Evaluate Responses

How To Evaluate Responses

- When the Sourcing Event has closed you may start the evaluation
- There are many ways you can find your Sourcing Event
    - For this purpose go to your Home Page
- Click on the blue line next to **Under Evaluation**

Contracts
Suppliers
Sourcing
Reporting
Administer
Setup

Configure This Dashboard

Sourcing Event Summary

Filter Sourcing Events

View Sourcing Events By: Status
Sourcing Events: All Events

35 Total Sourcing Events

Approved
Awarded
Canceled
Closed Without Awarding
Draft
Open
Pending
Rejected
Released
Stage Complete
Under Evaluation
Withdrawn

0 2 4 6 8 10 12 14

1-12 of 12 Results | A to Z | 20 Per Page

Sourcing Event Search

Search by event name, number etc.

Advanced Search

Quick Links

Create New Event...
My Sourcing Events to Approve
My Sourcing Events to Evaluate
Add Suppliers
View Saved Searches

OR

Key Event Dates

Filter Sourcing Events

Date Range: Next Seven Days
Include Draft and Pending Events: Yes

Current Status	Next Key Event	Scheduled On	Event Number	Type	Title	Owners
Open	Under Evaluation	4/20/2019 5:00 PM MDT	RFQ20190009	RFQ	DOP mice	Benedict, Forrest

Menu Search (Alt+M)

How To Evaluate Responses

A – Clicking on Under Evaluation (previous page)
B – Clicking on My Approvals (previous page)

- Select the Sourcing Event you are working on
  - Click on the Event Name highlighted in blue under the **Event Details** or click on **Manage Event**

A

< Back to Edit Search | Start New Search

Showing **1** - **16** of 16 Results — **All Dates**

Search Details

Search Terms
Event Owner
Forrest Benedict

Filtered by
Date Range: All Dates [remove all]
Sourcing Event Status
☑ Under Evaluation

Save New Search | Export Search

Refine Search Results
Date Range

Results Per Page 500 — **Sort by:** Event Status: First to Last — Page 1 of 1

Status	Event Details					
Under Evaluation	test dop keys	RFP20190064	Created	5/13/2019 11:14 AM MDT	Submitted Bids	0
		Request for Proposal	Release	–	Intending to Bid	0
			Open	5/16/2019 12:00 AM MDT	No bids	0
			Close	5/17/2019 12:00 AM MDT		
Under Evaluation	B17 DOP	RFQ20190046	Created	5/7/2019 9:47 AM MDT	Submitted Bids	0
		Request for Quote	Release	–	Intending to Bid	0
			Open	5/7/2019 12:00 AM MDT	No bids	0
			Close	5/11/2019 12:00 AM MDT		
Under Evaluation	test again					

Manage Event

OR

B

Total Results Found: 5 — **All Dates** — Assign — Go

Filtered by
Type: Sourcing Event - Evaluation
Date Range: All Dates
View Approvals For: Forrest Benedict

Filter My Approvals
Type: Sourcing Event - Evaluation
Date Range: All Dates
View Approvals For: My Approvals

Sort by: Submit Date/Time oldest first

Hide sourcing event details | expand all | collapse all — Results per folder: 20

My Sourcing Event Evaluation Approvals [5 results]

Event Number	Event Title	Assigned Approver	Submitted Date/Time	Submitted By	Action
RFP20190025	Tanks	Forrest Benedict	5/3/2019 12:00 AM	Forrest Benedict	Approve
Event Type: RFP; Closed Date/Time: 5/3/2019 12:00 AM MDT			Folders: 19 Days in folder [My Sourcing Event Evaluation Approvals]		
RFP20190034	Copy of Demo RFP Test 5	Forrest Benedict	5/3/2019 12:00 AM	Forrest Benedict	Approve
Event Type: RFP; Closed Date/Time: 5/3/2019 12:00 AM MDT			Folders: 19 Days in folder [My Sourcing Event Evaluation Approvals]		
RFP20190031	Demo RFP Test 3 for bid	Forrest Benedict	5/4/2019 12:00 AM	Forrest Benedict	Approve
Event Type: RFP; Closed Date/Time: 5/4/2019 12:00 AM MDT			Folders: 18 Days in folder [My Sourcing Event Evaluation Approvals]		
RFQ20190039	test again	Forrest Benedict	5/7/2019 12:00 AM	Forrest Benedict	Approve
Event Type: RFQ; Closed Date/Time: 5/7/2019 12:00 AM MDT			Folders: 15 Days in folder [My Sourcing Event Evaluation Approvals]		

How Evaluate Responses

- If you have paper bids to input, do it before evaluating the Sourcing Event
- If you need to hide Prices
  - Click **Event Actions**
- To evaluate responses select **Evaluate Actions**
  - **Evaluate All Responses**

This event is **Under Evaluation**. You may view responses.

Workflow Actions

KC135 tanker
RFQ20190003

Type: **Request for Quote**
Event Status: **Under Evaluation**
Form Request: KC135 tanker

Settings and Content

Evaluations

Supplier Responses

Tools

Supplier Responses

Event Actions | History | ?

Copy
Export Event as PDF
Hide Event Prices
Designate Suppliers for Proxy Bidding

Evaluation Actions 1

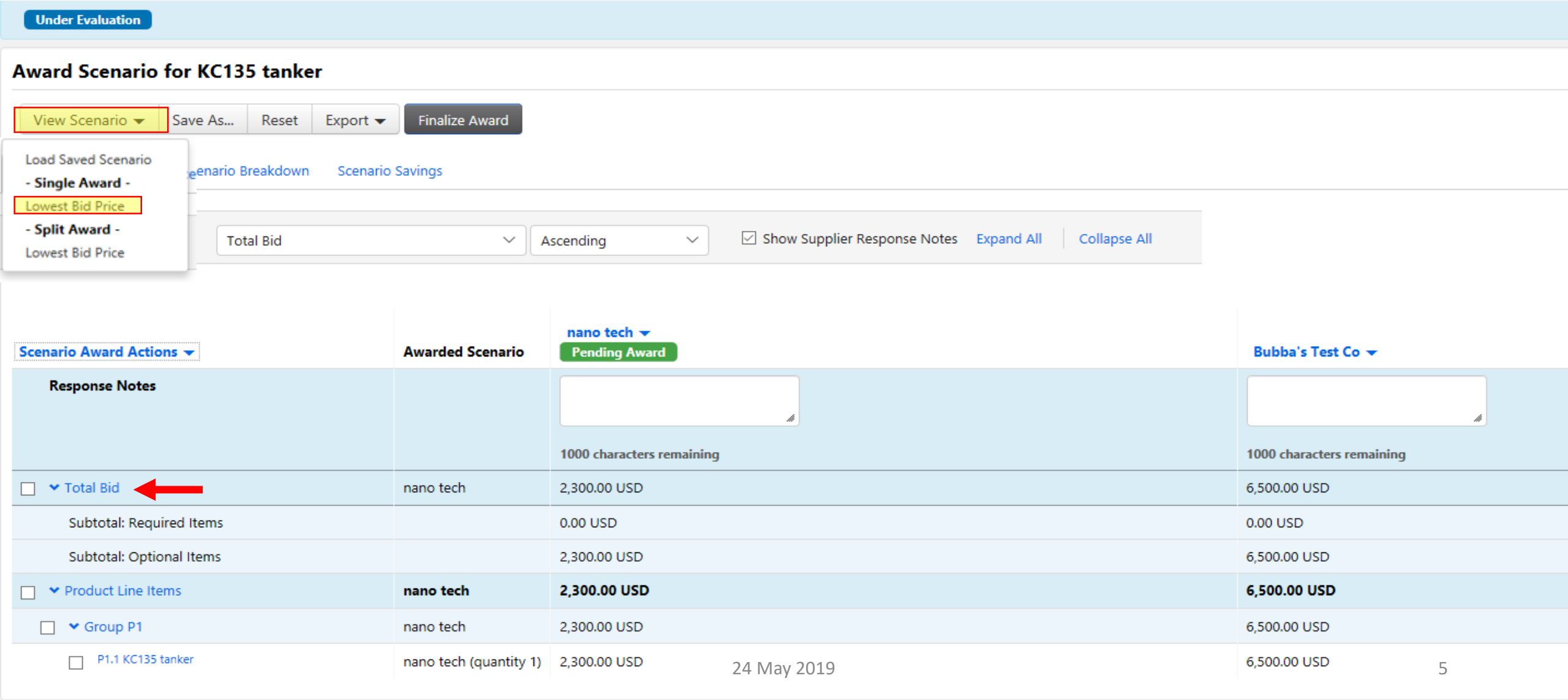
Evaluate All Responses 2
Ask a Question
Export All Responses
Tag Supplier(s) for next stage (0)
Untag supplier(s) for next stage (0)

	onse % plete	Supplier Name	Required Items Total Bid	Optional Items Total Bid	
Submitted	100%	Bubba's Test Co	0.00 USD	6,500.00 USD (1 of 1)	View Response
Submitted	100%	nano tech	0.00 USD	2,300.00 USD (1 of 1)	View Response

Save Progress

How Evaluate Responses

- To automatically recommend lowest Total Bid
  - Select **View Scenario** button
    - **Single Award**
      - Click **Lowest Bid Price**
      - Award giving by lowest Total Bid



How Evaluate Responses

- To automatically recommend lowest Bid per item
  - Select **View Scenario** button
    - **Split Award**
      - Click **Lowest Bid Price**
      - Award given by lowest line item price

View Scenario | Save As... | Reset | Export | Finalize Award

Load Saved Scenario
- **Single Award -**
Lowest Bid Price
- **Split Award -**
Lowest Bid Price

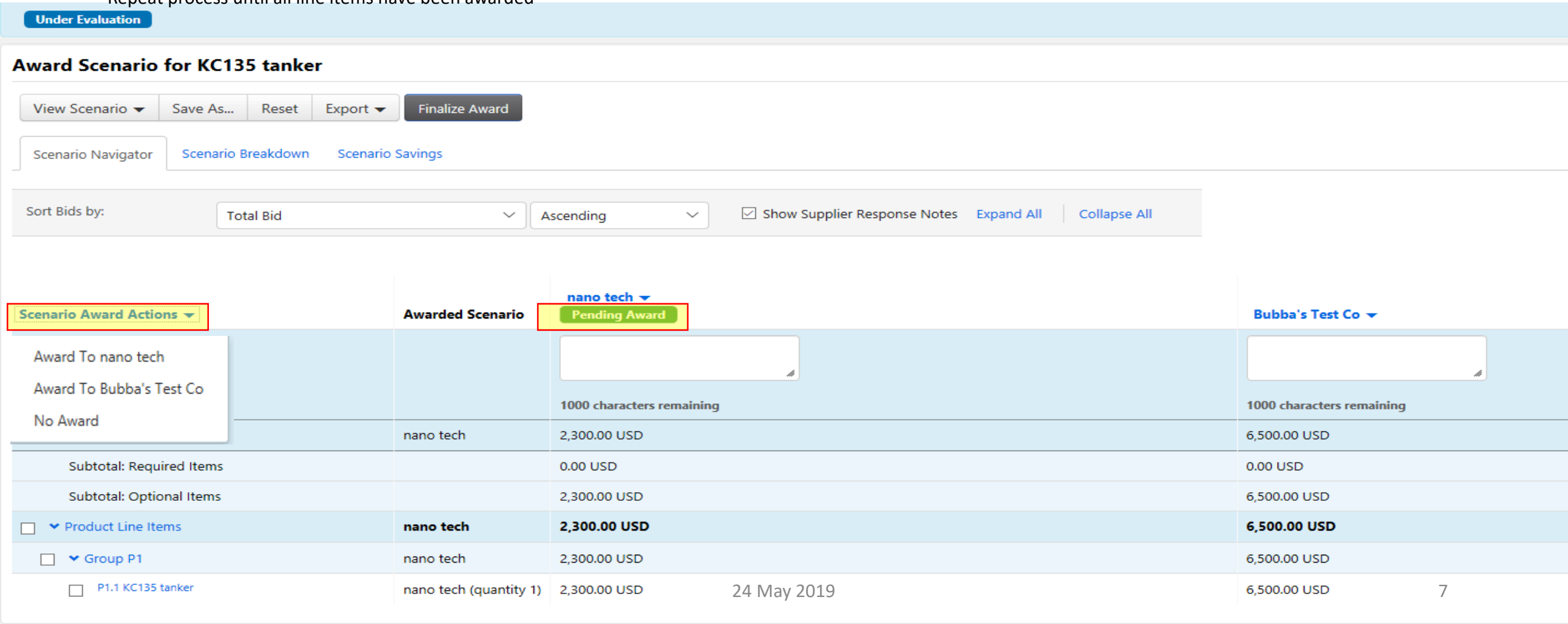
enario Breakdown | Scenario Savings

Total Bid | Ascending | Show Supplier Response Notes | Expand All | Collapse All

Scenario Award Actions	Awarded Scenario	DiMaggio's Landscaping & Snow Removal Pending Award	nano tech Pending Award	Bubba's Test Co
Response Notes		1000 characters remaining	1000 characters remaining	1000 characters remaining
Total Bid	Award Split	10,300.00 USD	7,030.00 USD	10,120.00 USD
Subtotal: Required Items		2,600.00 USD	1,200.00 USD	1,500.00 USD
Subtotal: Optional Items		7,700.00 USD	5,830.00 USD	8,620.00 USD
Product Line Items	**Award Split**	**10,300.00 USD**	**7,030.00 USD**	**10,120.00 USD**
Group P1	Award Split	10,300.00 USD	7,030.00 USD	10,120.00 USD
P1.1 Broken Rocks	nano tech (quantity 1)	2,600.00 USD	1,200.00 USD	1,500.00 USD
P1.2 Little Rocks	nano tech (quantity 1)	6,500.00 USD	230.00 USD	4,500.00 USD
P1.3 Big rocks	DiMaggio's Landscaping & Snow Removal (quantity 1)	1,200.00 USD	5,600.00 USD	4,120.00 USD
Supplier Attachments				
		DOP Rocks		DOP Rocks
Questions				
Page 1				
Group 1				
1.1 Do you have insurance		Yes	Yes	Yes
1.2 How rocks do you have		500	200	500

How Evaluate Responses

- To manually award all items to one supplier
  - Select Line Items
    - Select **Scenario Award Actions** button
    - Select the supplier you want to award all items to
    - **Pending Award** will appear under the suppliers name
- To add multiple suppliers to 1 line item
  - Select the box(s) next to the line item you want to award
  - Select **Scenario Award Actions** button
  - Select the supplier you want to award to
  - Repeat process until all line items have been awarded

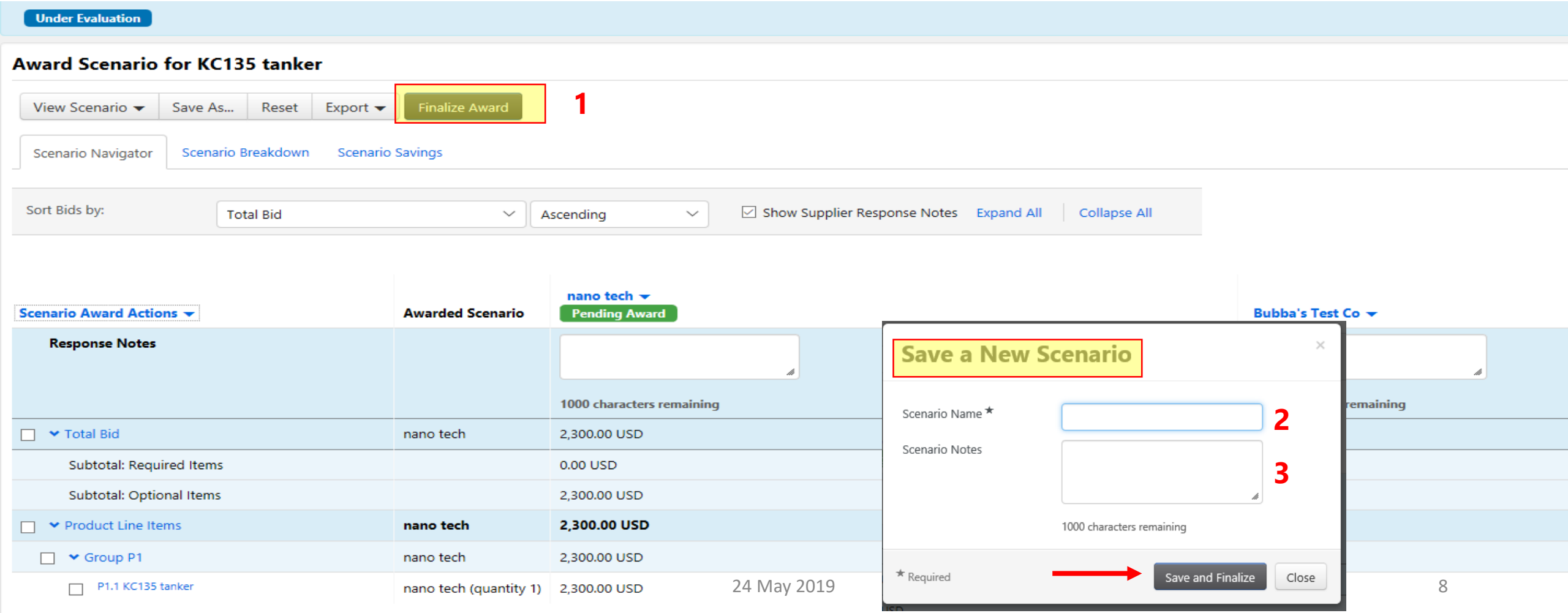


How to Evaluate Responses
Finalize Award

Once you have all line items awarded to a supplier

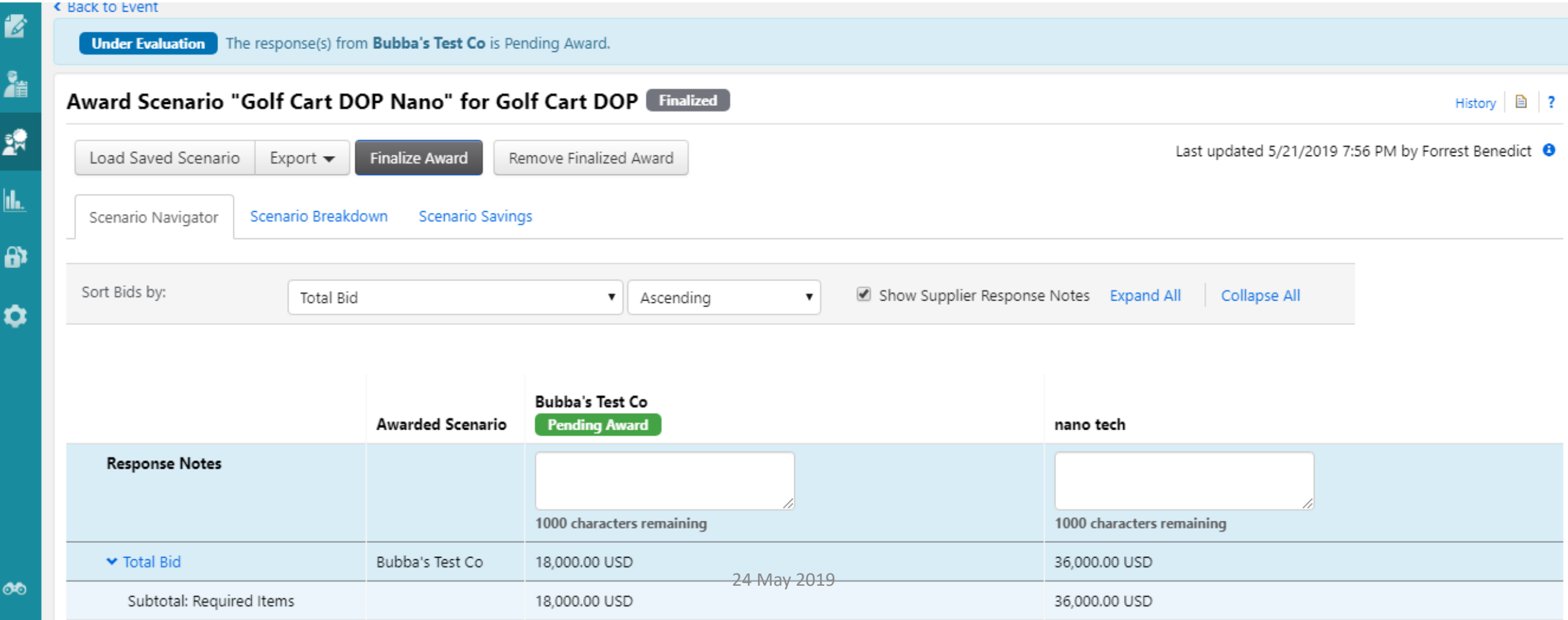
- Click on the **Finalize Award** button (black)
- The **Save a New Scenario** popup will come into view

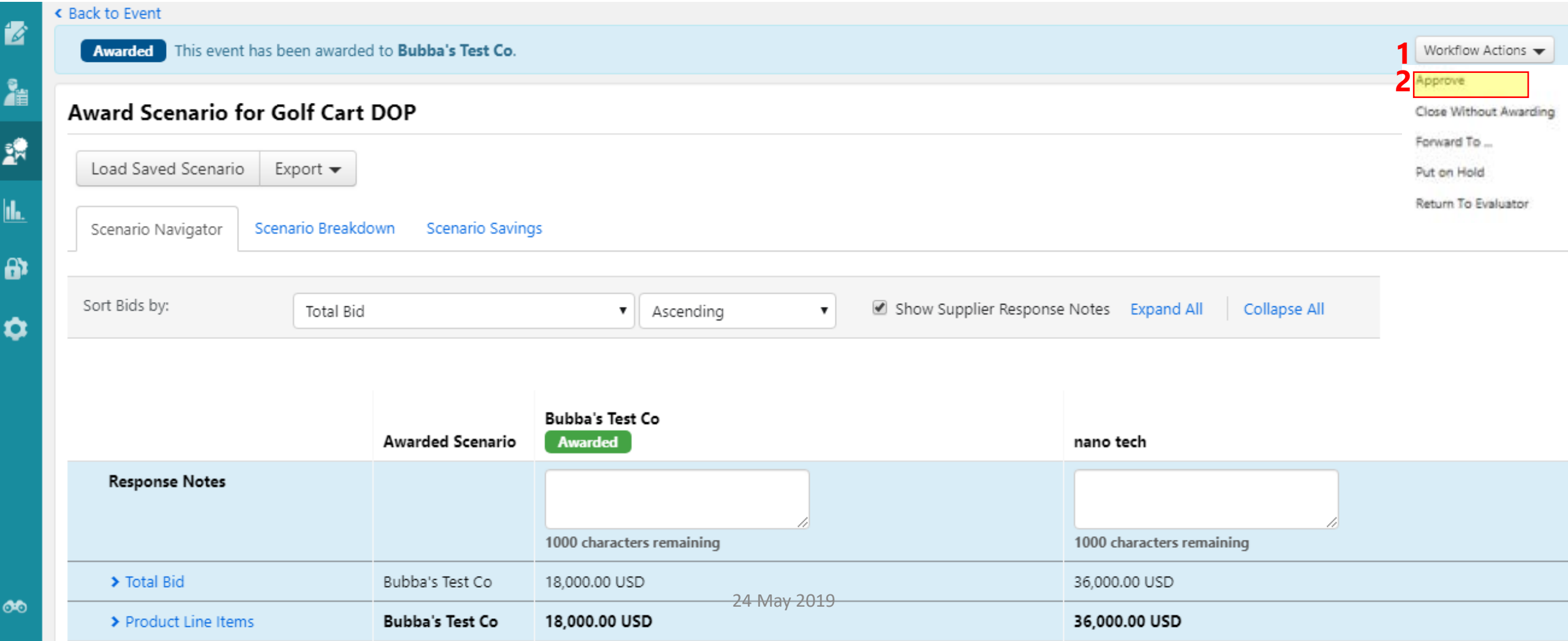
- This popup will appear after clicking the Finalize Award button
  - Enter the Scenario Name and any Notes
  - (This name is only tied to this scenario) you can have different award scenarios to choose from



How to Evaluate Responses
Finalize Award

- The page should look like this after clicking finalize award



How to Evaluate Responses
Finalize Award

- To **Approve** the Award
  - Click 1, 2