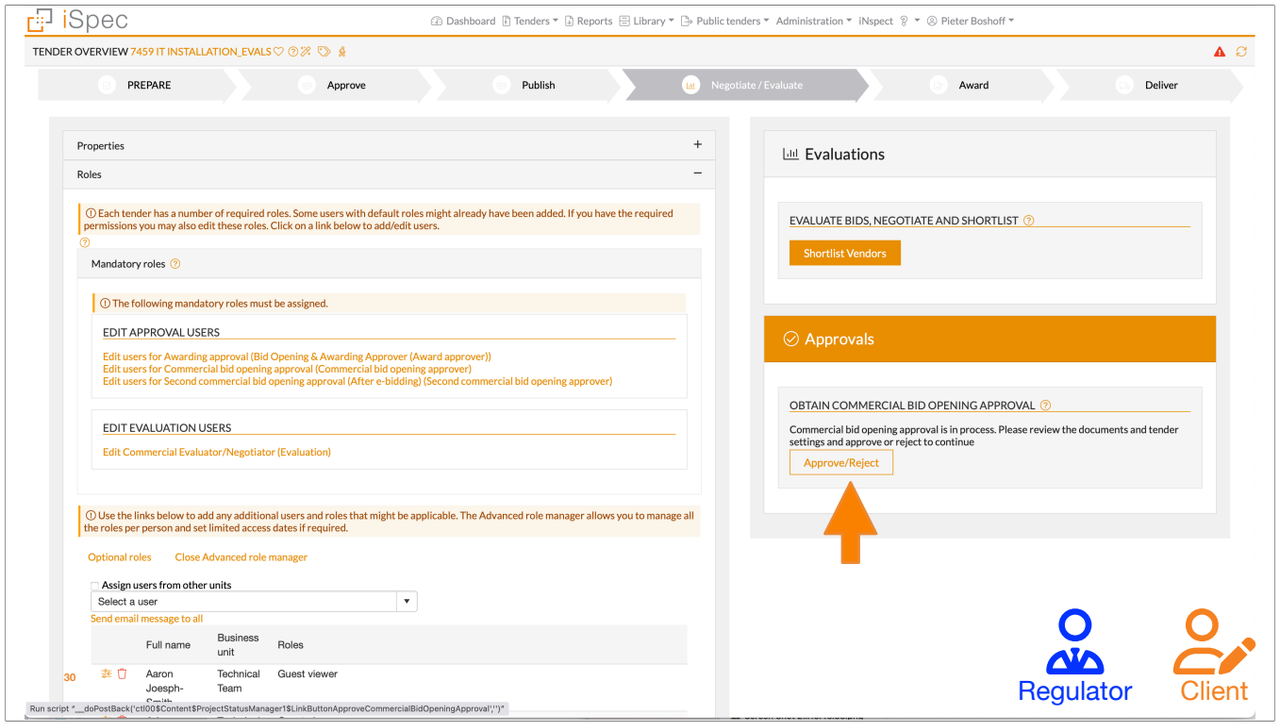
A mixture of automated and manual scoring can now commence



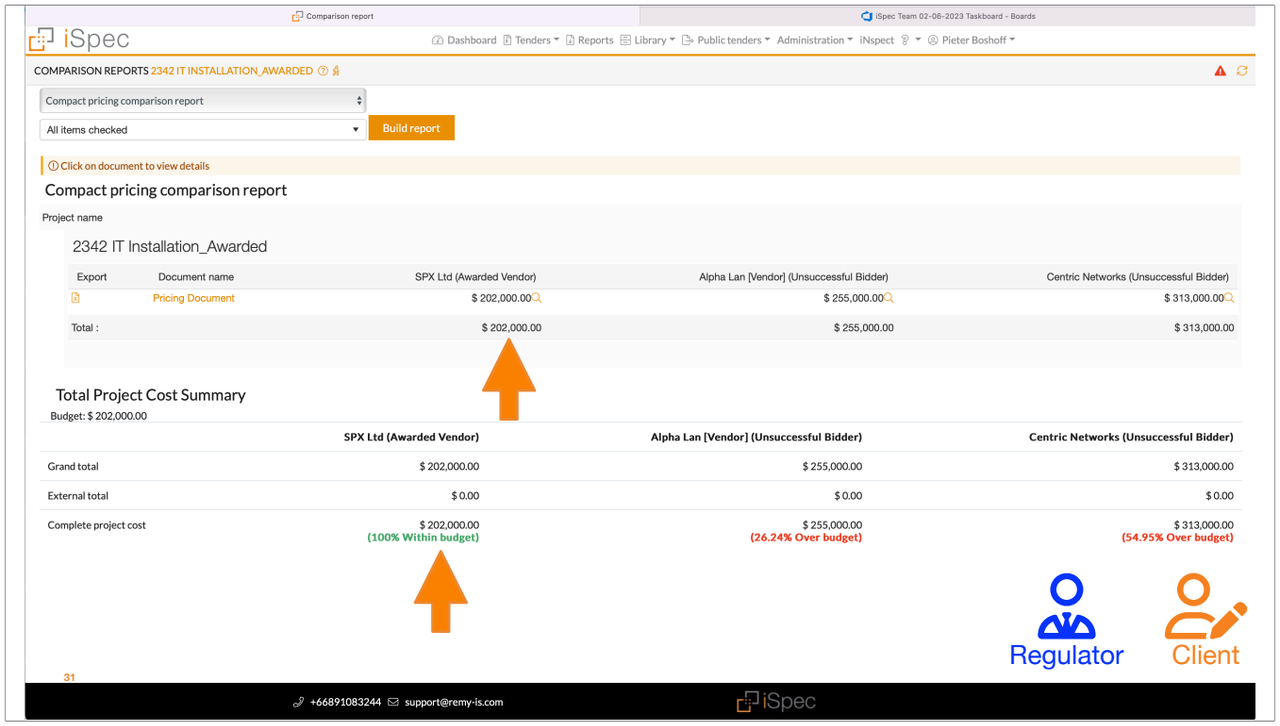
The technical evaluation team can enter the score manager, click on the links to review vendor responses to various sections and documents and enter a score and comments for each vendor’s response.



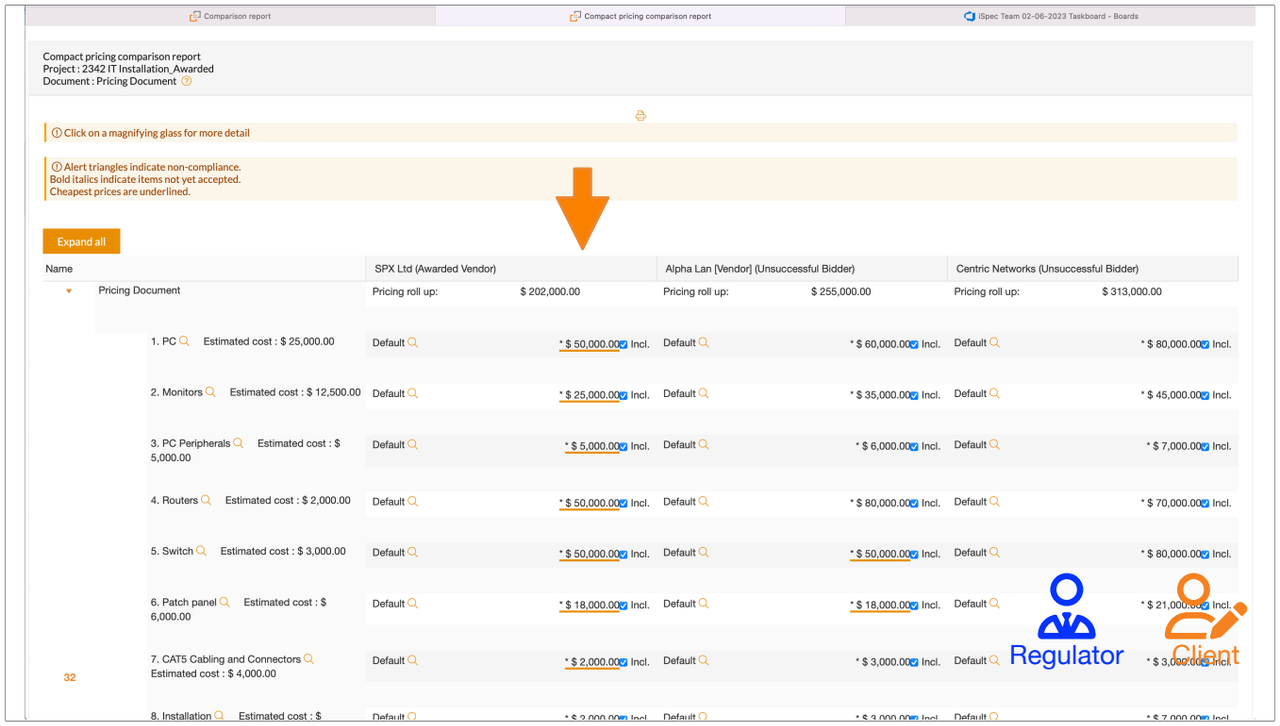
The instant comparison reports allow the evaluation team to view for example all non-compliant responses from the various vendors by drilling down into the non-compliant documents and viewing the response.



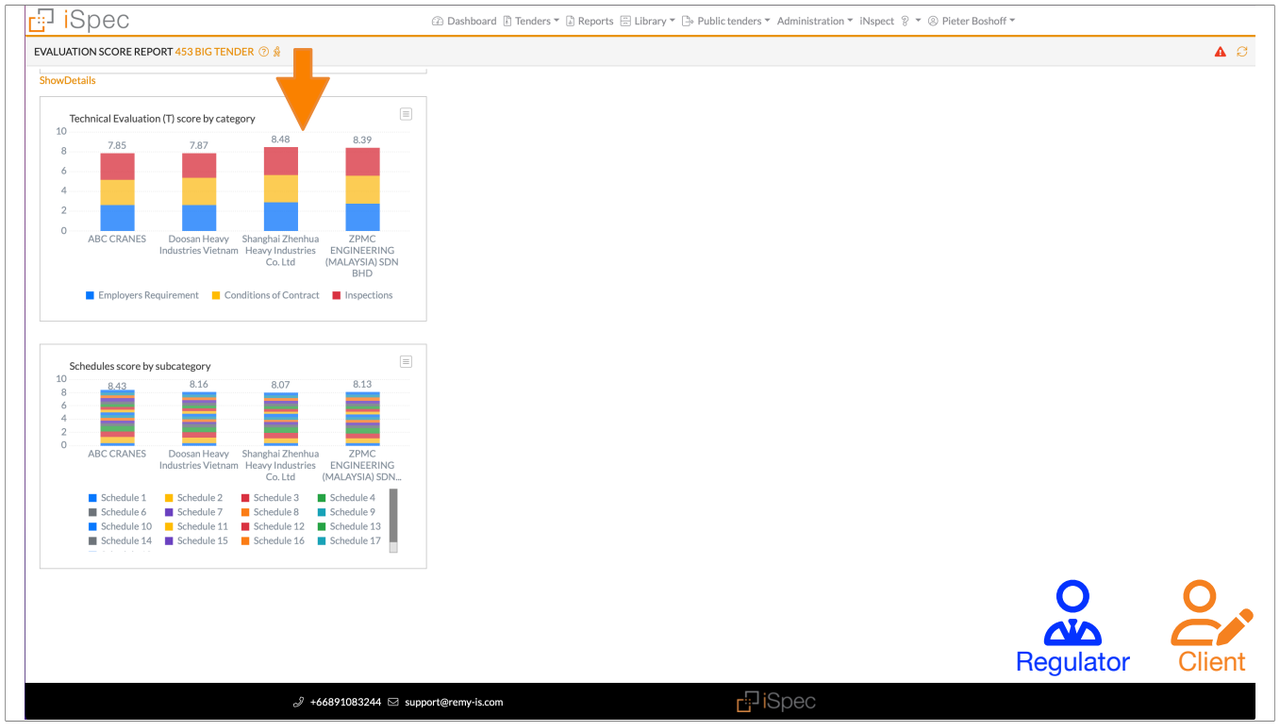
Once the technical evaluations and the first shortlisting of vendors has been completed, the commercial responses can be opened



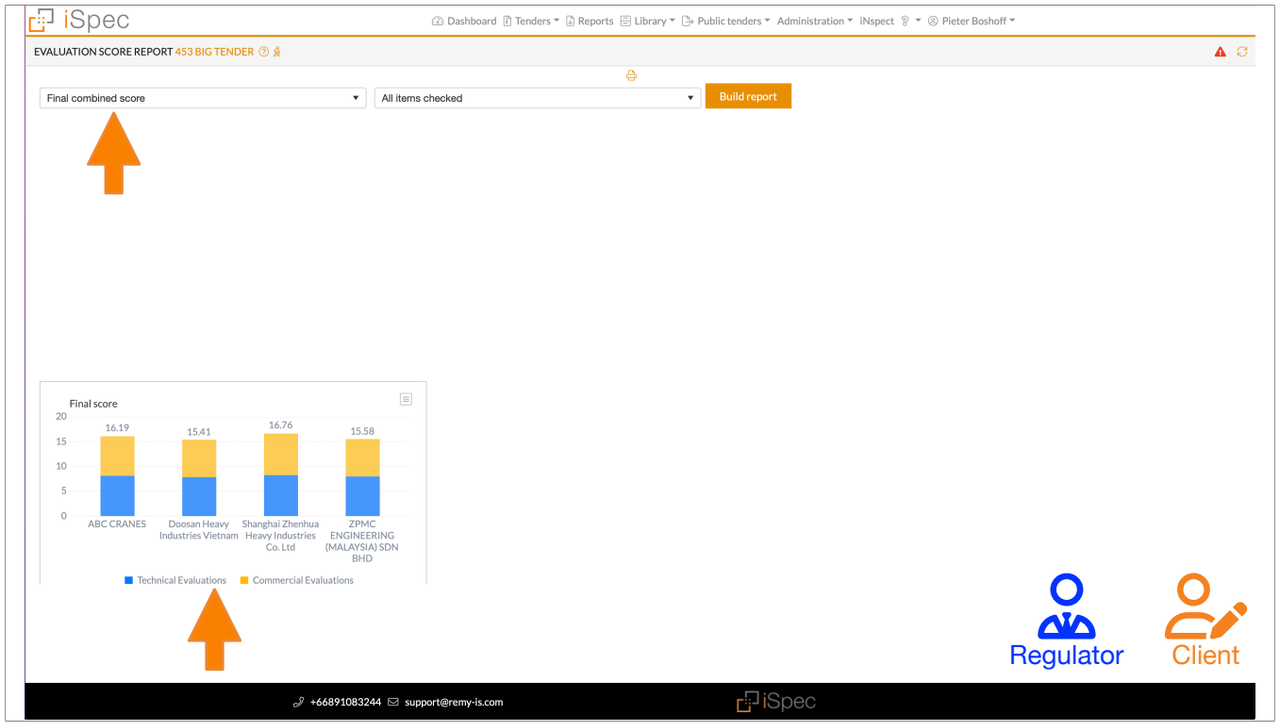
The commercial evaluation team can now view prices from the various vendors and see which of them have come in under budget



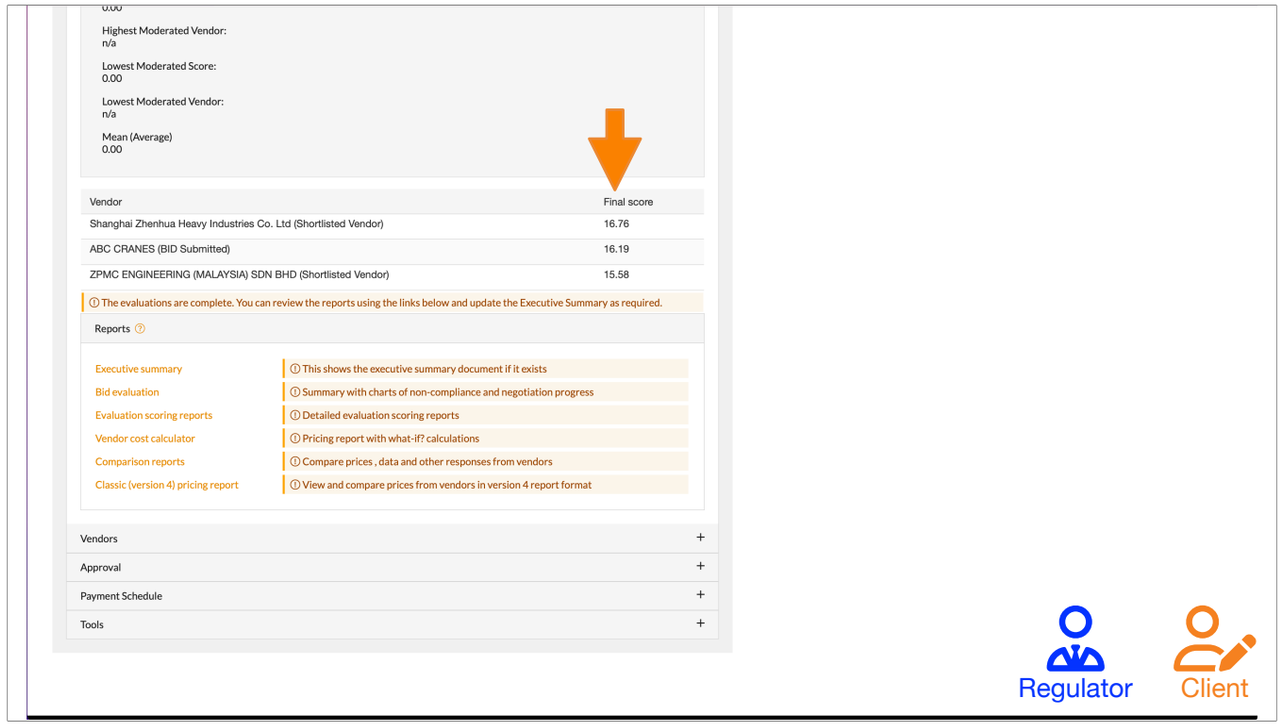
They can then drill down into the commercial response and see the individual prices of the various items.



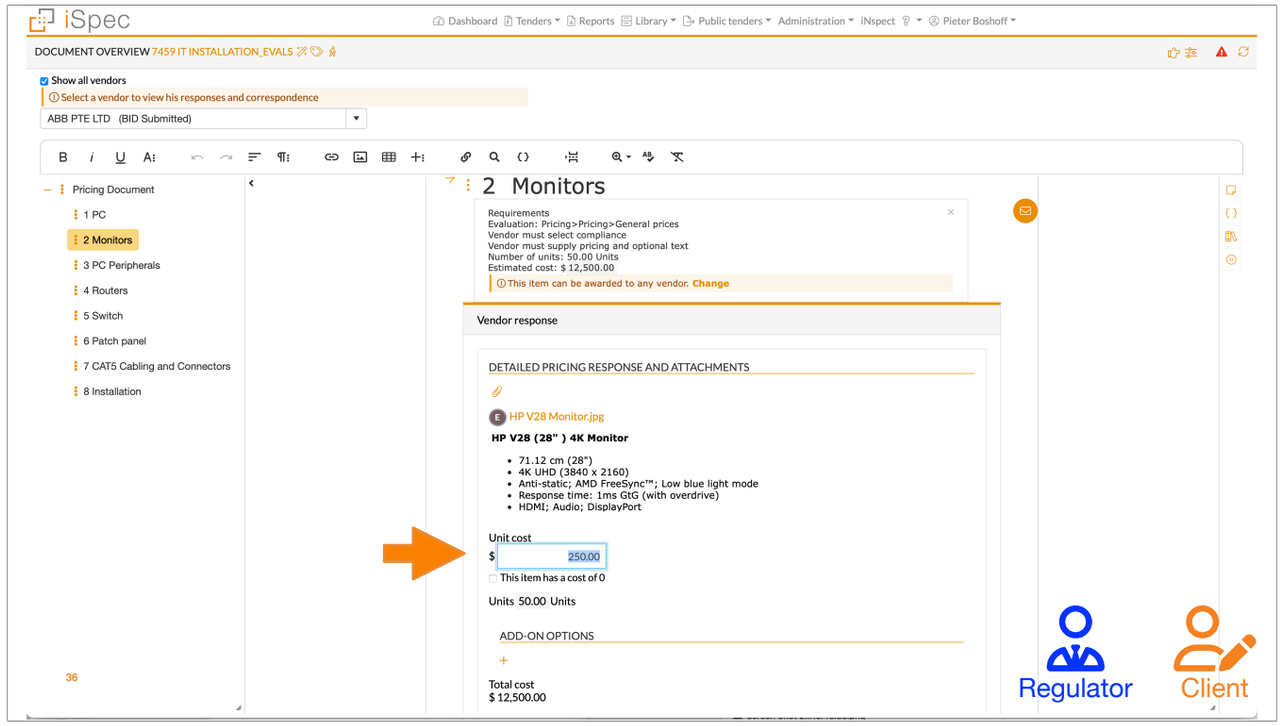
Once all the scoring and evaluation phases have been completed, the system will generate various bar charts showing the scores of the different evaluation categories and subcategories, allowing for either very simple very complex evaluations.



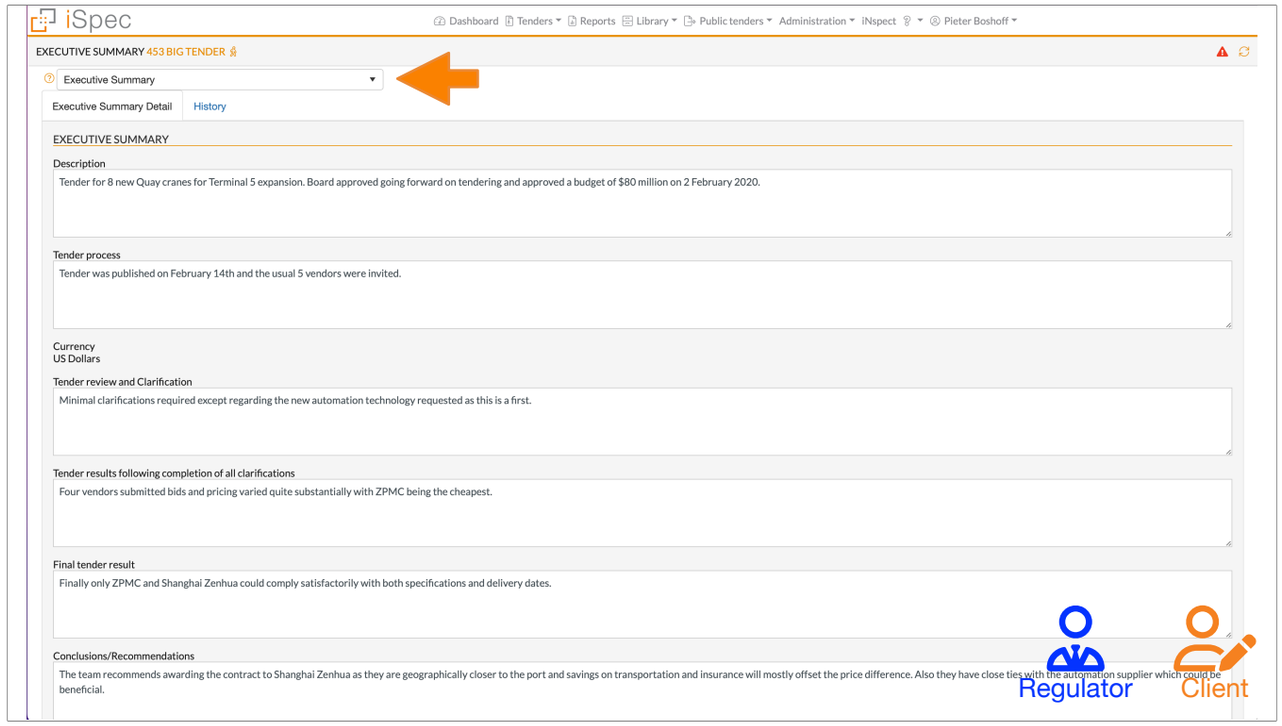
Finally the system can combine the scores for the technical and commercial evaluations and give each vendor a final score



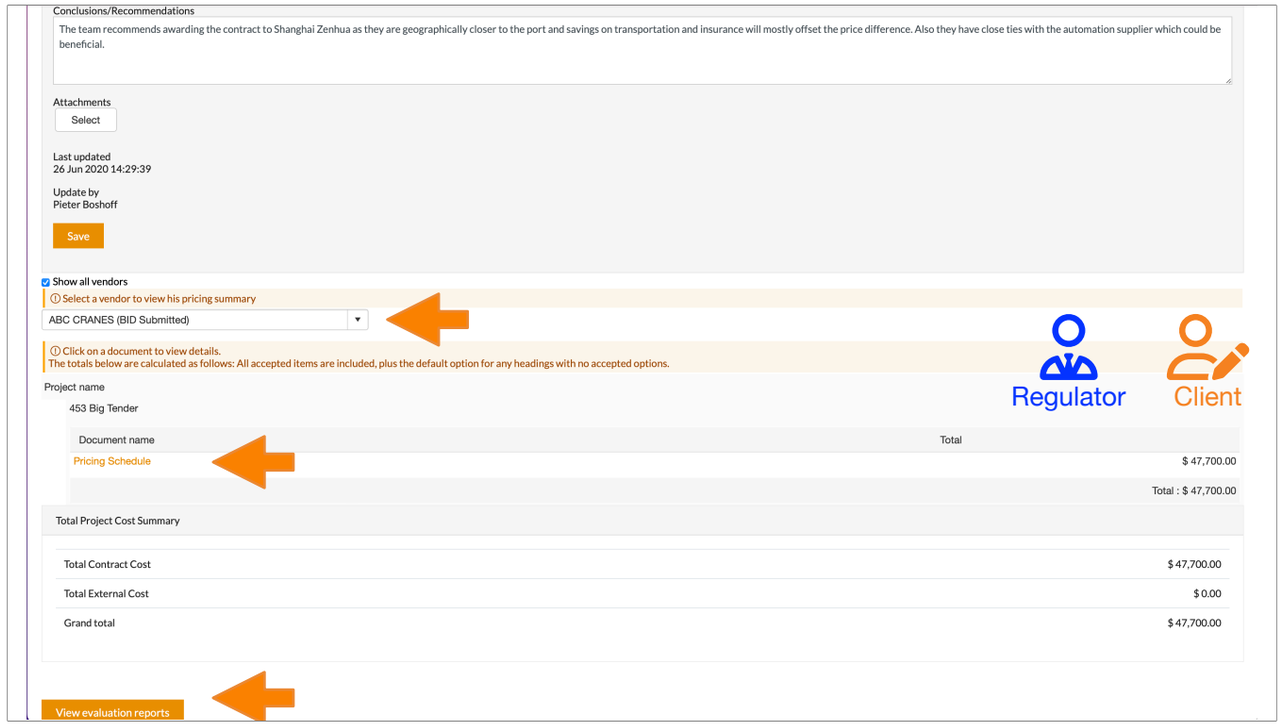
iSpec will now list the three or five (or whatever number required) top scoring vendors for the tender.



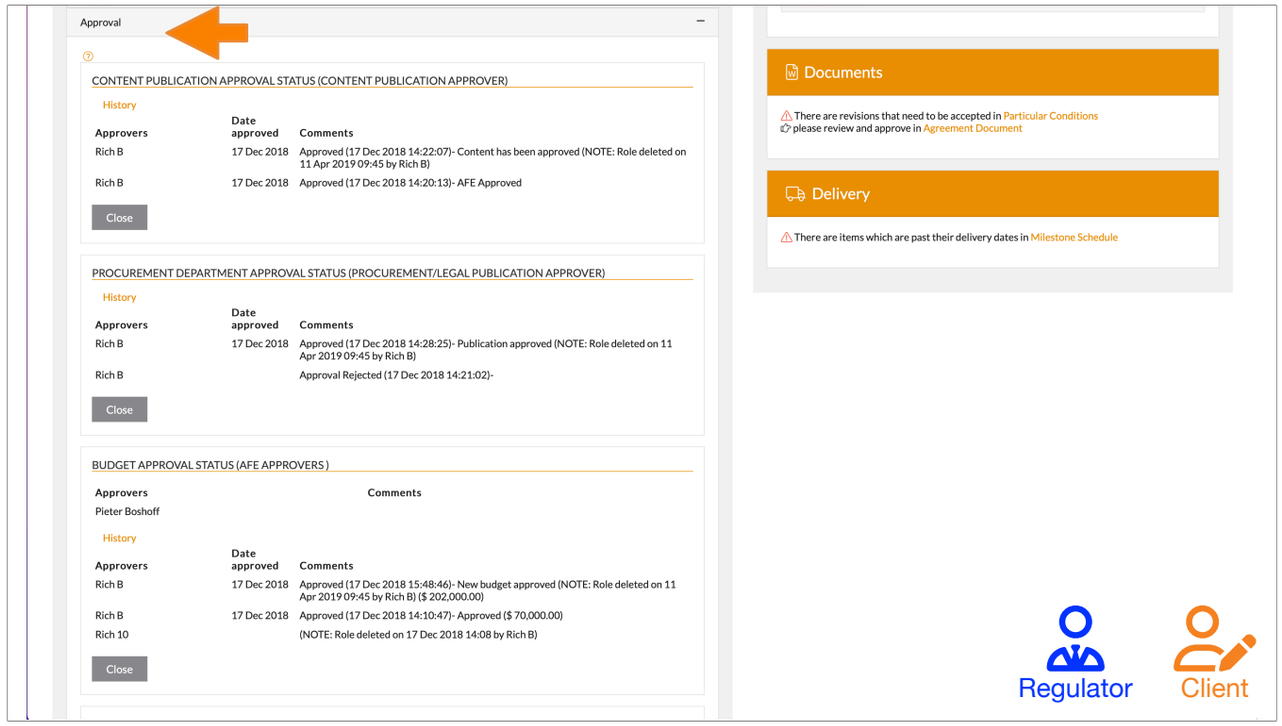
If required final negotiations on pricing, terms and conditions or delivery dates can be completed in iSpec. All changes and acceptances are recorded as part of the audit trail.



Finally the regulator or responsible parties can view the executive summary, which is a condensed version of the entire tender process.



The executive summary also includes quick access to vendor prices and other evaluation reports. The regulator or responsible party can now award the contract to the winning bidder

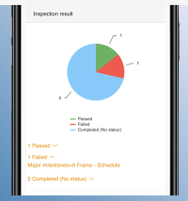


At any time the regulator has access to all data in the system, for example the approvals during the various phases of the tender and who made them and all comments.

Contract management and quality assurance

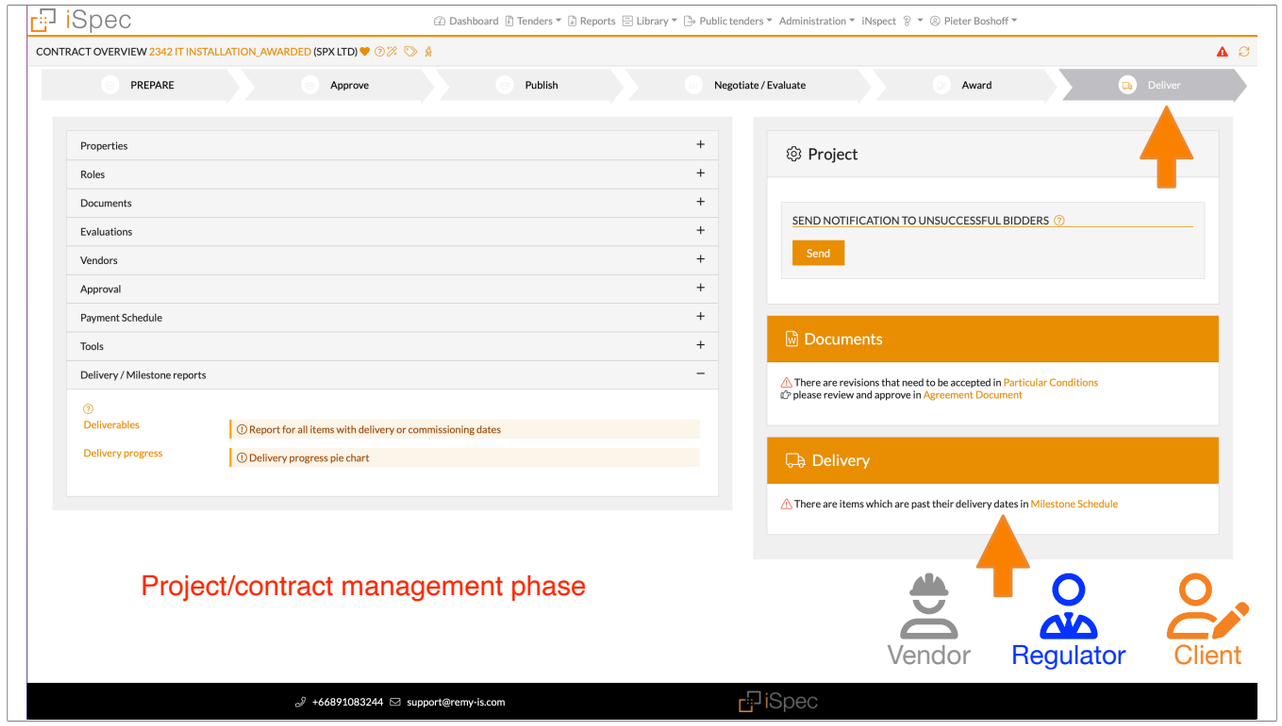
Master library

Tendering

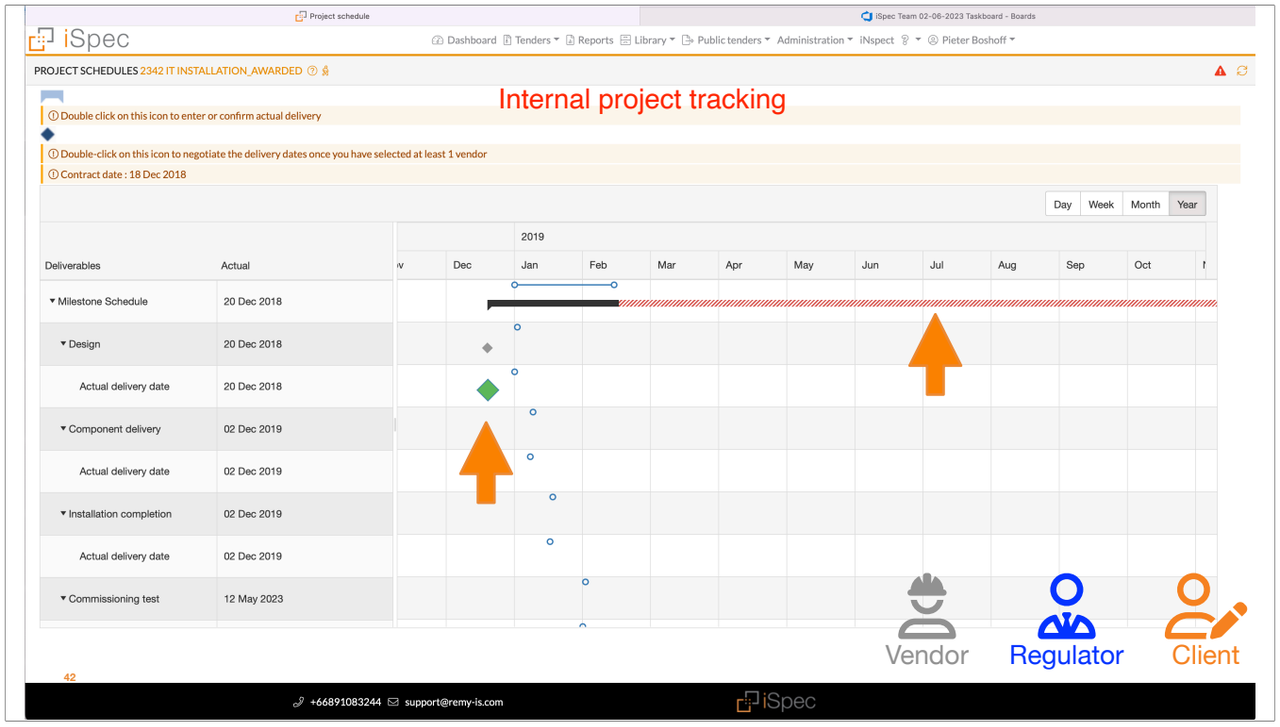


Contract management

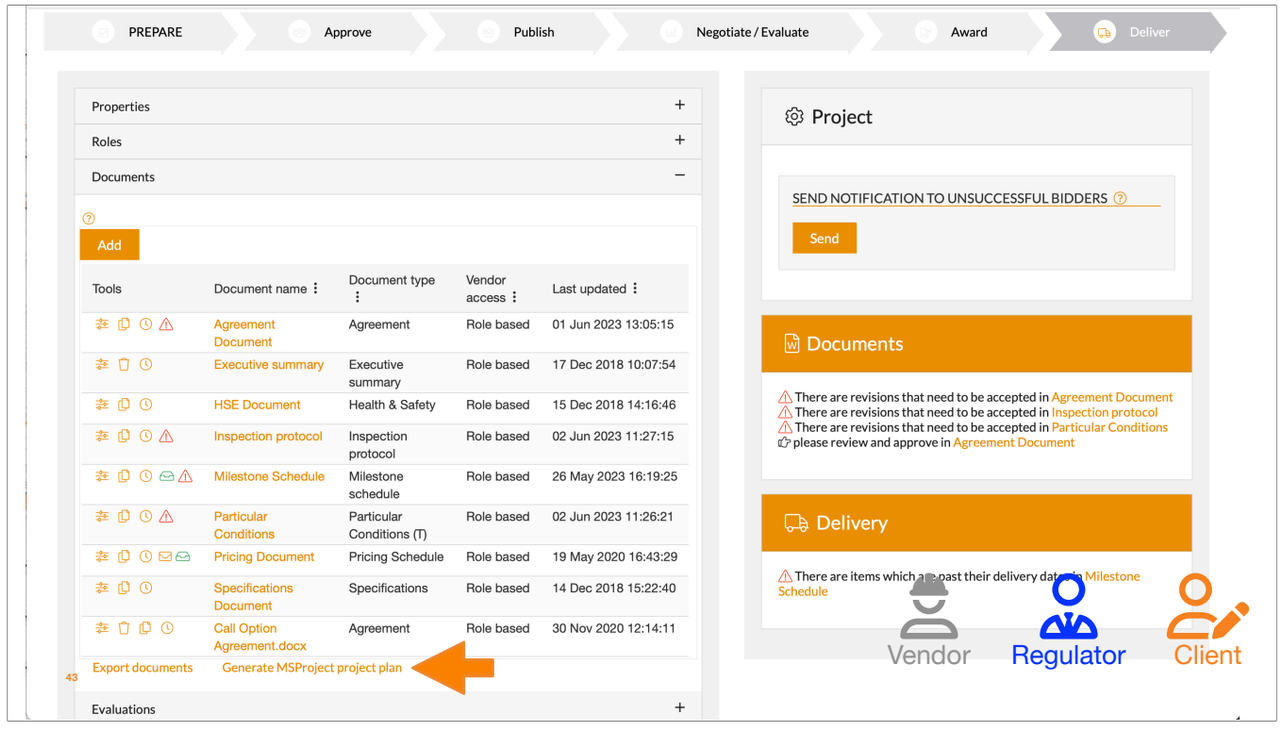
Fully integrated source-to-contract solution



Once the bid awarding approvers have entered their passwords to approve awarding of the contract to one or more vendors, iSpec will convert the tender into the necessary contracts and the delivery or contract management phase can commence. Again all required actions and notifications of imminent or late deliveries will be shown to the user for action.



iSpec will also generate a GANTT chart for the project milestones in order for the user to get an overview and track project progress.



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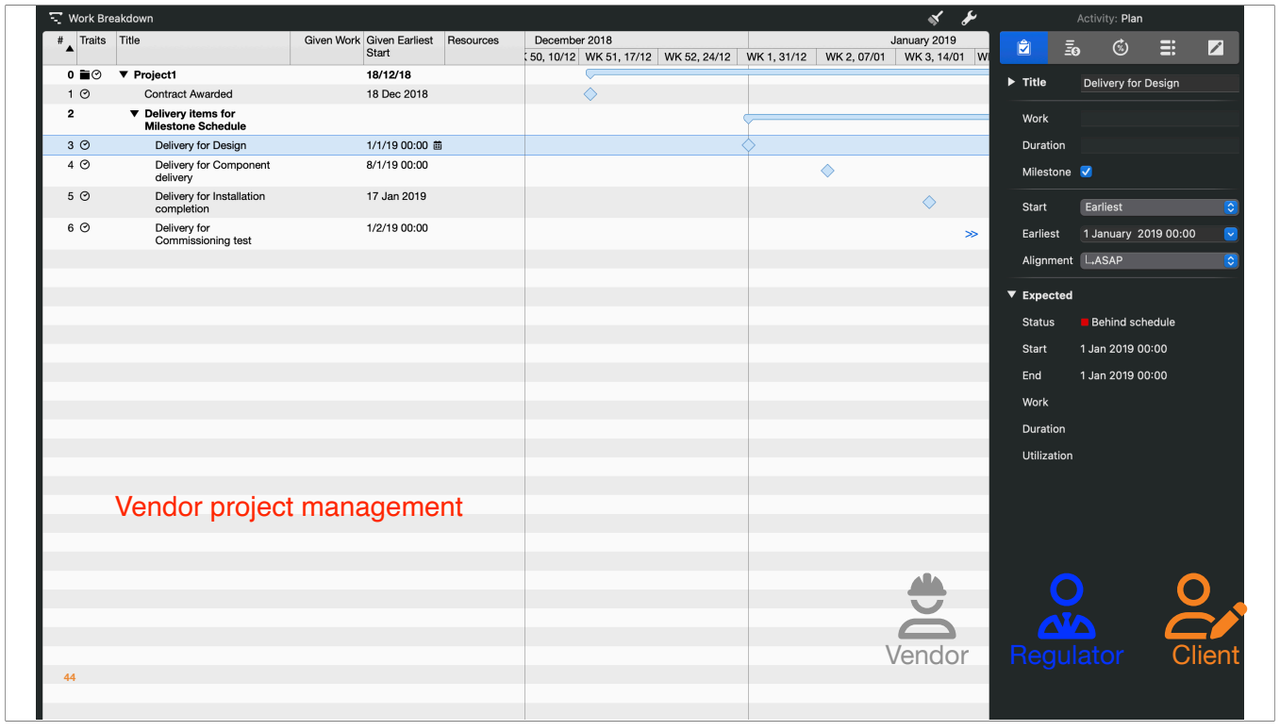
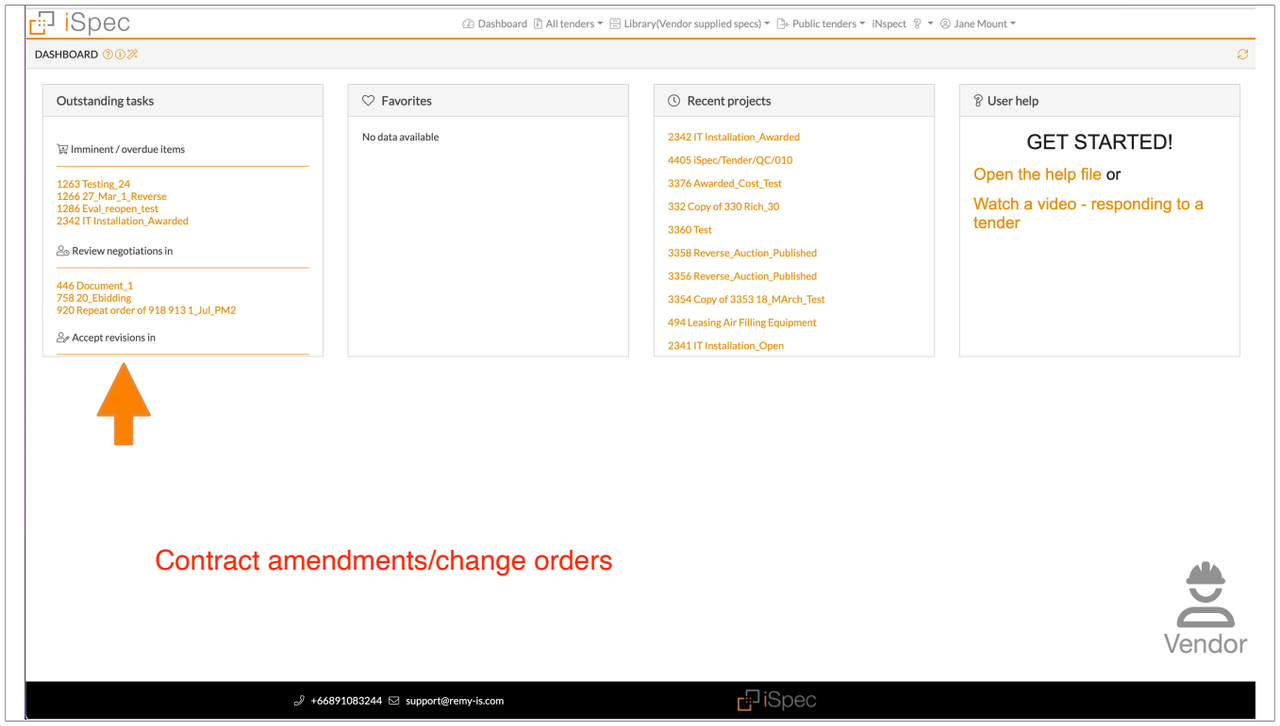
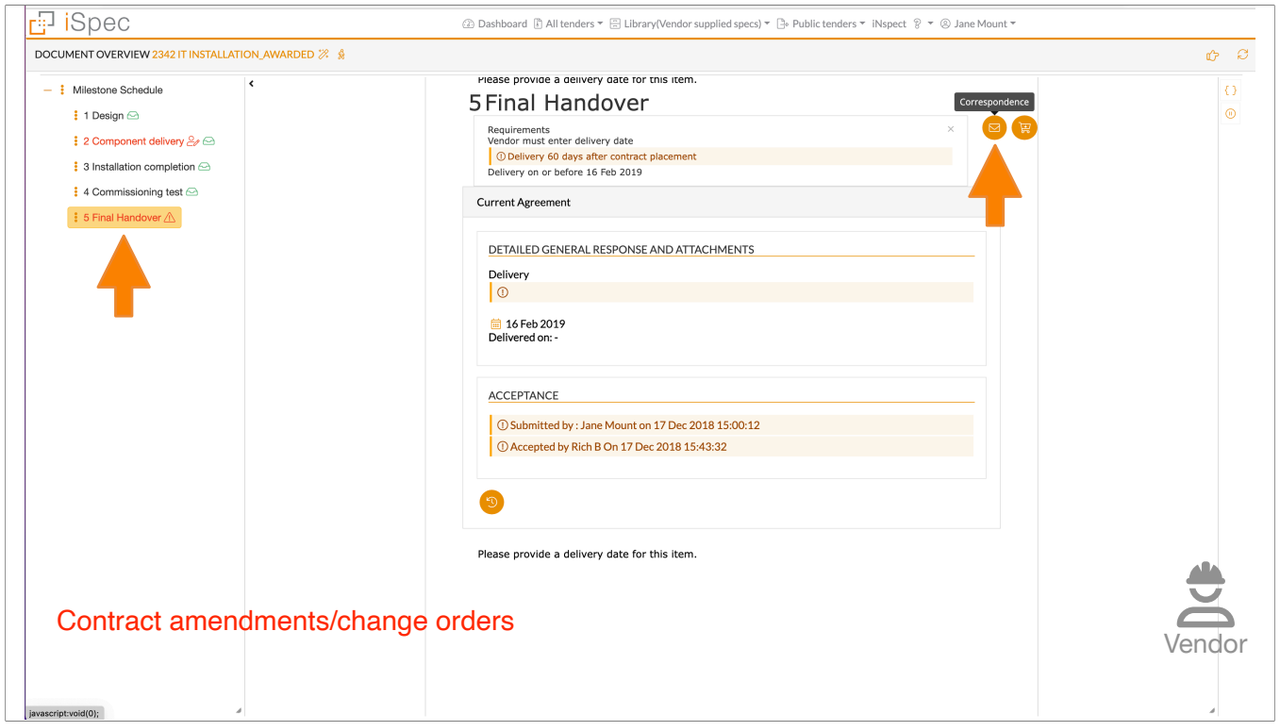


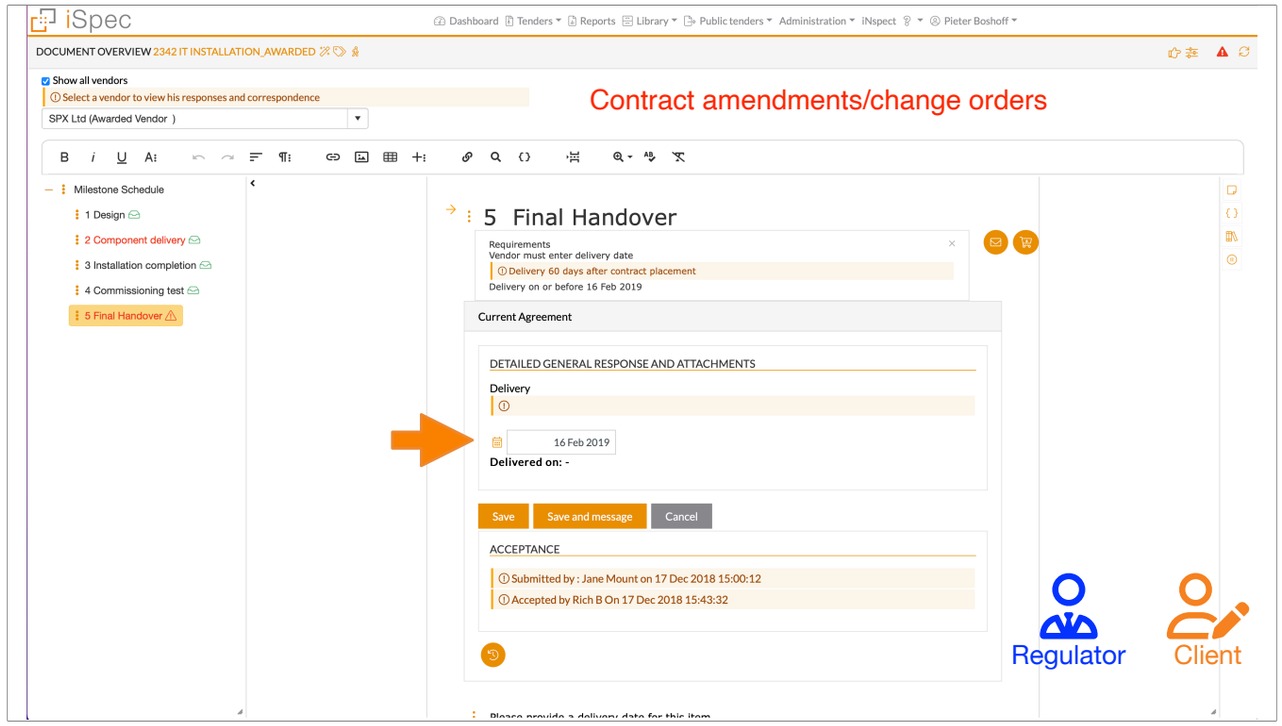
iSpec will also generate a GANTT chart for the project milestones in MS Project format for the vendor to use externally.



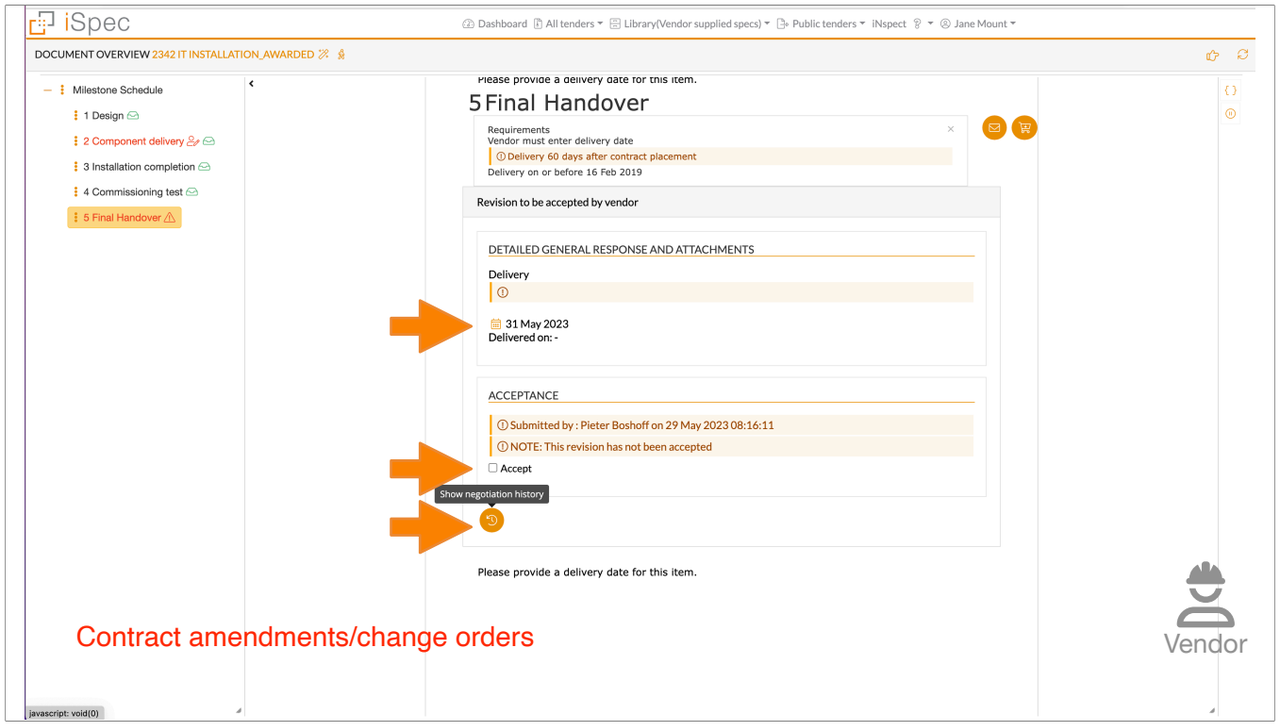
The vendor will also receive notifications as well as a list of outstanding tasks related to the contract delivery and any amendments or variations.



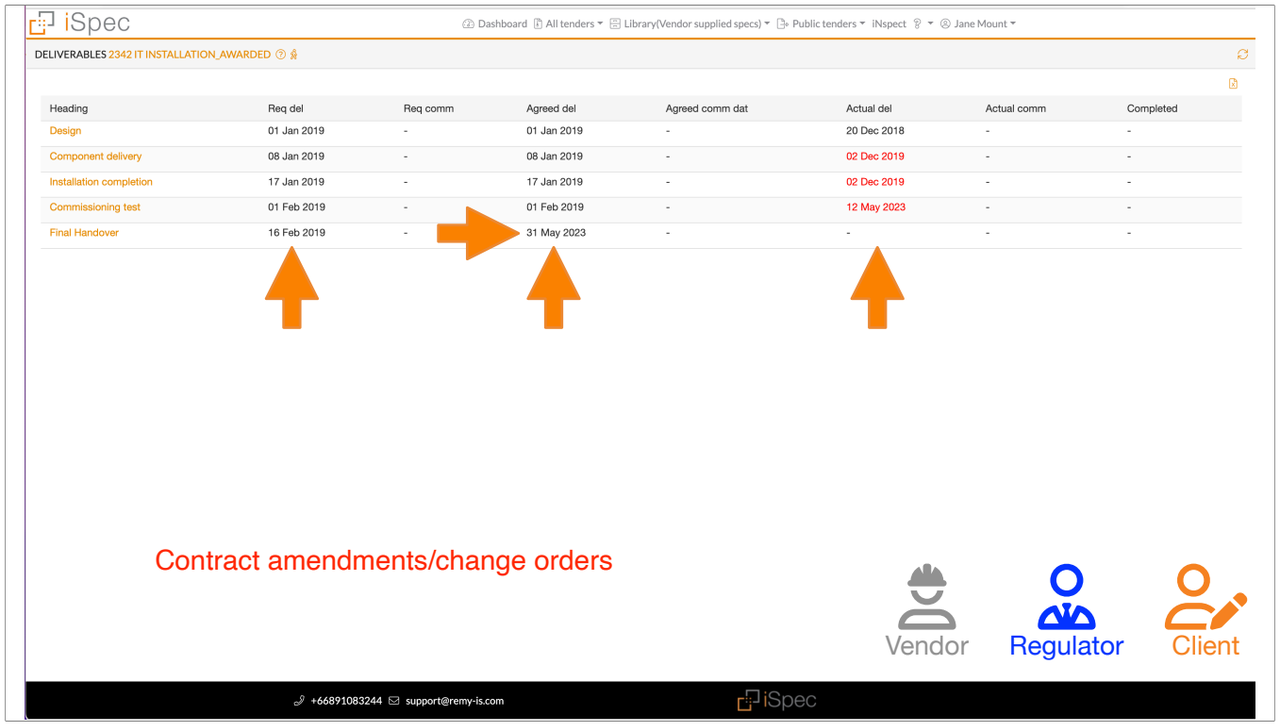
For example, should the vendor have a problem with a delivery milestone as a result of an unavoidable circumstance such as a natural disaster or other, the vendor may use the messaging system to send an email to the customer to request a delay.



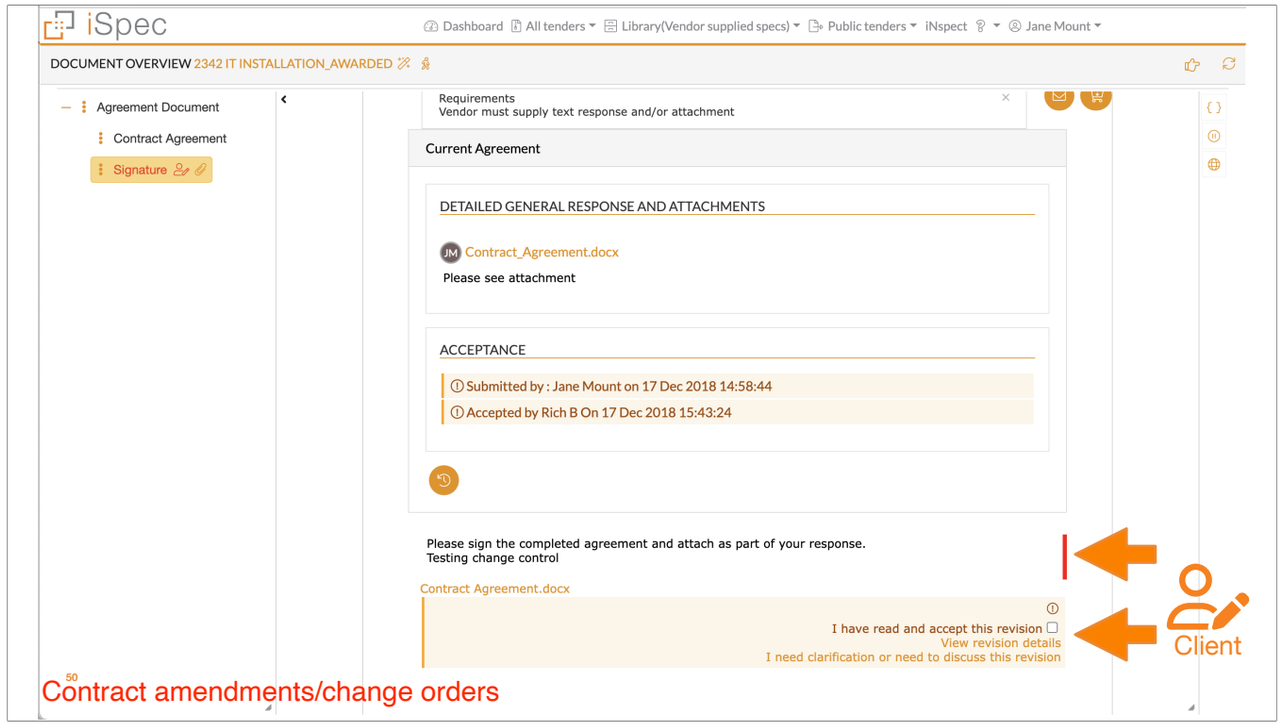
The customer may then adjust the delivery date or any other information required. All amendments and variations, whether dates, prices, terms, etc. are handled similarly in the system.



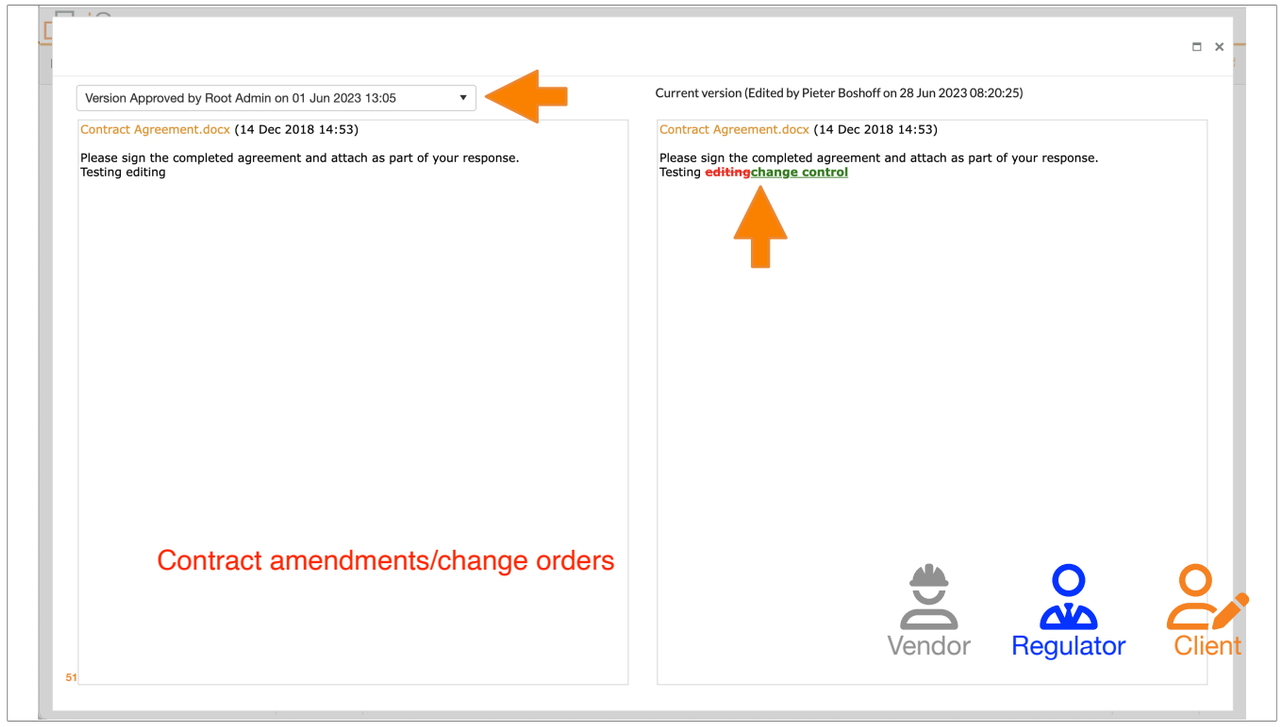
Once the customer has made the change the vendor receives a notification and can view the change in the system and accept or re-negotiate it. All such amendments are recorded in the history for each section as part of the audit trail.



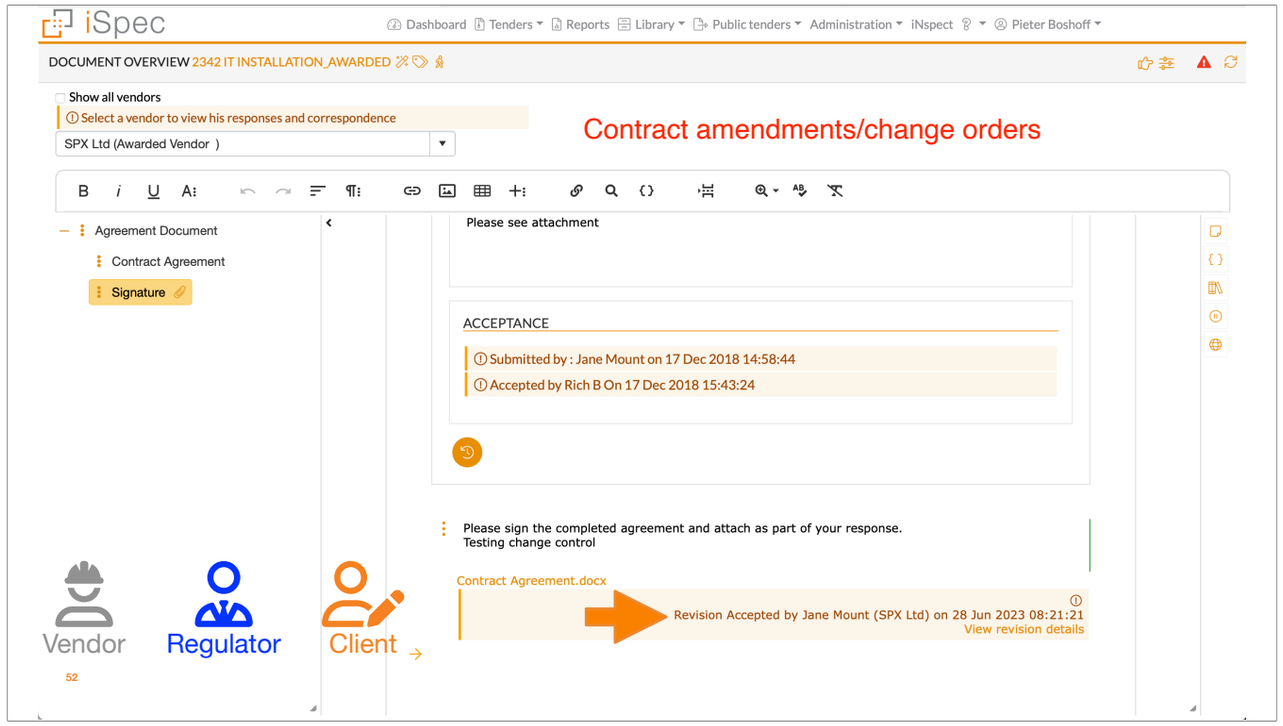
Tracking delivery of the various milestones is simple. This list shows the initially requested delivery date, the contractually agreed delivery date as well as the actual delivery or completion dates of each milestone or item. The amended dates also show up so that adjustments are visible.



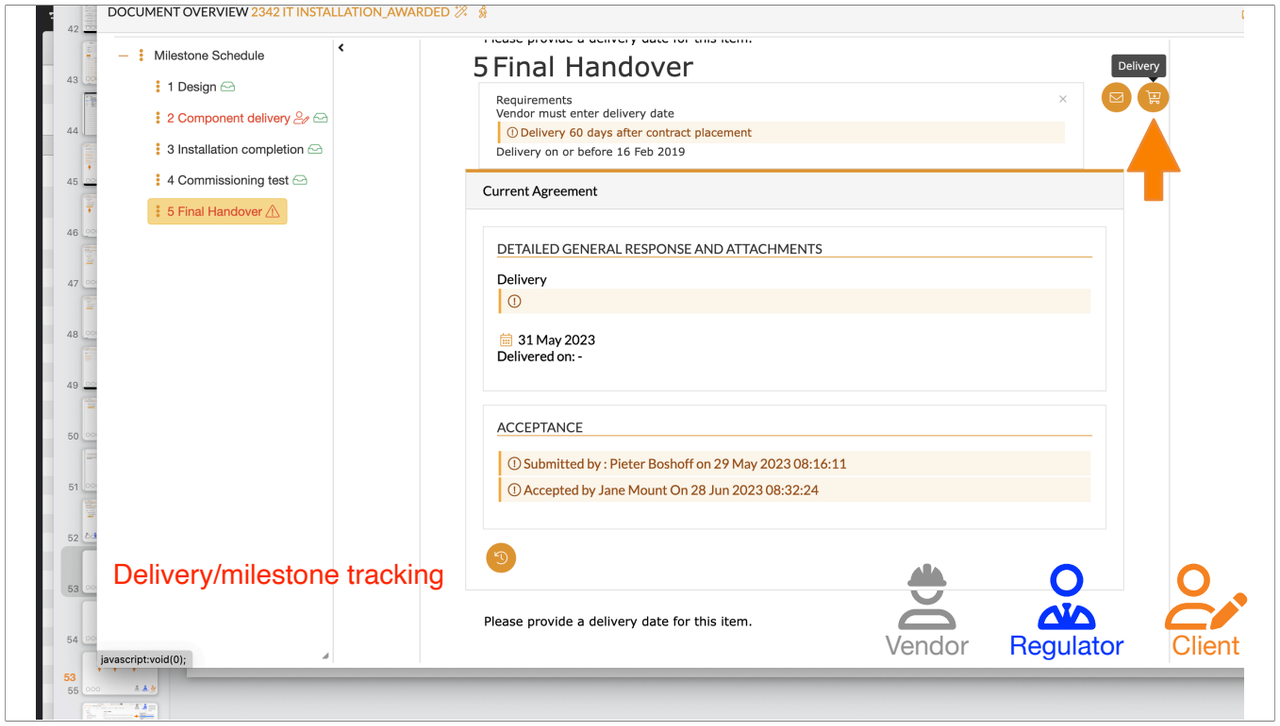
Should there be changes in the text such as specifications or terms and conditions in the agreement, the client makes the changes and the vendor gets notified to accept that changes or re-negotiate them. Changes are red-lined and the vendor can view the revisions.



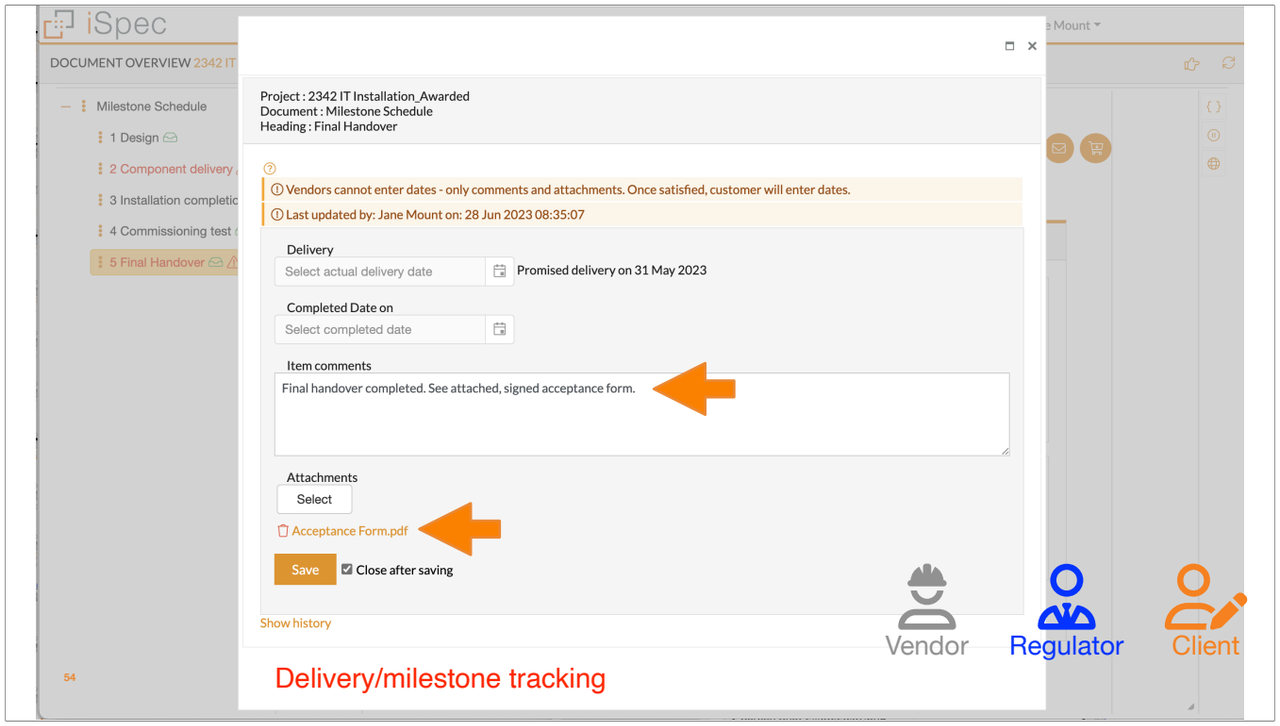
All revisions are kept in the audit trail and any previous version of text can be compared to the current version to see what has been added (green) or deleted (red).



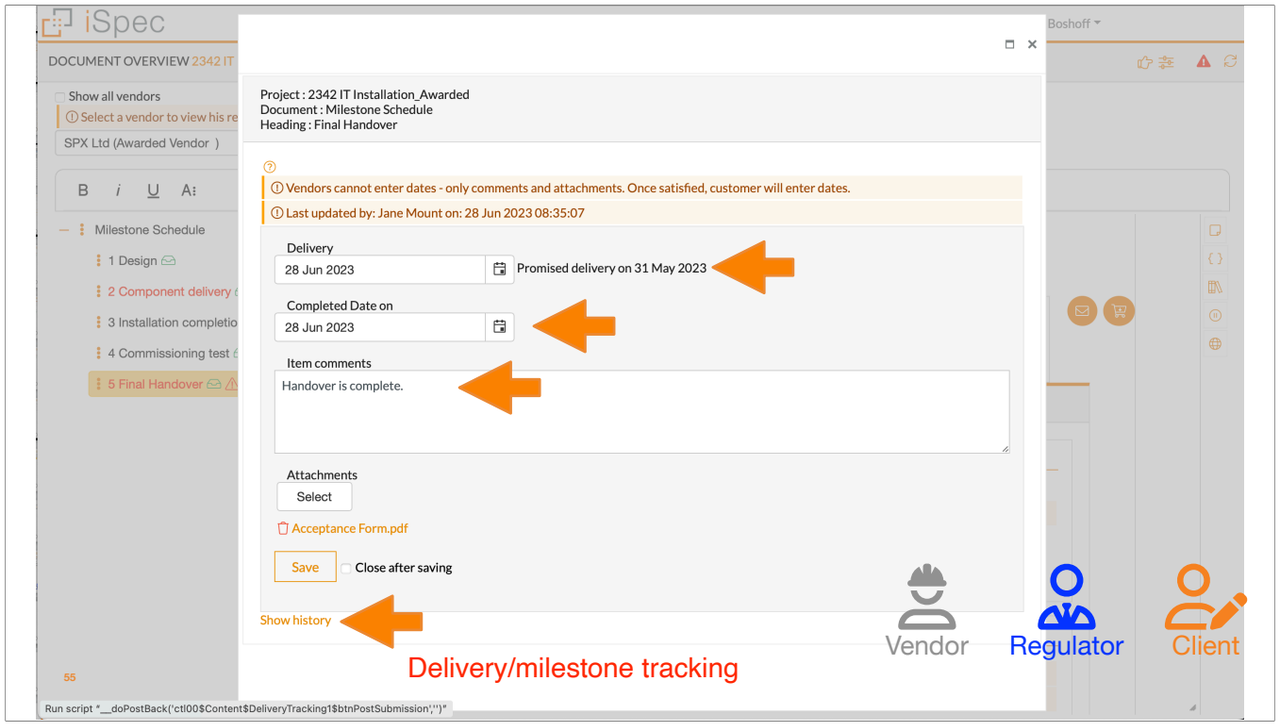
Once accepted the client can see show accepted it from the vendor side.



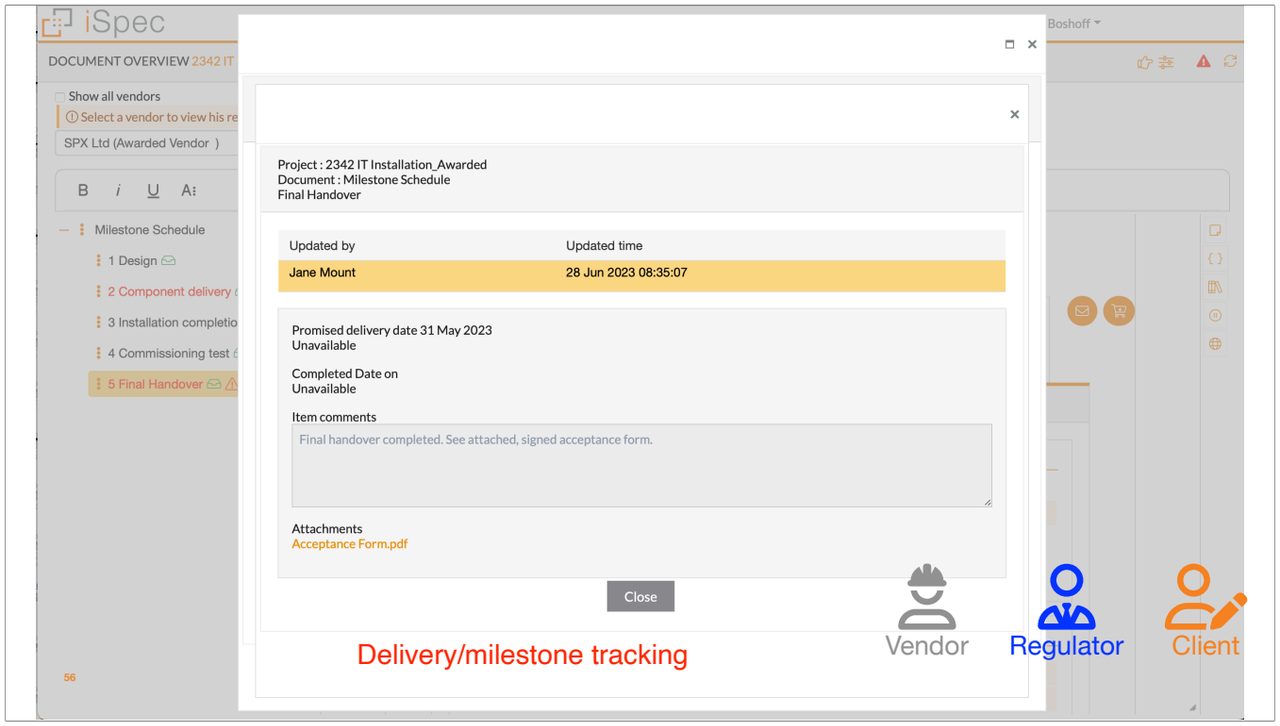
When the vendor delivers an item or completes a milestone, they can record such and upload any documentation into iSpec for the customer’s acceptance and approval.



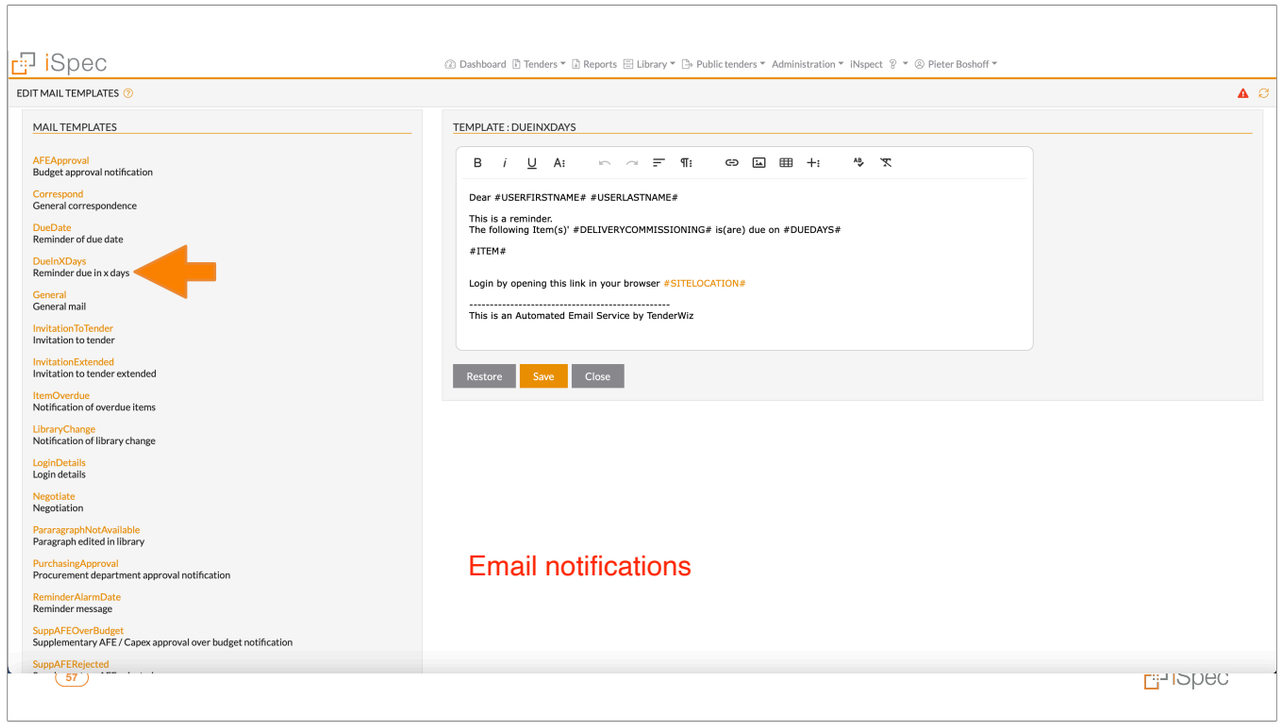
Data entry is recorded but delivery or completion dates need to be confirmed by the client.



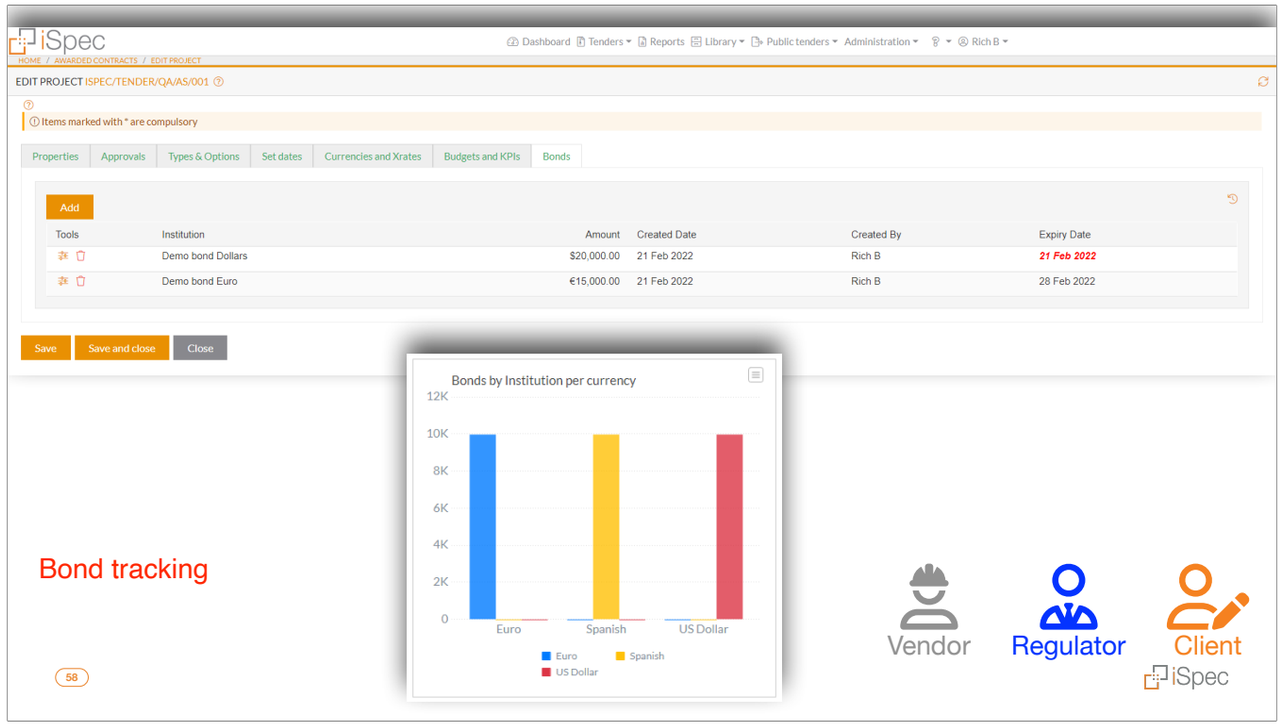
Client confirms acceptance and completion. All previous submissions and acceptance or rejections are kept in the audit trail



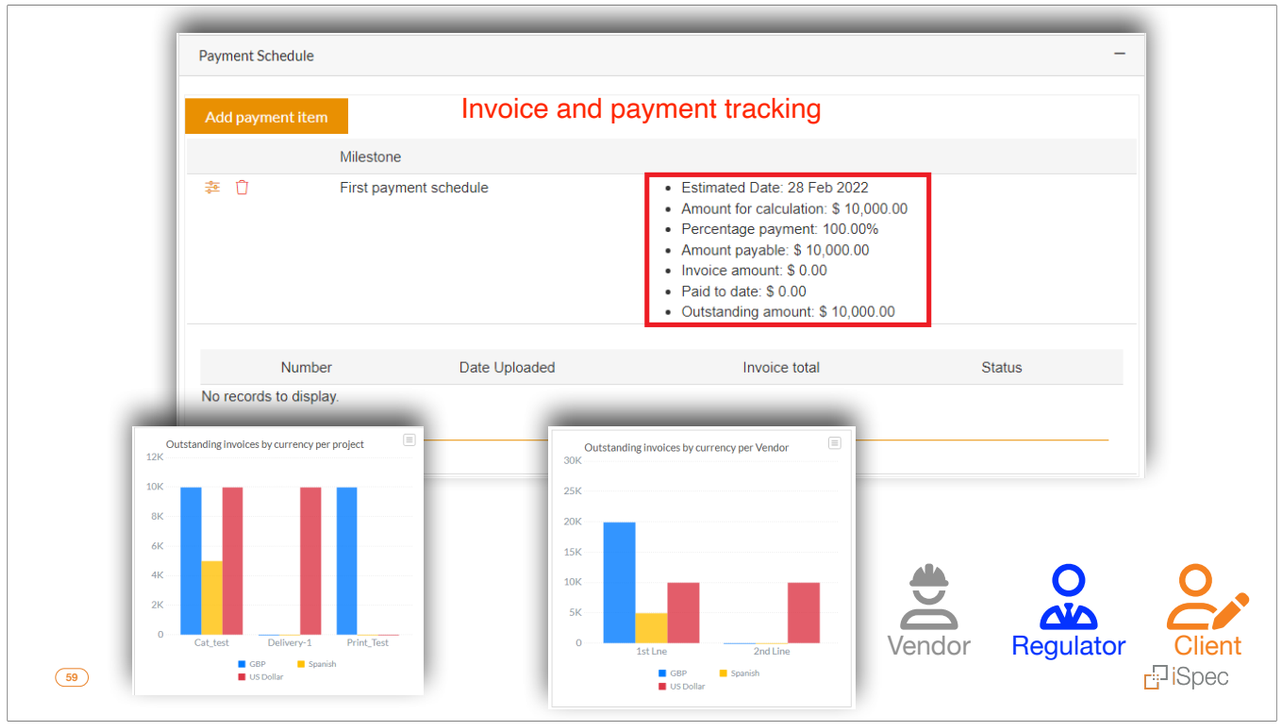
Audit trail shows previous submissions.



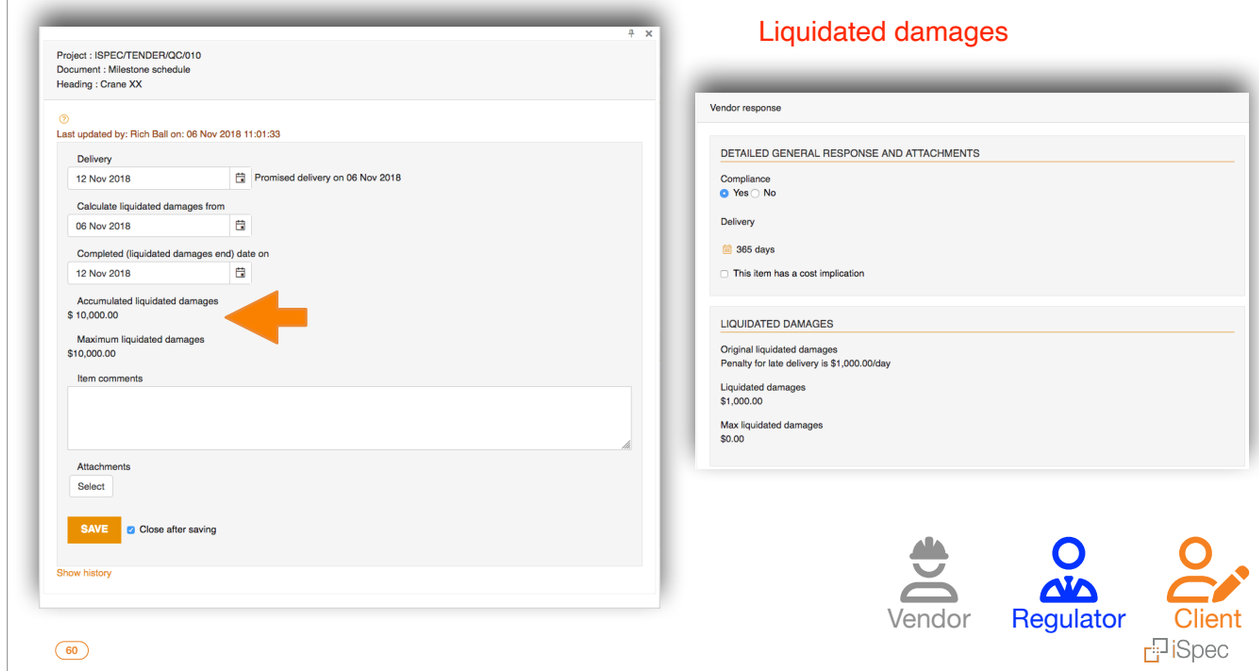
All notification emails are customizable using email templates. Here is an example of a notification for an item or milestone that is due in X days.



iSpec allows you to track your financial exposure by currency and financial institution. The bar chart shows on the user’s dashboard. And each project contains the specific information.



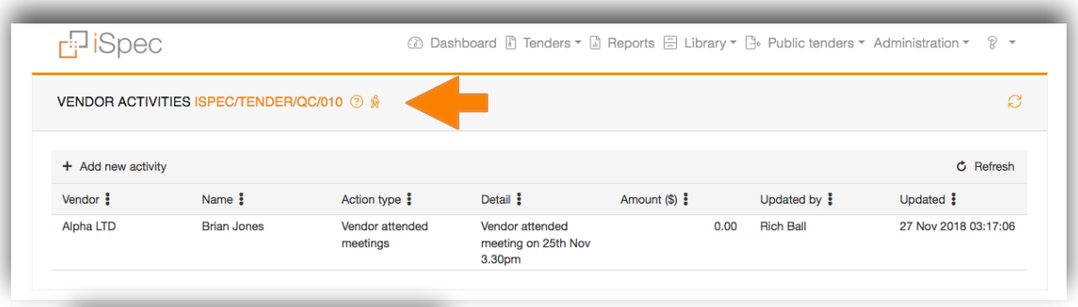
Invoices and payments can be tracked in each project, where the vendor can upload their invoices and the user can approve or reject them for payment. Once paid, the user can mark them as paid.
Outstanding amounts are also displayed on the dashboard by currency and project as well as by vendor.

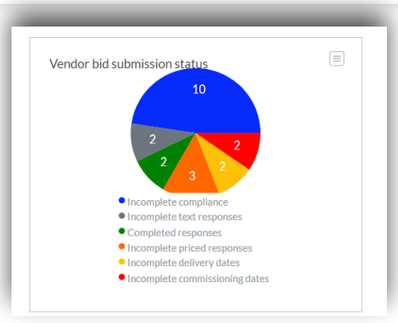


Liquidated damages

Vendor Regulator Client iSpec

Liquidated damages can be set for overdue milestones or deliveries, which the vendor must acknowledge during the tendering phase.
Once the contract is running - any late deliveries are automatically charged as per the agreement. Adjustments can be made for unforeseen circumstances.

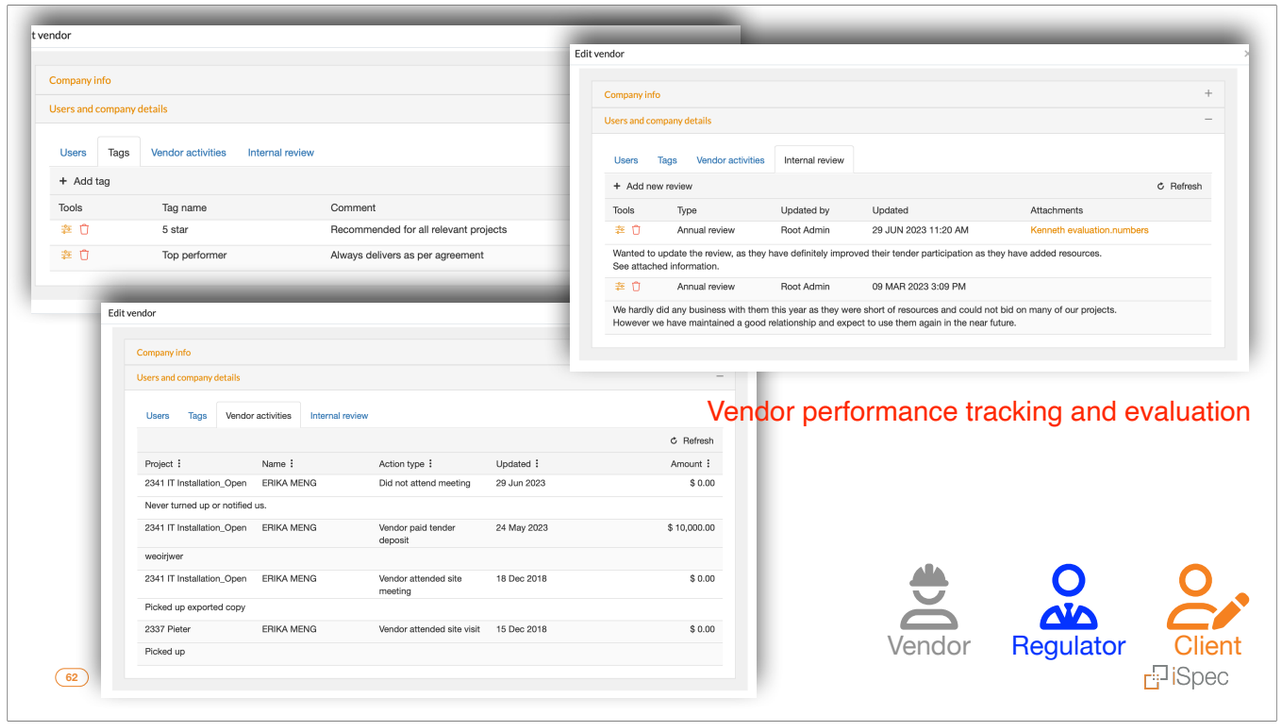




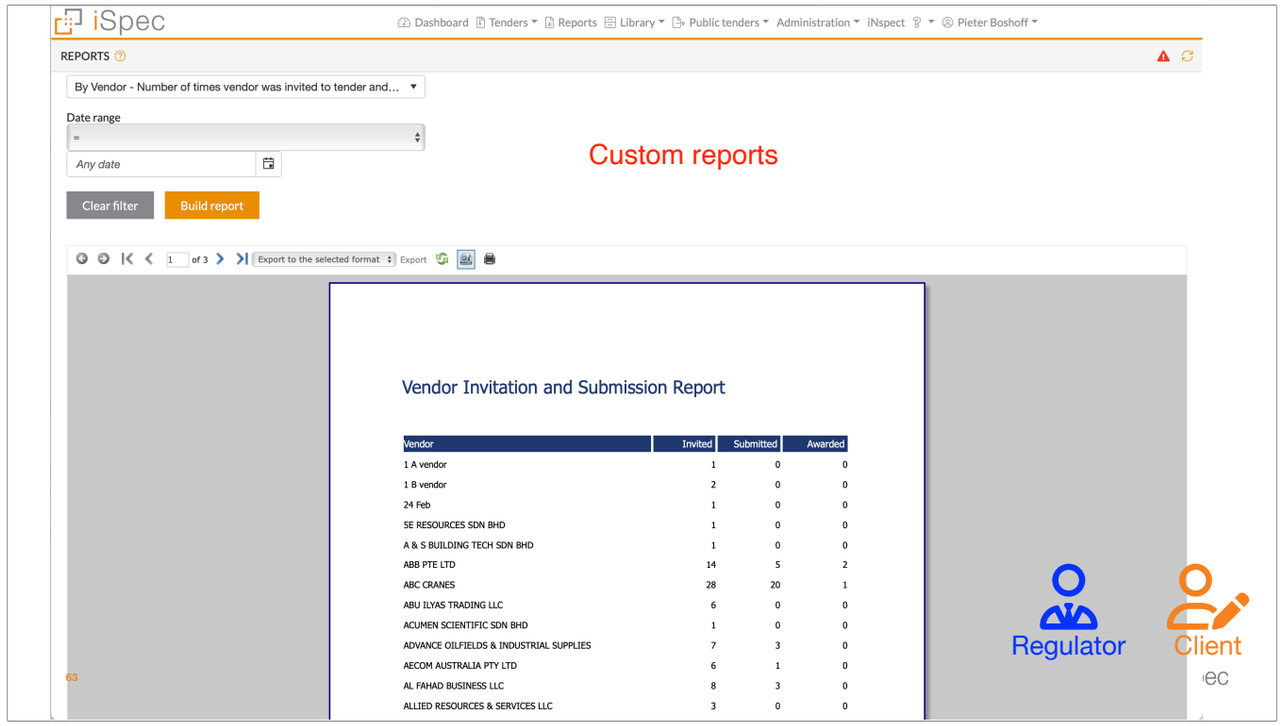
Vendor performance tracking and evaluation

Vendor
Regulator
Client
iSpec

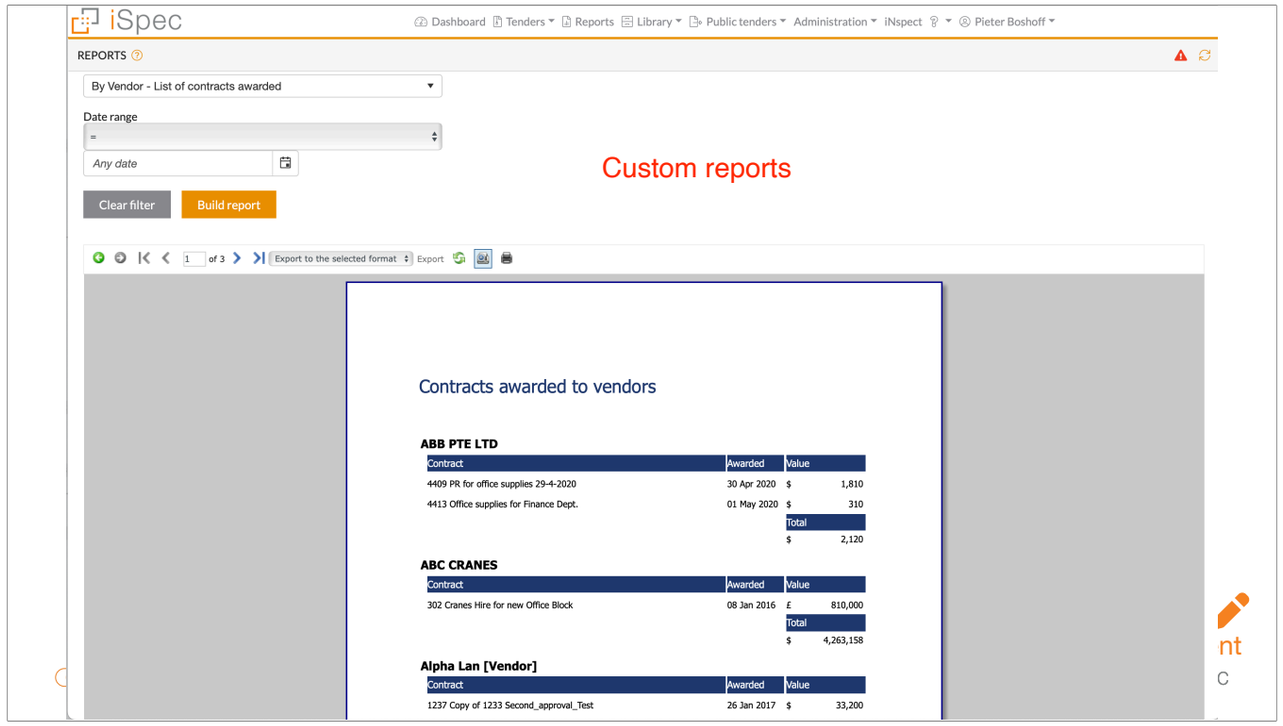
Vendor activities can be tracked during a project and their status reported on to see progress.



In the vendor management module, vendors can be tagged, their overall activities (for all tenders) tracked, and regular internal reviews can be recorded as part of regular evaluations.

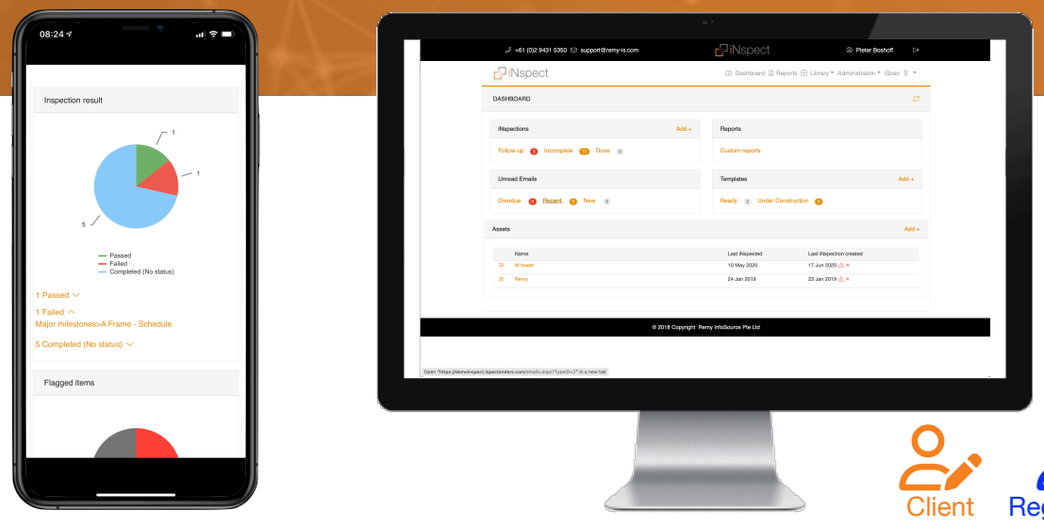


All notification emails are customizable using email templates. Here is an example of a notification for an item or milestone that is due in X days.



All notification emails are customizable using email templates. Here is an example of a notification for an item or milestone that is due in X days.

Mobile inspections

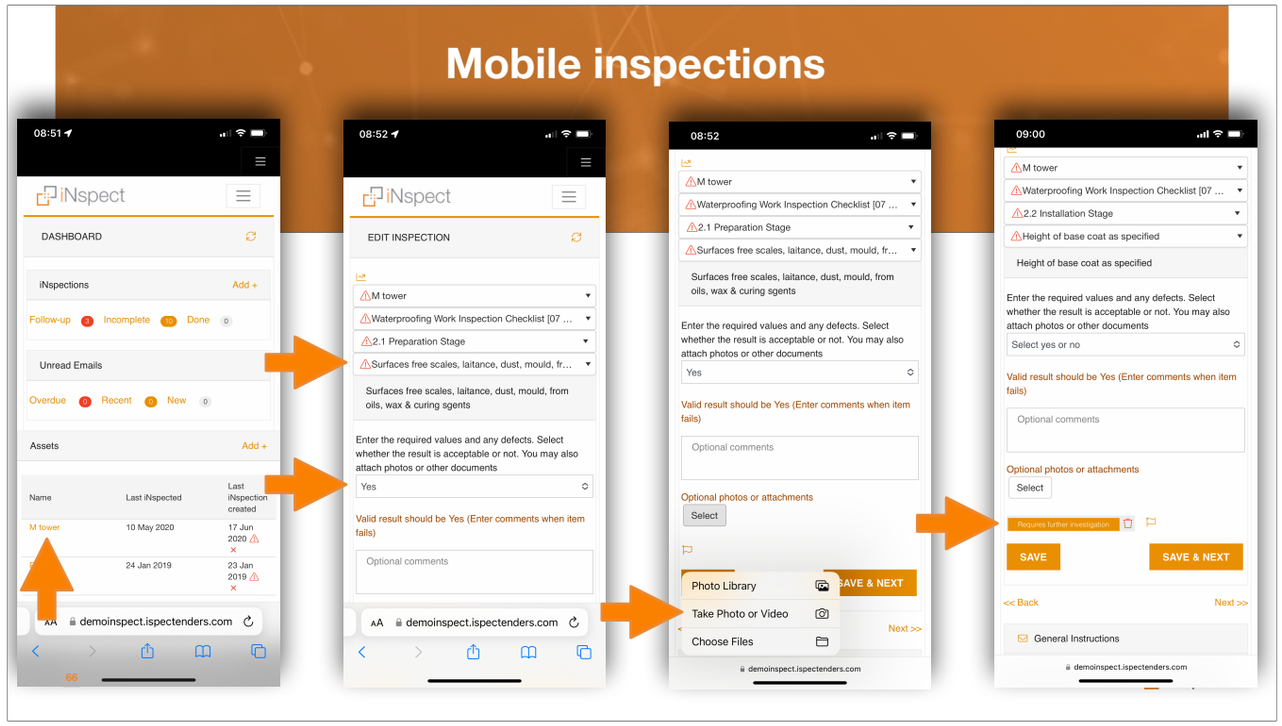


Client

Regulator

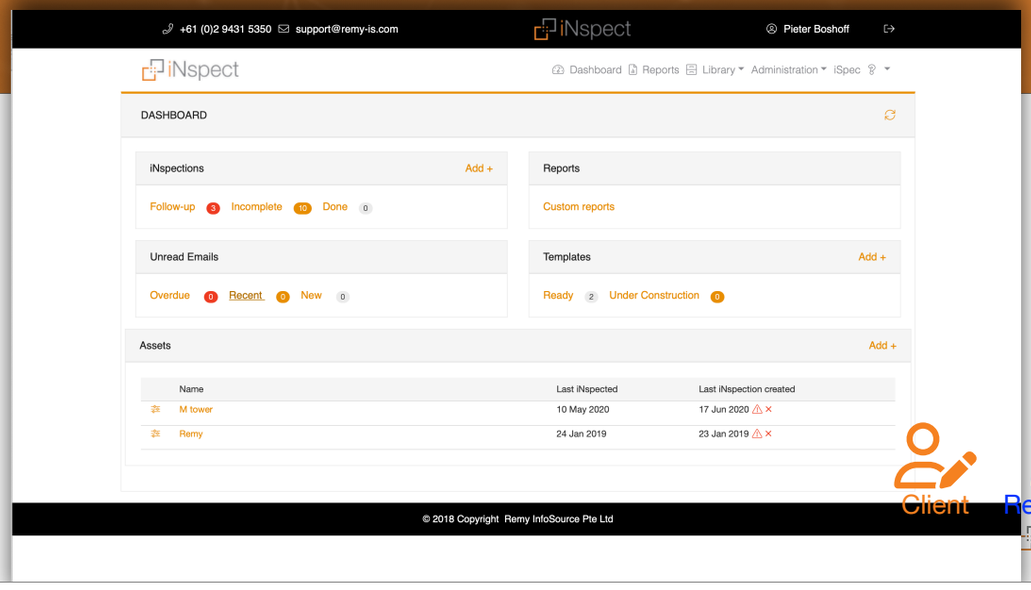
iSpec

Once logged in the user is taken to the dashboard where they get an overview of all projects spend and vendor statuses. There is a list of outstanding tasks showing all items that require the users attention. The user also receives a daily email with this to do list. Any of these graphs or Chart can be exported for use outside of the system. Also the dashboard can be rearranged to suit the users specific requirements.



The inspector can select a project or asset for inspection
Then the type of inspection and specific item or property to be inspected and report the result
They may also take photos or attach other documents or files and they may flag items for further investigation, NCRs or any other type of flag they want to set.

Mobile inspections



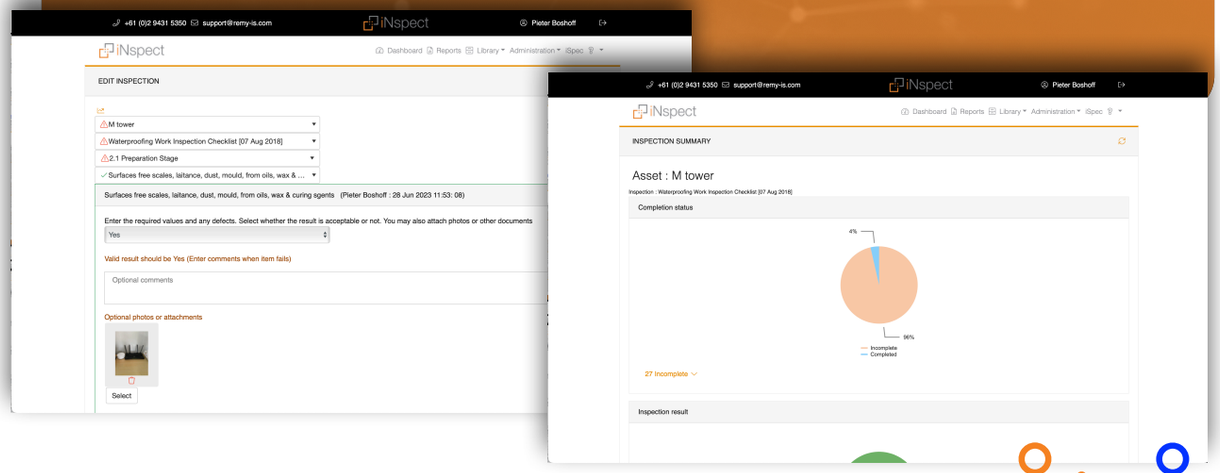
Client

Regulator

iSpec

The client and regulator can instantly track the progress of the inspections from their office or any other location.

Mobile inspections

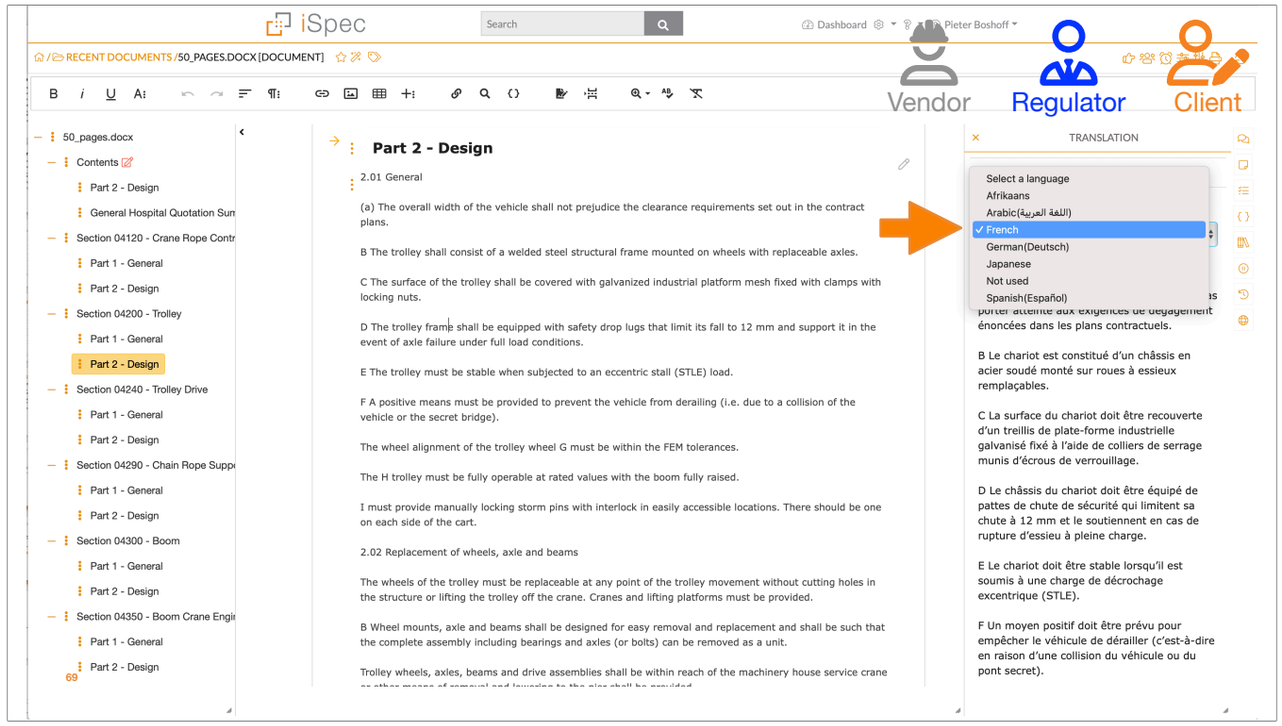


Client

Regulator

iSpec

They can also drill down into the detail and see an overview of the progress



Finally - iSpec has a translation feature that can be used by users to view instant translations of documents should they not be fluent in the contract language.

Various perspectives

Client

Detailed access focussed on performing the necessary tasks by role

Vendor

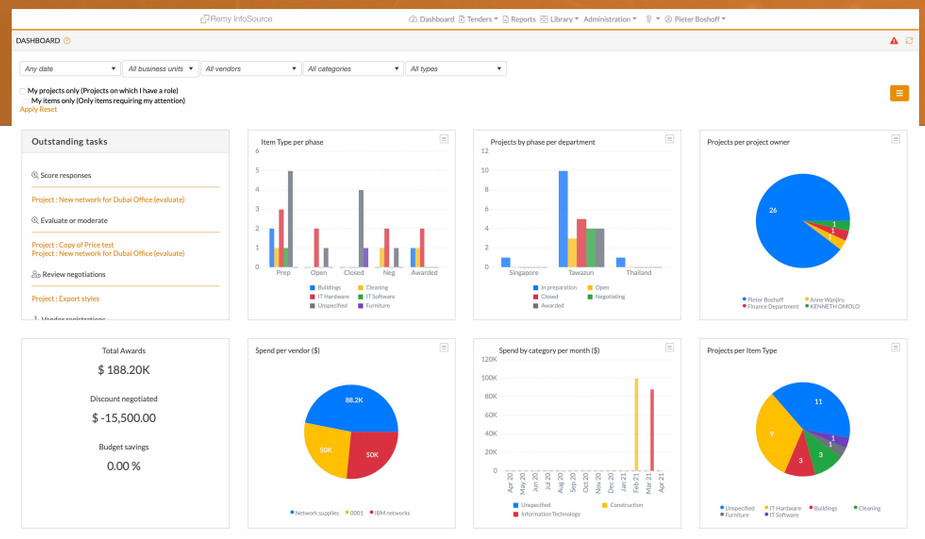
Detail access and notifications focussed on tendering and contract management

Regulator

Overview in order to uphold the organisation's governance and risk management and audit projects remotely

Each stakeholder can be given a custom view of the data as required

Dashboard



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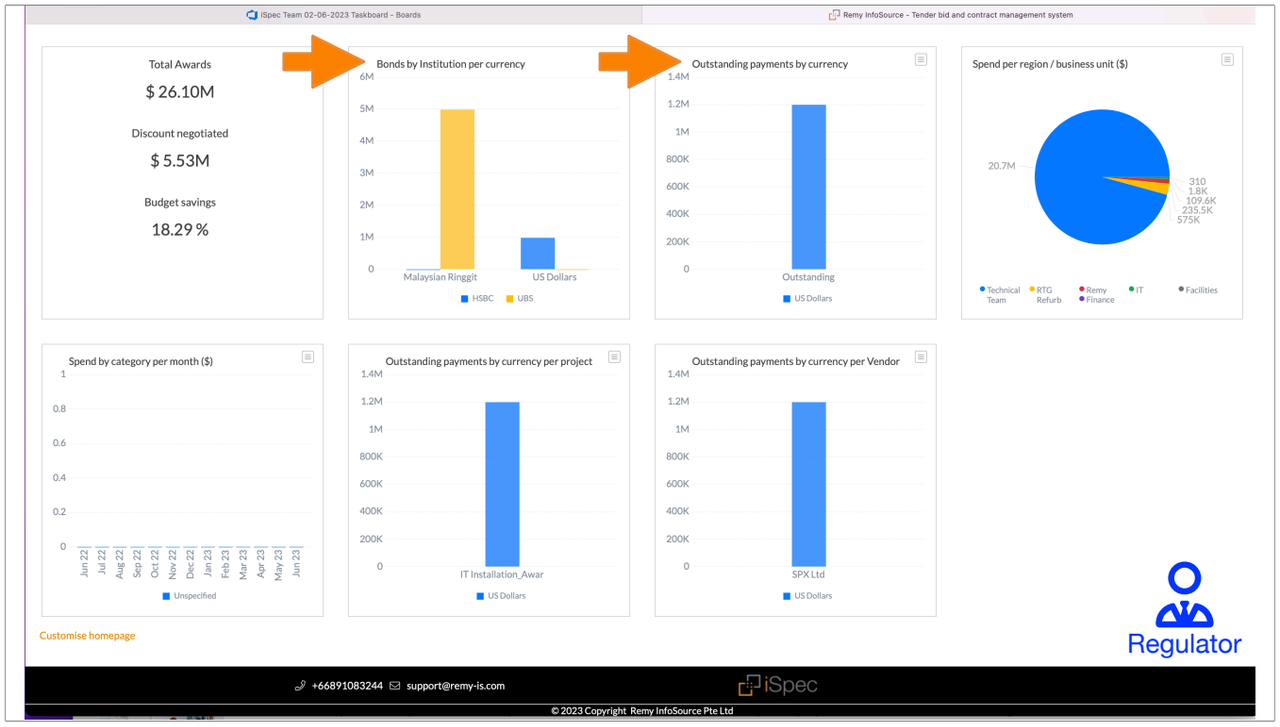
Regulator
iSpec



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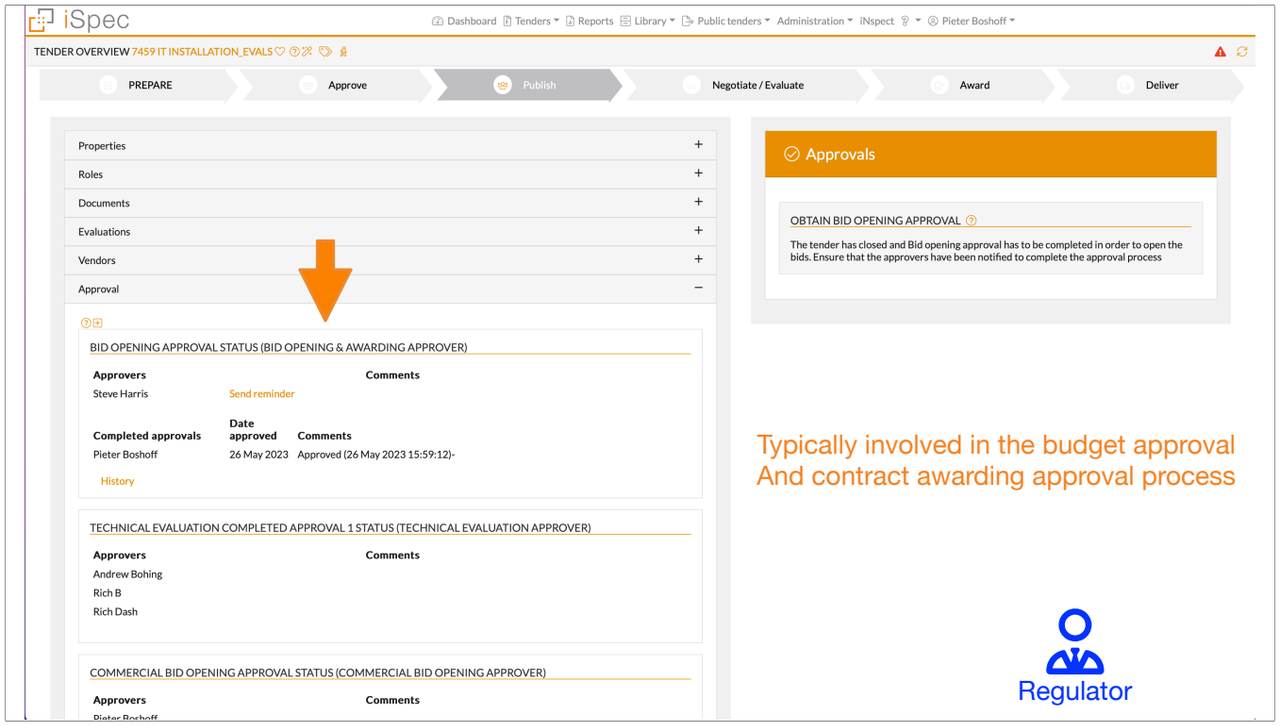
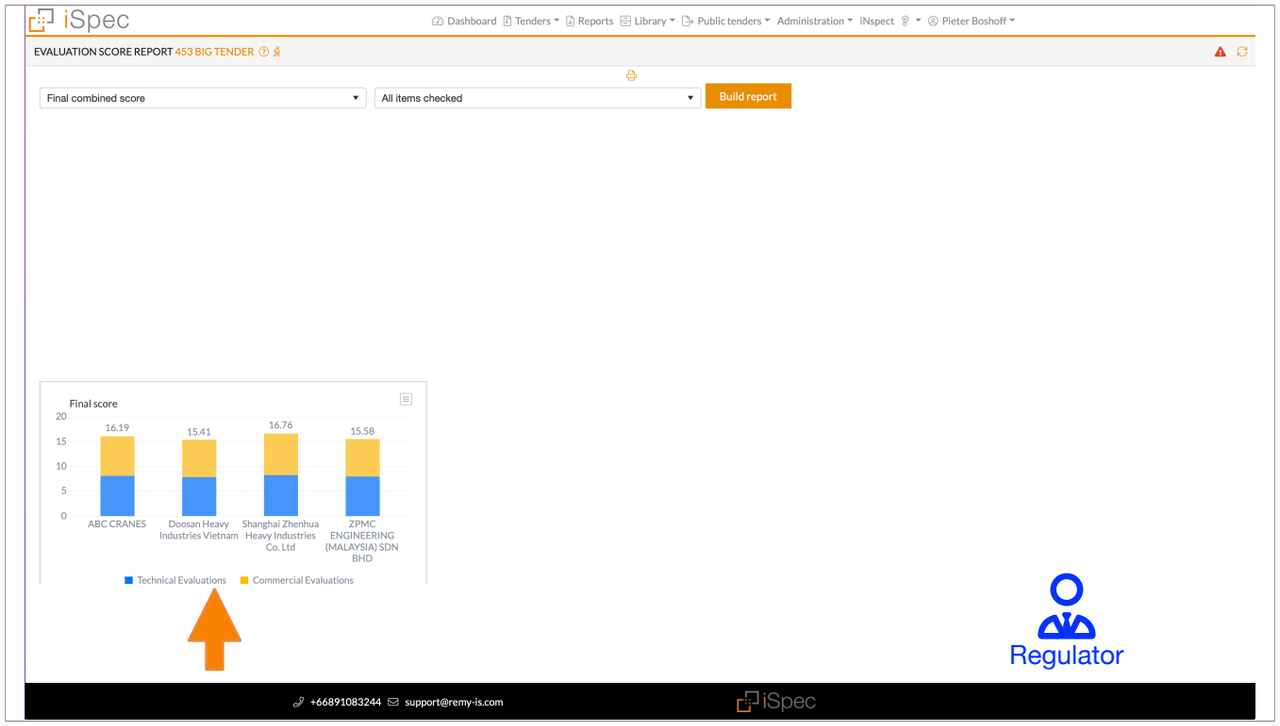
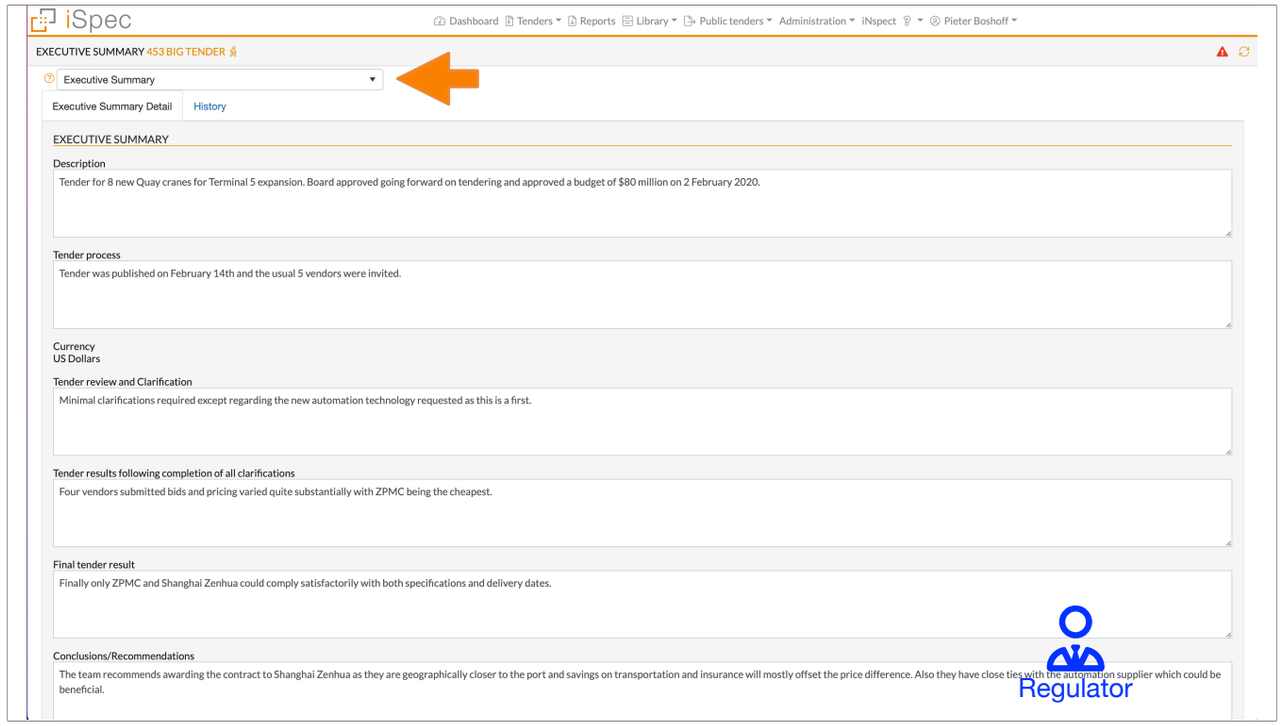


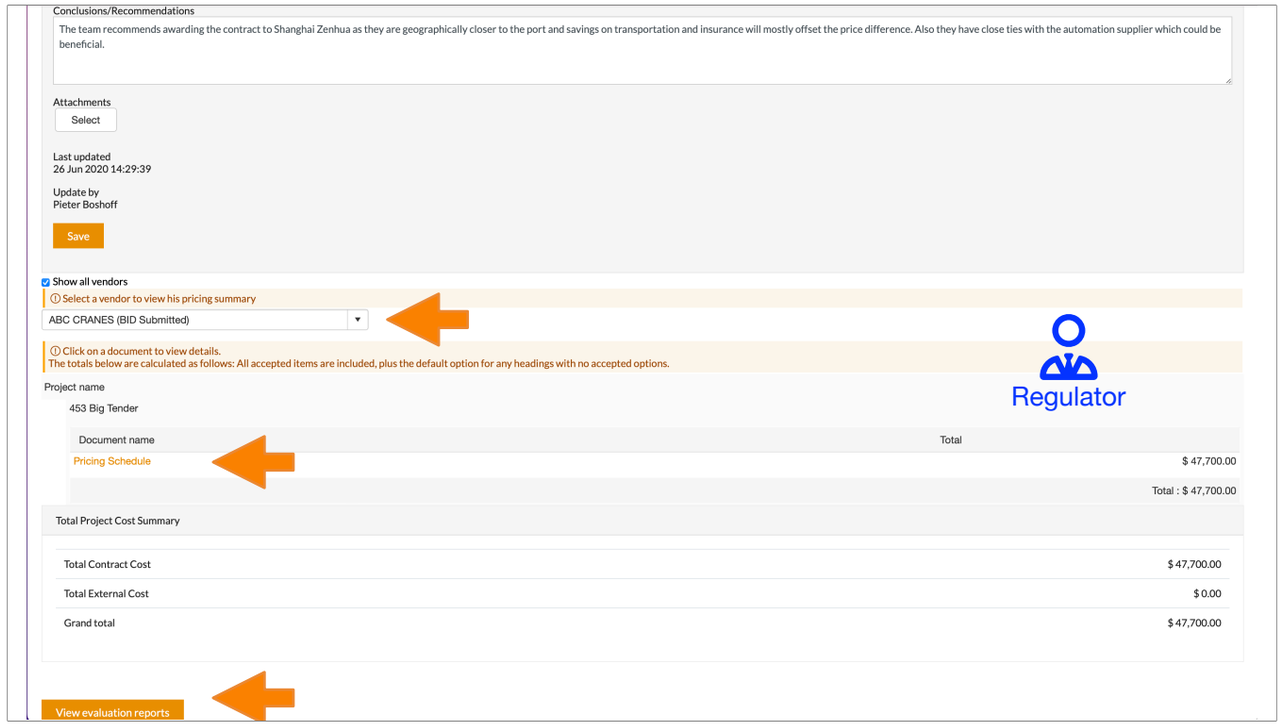
Once the vendors have completed all the required responses, they are shown a button to submit the tender response. When the tender closing date is reached vendors can no longer submit any information and the bid opening team are sent notifications to open the bids. The project manager can keep track of bid opening progress and send reminders to any users that have not entered their passwords to open the bids. The tender now moves to the evaluation and negotiation phase.



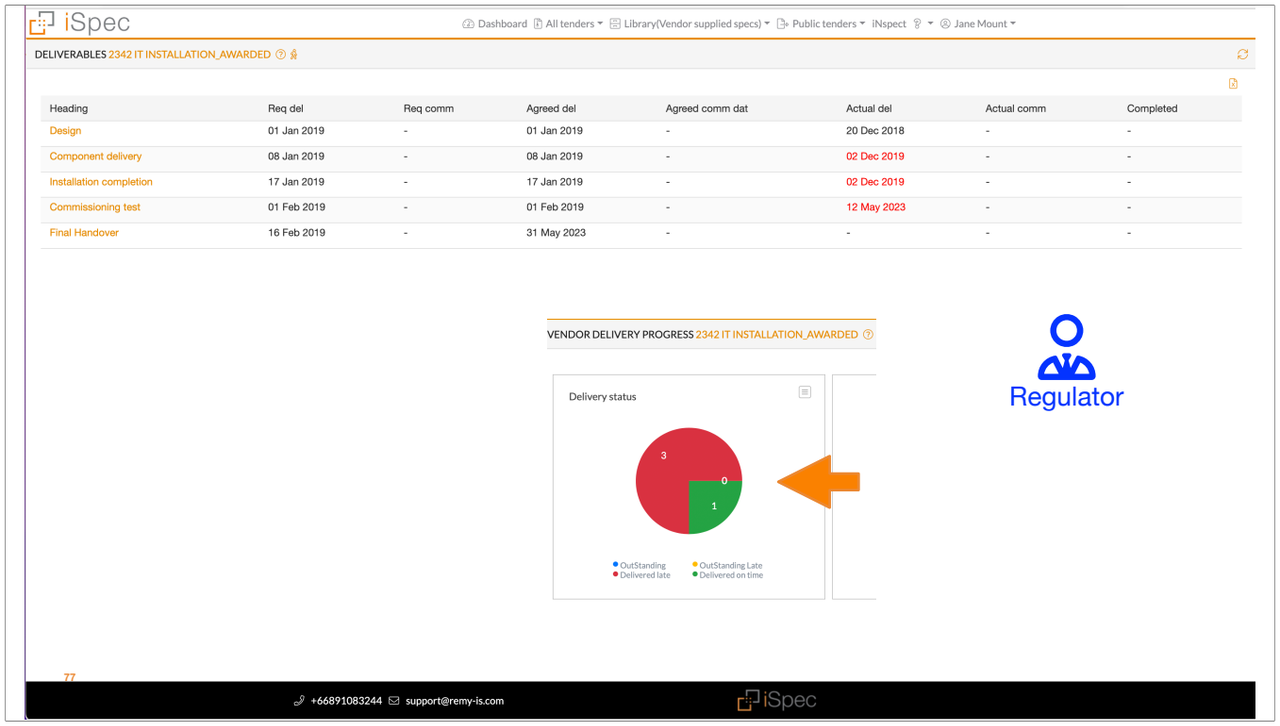
Finally the system can combine the scores for the technical and commercial evaluations and give each vendor a final score



Finally the regulator or responsible parties can view the executive summary, which is a condensed version of the entire tender process.



The executive summary also includes quick access to vendor prices and other evaluation reports. The regulator or responsible party can now award the contract to the winning bidder



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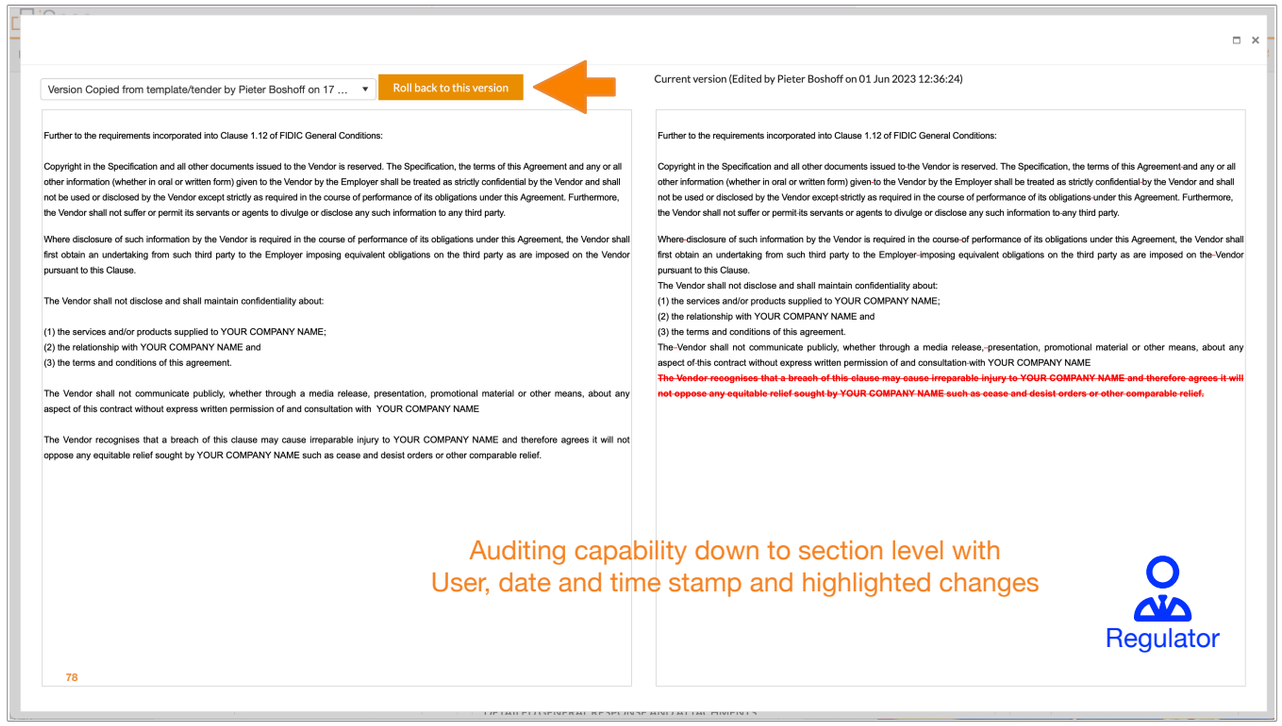

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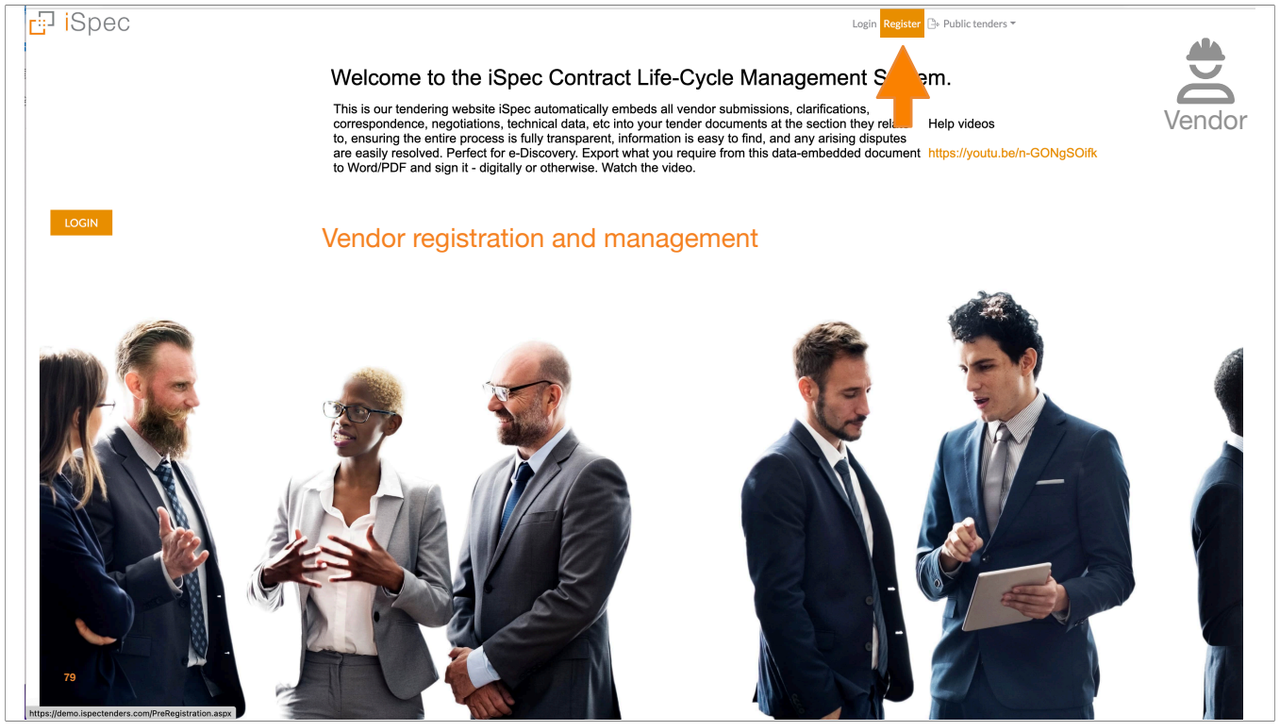
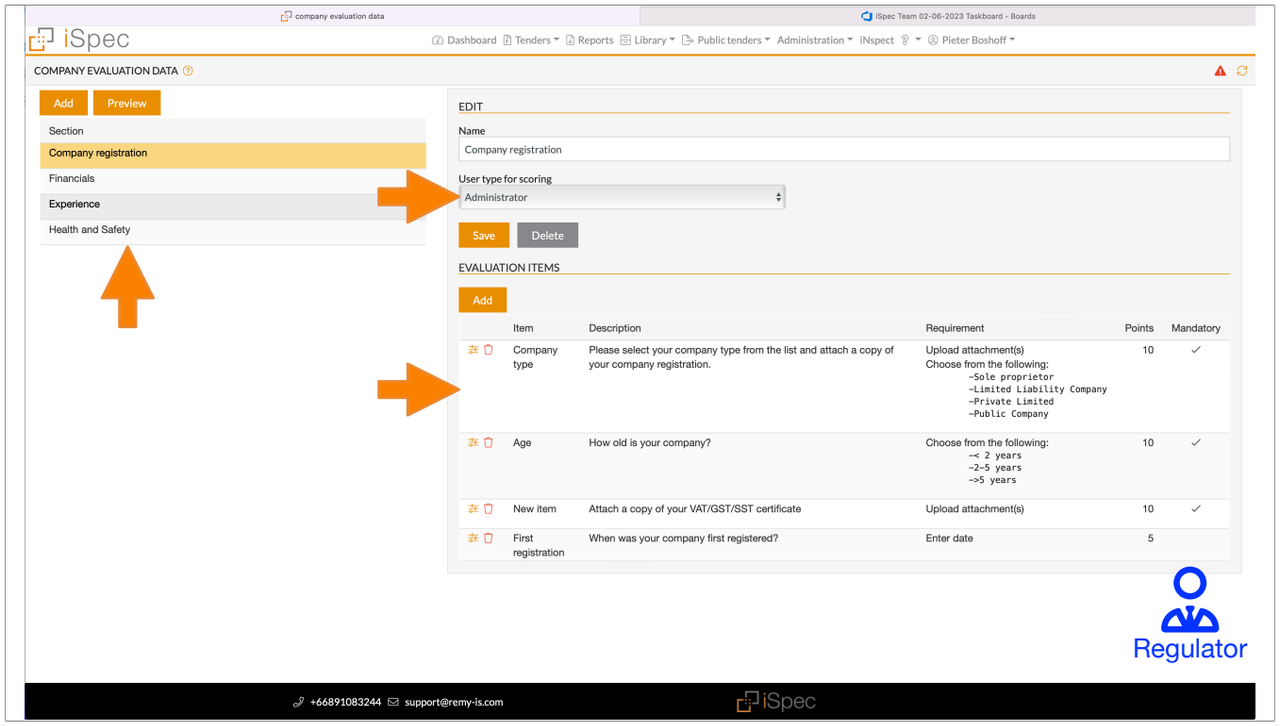
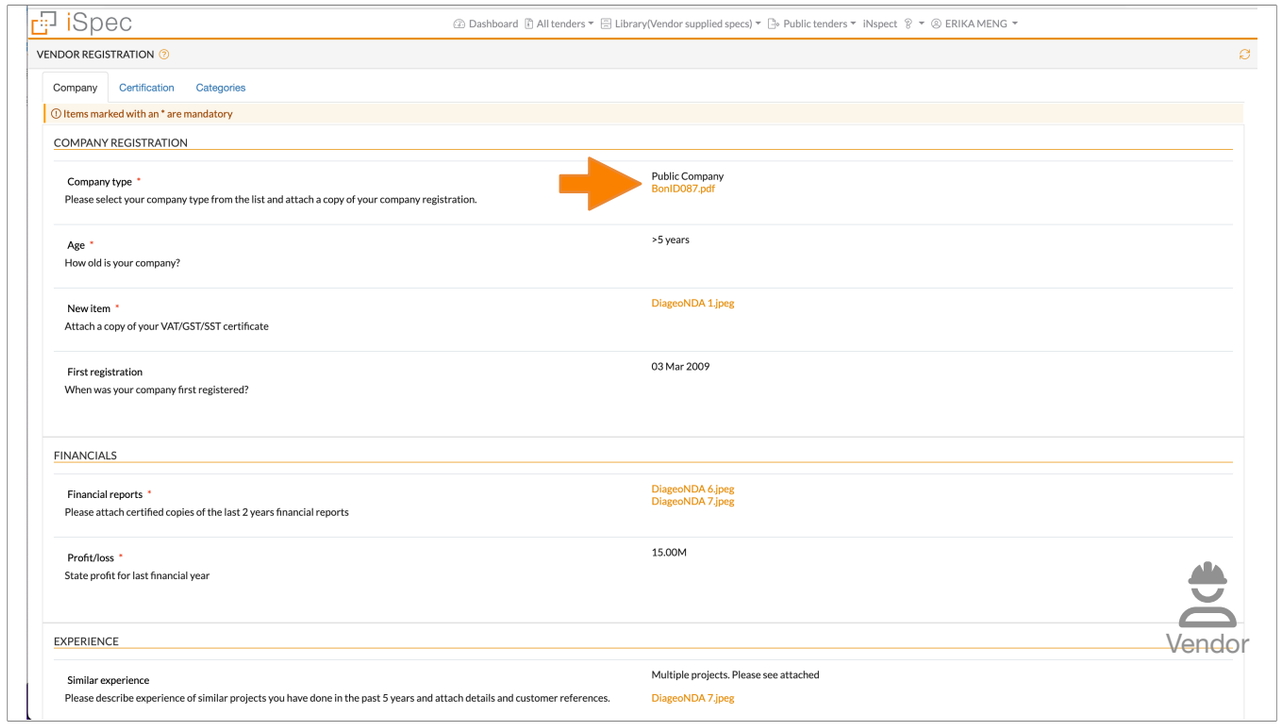


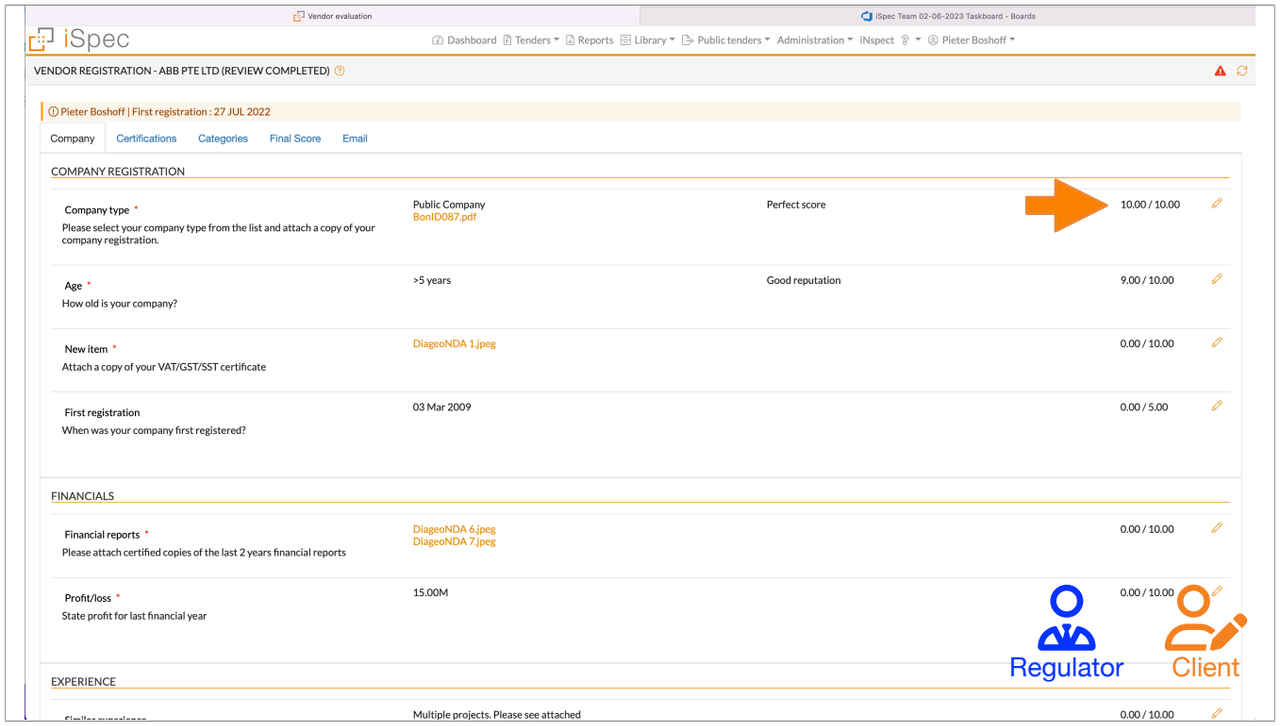
iSpec also has a vendor management module which allows vendors to register and upload the required information to evaluate their suitability for various supply categories.



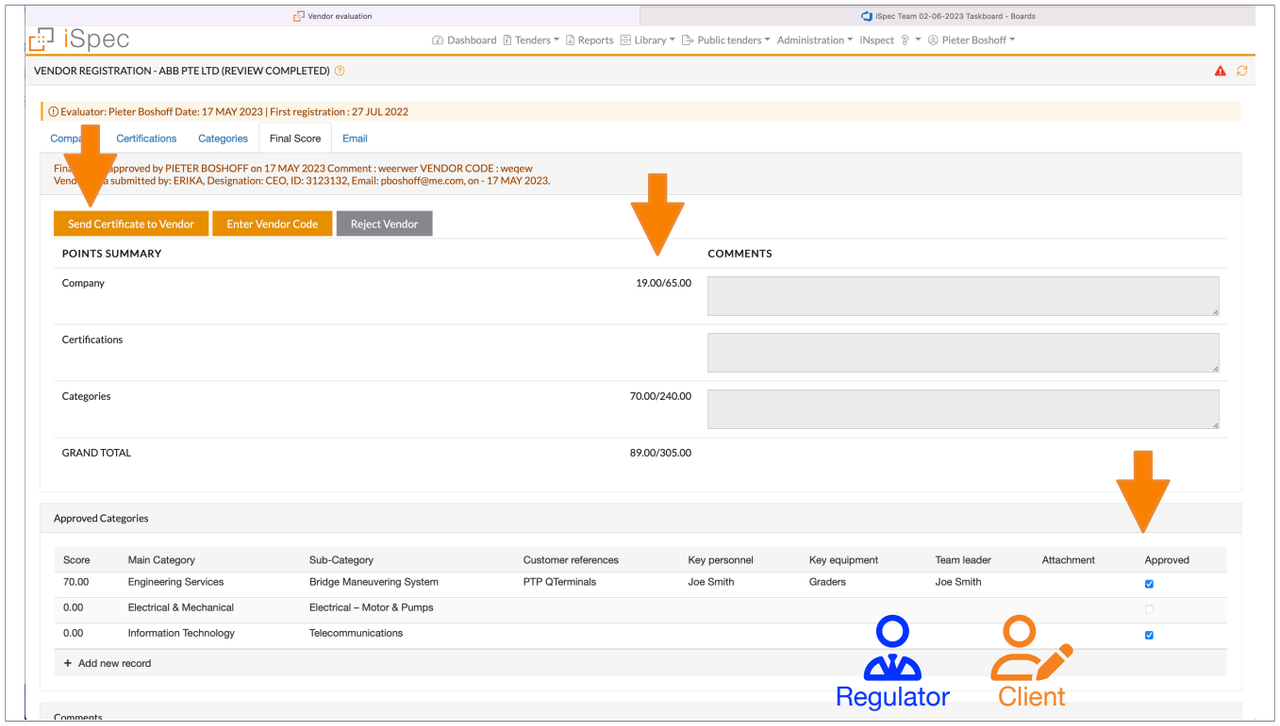
The regulators can create various sections to the vendor questionnaires and each section can contain questions that will be evaluated by different departments such as finance, legal, procurement, engineering, etc.



Vendors can now answer the various questions and upload supporting documentation along with a declaration regarding the completeness and accuracy of the information.



Once the vendor has completed their registration, the relevant teams receive a notification and can evaluate and score each vendor.



If accepted, the vendor can be sent a certificate stating which supply categories they are approved for.

Risk management
Automated workflow & approvals
Automated clarifications
Vendor management
Automated notifications & reminders
Contextual audit trail
Online collaboration
Automated bid evaluations
Spend analysis
Master Template Library
Tender creation

Thank you!