

*Let item E-5*

TOWN/VILLAGE OF HARRISON  
INTER-OFFICE MEMORANDUM

TO: RONALD BELMONT, SUPERVISOR AND MEMBERS OF THE TOWN BOARD

FROM: MAUREEN MACKENZIE, COMPTROLLER

RE: TOWN BOARD MEETING OF FEBRUARY 29, 2012

DATE: FEBRUARY 27, 2012

Authorization is requested to approve the use of Interactive Procurement Technologies by BidNet for use of their database of vendors for the bid process, at no charge to the Town.

IPT supplies everything needed to fully automate the procurement process. We can move our bidding process online, while we maintain full control and security over our supplier database, distribution, tracking and reporting of bid information.

IPT's e-Procurement solutions provide numerous features to help government agencies save time and reduce costs by increasing competition for bids, contracts and RFP's.

If approved, kindly authorize the Mayor to execute the membership agreement subject to review by the Law Department.

Respectfully submitted.



*"IPT Can Help You Do More With Less"*

In today's economic climate, with ever tightening budgets and staffing levels, IPT can help your agency to optimize the use of its resources to increase efficiency and service levels, while lowering costs and cultivating a satisfied vendor base.

The IPT system is fully web-based, and has been optimized for rapid deployment based on more than ten years of successful agency launches and performance.

**IPT Facts:**

- **IPT operates over 20 e-Procurement systems across the U.S.**
- **Serving 4,000+ buyers**
- **Managing more than 100,000 supplier accounts**

**A Better Way to Manage the Purchasing Process**

Since 1999, IPT has been a leading provider of e-Procurement solutions for government agencies, supplying everything needed to fully automate the procurement process. As a government agency you can save time, money and paper by moving your entire bidding process online, quickly and easily. Plus, you maintain full control and security over your supplier database, distribution, tracking and reporting of bid information.

**E-Procurement Solutions**

**Buyer Focus**

IPT's e-Procurement solutions provide numerous features to help government agencies save time and reduce costs by increasing competition for bids, contracts and RFP's.

**Supplier Registration**

Registration tools can be configured to meet your specific needs (for example, the ability to receive, approve, deny and manage small business suppliers).

**Centralized Bid Library**

A centralized library of all bidding activity allows you to reuse bid templates, eliminating duplication of work. Each system also links to the BidNet National Bid Library (which is used by agencies researching and developing specifications).

**Automated Delivery of Bid Documents**

Traditional printing and mailing costs are virtually eliminated through automated document delivery. Suppliers are provided with the option to access bid documents by either searching the site or through instant notification.

**Tracking and Reporting**

Managers and buyers have access to comprehensive reports to monitor procurement performance. Custom reports are also available.

## The IPT Advantage



### **IPT Service Overview**

#### **Supplier Management**

- Automated vendor registration
- Up-to-date bidder list

#### **Bid Responses & Awards**

- Bid evaluation
- Issue award notices

#### **Advertising Bids**

- Issue a new bid or quote
- Customize the documents buyers issue
- Powerful time-saving features

#### **Reporting & Auditing**

- Registered suppliers, minority firms and other certifications, custom reports, and more!

## **Why IPT's Services Are Right for You**

Save time and money with our configurable solutions while streamlining your bidding process and making it easier for vendors to do business with you.

### **Management made easy**

- Simplified tracking of documents and addendums.
- Instant access to your entire supplier database.
- Streamlined bidding process and improved response times.

### **Powerful cost benefits**

- Increased bidding competition leading to decreased cost of purchase.
- Cost savings through automation of labor intensive processes.
- Reduction of costs related to use of paper documents.
- Full service package with flexible pricing options.

### **Solutions tailored to your needs**

- Flexible system design allow agencies to choose the business model that meets their needs.
- Full-featured e-Procurement system configured to your specific purchasing requirements.
- Optional features: surplus auctions, electronic signatures, small business certification and more.
- On-site training for buyers and technical support for all buyers and suppliers.
- Flexible options to manage construction documents and plan holder lists online.

With IPT you aren't constrained to an "out of the box" solution, IPT can tailor system functionality and business models to the unique needs of your agency.

IPT systems are a win-win for agencies and their vendors. Agencies benefit from reduced costs and reliance on manual labor-intensive processes, as well as increased vendor competition. Vendors get convenient real-time access to free bid documents through an easy-to-use online portal.

**iPT** INTERACTIVE PROCUREMENT  
TECHNOLOGIES by BidNet®

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