

CTM Release Notes 7.2.1

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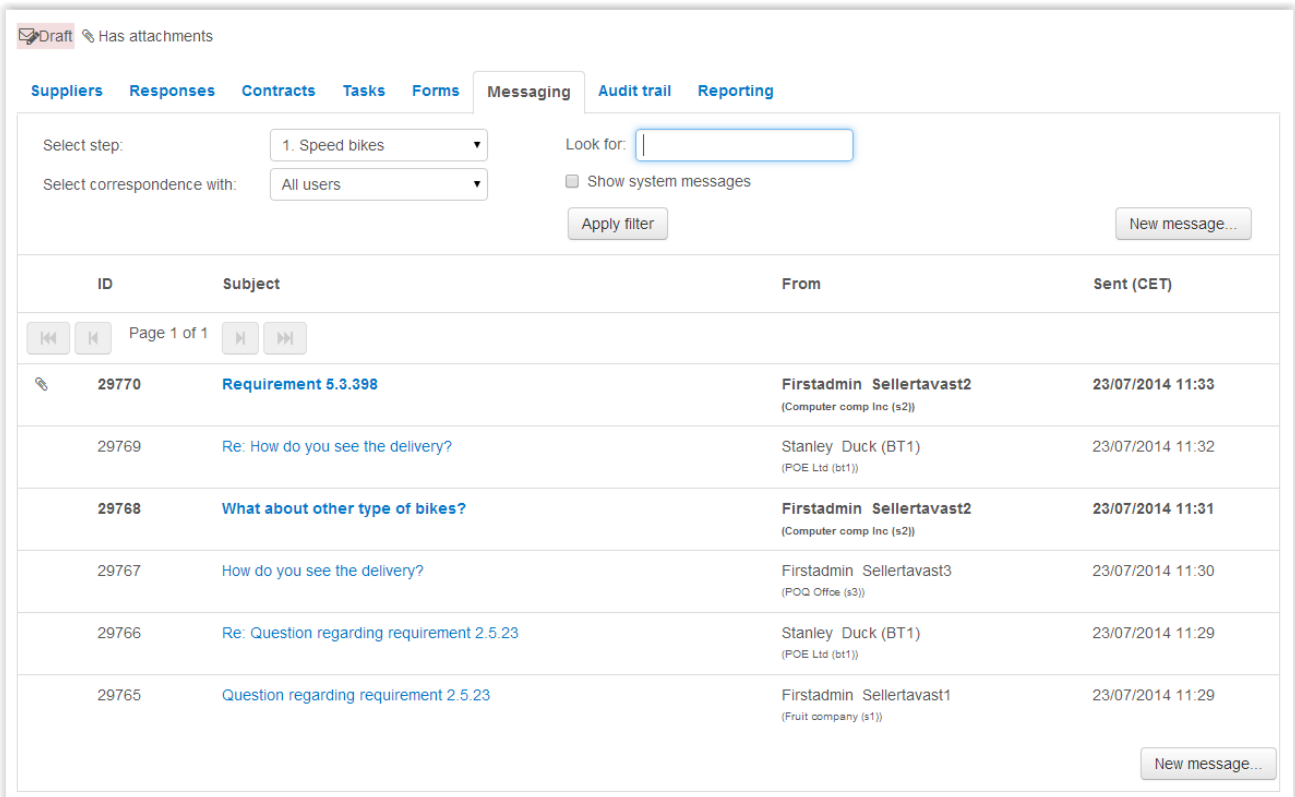
1 CTM Release notes 7.2.1

This document describes the version 7.2.1 of CTM.

None of the current features or changes in this release has any impact on the pre-existing functionality if not mentioned explicitly in this release notes, any training may thus be done post-release, if desired.

1.1 Messages in tenders and contracts

In the messaging tab for tenders and contracts there have been a few modifications which is aiming to make the screen tab more clean and readable. The sample below is from an authority tender, the same changes are incorporated in the supplier view of a tender and in the contract module.



The screenshot displays the 'Messaging' tab in the CTM interface. At the top, there are navigation tabs: Suppliers, Responses, Contracts, Tasks, Forms, Messaging (selected), Audit trail, and Reporting. Below the tabs, there are filter options: 'Select step:' with a dropdown menu set to '1. Speed bikes', 'Select correspondence with:' with a dropdown menu set to 'All users', and a 'Look for:' search box. A checkbox labeled 'Show system messages' is present and unchecked. There are 'Apply filter' and 'New message...' buttons. The main area shows a list of messages with columns for ID, Subject, From, and Sent (CET). The list is sorted by Sent date in descending order. The first message is ID 29770, subject 'Requirement 5.3.398', from 'Firstadmin Sellertavast2 (Computer comp Inc (s2))', sent on 23/07/2014 at 11:33. The last message is ID 29765, subject 'Question regarding requirement 2.5.23', from 'Firstadmin Sellertavast1 (Fruit company (s1))', sent on 23/07/2014 at 11:29. A 'New message...' button is also visible at the bottom right of the list.

ID	Subject	From	Sent (CET)
29770	Requirement 5.3.398	Firstadmin Sellertavast2 (Computer comp Inc (s2))	23/07/2014 11:33
29769	Re: How do you see the delivery?	Stanley Duck (BT1) (POE Ltd (bt1))	23/07/2014 11:32
29768	What about other type of bikes?	Firstadmin Sellertavast2 (Computer comp Inc (s2))	23/07/2014 11:31
29767	How do you see the delivery?	Firstadmin Sellertavast3 (POQ Office (s3))	23/07/2014 11:30
29766	Re: Question regarding requirement 2.5.23	Stanley Duck (BT1) (POE Ltd (bt1))	23/07/2014 11:29
29765	Question regarding requirement 2.5.23	Firstadmin Sellertavast1 (Fruit company (s1))	23/07/2014 11:29

1.1.1 Hidden system messages

The automatically generated system messages are hidden by default when entering the messages page. There is the functionality to view the system messages, by clicking "Show system messages". The actions that triggers system messages are logged in the audit trail and the information about who and when is listed there.

1.1.2 No tree view of messages

In previous version the messages were listed as in a tree view, the tree view caused some problems in finding unread messages and gave a bad chronological overview. The list of messages is now in a straight list (much like Your local email client), the list is sorted on Sent date.

1.1.3 Apply filter button

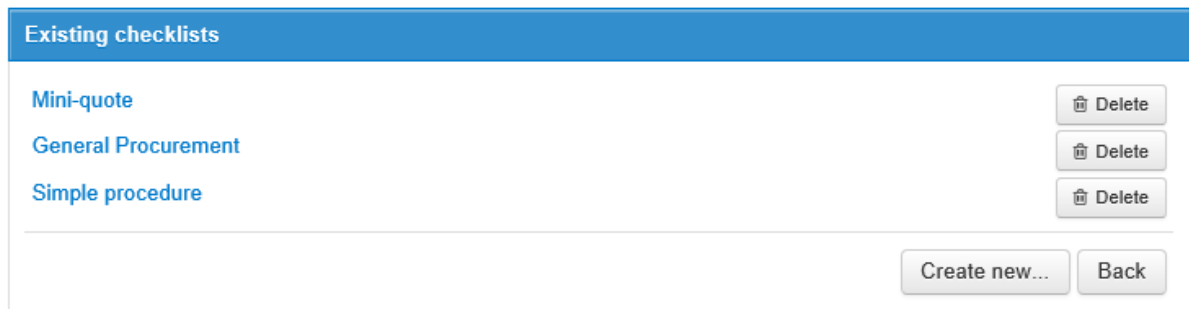
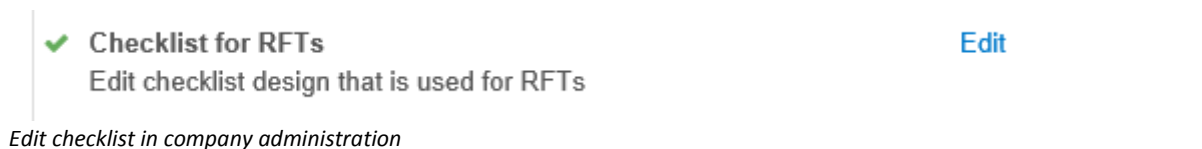
All searches and filtering are triggered by clicking the Apply filter button, this means that you can set multiple filtering before filtering/searching.

1.2 Multiple tender checklists

An authority have only had the possibility to have one tender specific tender checklist, which has been made it hard to allow mixing of simpler and complex tender procedures. It is now added support for an authority to create multiple tender checklists and within procedure templates and tenders select which of the tender checklist to use.

1.2.1 Set-up multiple checklists

Set-up of additional checklists is done within company administration.

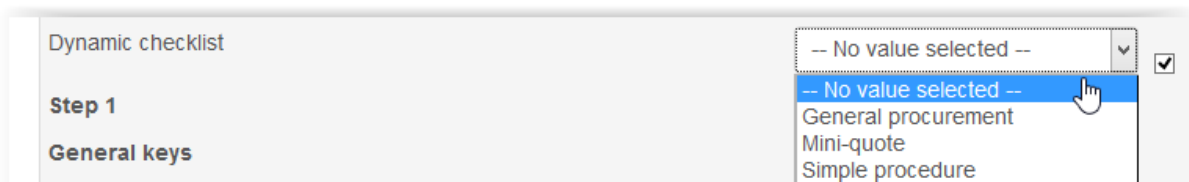


Administrate your checklists

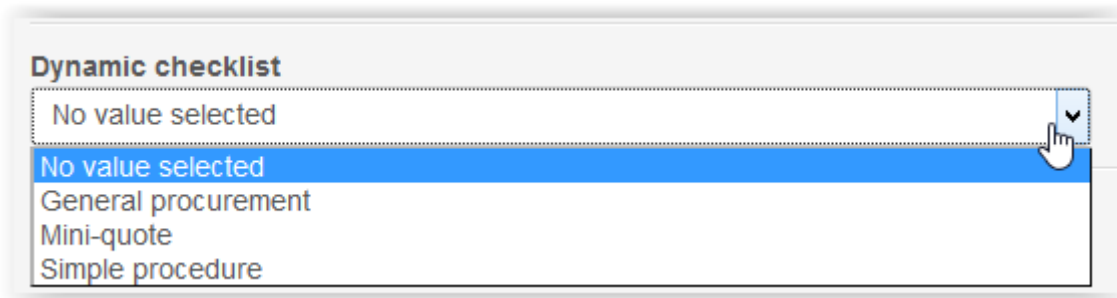
From here it is possible to add additional checklists, amend existing and delete those that are not in use. A checklist can only be deleted if it is not in use in a tender.

1.2.2 Use checklists

The checklist can be selected within a procedure template and as all procedure template choices there is the possibility to allow edit of selected checklist in a specific tender. Images below shows examples of usage in procedure template and tender creation.



Set-up checklist in procedure template



Select checklist in tender creation

1.2.3 Post-release actions

- Rename the standard checklist
- Review the procedure templates

The one previously checklist existing checklist has been automatically converted to a standard checklist and the name of that checklist is system generated. It is recommended that administrators log in and change the name of that checklist to a more appropriate name.

1.3 *Weights displayed to suppliers*

NOTE! This only applies if you are using the new Beta-evaluation tool.

The supplier can see the overview of weights per section in their response page. The weight is shown in percentage of the full response for all packages.

RFT

[View RFT](#)
[Access documents](#)
[Supplier questions and answers](#)
[Assign user access](#)

My response

Socks

Qualification questions 21.00%
 0 of 3 question(s) answered Assign sections... Answer questions...

Bill of Quantities 24.50%
 0 of 2 items priced Price online... Price offline... Import pricing...
 2 rows including headers and notes.

Total quote (SEK) 24.5%
 Compliant quote:- Enter response sum...
 Alternative quote:-

Additional response documents
 0 document(s) attached in this section Attach documents...

Shoes

Bill of Quantities 30.00%
 2 of 2 items priced Price online... Price offline... Import pricing...
 2 rows including headers and notes.

Additional response documents
 0 document(s) attached in this section Attach documents...

1.4 Customise your procedure template – Removed

The option to Customise the procedure template when creating a tender has been removed, this force users to use a standard procedure template, thus reducing the risk of errors.

If your authority still needs this option, please contact support, they can configure CTM to allow see the option again.

1.5 Tender award value

In tenders where the suppliers have not received the supplier responses online, the award value is not captured and cannot be reported on. Many governments in EU require these reports for tenders above and below threshold values, the reporting of award values could also be beneficial for authorities internally. This is in line with Para 5.2 of Circular 10/2014 *vis* **“Publication of Contract Award Notice:** Buyers are required to publish all Contract Award Notices over €25,000 on the eTenders website on completion of the award. This is a separate step to publishing on the OJEU and will facilitate measurement of SME participation in public procurement. This provision will be effective from 1

August 2014". This is a new step in the tendering process and is in addition to the publication of awards on OJEU for above threshold awards.

The award value is found in the tender checklist in the Contract award section and is available to edit after deadline and the tender box or envelopes has been opened.



The award values can be set for any supplier that has registered interest in the tender online. The value that is entered and saved is never shown to the supplier or it does not replace any of the supplier actual bids, if the supplier submitted a quote online.

The suppliers that have submitted online, the value is prefilled, but allowed to be changed.

ABC123 - Network related gadgets

Buyer award values					
Supplier	Status	Cables	Routers and switches	Antennas	Firewalls
Net & Dot	Accepted invitation	<input type="text" value="10000"/>	<input type="text" value="20000"/>	<input type="text" value="30000"/>	<input type="text" value="8000"/>
Net.com international	Accepted invitation	<input type="text" value="9000"/>	<input type="text" value="19000"/>	<input type="text" value="29000"/>	<input type="text" value="12000"/>
NetXtreme	Response submitted 01/07/2014 14:46:07	<input type="text" value="12345"/>	<input type="text" value="19191"/>	<input type="text" value="21212"/> 20500	<input type="text" value="10000"/>
Net 4 you	Response submitted 01/07/2014 14:44:00	<input type="text" value="13000"/> 12000	<input type="text" value=""/> 15500	<input type="text" value=""/> 23900	<input type="text" value=""/> 9999

When awarding suppliers, it is now possible to award any supplier that has an award value, even if the supplier did not send in an online response.

The entered award value of the awarded supplier is available in any report that represents the award value.

NOTE! You do not need to enter values if you received supplier responses online or if you publish the award notice containing the value to TED or any national publication site as TenderNed or Doffin. Configure your tender checklist how you see appropriate.

1.5.1 Reminders notification

Award value is important for the EU governments and there is implemented a functionality to allow operators or CTM installation owners to trigger reminder emails if no award value is filled in. The first email will remind the tender owner and if nothing happens there will be reminders email sent to all administrators of the authority company.

1.6 User interface, navigation changes and other small changes

1.6.1 Supplier search

The supplier search has been unified to show the same search result in all the result pages. The information that is shown for suppliers are Legal name, Physical address and phone, contact email, organization number, Link to employees/users and comments.