

## EPROJECTS PANEL NEWSLETTER

No. 2

April 2010

### Quick summary of Panel Stats

Value of closed projects	~\$4.5 m
No of closed projects	66
Projects currently open	52
Agencies using the panel	23
Vendors on the panel	184

### UPDATES TO THE PORTAL

In response to feedback from users, some important modifications have been made to the portal.

It is now possible to award a project to more than one vendor. A performance review can be recorded for each vendor and each vendor is able to add learnings about the project. Costs can be distributed across vendors.

Agency users can now search supplier statements for key words. Vendors are advised to update their statements to include specialist skills that will be detected in a key word search. Agency users can find the new search function on the discovery menu on the left hand side in the portal.

Occasionally the time allowed for vendors to reply to a project RFQ needs to be extended. Agency administrators now have the ability to change the reply date. An automatic message is sent to each invited vendor to signal the change.

### AGENCIES NEW TO THE PORTAL

New agencies to access the portal are the Department of Water, Land & Biodiversity Conservation, Department of Planning and Local Government, Department of Trade and Economic Development, TransAdelaide and the South Australian Tourism Commission.

### NEW PANEL MEMBERS

There has continued to be a steady flow of vendors joining the panel. Since July 2009 around 24 vendors have joined the panel.

For a full list, visit the panel information page

[http://www.cio.sa.gov.au/business/eProjects-Panel/Using\\_the\\_Panel](http://www.cio.sa.gov.au/business/eProjects-Panel/Using_the_Panel)

Vendors are listed alphabetically and where a link to a web site is known, a hyperlink is provided to the vendor's own web site.

Vendors can advise of changes to web links so that the information can be kept up to date.

Contact details are provided at the end of the newsletter.

### TIPS ON USING THE PORTAL

For vendors, the notification email address is the one to which automatic messages from the portal are sent. It is vital that this be kept up to date.

Although only one email address can be entered into this field, it may be useful to set up an email address that reaches more than one person in your organisation. This will help ensure that no messages are missed.

### REMINDERS

**Agency project owners** – performance reviews are to be completed after each project has finished. There's a template on the portal, and consult with the vendor before adding your ratings to the portal. Take the "no surprises" approach.

**Vendors** – once work on a project is complete, be sure to enter your **learnings** into the portal as soon as possible so that the project can be closed promptly.

All administrators should keep all data in the portal up to date.

### CONTACT INFORMATION

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