Simply logical onet Authors of high-quality software in Canberra since 2002 Proudly supporting 360 – the procurement manager's dream solution Web: simply logical.net/360 email: support@simply logical.net socials: @SL360au office: +61 2 51 004 009 | Unit 11, Level 3, 161 London Circuit Canberra City ACT 2601 mail to: Ngunnawal Country, 12 Wangara Street Aranda ACT 2614 ABN: 84 099 636 709 ACN: 099 636 709



QUICK REFERENCE GUIDE

Getting Started Guide (for businesses)

This guide is for businesses seeking to respond to a request for tender or similar request using 360. If this document has an error or seems to be out-of-date, please email <u>support@simplylogical.net</u>. For additional help, please browse or search <u>360's help articles</u>.

CONTENTS

Introducing 360
•
Most important concepts
How to respond to a request (e.g. for tender) in 360 4
Step 1 – Sign up and sign in4
Step 2 – Find the request
Step 2a – Browse public requests 4
Step 2b – Go to favourites 5
Step 3 – Respond to the request
Step 3.1 – Register your interest
Step 3.2 – Start responding 6
Step 3.3 – Upload a file
Step 3.4 – Respond to a table
Step 3.5 – Review responses
Step 3.6 – Contact the request manager
Step 3.7 – Read addenda 11
Step 3.8 – Final step
Frequently Asked Questions
Is 360 a government-owned website?
Is 360 free to use?
Can I use a tender consultant or submit on behalf of a subsidiary?
How do I find a Request for Tender?
Can I be notified when a Request for Tender is published?
How can I get a log-in?
Is my data safe and kept confidential?



	Data safety	14
	Confidentiality	14
	Notes	14
١	What do I need to respond to a Request for Tender?	14
I	f I've got a question, who do I ask?	15
	Notes	15
١	What's 360's Submission Process?	15



INTRODUCING 360

360 is an online quote and tender evaluation system with two portals:

- 1. The Internal Portal allows buyers to:
 - a. Configure a request for tender, request for quote, and similar requests
 - b. Publish them openly (public) or to selected businesses (invitation-only)
 - c. Manage correspondence with respondents
 - d. Evaluate responses and rank the submissions
 - e. Maintain confidentiality with auditable records and information access logs
- 2. The Public Portal allows businesses of goods and services to:
 - a. Respond to the requests
 - b. Demonstrate their offer is good value for money
 - c. Be notified when requests are published and progressed

MOST IMPORTANT CONCEPTS

360 uses an online questionnaire

360 is an online question-and-answer tendering system. To submit, register your interest, complete the online questionnaire, and submit at the "Final Step".

Everything in the questionnaire needs a response

Answer every question. Read every addendum. The "Final Step" will not let you submit until everything is complete.

360 applies best practice procurement policies

Buyers cannot see businesses responses until the request has closed. 360 helps evaluation teams reach their decisions using fair and equitable systems.

360 is built for commercial-in-confidence data

All data is kept in the strictest confidence and 360 is built to limit access to businesses' sensitive information question by question.

360 is free to use for tenderers – including tender notifications

360 is paid for by buyers' licence fees and occasional customisations.

360 has a free subscription service based on Product/Service or Trade/Skill, and optionally Location, Request Type, and Price Bracket.



HOW TO RESPOND TO A REQUEST (E.G. FOR TENDER) IN 360

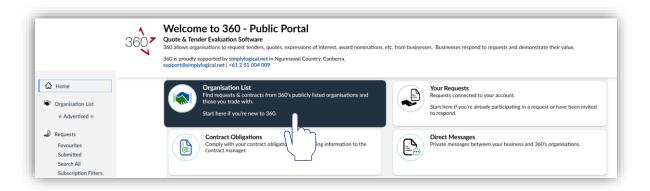
STEP 1 - SIGN UP AND SIGN IN

Sign up and sign in information has moved to the <u>Sign up & Sign in Guide</u>.

STEP 2 - FIND THE REQUEST

STEP 2A – BROWSE PUBLIC REQUESTS

1. Click "Organisation List"



2. For public requests, click "View Open Request"

3607	360's Public & Your Associated Organisat Browse requests published by organisations you trade with and those v Not al organisations are listed here. For invitation-only requests please check your foreculties or search all requests	
Home		View Open Requests View Closed Requests View Contracts
 Organisation List ☆ Advertised ☆ 	Department of Employment and Workplace Relations Open requests: 0 No. of responses: 0	Department of Finance Open requests: 0 No. of responses: 0
Requests Favourites Submitted	View Open Requests View Closed Requests View Contracts	View Open Requests View Closed Requests View Contracts
Search All Subscription Filters	Department of Finance - People Panel Open requests: 0 No. of responses: 0	simplylogical.net (training) pen requests: 1 No. of responses: 0
Direct Messages	View Open Requests View Closed Requests View Contracts	View Open Requests View Closed Requests View Contracts



STEP 2B – GO TO FAVOURITES

360 will list request in "Favourites" if you have been invited to participate or if you have registered interest in responding to a request.

	3607	Welcome to 360 - Providers' Portal Quote & Tender Evaluation Software 360 allows organisations to request tenders, quotes, expressions of interest, award	nominations, etc.	from businesses. Businesses respond to requests and demonstrate their value
		360 is proudly supported by simplylogical.net in Ngunnawal Country, Canberra. support@simplylogical.net +61 2 51 004 009		
🛱 Home		Important Security Information!		ı! X
 Organisation List Advertised ± Requests Favourites Submitted 		Organisation List Find requests & contracts from 360's publicly listed organisations and those you trade with. Start here if you're new to 360.		Your Requests Requests connected to your account. Start here if you're already participating in a request or have been invited to respond.
Submitted Search All Subscript		Comply with your contract obligations by delivering information to the contract manager.		Direct Messages Private messages between your business and 360's organisations.
Direct Messages	R	Subscription Filters Free service that sends emails when requests have been published.	*	Getting Started Guide New to 360?
My Business Entity Business Description Staff & Contractors		No subscription filters.		Start with the Quick Reference Guide and FAQ

3. Once you've found a request that you are interested in submitting a response to, click "More Details"

	Favourite Requests Requests you are watching that are yet to be finalised (all buyers) All times displayed on this page use your computer's clock and time zone. 360's server clock may be different.	•
۵ ۵	Tip: You can also search or browse all of 360's public buyers' requests	
9	Expression of Interest Request - by simplylogical.net. Requested by: simplylogical.net (training) Closes: in 3 years (Refresh) 26/07/2025, 6:00 PM	
♥ * 360▼	More Details	
Providers' Portal	360 is proudly supported by simply/ogical.net in Ngunnawal Country. Canberra with security tested by CybernetiQ. Security Statement Terms of Use This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply.	Help



STEP 3 – RESPOND TO THE REQUEST

STEP 3.1 – REGISTER YOUR INTEREST

- 1. Click "View Questionnaire & Documents."
- 2. Optionally, help the request manager improve their communications and "Continue"

Requested by:	simplylogicaLnet (training)
Request Name:	Expression of Interest Request - by simplylogical.net.
Request Details:	This is a demonstration Expression of interest (EOI) for the purpose of familiarising yourself with 360's Providers' Portal Procurement System. Any submissions from this request will not be evaluated nor will any contracts be awarded. (The EOI is for demonstration and/or training purposes only).
	The RFT has been configured to look and feel like a typical EOI
Opened:	22/07/2022, 1:30 PM
Closes:	in 3 years (Refresh) 26/07/2025, 6:00 PM
More information:	Getting Started 8
	Registering your interest tells 360 to send addenda and other notifications to you and your colleagues about this request.
	How did you hear about this request?
	Email from 360 View Questionnaire & Documents Return To

STEP 3.2 – START RESPONDING

360's questionnaire can be completed sequentially (start, next, ..., next, lock and submit).

- 1. Review the request details and supporting documents
- 2. Press "Start Responding"

		Questionnaire (for response planning purposes) 🔤 Supporting Documents 🗸 😾 Your Responses (for response review purposes) ger us your computer's clock and time zone. 360's server clock may be different.
Sandpit Account orme verview (start) kespondent	⊖ Key Information	Actions
Questionnaire	Request Name:	Expression of Interest Request - by simplylogical.net.
0%	Requested By:	simplylogical.net (training)
	Closes:	26/07/2025, 6:00 PM (opened 21/07/2022, 4:00 PM)
nquiries .ddenda Virect Messages	Details:	This is a demonstration Expression of interest (EOI) for the purpose of familiarising yourself with 360's Providers' Portal Procurement System. Any submissions from this request will not be evaluated nor will any contracts be awarded. (The EOI is for demonstration and/or training purposes only).
larifications		The RFT has been configured to look and feel like a typical EOI
al Step (end)	Response Status:	Not Submitted - please go to the Final Step when all items below are complete.
	Contact Instructions:	Start Responding > 2nd Please press the contact request contact.



The first part of the questionnaire is often the "Respondent" information. To respond:

- 1. Complete the required information
- 2. Click "Save & Next" to progress through to the next section of the questionnaire

Sandpit Account	Request 2503 Please provide Important! If y	dent Information 3 - Expression of Interest Request - by simplylogical.net. (Arresh 29ww) the details of the business that is responding to this request. ou save and update your entity record, the information will automatically be used when you respond to your next request. tion if your response is for your main business - not a subsidiary.	
Home	Contact Request Manage	r Save & Prev. Save Save & Update Entity	Save & Next >
Overview (start)			
Respondent	1 The required information	tion is marked with a *. All other details are optional.	- m
			\ ond
0% Enquiries	Business Name and Id	entification 84 009 636 709 The: Paste the full Australian Business Number into the first fr	
Addenda Direct Messages	ACN/ARBN	099636709	
Clarifications	Legal Entity Name*	SHARROWLANE PTY LTD	
 Final Step (end) 		Werthed	
	Business Name	(use legal entity name)	
	Entity Type	Australian Private Company	
	Trading Name		
	Team Name	Division, Branch, Office, Team, etc.	

STEP 3.3 – UPLOAD A FILE

Some questionnaire items allow (or require) a file to be uploaded. To upload a file:

- 1. Click "Add File" and select the file you wish to upload
- 2. Important!

Wait for the file to be uploaded. Ensure the file is listed before you continue.

		page use your computer's clock and time zone. 360's server clock may be different.		
Sandpit Account	Contact Request Manager	Jump to Question	✓ Save & Prev.	Save Save & Next >
Overview (start) Respondent	⊖Question			
Questionnaire	Question:	Insurance Cover The insurance requirements for this Request are stipulated	d in the General Conditions of Contract.	
Enquiries Addenda Direct Messages Clarifications	Instructions/Notes:	Please, • First, upload 1 COC for each policy type labelled as Professional Liability, and Product Liability. Press sa	"Public Liability", Workings Compensation or Personal Accid ave to finalise document uploads.	ent Cover,
Final Step (end)	⊖Response			0
		p 22846 Public Liability Example (2) (29.4 KB)		ā



STEP 3.4 – RESPOND TO A TABLE

Some questionnaire items require a table of information to be entered.

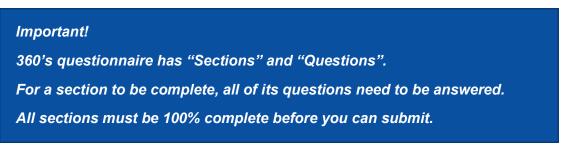
- 1. Read the instructions
- 2. Complete the Table Data (add an additional Row if needed)
- 3. Click "Save & Next" or "Save"

Question		
Question:	Key Personnel	
\bigcirc	Please complete the table below to create an employee p operations manager, etc.).	profile for each of the intended key personnel (e.g. director, contract manager,
nstructions/Notes:	Please press the "Add Row" button within the table to ad	d additional employee profiles (Minimum 1, Maximum 50).
Response		
Response		
Response:		
	Key Personnel	Key Personnel 1 (2nd)
	1.Employee's current position title?	Procurement Officer
	2. Employee's name?	John Smith
	3. Employee's education and/or trade qualifications?	Qualifications -Certificate IV in Procurement and Contracting
	 3. Employee's education and/or trade qualifications? 4. Experience relevant to the procurement activity? (Please include details of the past employer's organisation name and what position held within the organisation) 	
	 Experience relevant to the procurement activity? (Please include details of the past employer's organisation name and what position held within the 	-Certificate IV in Procurement and Contracting
C	 Experience relevant to the procurement activity? (Please include details of the past employer's organisation name and what position held within the organisation) 	-Certificate IV in Procurement and Contracting



STEP 3.5 - REVIEW RESPONSES

360's questionnaire can also be completed non-sequentially (start, do a bit, go back, continue, check again, lock and submit).



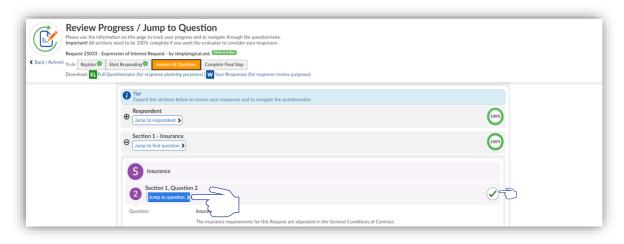
1. Click "Questionnaire"

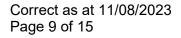


2. Expand the sections by clicking "+" icon to review your responses and to navigate the questionnaire.

Review Progress / Jump to Que	s and to navigate through the questionnaire.	
Request 25033 - Expression of Interest Request - by simply	ogical.net.	
Start Responding Answer All Quest	ons Complete Final Step	
Download: XL Full Questionnaire (for response planning put		
Tip! Expand the sections below	to review your the sand to navigate the questionnaire.	
€ Respondent		
Section 1 - Insurance		

 Click "Jump to question" to respond to a specific question. Note, the green tick indicates that the question has a valid response.







STEP 3.6 - CONTACT THE REQUEST MANAGER

360 has a system for asking extra information from the request manager – an "Enquiry".

1. Click "Contact Request Manager"

	Section 2 - Capability Question 2 Request 25033 - Expression of Interest Request - by simplylogical.net. Comb 2 years At times displayed on this page use your computer's dock and time zons. 360's server clock may be different.	۵ 🕫	^
Sandpit Account	Contact Request Manager Jump to Question	Save & Prev. Save Save & Next >	
Overview (start) Respondent Questionnaire	O Questi		

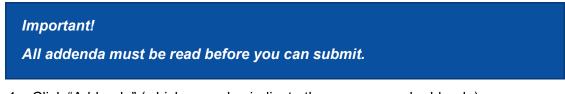
2. Type in the enquiry summary, details, upload files (optional) and click "Send Enquiry"

Draft Sent	
Summary: Details:	Type summary here Font Sizes • A • B / U & o P E E E E E E E E E E C E C E E C E C E
Files:	p Words: 5
	Add File Add File Save as Draft Send Engagy Back

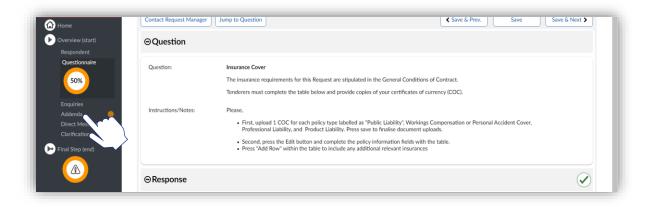


STEP 3.7 – READ ADDENDA

Enquiries are often answered via "Addenda".



1. Click "Addenda" (which may also indicate there are unread addenda)

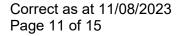


2. Click "View" on the addenda that you want to read

	he initial request details that must be read prior to submitting ion of Interest Request - by simplylogical.net. rd & Mark All Read
Addendum 1 Issued: 27/07/2022, 1 Files: 0 files accompa	0:21 AM my the addendum details

3. View/read the addendum and then click "Back"

Addendum Information beyond the initial request details that must be read prior to submitting Request 46234 - Expression of Interest Request - by simply/ogical.net. Back		
Issued:	27/07/2022, 10:21 AM	
Summary:	Addendum 1	
Details:	Question 1	
	When is the deadline for submission of Tenderer's Questions?	
	Answer	
	As outlined in the Request for Tender (RFT) all tenderer questions need to be submitted 10 days before the RFT closes. That is, all questions must be submitted no later than 6pm 26 July 2025.	

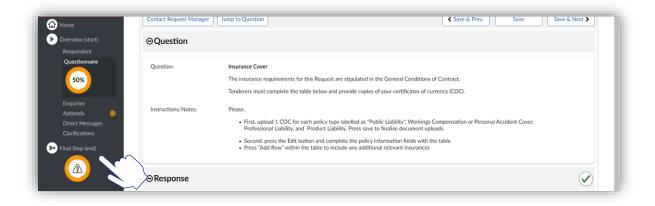




STEP 3.8 - FINAL STEP

Submitting your responses is done at the "Final Step".

1. Click "Final Step (end)"



2. Read the reasons why your response is incomplete

Important! All sections must be 100% complete and all addenda must be read before you can submit.				
	Final Step Request 25033 - Expression of Interest Request - by simplylogical.net. Download: XL Full Questionnaire (for response planning purposes) Supporting Documents V W Your Responses (for response review p	Durposes)		
 Gene ✓ Overview (start) Respondent Questionnaire 50% 	Response incomplete Reasons: 1. An addendum needs to be read. 2. Section 2 - Capability is 0% complete.			
Enquiries Addenda 🥚 · Direct Messages	360 is proudly supported by simply/opcid.net in Ngumawal Caurtry. Casterna with security tasted by Makara Security. Security Statement Privacy S	Submit and Lock Responses		

3. Click "Submit and Lock Responses"



Final Step (end)



FREQUENTLY ASKED QUESTIONS

IS 360 A GOVERNMENT-OWNED WEBSITE?

No. 360 is owned, built, and managed by <u>simplylogical.net</u> (Sharrowlane Pty Ltd) – a family-owned software development company in Canberra. 360 is licensed as a service to government and private entities.

IS 360 FREE TO USE?

Yes. simplylogical.net does not charge businesses to register or respond to a request for tender.

CAN I USE A TENDER CONSULTANT OR SUBMIT ON BEHALF OF A SUBSIDIARY?

Yes (but not always). 360 has a separation between the company logged in (the "Business") and the company tendering (the "Respondent"). The request manager can turn this feature off.

HOW DO I FIND A REQUEST FOR TENDER?

There are three ways to find a request:

- 1. Browse
- 2. Search
- 3. <u>Sign-in</u> and go to your <u>Favourites</u> (if you've registered your interest to a public request or been invited to respond to an invitation-only request)

See also: How to find a request (e.g. for tender) in the 360 public portal

CAN I BE NOTIFIED WHEN A REQUEST FOR TENDER IS PUBLISHED?

Yes. 360 has a free subscription service based on Product/Service or Trade/Skill, and optionally Location, Request Type, and Price Bracket.

You need to sign-in and create a subscription filter.

See also: How to change my subscription filter (notification) preferences

HOW CAN I GET A LOG-IN?

Enter your ABN and email address into the <u>sign-up</u> page. If your business is registered already, we'll try to avoid creating a duplicate by asking existing users to let you join their team. If not, enter a password and you're good to go.

See also: How to register (sign-up) as a business of goods and services



IS MY DATA SAFE AND KEPT CONFIDENTIAL?

Yes. 360 is a secure system and all data is treated as commercial-in-confidence and/or personal-in-confidence.

DATA SAFETY

Please refer to the latest security statement published in 360's webpage footer.

CONFIDENTIALITY

360 applies best commercial-in-confidence procurement principles to all data:

- 1. The tender period must be closed and authorised people must open the electronic tender box before the Buyer can see responses.
- 2. If a tender is not submitted at the close of the tender period, it will not be available to buyers and its contents can be purged from 360 by the Business¹.
- 3. The request manager controls access to the responses such that evaluators can only see part of a submission (important protection for when the Buyer uses subject matter experts).
- 4. Before submission, business and staff contact details are made available to the request manager (essential for avoiding conflicts of interest).

NOTES

Data protection is your responsibility too.

- ✓ Control who has access businesses grant (and revoke) staff access.
- ✓ Be mindful of who sees correspondence 360 sends messages to all staff with access to 360 and the business email is CC'd.
- ✓ Be internet savvy strong, site-specific passwords help prevent theft and you should always check the domain name. The domain names we use are:
 - ✓ apetsoftware.com.au
 - $\checkmark simply logical.net$
 - ✓ simplylogical.atlassian.net

See also: <u>How to change my, my team's, and my company's contact details (as a business of goods and services) in 360</u>

WHAT DO I NEED TO RESPOND TO A REQUEST FOR TENDER?

A good internet connection and a modern web browser.

For specifics, see: Minimum system requirements to use 360

¹ The request manager can monitor questionnaire completion progress, including which questions have been answered, by whom, and when, but not the specifics such as typed text, selected options and uploaded files.



IF I'VE GOT A QUESTION, WHO DO I ASK?

If it's a question about the request's contents, please contact the request manager.

If it's a question about how to use 360 or if there seems to be an error with the system, please contact the technical support team:

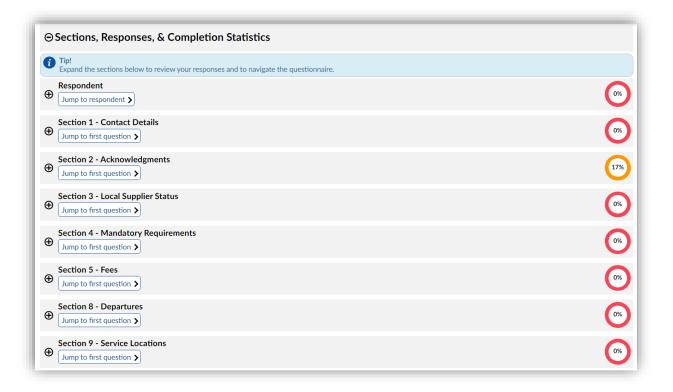
- ✓ support@simplylogical.net
- ✓ 02 51 004 009

NOTES

- 1. Enquiries are only sent to the request manager not other respondents.
- 2. Enquiries are often answered with addenda and may quote the enquiry text.
- 3. It is normal for buyers not to answer enquiries close to the closing time.
- 4. The technical support team is not authorised to speak to a request's contents.

WHAT'S 360'S SUBMISSION PROCESS?

- 1. Register your interest
- 2. Download the supporting documents and plan your responses
- 3. Answer every question in 360's online questionnaire
- 4. Read all addenda
- 5. Check your progress and review your work by expanding the sections on the "Start" page



- 6. Go to the Final Step
- 7. Submit and lock your responses

