BaySoft
SOFTWARE DEVELOPMENT

Quality Software for the Construction Sector

Contents

Introducing BaySoft Software Development Ltd.

BaySoft Software Development Ltd, (BaySoft) have been writing high quality software solutions for the construction sector for over 10 years, and software for other sectors since the advent of the first PC.

We now specialise in utilizing web 2.0 technologies, such as the powerful Microsoft .NET platform in conjunction with Microsoft SQL server to deliver scalable, cost-saving software solutions which take full advantage of the Internet to maximise returns on investment.

At a glance

Maintaining a healthy up-to-date vendor database is critical in today's competitive marketplace. With the BaySoft solution you can **automatically keep your vendor records up-to-date**. The powerful **e-Tendering Module** then allows you to invite those vendors to tender for sub-contract or supply work. Finally, the **Key Performance Indicator Module** enables you to track the performance of each vendor over multiple disciplines – ensuring that future tender invitations and contracts are only awarded to those vendors who deserve them.

VENDOR RECORD MANAGEMENT

SUPPLY AND SUB-CONTRACT

E-TENDERING

K.P.I. QUALITY MONITORING AND COMPLIANCE

Compliance

Compliance is critical to winning contracts, especially the larger contracts, awarded by those who subscribe to quality systems.

The BaySoft solution helps you to tick those all-important compliance tick boxes, as well as ensuring that you only use vendors who work to the high standards that the construction industry expects and demands.

The vendor database tracks:

1. Health and safety compliance
2. Environmental compliance
3. Insurances
4. Commercial capability
5. Subscriptions to schemes such as SSIP or Construction Line
6. Quality Assurance System Certifications, such as ISO9001
7. Key Performance Indicators, for past work

Kind to the environment

It is noteworthy that the BaySoft solution leverages the power of the Internet, and helps to move your company towards the paperless office.

It eliminates most of your printing and posting function – greatly reducing your carbon footprint and paper and toner usage.

Data – Capture – Keeping Vendors Up-To-Date

The powerful BaySoft solution helps to keep your vendor database up-to-date *almost* on auto-pilot. Are you burning man-hours on manual record keeping and data entry, or even losing track of your vendors?

With the BaySoft solution all that can stop.

How it works

The software tracks the freshness of your vendor data. It knows when the last full database questionnaire was completed for each vendor, as well as tracking individual items, such as insurance policies and quality scheme memberships.

Management by exception means that the software will prompt you when data is becoming stale, or records (such as a vendor's insurance policy) have expired.

By simply clicking a button, emails are sent to each vendor prompting them to click a link, and bring their records up-to-date.

Of course, the Vendor cannot alter the data in your database directly – rather, they update a copy of the data – which is checked, amended (if required) and approved by you before it is committed back to your live vendor database.
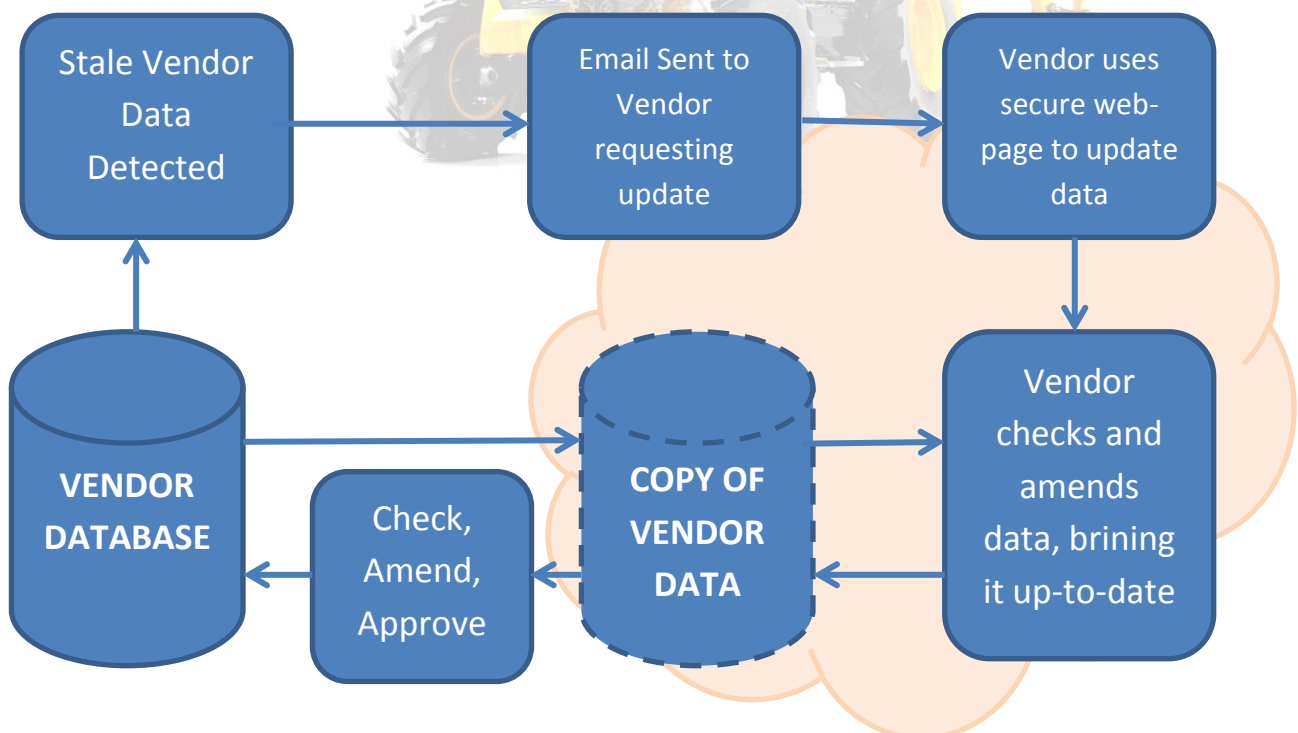
E-Tendering

When tendering for a project, the process is a familiar one.

- The project must be broken down into work-packages
- Documents, drawings and bills of materials must be prepared and accrued for each work package
- Suitable vendors must be found to sub-contract and / or supply for each work package
- Documents must be sent by CD, or mail to each vendor
- Quotations must be returned – and often chased.

All this can add up to a lot of time, paper, postage and wasted man-hours.

The powerful BaySoft solution removes much of the inefficiency in this process.

How it works

Prepare your project

1. **Add your TENDER or CONTRACT** to the database – only a few fields are required - such as: title, description and the contact details of the person responsible for enquires. Additional fields are available to suit your requirements – and can be mail-merged to your "invitation to tender" letters.
2. **List the WORK-PACKAGES** which make up the project
3. **Attach the FILES and DOCUMENTS** to each work package which the vendors will need to view in order to tender. This is achieved by creating a simple reference to the file on your local network server. The same file can be referenced under multiple work-packages therefore there should be no duplication of data.

Invite vendors to tender

1. Filter down to the vendors who you would like to invite to tender for the contract. Filters include trades, regions, commercial capability, supply/sub-contract, and previous KPI performance.

2. Mail-merge a letter to EMAIL at the click of a button to each selected vendor. The email contains a link for the vendor to click on. (Using Microsoft Word)

Wait for responses and quotations to be submitted

1. A vendor receives an email with a letter (either as a PDF attachment or in the body of the email)
2. The vendor clicks the link and is presented with a screen offering the list of files and documents relevant ONLY to the work-package in question.
3. The vendor downloads the files directly from your server.

   The BaySoft solution examines each request for a file and authenticates that the vendor requesting it is authorised to see it as part of the work package they've been invited to tender for.

   If the request is valid, a COPY of the file is retrieved from your network storage and downloaded to the vendor's computer.

4. The vendor can now prepare an e-quotation based on the files they have received, and responds by providing a summary quotation value, and a full quotation in the form of a document attachment.

   Note: All of the above is managed in a highly secure way. At no point does any person have direct access to your network storage.

Chase vendors who have not returned tenders

1. The system knows who's been asked to tender, and who has not yet returned a response.
2. Simply click the "Nag" button once a day to nag vendors who have not yet returned quotations for their work packages.

At the tendering and contract stage

It is worth noting that the e-tendering module can and should be used at both the tendering and contract stages of the project life-cycle.

If your tender is successful and you win the contract, the system will copy over any vendor enquiries that you marked as "awarded" to the contract.

You can then send out fresh enquiries if you need to get renewed quotations or up-to-date prices.

Vendor Performance Monitoring

Once you have notified the database that a work-package (or the whole contract) has completed, the system will prompt your staff members to rate the performance of the vendors who undertook the work.

You may assign a different responsible staff member to each works package, as one staff member may be better qualified than another to assess a vendor's performance for a specific works package.

This process is again managed via email, and is supported by a "nag" button to ensure that performance reporting is not overlooked.

Flexible criteria of measurement

The performance monitoring in the solution is not hard-coded. You can specify the measures of performance that are important to your organisation. You can even specify different items of measure for one type of work element over another.

For example - you may wish to track the performance of an Electrical Contractor differently to a contractor involved in Groundwork. Or, you may wish to track the performance of a SUPPLY vendor differently to a SUB-CONTRACT vendor.

If you would like to keep it simple, then the SAME criteria of performance measurement can be used for ALL vendors.

Each time a vendor is assessed, that data is fed back into the software and a performance history builds up for that vendor. The average score is available as filter in the e-tendering module.

This allows you to select only those vendors who have scored say over 80% in their performance reviews.

Customisation

BaySoft specialises in bespoke software development. We appreciate that every business operates in a different way and often with a different emphasis on certain contract aspects. We therefore recognise that your business will have particular requirements and will use proprietary systems which allow for a competitive advantage.

For this reason, all of our "off-the-shelf" software solutions can be customised and tailored to your business.

The following can be customised to your exact requirements:

- Reports
- Data capture and storage
- Integration with existing systems (where interfaces allow)
- Process flow (where something specific must happen in response to an event)

Data Import & Clean-up

We can import existing data, and provide you with the tools you may need to assist you with cleaning up bad data – such as duplicate records.

Technology Platform

Our systems are written to run on ROBUST, SCALABLE and PROVEN-IN-THE FIELD Microsoft server technology. There has been a recent trend towards commercial development targeting the PHP and MYSQL platforms. Although we wouldn't criticize these platforms, it is our choice to develop for a "Microsoft" platform. If you already have this platform in your organisation then we can install our solutions straight into your IT infrastructure.

We strongly recommend that you invest in a good quality broadband connection at your server location to allow the e-tendering and electronic questionnaire aspects of this software to work at optimum performance.

Installation

To install our product at your location, you will need **Microsoft Windows Server 2003** or better, **Microsoft I IS 6** or better and **SQL Server 2005** or better.

You will also need a good quality business class broadband connection facilitating good speeds for uploading and downloading files.

For your server to become a *Web-server* (to the outside world) you will need a FIXED IP Address, and a firewall / router with support for NAT (Network Address Translation). Your server should also have adequate RAM installed and a robust backup solution.

Alternatively, our product can be installed to a dedicated server located in a datacentre, or on the Microsoft Azure Cloud. The drawback is that you will need to upload your work-package documents to these servers to make them available to vendors, rather than simply referencing them on your local network storage.

We can discuss all of these options with your I.T. provider or technical representative.

Pricing and Support

We would not be able to price this product without first discussing your specific requirements and assessing your IT infrastructure.

Project costs can generally be broken down as follows:

1. **Initial consultation**
2. **Base system cost**
3. **Any customisation requirements – charged at hourly rate**
4. **Installation**
5. **Training & Support (90 days support free)**

We believe in fair and transparent pricing. It is our conviction that the efficiencies brought by our solution will rapidly save you money and help you win more business by aiding your tendering and compliance processes.

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