



QUICK REFERENCE GUIDE

Buyers' Portal - Evaluators

This guide is for subject matter experts, tender evaluation team members, and people evaluating quotes. If this guide has an error or seems to be out-of-date, please email support@simplylogical.net. For additional help, please browse or search the online knowledgebase: [360 – Buyers' Portal Help Articles](#).

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INTRODUCING 360

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

1. The Buyers' Portal allows buyers to:
 - a. Configure a request for tender, request for quote, and similar requests
 - b. Publish them openly (public) or to selected providers (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 Providers' Portal allows providers 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 is a paperless system!

360 displays responses in a question-and-answer format online. The questionnaire often includes guidance for evaluators too.

Every evaluation criterion needs a score for every provider!

To assess fairly, every provider's response to a weighted question needs a score by every evaluator. To avoid bias, 360 does not allow one evaluator to score some providers and another to score others.

Evaluators should be free to score as they see it – free from influence!

360 saves each evaluator's scores and thoughts securely. If your team uses Consensus Evaluations, the Consensus Evaluator can adopt the team's average scores and combined comments.

Data in 360 must be treated as IN-CONFIDENCE information!

Providers trust that all data is managed securely and that conflicts of interest are managed within best procurement practices. 360 has access and audit logs. If you have access to information that you don't think you should have, please alert the request manager immediately.



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

QUICK LINKS

1. As a member of the Evaluation team
See: [How to evaluate a request \(e.g. for tender\) in 360](#)
2. As the Consensus Evaluator
See: [How to use consensus evaluations in the 360 buyers' portal](#)

TIPS

1. Choose your evaluation mode:
 - a. **One Provider at a Time** is best for complex RFTs
 - b. **All Responses Grouped by Provider** is best for simple RFQs
 - c. **One Question at a Time** and **All Question Grouped by Provider** are there for when you want to compare "apples with apples."

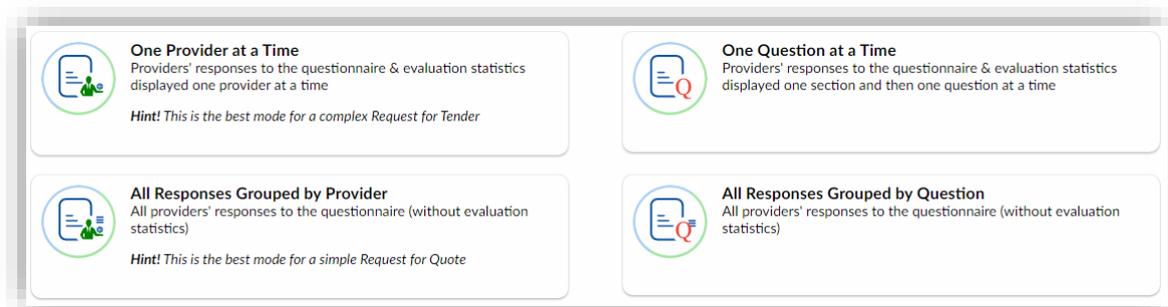


FIGURE 1: EVALUATION MODES

2. The **One Provider at a Time** and **One Question at a Time** modes show how far through the evaluation process you are

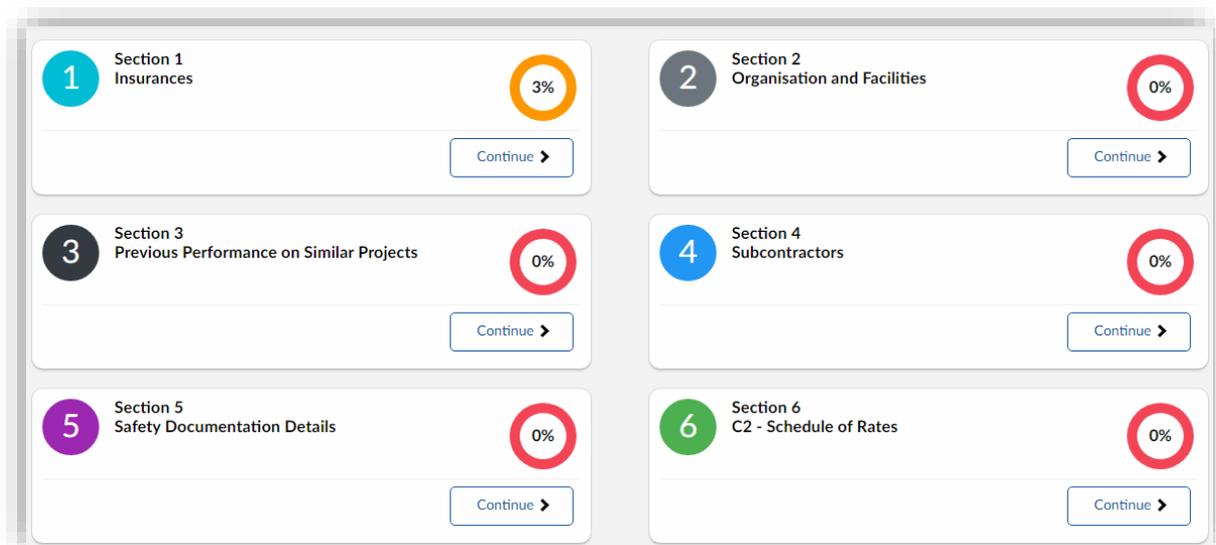


FIGURE 2: ONE QUESTION AT A TIME EVALUATION STATS



3. Your changes are saved as soon as you leave each field – look for success

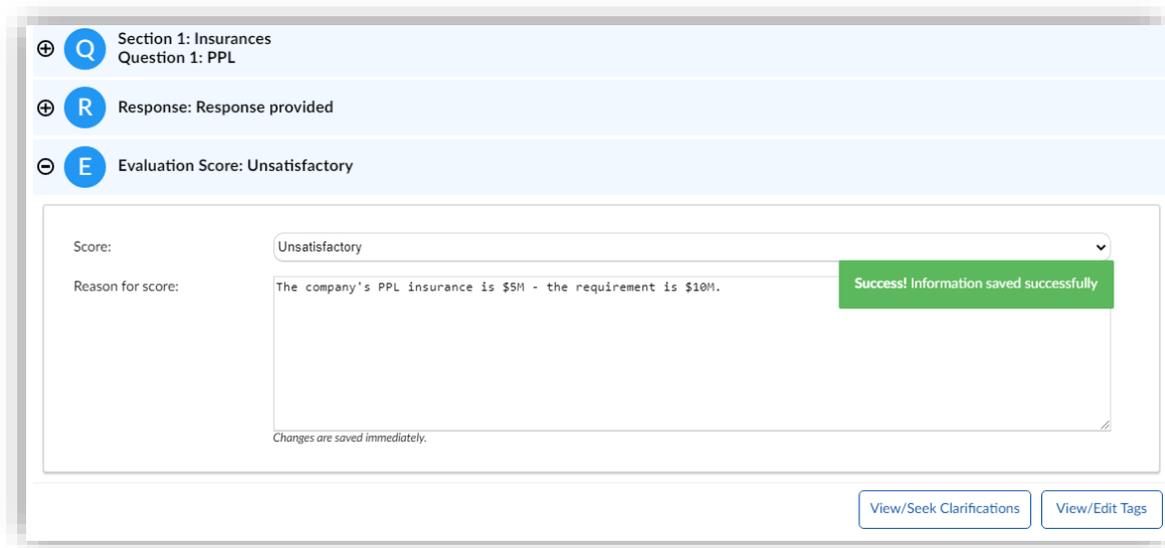


FIGURE 3: AUTO-SAVE MODES

4. Be sure to use the evaluation guide when available – the request manager can be configured so that you can click to score and comment

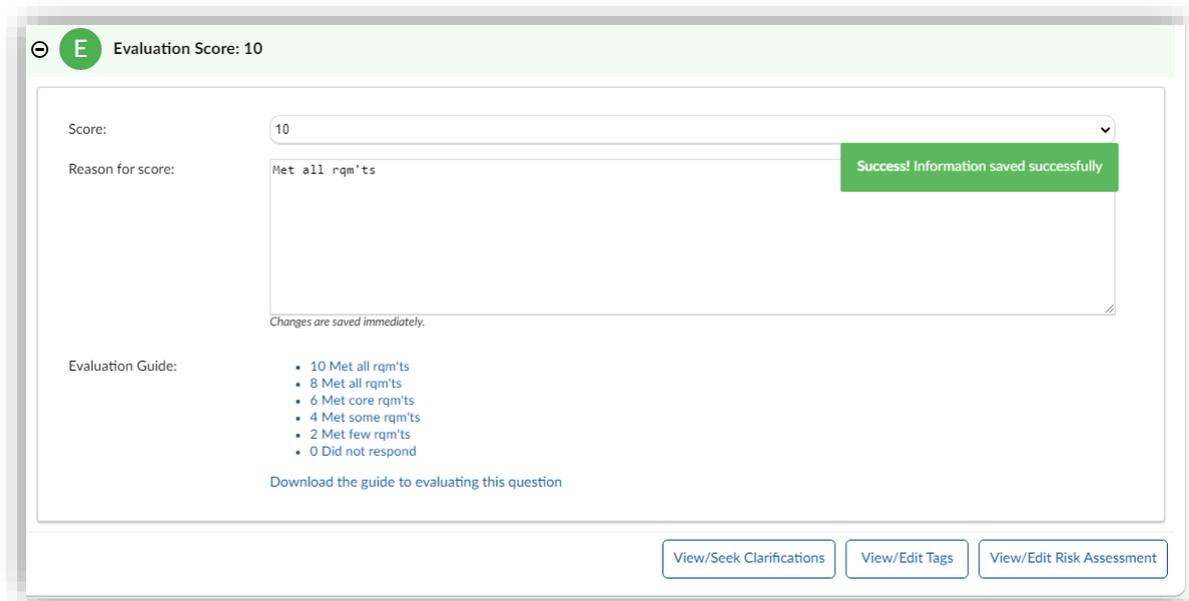


FIGURE 4: CLICK TO SCORE AND COMMENT

Remember! Do not let price or peers affect your scoring. Score fairly!



FREQUENTLY ASKED QUESTIONS

IF I HAVE A QUESTION, WHO DO I ASK?

If it's a question about the request's contents or a provider's response, 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. The Tags feature allows an issue to be identified without affecting a provider's scores (unlike the Risk Assessment feature)
2. The technical support team is not authorised to speak to a request's contents or a provider's response.

HOW DO I FIND A REQUEST FOR TENDER TO EVALUATE?

If you have the right to evaluate it, you'll find it in the [Requests – For Evaluation](#) list.

WHAT OPTIONS DO I HAVE WHEN SCORING?

It depends on the system settings, request configuration settings, and question configuration settings. The options are:

- ✓ Score by number (the higher the number, the better the score)
- ✓ Score by label (the labels will hopefully be unambiguous)
- ✓ View the evaluation guide for each question
- ✓ Click to score and comment (if the evaluation guide has been configured to do so)
- ✓ Comment (justify your score)
- ✓ Seek clarifications
- ✓ Tag responses to communicate concerns with a single click – e.g. "Guidance Requested", "To be Reviewed", "Risk Identified", or something else for the tags list
- ✓ Assess risk by identifying the likelihood and consequence of an unmitigated scenario so that the providers representing high-risk receiving a lower ranking than others

DO I HAVE TO SCORE EVERYTHING?

Yes. Everywhere you're prompted for a score will need a score and, depending on the system settings, every response may require a comment.

A PROVIDER'S RESPONSE IS NON-COMPLIANT; WHAT DO I DO?

Tag the provider and/or contact the request manager. If the provider is non-compliant, the request manager can black-flag them. A black-flagged provider does not need to be completely evaluated.

CAN I EDIT A PROVIDER'S TENDERED PRICE IF IT IS INCORRECT?



It depends on your access rights to the request and the system settings. It is common for the request manager to set themselves as the evaluator for prices, with all other evaluators restricted from seeing prices.

See: [How to assign a comparison price for fixed-price tenders and quotes](#)

HOW DOES A RISK ASSESSMENT AFFECT A PROVIDER'S RANKING?

A risk assessment applies a penalty to the value for money assessment separately from the raw score. The higher the risk, the greater the score penalty, resulting in an overall lower Risk Assessed Ranking for that provider compared to those assessed as having lower risk. If assessing risk for one provider, it should be done for all – even for those where the risk assessment is "Nil".

See: [How to assess risk when evaluating a provider's response in 360](#)

HOW DO THE TAGS FEATURE WORK?

Use evaluation tags to highlight responses in a standard and straightforward way. They quickly highlight work to be done without delaying the evaluation process. The request manager usually monitors the evaluation team's progress with a report that contains tags and evaluation completion statistics.

HOW DOES THE CONSENSUS EVALUATION FEATURE WORK?

Often the request manager sets themselves to be the consensus evaluator when the evaluation team has done as much as they can do. They adopt the non-contentious scores, ensure comments are okay for provider debriefings, and then facilitate a meeting so that the evaluation team can reach an agreement.

The individual evaluators' scores are recorded but are not used to rank the providers.

CAN I BE NOTIFIED WHEN A REQUEST FOR TENDER IS TO BE EVALUATED?

Yes, but the notifications are controlled by the request manager.

The request manager has the option to send a "You have been selected to evaluate..." message when the request is published and/or when the evaluation team is assigned.

Best procurement practice is to select the evaluation team prior to publishing a request for tender but keep it secret until after it is closed.

WHAT DO I NEED TO EVALUATE RESPONSES TO A REQUEST FOR TENDER?

A good internet connection and a modern web browser.

For specifics, see: [Minimum system requirements to use 360](#)



IMPORTANT PROBITY-BASED QUESTIONS

I'VE DISCOVERED A CONFLICT OF INTEREST; WHAT DO I DO?

Contact the request manager. The request manager will apply appropriate measures to ensure the integrity of the procurement process. Options available to them include:

- ✓ Adjusting the evaluation team
- ✓ Recording an audit log entry

I'M BEING PRESSURED TO CHANGE MY SCORES; CAN 360 HELP ME?

Yes. 360 has two systems that can help:

1. Anyone with access to a request can record an audit log entry. People with the request manager, reporter, boss, and overseer access rights will be able to download the audit log and see your entry.
2. 360 records the history of every score and comment saved. Your original scores and comments can be revealed if there is an audit or investigation by lodging a help-desk request via support@simplylogical.net.

*Using 360 is protection against corrupt activity.
We at simplylogical.net are committed to our ideals for 360:*

CONFIDENCE | **VALUE** | INTEGRITY

