



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

Evaluation

[Dashboard](#) [Profile](#) [Vendors](#) [Solicitations](#) [Evaluation](#) [Contracts](#) [Co-op](#) [Community](#)

 **Opened (10)**

 **Closed (6)**

 **My Evaluations (5)**

 **Users (10)**

Open (3)

Closed (2)

Administration

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

Section Type	Description	Points	Notes
Business Continuity Plan	Will the software be implemented on the time table specified by our agency?	-- Select --	
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 --	
Section Type	Description	Points	Notes
Technical	Is this a cloud solution?	-- Select --	

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 Registry'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).

Assuming the evaluator scores each section item as 10 for both sections, the math works as follows -

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

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 - $(10(\text{users score}) * (50(\text{section item weight}) * .1) * (50(\text{section weight}) / 100) = 25$ (final output)

Tabulating Results

 Opened (10)

 Closed (6)

 My Evaluations (5)

 Users (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

Evaluation

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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](#) | [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

Evaluation

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[Community](#)

 **Opened (10)**

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 **Users (10)**

Open Evaluations

[CREATE EVALUATION](#)

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

Creating an Evaluation

 Opened (10)

 Closed (6)

 My Evaluations (5)

 Users (10)

Edit Evaluation

Requirements

Evaluators

Vendors

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

SECTION TYPE

Select 

SECTION WEIGHT PERCENTAGE

Enter Weight %

Weight % Remaining: 0

 ADD 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

Enter note ...

+ ADD NOTE

Add Documents

test1-fooo.pdf [View](#) | [Delete](#)

blahblah.jpg [View](#) | [Delete](#)

+ ADD FILE

Service

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

+ ADD SERVICE

Responsive

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

+ ADD RESPONSIVE

References

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

Creating an Evaluation

Opened (10)

Closed (6)

My Evaluations (5)

Users (10)

Edit Evaluation

Requirements

Evaluators

Vendors

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 VENDORS >>](#)

PUBLISH EVALUATION

Add Evaluators

SELECT EVALUATOR

Select ▼

SECTION TYPES

Service
Responsive
References
Delivery

+ ADD

Evaluators

Evaluation	Section	Completed	Action
Joe Purchaser	Service	1 of 3	Remove
John Barron	Service	0 of 4	Remove
Joe Purchaser	Delivery	0 of 2	Remove

Evaluation

Dashboard Profile Vendors Solicitations Evaluation Contracts Co-op Community

Opened (10)

 Closed (6)

 My Evaluations (5)

 Users (10)

Edit Evaluation

Requirements

Evaluators

Vendors

Name of the RFP RFP: Test Bid Eval
RFP Number: 12345
Evaluation Due Date: 12/13/2017
Requisition Number: 12345
Department:

[BACK TO REQUIREMENTS >>](#)

PUBLISH EVALUATION

VENDOR NAME

Enter Vendor Name

Enter Vendor Name

+ ADD

Vendor Name	Files	Action
Test Vendor 1	1	Edit Remove
Test Vendor 2	1	Edit Remove
Test Vendor 3	1	Edit Remove

Add Vendor: Upload Files

Add files for vendor: Ye Olde Vendor

'ctrl' or 'cmd' + click to select multiple files

Choose file(s)

No file chosen

CANCEL

Add Vendor: Upload Files

Add files for vendor: Ye Olde Vendor

'ctrl' or 'cmd' + click to select multiple files

Choose file

NEXT

CANCEL

[BACK TO REQUIREMENTS >>](#)

Add Vendor: Order Files

Drag and drop to arrange the files in desired display order for **Ye Olde Vendor**.

file1.pdf

bigfile.pdf

another_file.doc

SAVE

CANCEL

Pricing

Annual Agreements:

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

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