

Evaluating Your Responses with Vendor Registry's Vendor Select

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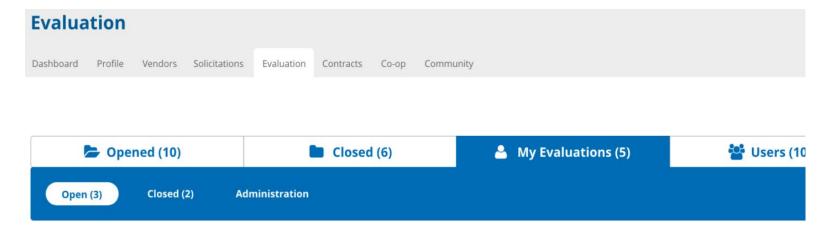


What is Vendor Select?

- Move from paper-based, in-person meetings to an easy automated electronic evaluation process
- Create customized evaluation criteria for vendor responses to be shared internally
- Evaluate and score each response from vendors
- Compare all of your ratings to help the decision-maker pick a winner



Evaluating



My Open Evaluations

Description	ID#	Overview	Evaluations	Due Date	Actions
Test RFP	12345	This is an overview and it goes right here like this	0 of 1	5/31/2018	Evaluate
Another Test	56789	This evaluation is da bomb	1 of 2	6/12/2018	Evaluate
Test RFP	12345	This is an overview and it goes right here like this	0 of 1	5/31/2018	Evaluate



Evaluating

Name of the RFP ERP Software for the City of Vendorville

 RFP Number
 19-0024

 Evaluation Due Date
 4/27/2019

 Requisition Number
 RQ56-18

Department Administration Services
Vendor BA&S Software

Vendor's Response

File Description	Action
RFP Response BAS	View
RFP Response BAS Addendum	View

Return

Evaluatio

Evaluation	-		
Section Type	Description	Points	Notes
Business Continuity Plan	Will the software be implemented on the time table specified by our agency?	Select v	
Section Type	Description	Points	Notes
Previous Experience	Are there at least 3 agencies implemented in our State?	Select ▼	
Previous Experience	Were at least 10 agencies provided as implemented with the same modules?	Select ▼	
Section Type	Description	Points	Notes
References	Did the vendor provide at least 5 references?	Select v	
Section Type	Description	Points	Notes
Technical	Is this a cloud solution?	Select v	



How We Calculate

Vendor Registry calculates an evaluation in the following way:

If the pricing section exists. The lowest price vendor gets the entire assigned weight % points. Each additional vendor gets the total weight % minus the percentage difference to the lowest price

Consider this -

A pricing section is given a weight % of 60.

Vendor 1 offers a total price of \$100. Vendor 2 offers a total price of \$150.

Vendor 1 gets all 100 % points while Vendor 2 gets 40% points.

How the mathematics works for Vendor 2 ((100 / 150) * 60) = 40

All other sections

Section weight % is the most a section can offer to the total score. Section items are valued at a temporary 100%. Items are then divided by the items weight %. Final section items % points are then added together to get the section total % points

Consider this for the same Vendor 2 as above -

A section is given a weight % of 40 with 1 section item

The singular section is scored a 9

How the mathematics works ((9 * (40 / 10)) = 36

To get the final score we will add Vendor 2's 40 earned pricing % points to our second section's earned 36 % points.

How the mathematics works (40 + 36) = 76 (final score for Vendor 2)



How We Calculate

Vendor Registy's Evaluation tool is setup on a 10 point *must* system. The requirement sections must total 100 in weight. Whereas, each section's items must also equal 100 in weight.

Consider the following -

An evaluation is setup using two sections with a 50% weight each. We will call those sections. Each of these sections, Reference and Logistics, is further divided into two sections which are also weighted equally (50% each).

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Assuming the evaluator scores each section item as 10 for both sections, the math works as follows -
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Logistics item 1 - (10 * (50 * .1)) * (50 / 100) = 25
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Logistics item 2 -
$$(10 * (50 * .1)) * (50 / 100) = 25$$

Logistics total = 50

References item 1 - (10 * (50 * .1)) * (50 / 100) = 25

References item 2 - (10 * (50 * .1)) * (50 / 100) = 25

References total = 50

Grand total of 100

Explained - (10(users score) * (50(section item weight) * .1) * (50(section weight) / 100) = 25 (final output)



Tabulating Results

Cpened (10)		Closed (6)	My Evaluations (5)	U sers (10)
View Evaluation	Manager	Tabulation		

Evaluation Information

Name of the RFP RFP: Test Bid Eval

RFP Number: 12345

Evaluation Due Date: 12/13/2017 Requisition Number: 12345

Department:

Export

Description	John Barron	Joe Purchaser
> Test Vendor 2	0	0
✓ Test Vendor 1	0	0
> Service	0	0
▼ Responsive	0	0
Response Time	0	0
Down Time	0	0
> References	0	0
> Test Vendor 3	0	0
> Test Vendor Cheese	0	0



Picking a Winner





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RFP Number: 12345

Evaluation Due Date: 12/13/2017 Requisition Number: 12345

Department:

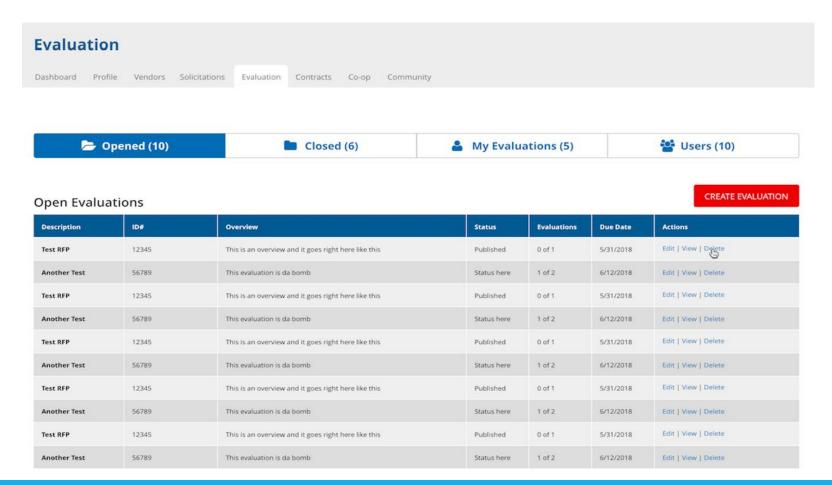
Export | How we Calculate

Description	Rank	Documents	Review	Status	Final Score	Totl Price	Award
Test Vendor 2	1	1	0 of 2	Opened	0	0.00	Select 🗸
Test Vendor 2	1	1	0 of 2	Opened	0	0.00	Select 🗸

COMPLETE EVALUATION



Managing Evaluations





Creating an Evaluation



Evaluation Information

Name of the RFP RFP: Test Bid Eval

RFP Number: 12345

Evaluation Due Date: 12/13/2017

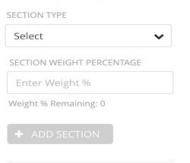
Requisition Number: 12345

Department:

GO TO EVALUATORS >>

PUBLISH EVALUATION

Add New Section



All Sections

Section Type	Section Weight % (must total 100%)	Section Items Weight % (must total 100%)	Actions
Service	50	80	Edit Delete
Responsive	25	100	Edit Delete
References	25	100	Edit Delete



Creating an Evaluation

Add Evaluation Note





Add Documents

ooo.pdf View D	Delete
ah.jpg View D	Delete
an.jpg view L	,,,



Service

Description	Weight % (must total 100%)	Comments	Actions
Cleaning Service	30	Yes	Edit Delete
Rehab Service	50	None	Edit Delete



Responsive

Description	Weight % (must total 100%)	Comments	Actions
Down Time	50	Yes	Edit Delete
Response Time	50	Yes	Edit Delete

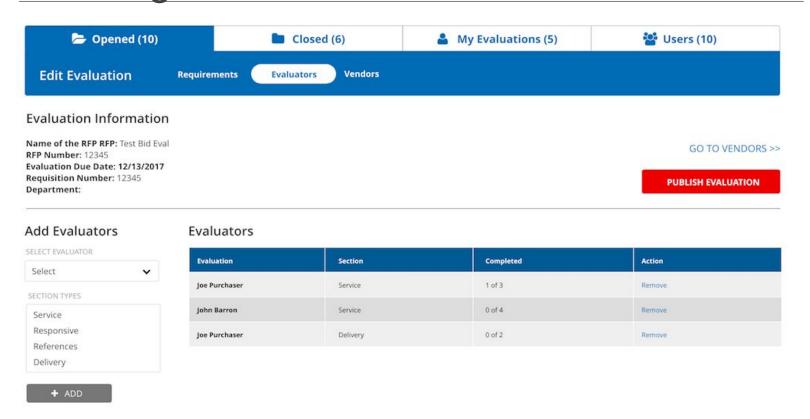


References

Description	Weight % (must total 100%)	Comments	Actions
Reference 1	33	No	Edit Delete
Reference 2	33	No	Edit Delete

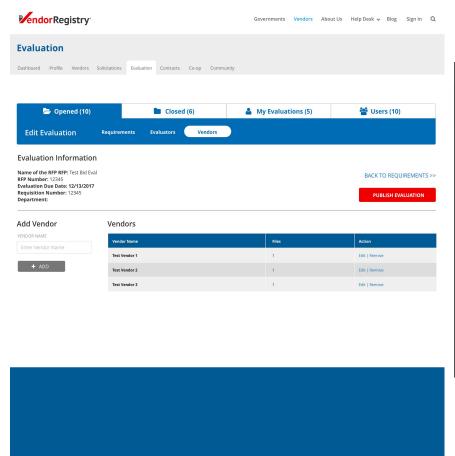


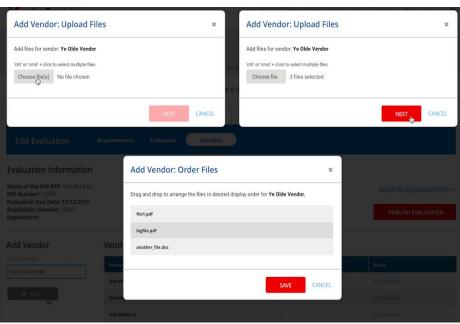
Creating an Evaluation





Creating an evaluation







Pricing

Annual Agreements:

Webinar attendees will receive an exclusive 20% off the first year when you sign up by **June 30th**.

Example 1	Example 2	Example 3	Example 4
1 admin	1 admin	2 admin	2 admin
5 pack of evaluators	10 pack of evaluators	5 pack of evaluators	10 pack of evaluators
Total: \$1,700	Total: \$2,400	Total \$2,500	Total \$3,200
Promo Savings \$800	Promo Savings \$1,600	Promo Savings \$1,000	Promo Savings \$1,800