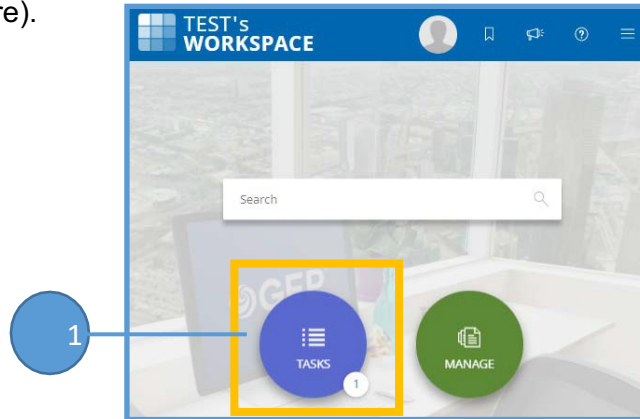


Evaluating Supplier Responses

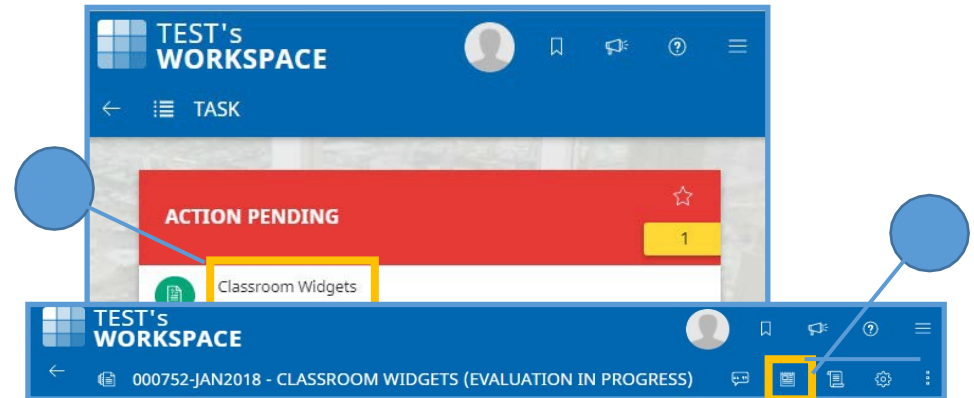
As an evaluator you have the ability view, analyze, and score each of the supplier responses for the RFx you have been assigned. You will assign a score for each applicable area of the RFx (i.e. questionnaire).

Instructions for Evaluating Supplier Responses

1. Click the **Tasks** icon in your CalUsource workspace.



2. In the **Action Pending** Menu, click the name of the event you have been invited to evaluate the event.

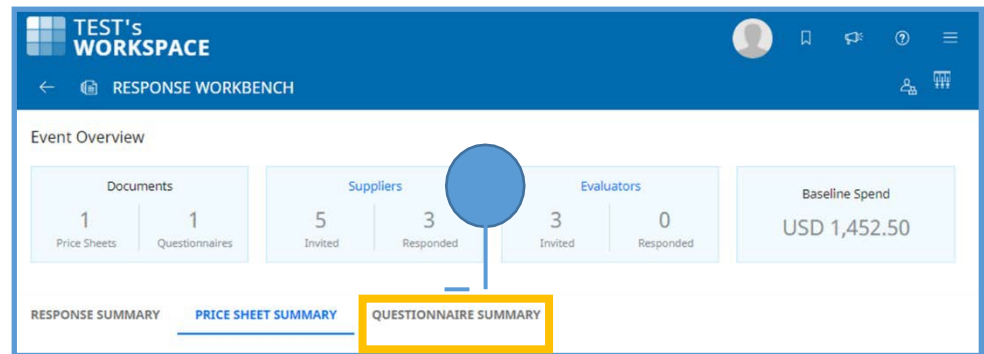
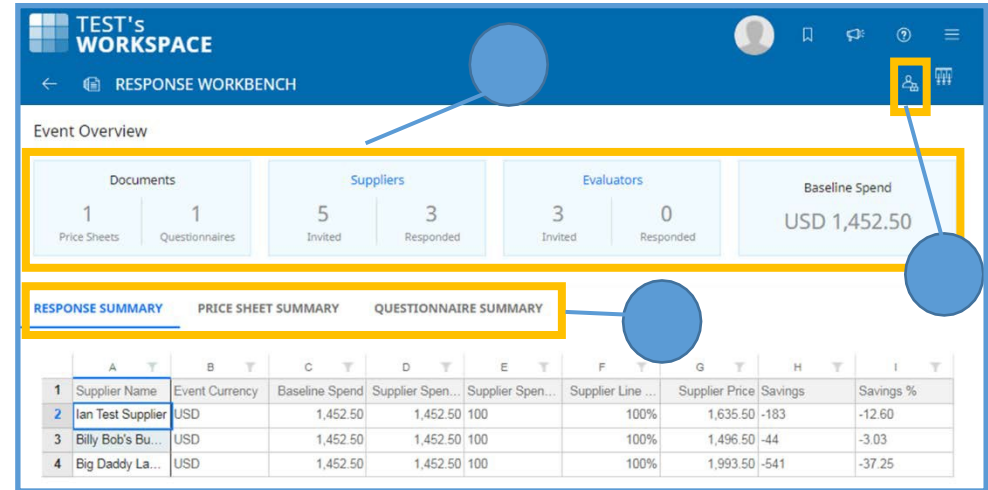


3. Click the **Response Workbench** icon to access the event overview.

- The Event Overview provides a snapshot of the number of price sheets, questionnaires, invited suppliers, invited evaluators, and the number of suppliers and evaluators who have responded to the event.
- There are three tabs below the Event Overview. The **RESPONSE SUMMARY** tab provides a high-level overview of the pricing provided by the participating suppliers and how it compares to the baseline spend. On the **PRICE SHEET SUMMARY** and **QUESTIONNAIRE SUMMARY** tabs, you can view, compare, analyze, and score the supplier responses.

Note: We are not using the Price Sheet functionality at the current time. Check your email for updates for when this functionality will be available.

- Click the **Select Suppliers** icon to display the Supplier selection window. Select the supplier(s) whose responses you wish to view/evaluate. A window listing suppliers Select one or more suppliers. Click the top checkmark to select all suppliers. Click **Done**
- Click on **QUESTIONNAIRE SUMMARY** to view and evaluate supplier responses on questionnaires.



Quick Reference Guide

8. Clicking on **Compare** will list all of the supplier responses for each question and allow you to compare them.
9. If your event has more than 1 questionnaire, click the Dropdown arrow to view each Questionnaire Summary.
10. Click the **Evaluate** icon to display the questionnaire's questions. **Note:** Some questions (e.g. Yes/No questions) are pre-scored by the system.
11. Click each question in order to enter your score.

Note: Only the first line of the question displays. Hover over the question text to see more. If a supplier has attached a document to answer a question, you will be able to click on it to view it.

	A	B	C	D	E
1	Supplier Name	My Score	Total questions	Question cov...	Question cov...
2	Big Daddy La...	--	3	3	100
3	Billy Bob's Bu...	--	3	3	100
4	Ian Test Supp...	--	3	3	100

0% EVALUATION COMPLETE

SAVE DONE

12. Enter your score to the right of each supplier's response under each question. You can choose 0, 1, 2, 3 or 4 based on the following criteria:

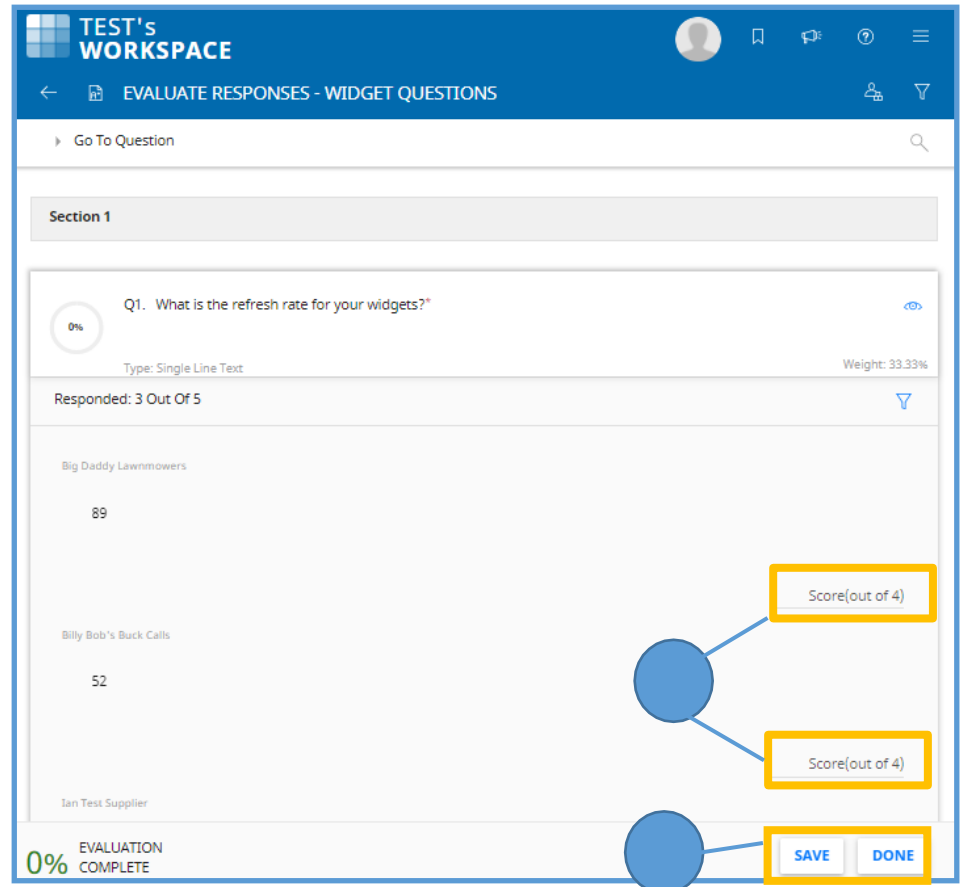
- 0 – Invalid, no response, or does not meet the requirement
- 1 – Partially meets the requirement
- 2 – Meets most of the requirement
- 3 – Meets the requirement
- 4 – Exceeds the requirement

13. Click **SAVE** if you would like to save your scores and come back to them later. Otherwise, if you have entered all of your scores, click **DONE**.

14. If you have entered all of your scores for all Price Sheet and Questionnaire Summaries, click the **SUBMIT** button at the bottom of the Response Workbench screen.

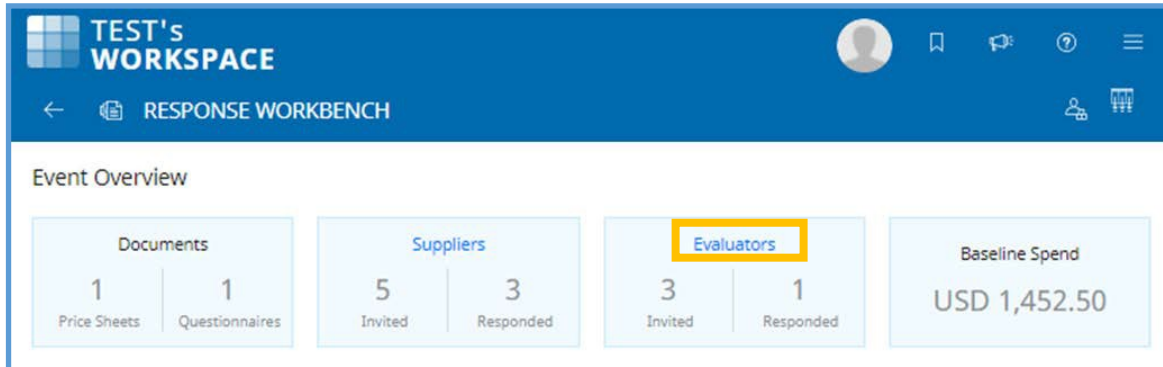
Once your scores are submitted, the system will calculate your overall score for the questionnaire and display it in the Evaluation Overview.

Note: Once you submit the score, it is final and cannot be changed.



Tips

To validate that you successfully submitted your scores, click **Evaluators** on the **Response Workbench** screen.



Look for your name and if your status says Responded, you have successfully submitted your scores.

