

Standard Operating Procedure

Execute Sourcing Event-Supplier

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Introduction

The purpose of this Standard Operating Procedure (SOP) is to describe how to execute a sourcing event properly in GEM from a supplier’s perspective.

Glossary

Acronym/Word	Definition
EBMP	Enterprise Business Modernization Project
GEM	Government Enterprise Management
PDF	Portable Document Format
Purchase Order	A purchase order is used for purchasing any goods or services.
Purchase Requisition	A purchase requisition is used for obtaining internal permission to buy goods or services within the system.
SCM	Supply Chain Management
SOP	Standard Operating Procedure

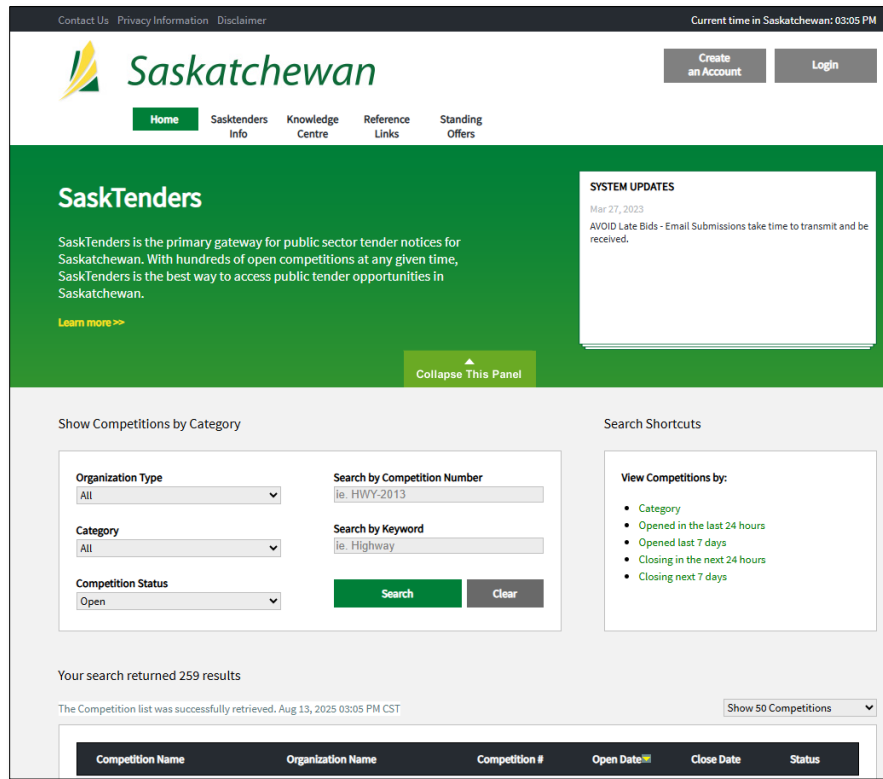
Resources

Title	Audience	Source
Develop RFX Response Submission SCM	Suppliers	Short Overview Video: SCM-13
EBMP Supplier Portal for Suppliers	Suppliers	Short Overview Video: SCM-11

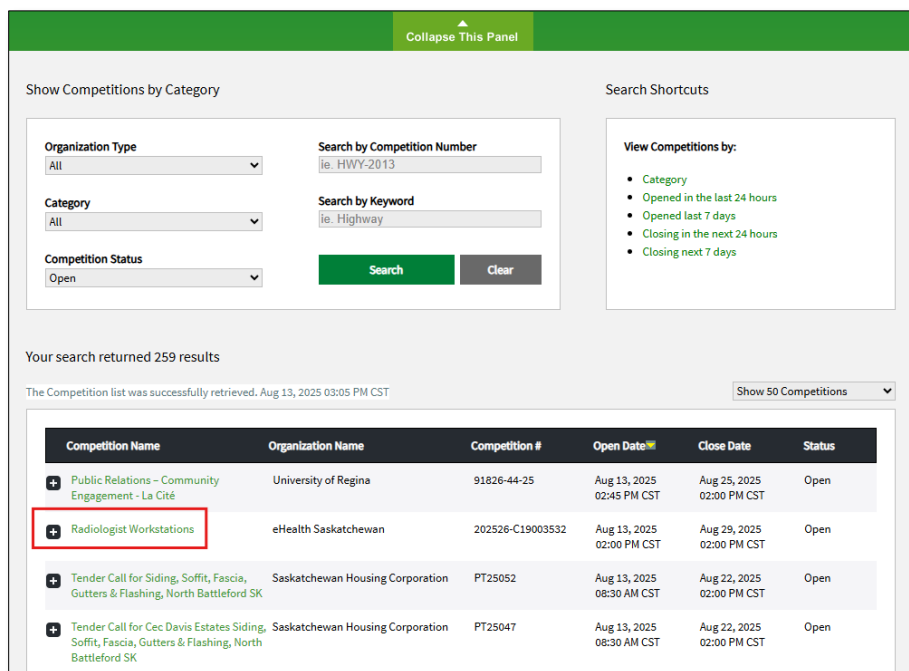
Activities for Suppliers

Browse Sourcing Events for Bidding Opportunities

- Once a sourcing event is opened the Supplier can find it on SaskTenders.ca by searching for both competitive and non-competitive bidding opportunities.
- Note: Suppliers do not need to be registered to search sourcing events in SaskTenders but need to be registered to download documents.



- Click on SaskTenders.ca



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- Select sourcing event and click on the link from the sourcing event listing in SaskTenders to view details on a specific sourcing event.

The Competition list was successfully retrieved. Aug 13, 2025 03:05 PM CST Show 50 Competitions

Competition Name	Organization Name	Competition #	Open Date	Close Date	Status
+ Public Relations – Community Engagement - La Cité	University of Regina	91826-44-25	Aug 13, 2025 02:45 PM CST	Aug 25, 2025 02:00 PM CST	Open
- Radiologist Workstations	eHealth Saskatchewan	202526-C19003532	Aug 13, 2025 02:00 PM CST	Aug 29, 2025 02:00 PM CST	Open

Radiologist Workstations

Synopsis:
This Request for Bid (RFB) is an invitation by eHealth Saskatchewan (eHealth) to prospective Proponents to provide Submissions for the provision of Radiologist Workstations for eHealth's maintenance of medical imaging operations in the health sector, as further described in the RFB Particulars (Appendix A).

Response Address:
eHealth Saskatchewan
2130 - 11th Ave
Regina, SK, Canada
S4P 0J5

Additional Information:
Competition Type: Request for Bid
Agreement Type: NWPTA
Public Opening: Yes
Competition Documents :
You must be logged in to download documents.

Contact:
Procurement Services
Phone:
Email: eHSProcurement@eHealthsask.ca

RFB 202526-C19003532 Radiologist Workstations
ZIP | 1.16 Mb | Added: Aug 13, 2025

**ASK A QUESTION
ABOUT THIS COMPETITION**

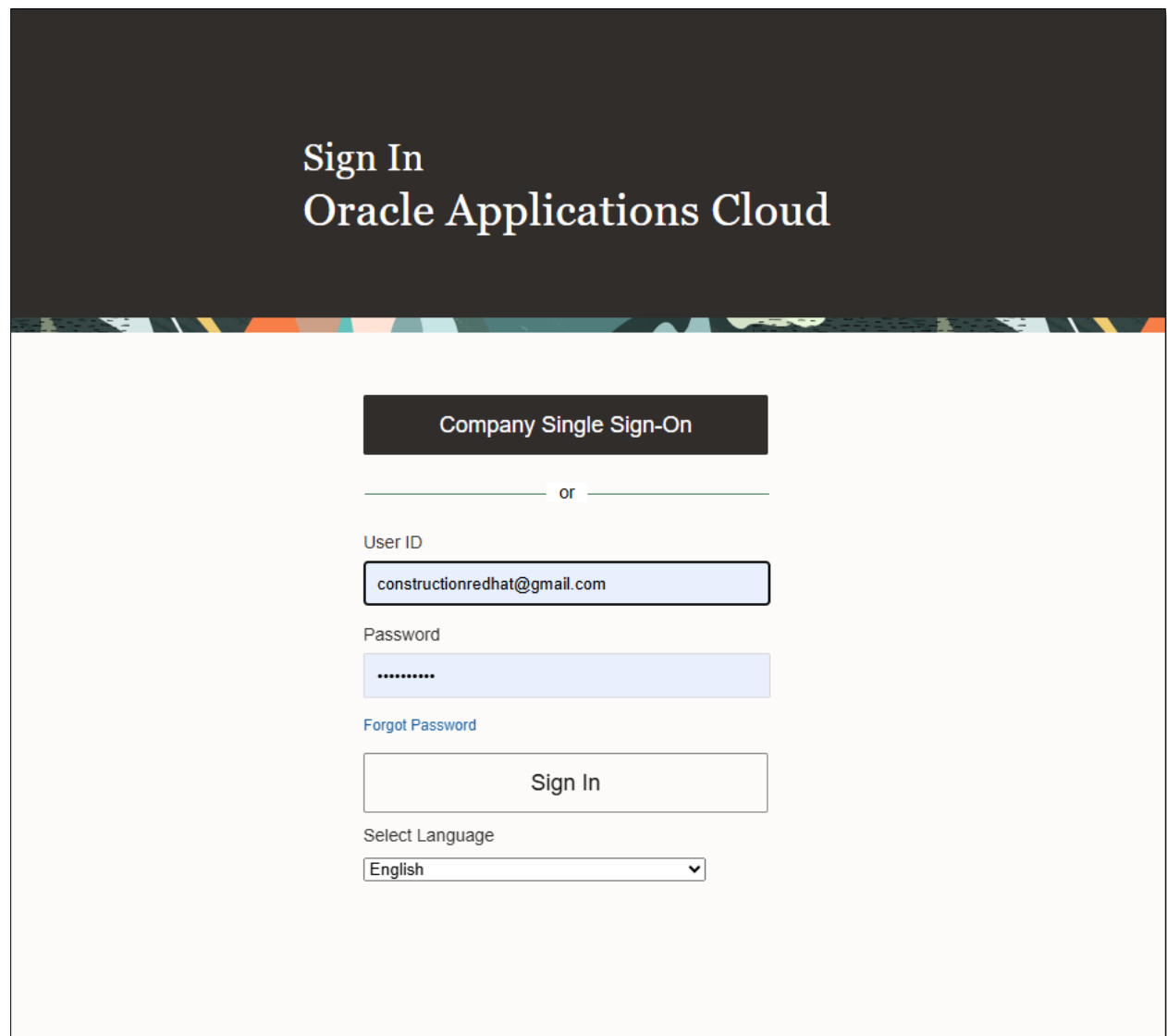
You must login to bookmark this competition

Print this Competition

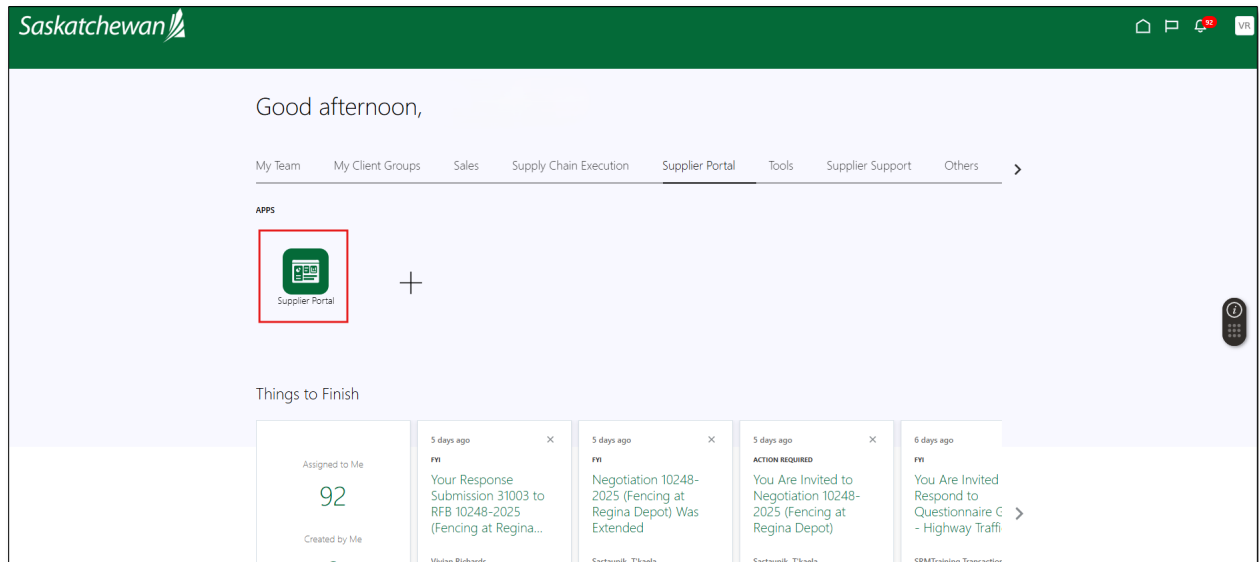
+ Tender Call for Siding, Soffit, Fascia, Gutters & Flashing, North Battleford SK	Saskatchewan Housing Corporation	PT25052	Aug 13, 2025 08:30 AM CST	Aug 22, 2025 02:00 PM CST	Open
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- If the supplier is interested in further pursuing the sourcing opportunity, they need to be registered in Supplier Portal before they can submit a bid or response.
 - If not interested – end process
 - If interested – Accessing Supplier Portal to View the Sourcing Event Details
 - Note: Supplier Registration in Government Enterprise Management (GEM) creates a supplier profile.
 - If registered – login to Supplier Portal.
 - If not registered – see registration process.
- Suppliers who are already registered can log into the Supplier Portal.

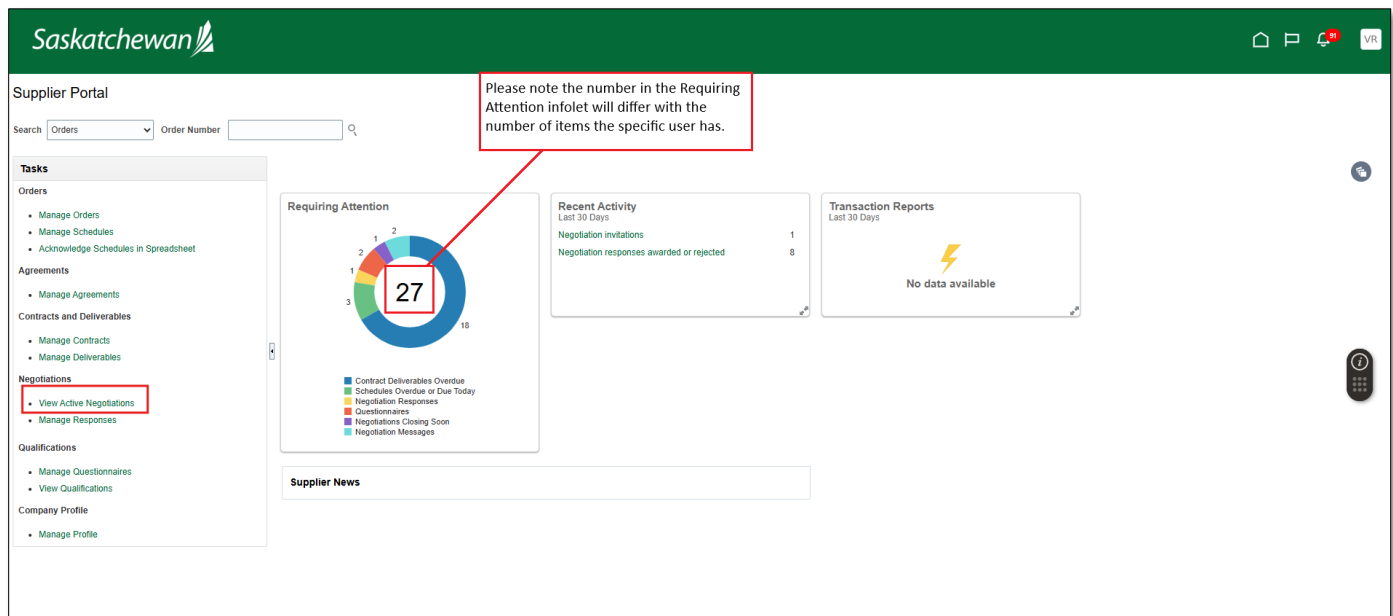
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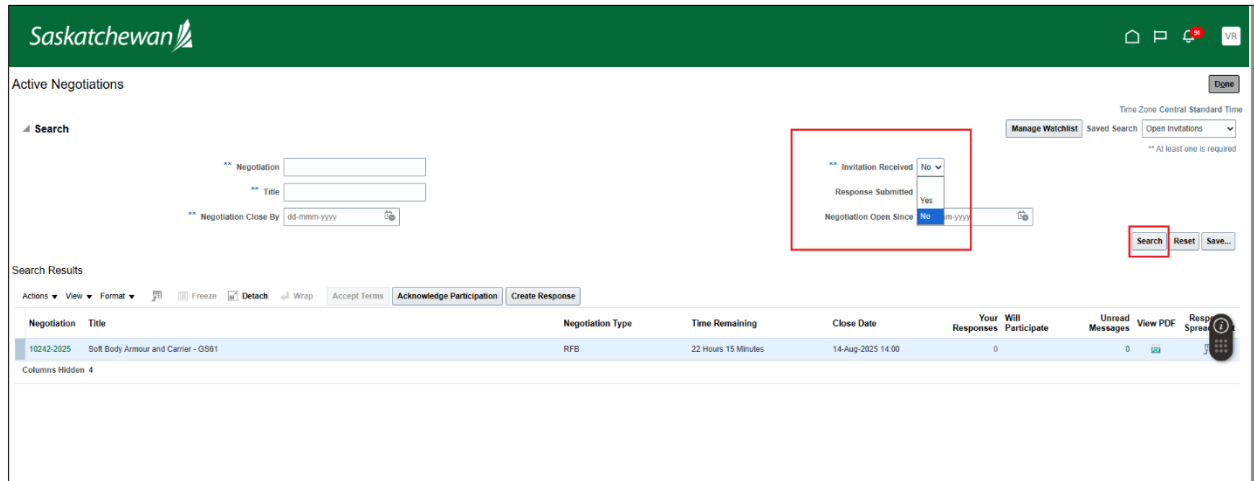
Login and View in Supplier Portal



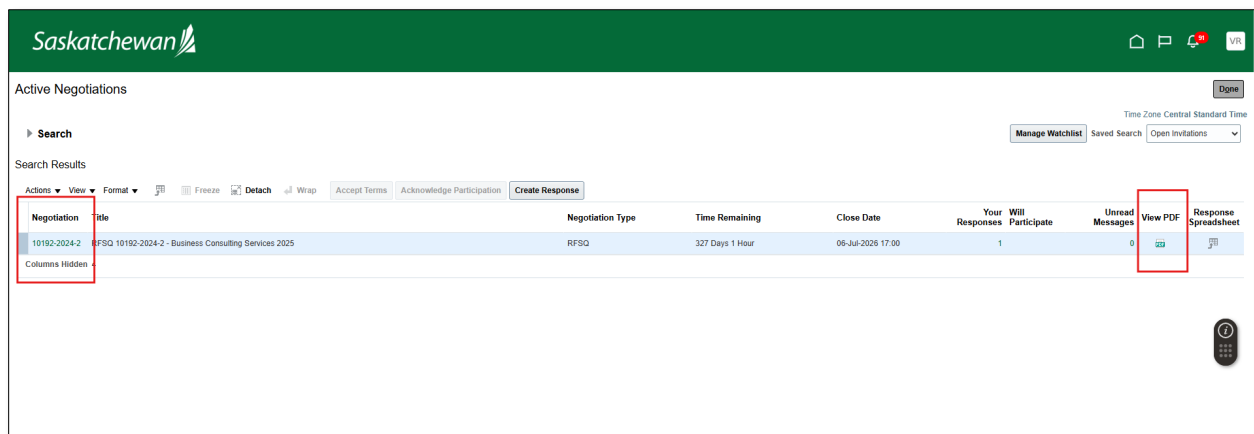
- Click on the Supplier Portal tile and view the detailed requirements of the sourcing event.
 - Note: competitions are called Negotiations in GEM, therefore if the supplier is interested in more information about a competition or wants to bid, they will need to click on Negotiations.
 - Note: Suppliers can view and download the details of sourcing events from the Supplier Portal.



- Click View Active Negotiations on the Tasks menu.



- Select No from the Invitation Received drop down.
- Click Search to see all active Negotiations.



- Click the link in the Negotiation column to get more information.
- Or click the icon in the View PDF column to download a PDF of the negotiation.

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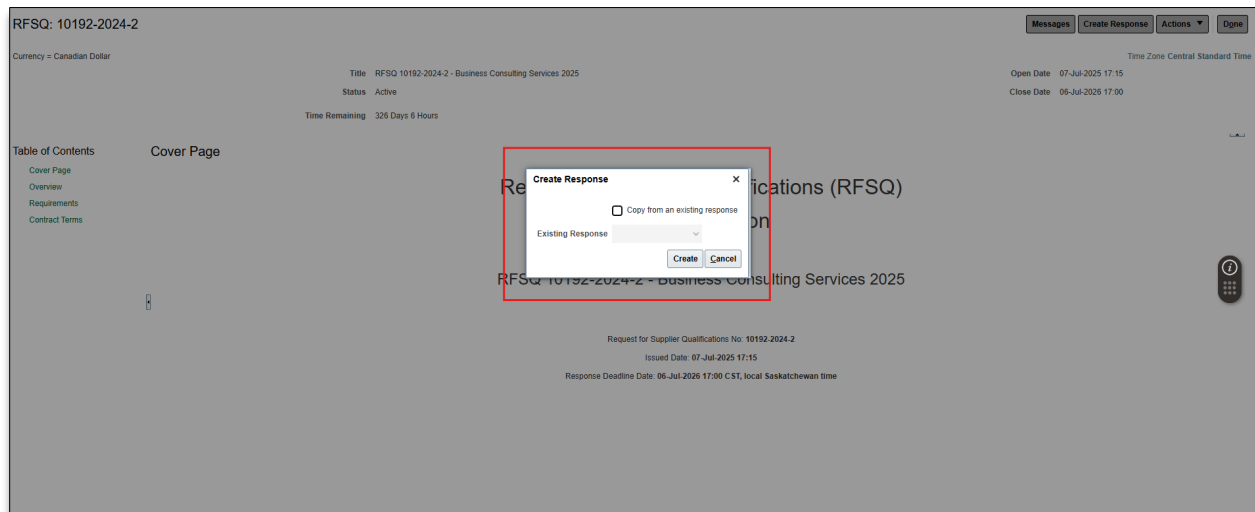
- Click the options under Table of Contents to go through the various parts of the Negotiation.
 - Cover Page – this is the page with the Table of Contents.
 - Overview – an overview of the Negotiation.
 - Requirements – displays both a summary and details of the requirements for this Negotiation.
 - Contract Terms – displays any contract terms.

Create Bid in Supplier Portal

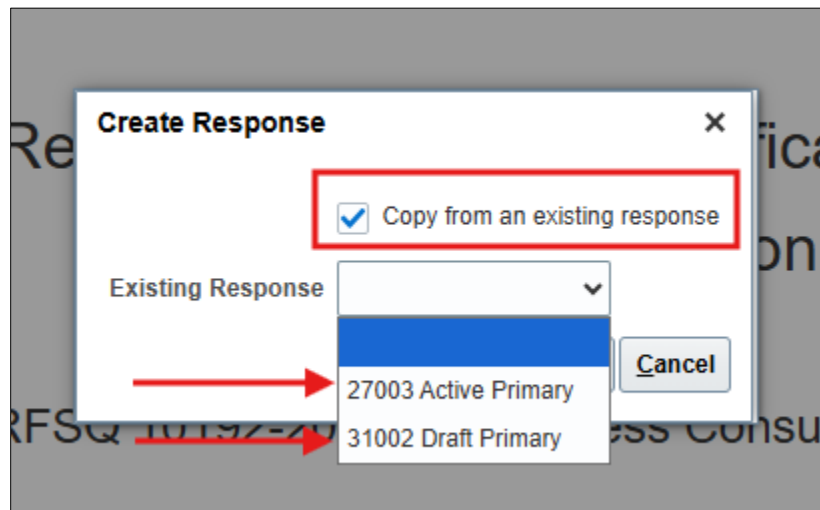
- Create a bidding response by clicking Create Response.



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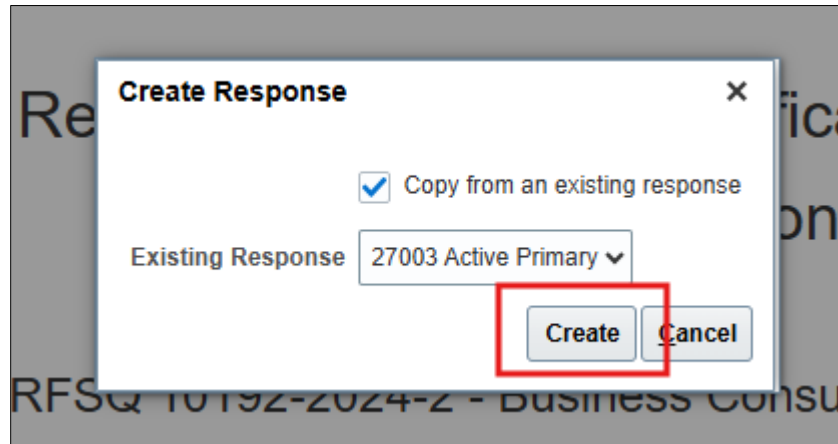


- Note: The supplier has the option of A) creating a response from an existing response or B) create a response from scratch.
- A) Create response from an existing response



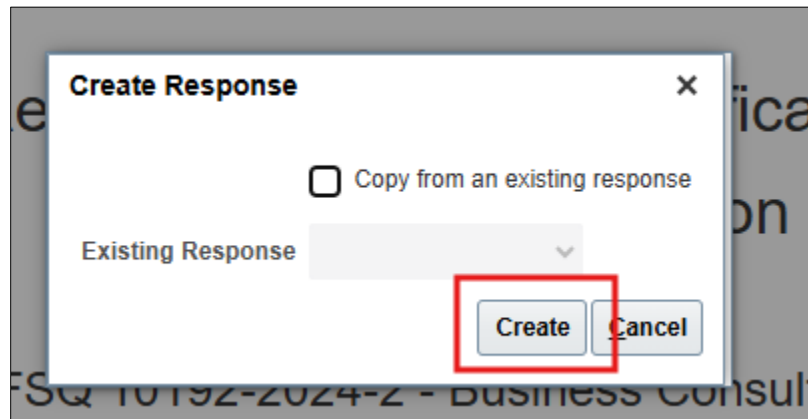
- Check the box to Copy from an existing response and select the appropriate response.

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- Click Create or Cancel.

B) Create response from scratch



- Click Create or Cancel.

Saskatchewan

Create Response (Response 32004): Overview

1 Overview 2 Requirements 3 Review

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Title RFSG 10192-2024-2 - Business Consulting Services 2025
Close Date 06-Jul-2026 17:00
Time Remaining 326 Days 5 Hours

General

Supplier R3543Name
Negotiation Currency CAD
Response Currency CAD
Price Precision 2 Decimals Maximum
Response Valid Until dd-mm-yy H:mm

Response Type Primary
Alternate

Reference Number
Note to Buyer

Attachments None +

Last Saved 14-Aug-2025 11:04
Time Zone Central Standard Time

- Fill out the appropriate fields on the Overview page.
- Attach any necessary documents by clicking the + sign and uploading the document(s).
- Click Next

Saskatchewan

Create Response (Response 32004): Requirements

1 Overview 2 Requirements 3 Review

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Time Remaining 326 Days 5 Hours
Close Date 06-Jul-2026 17:00

Section 1. Competition PDF

* 1. Review the Competition pdf in full.
The pdf can be found under the Active Negotiations of the Supplier Portal, or within the competition under Actions: View Negotiation and/or View PDF.

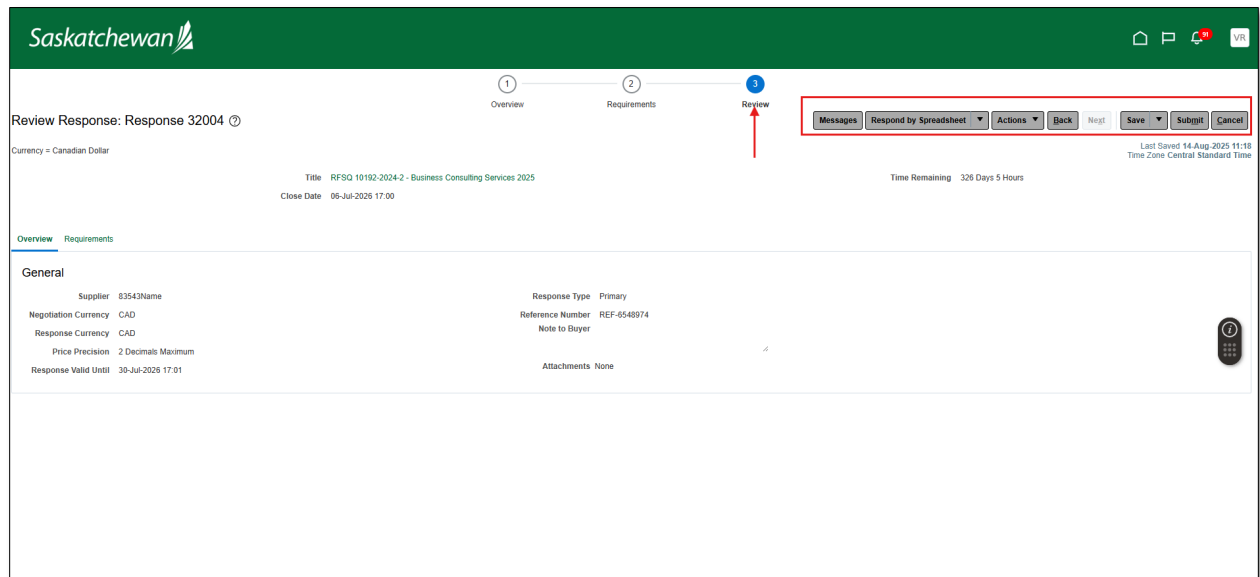
Yes, I have reviewed the Competition pdf in full.

Section 1. Competition PDF
Section 2. RFSG Particulars
Section 3. Definitions
Section 4. Mandatory Requi...
Section 5. Respondent Profile
Section 6. Respondent Expe...
Section 7. Proposed Approach
Section 8. Risk Management
Section 9. Proposed Team a...
Section 10. Reference Chec...

Last Saved 14-Aug-2025 11:12
Time Zone Central Standard Time

- Review the Negotiation Requirements.
- Each section can be accessed through the drop-down menu or in order by clicking the arrows beside the drop-down menu.
- Click Yes, I have reviewed the Competition pdf in full when you have finished your review.
- Click Next

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- Review your submission and click Submit or Cancel.
- Other actions.
 - Messages – click to send messages regarding your submission.
 - Respond by Spreadsheet – click to import or export a spreadsheet.
 - Actions – click to View Negotiation, View Response PDF or Validate.
 - Back – click to go back one screen.
 - Save – click to Save or to Save and Close.

Revise Submission

- While the sourcing event remains open, suppliers can choose to take some additional actions for the sourcing event and submission:
 - Revise submission – Login and modify the original submission in the Supplier Portal. After making changes draft response or bid will need to be resubmitted.
 - Create additional response – Suppliers can create more than one response to a sourcing event. Repeat the steps above, beginning with Creating and Submitting a Response.

Withdraw Submission

- Withdraw submission – Suppliers can request their response to the sourcing event be withdrawn by Message in the Supplier Portal or other means. The sourcing specialist who receives the withdrawal notification will disqualify the submission on behalf of the supplier.

Surrogate Bid

- Request to submit a surrogate bid – If surrogate bids are allowed a supplier can request assistance from the Government of Saskatchewan.
 - The supplier contacts the Government of Saskatchewan through the channels indicated on the sourcing event to submit their surrogate bid if allowed to.

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- The sourcing specialist receives the surrogate bid information from the supplier. Although surrogate bids are not actually entered into the system until after the sourcing event is closed, they are considered received based on the date the information is received by the Government of Saskatchewan.

Sourcing Event Closed

- After a response has been submitted, wait for sourcing event to end. When the sourcing event is scheduled to close, the system will automatically stop allowing responses to be submitted by suppliers.