



## QUICK REFERENCE GUIDE

### Internal Portal – Request Managers

*This guide is for buyers wishing to issue a request for quote or tender either to invited parties or all businesses. If this guide has an error or seems to be out-of-date, please email [support@simplylogical.net](mailto:support@simplylogical.net). For additional help, please browse or search the online knowledgebase: [360 – Internal Portal Help Articles](#).*

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## 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 represents value for money
  - c. Be notified when requests are published and progressed

## MOST IMPORTANT CONCEPTS

***360 is a paperless system!***

*Request Managers publish tenders or quotes, businesses respond, and evaluators score via their online 360 account.*

***A good questionnaire makes evaluating responses easy!***

*Prepare a request questionnaire using 360's configuration options to ensure businesses can only submit concise and compliant tenders or quotes.*

***Evaluators should score within their subject matter expertise!***

*Request Managers can restrict access to questions or sections for each evaluator. i.e. an evaluator may only be given access to the qualitative criteria responses. (A great tool to help manage probity risk)*

***360 uses "Relative Weightings" on sections and questions!***

*360 allows Request Managers to apply weighting to each section (group of questions, i.e. WHS section) and apply weight to each question without needing a calculator or complex excel formulas.*



## HOW TO REQUEST A QUOTE

RFQs are for purchasing goods and services with lower risk, price, and complexity. They are usually invitation-only requests.

### BEFORE YOU BEGIN

To make the most of the 360 for RFQs:

1. Has your procurement team created an RFQ template?
2. Has your procurement team created panels of prequalified or preferred businesses?

If you answered "No" to either question, please refer to How to Request a Tender below because your account in 360 is missing the short-cuts the speed-up RFQs.

### THE RFQ PROCESS

The steps to running an RFQ in 360 are:

1. Create a request from a template  
See: [How to create a new request from a template](#)
2. Adjust the questionnaire to suit your purchase:
  - a. Set the request's name
  - b. Specify what you want to buy in the request's details
  - c. Edit the questionnaire if necessary  
See: [How to add questions \(selection criteria\) to a request's questionnaire](#)
3. Ensure that the correct people are selected as evaluators  
See: [How to assign users to a request \(grant or revoke access\)](#)
4. Invite prequalified or preferred businesses to respond  
See: [How to release \(publish\) an invitation-only request to the 360 public portal](#)
5. Respond to enquires with addenda  
See: [Request Manager Guidance: What to do when a request is open](#)
6. Evaluate the request  
See: [How to evaluate a request \(e.g for tender\) in 360](#)
7. Rank the businesses  
See: [How to rank responses](#)
8. Award the best value for money  
See: [How to finalise \(award\) a request](#)

***Important! 360 is decision support system. 360's value for money algorithm is there to help you make your decision. Talk to your procurement team or 360's technical support team for more information.***

***A request for quote may be simpler and easier than a request for tender however the full power of 360 is available. Read on for more information.***



## HOW TO REQUEST A TENDER

RFTs are for purchasing goods and services above with higher risk, price, and/or complexity. They are usually public requests that trigger 360's subscription filters to attract responses.

### BEFORE YOU BEGIN

Before you start a request in 360, you should have a draft or final:

- ✓ Procurement Management Plan
- ✓ Procurement Statement of Work
- ✓ Selection Criteria and Questionnaire
- ✓ Procurement documents:
  - Tender Evaluation Plan
  - Contract
  - Invitation to Tender/Quote

*Those who plan do better than those who do not plan (even though they rarely stick to their plans)*

### THE RFT PROCESS

The steps to running an RFT in 360 are:

1. Create a request (from a template or import spreadsheet if you have one)  
See: [How to create a new request](#), [How to create a new request from a template](#), and [How to import a request](#)
2. Ensure that the statement of work is reflected in:
  - a. The request name and description
  - b. The request categories  
See [How to categorise a request for most effective outreach](#)
3. Create the online questionnaire:  
See: [How to add a section \(group of questions\) to a request](#) and [How to add questions \(selection criteria\) to a request's questionnaire](#)

**Reminder! Your sandpit environment is there to test questionnaires.**

4. Review the section and question weightings:  
See: [How to weight groups of criteria \(sections\) in 360 to make some more important than others](#)
5. Publish the request  
See: [How to release \(publish\) a request to the 360 public portal](#)
6. Respond to enquires with addenda  
See: [Request Manager Guidance: What to do when a request is open](#)
7. Evaluate the request  
See: [How to evaluate a request \(e.g. for tender\) in 360](#)
8. Rank the businesses  
See: [How to rank responses](#)
9. Award the best value for money  
See: [How to finalise \(award\) a request](#)



## FREQUENTLY ASKED QUESTIONS

### IF I HAVE A QUESTION, WHO DO I ASK?

If it's a question about the request template's, please contact the person who has **Boss** access rights in 360 (usually the procurement team's 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](mailto:support@simplylogical.net)
- ✓ 02 51 004 009

### WHAT CONFIGURATION OPTIONS DOES 360 HAVE FOR THE QUESTIONNAIRE?

The questionnaire can include:

- ✓ Statements to be acknowledged
- ✓ Statements to be confirmed and acknowledged
- ✓ Options to be selected
- ✓ Text to be entered
- ✓ Files to be uploaded
- ✓ Structured data:
  - Addresses found within government registers
  - Price lists (such as a cost breakdown or schedule of rates)
  - Tables of information (such as subcontractor lists and key personnel)
- ✓ Many more options

The numerous configuration options are designed to assist request managers in achieving efficient, effective and ethical tenders.

See:

- [How to add a section \(group of questions\) to a request in the 360 internal portal,](#)
- [What configuration options are there for a question in 360?](#)
- [How to add a reusable question to a request in 360](#)
- [How to hide a section or question depending on the answer to another question](#)

### ARE THERE SET METHODS FOR CALCULATING VALUE FOR MONEY?

360 has multiple algorithms to calculate a VFM score for numerous procurement scenarios.

See: [How does the VFM \(Value for Money\) algorithm work in 360?](#)

***Important! 360 is decision support system. Computers aren't as clever as people so, while the value for money algorithm works well for the vast majority of requests, it's only there to help – not to decide for you.***



## CAN I LIMIT ACCESS TO A REQUEST FOR TENDER OR QUOTE?

360 applies security at six levels (system, account, role, request, section, and question) in line with best-practice procurement policies. As a request manager, you can:

- ✓ Invite evaluators use the system with access to your request only
- ✓ Grant and revoke existing users' access to/from your request (within the access rights they have to the system)
- ✓ Restrict evaluators from seeing sections, questions, and prices.

See:

- [How to assign permissions \(roles\) to staff \(users\) in the 360 internal portal](#)
- [How to exclude evaluators from various parts of a request in the 360 internal portal - restrict price and/or sections](#)

***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 OPTIONS DO I HAVE WHEN PUBLISHING A REQUEST FOR TENDER OR QUOTE?

Once you are ready to release a request, you can set the tender as limited tender (invitation-only) or open market tender (public). For public requests you can also notify subscribers and adding it to 360's ☆ Advertised ☆ list.

See:

- [How to release \(publish\) a request to the 360 public portal](#)
- [How to release \(publish\) an invitation-only request to the 360 public portal](#)
- [How to advertise a request \(e.g for tender, quote etc.\) in 360 internal portal](#)

## DO YOU HAVE ANY OTHER TIPS FOR REQUEST MANAGERS?

Procurement is difficult – it's why 360 exists. If you're stuck or caught in a quandary, please:

- ✓ Contact the technical support team:
  - [support@simplylogical.net](mailto:support@simplylogical.net)
  - 02 51 004 009
- ✓ See:
  - [Request Manager Guidance: What to do when a request is open](#)
  - [Request Manager Guidance: What to do when a request has closed](#)

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

CONFIDENCE | **VALUE** | INTEGRITY

