

# Assigning Weights for Sections and Questions

## Overview

This User Guide describes the functionality for weighting sections and questions within a Job.

### 1. Section Weights

The effective way to use the weighting tool is set relative importance values at the Section (criterion) level. A value of 4 is twice as important as 2, but you could use 40 and 20 with the same result.

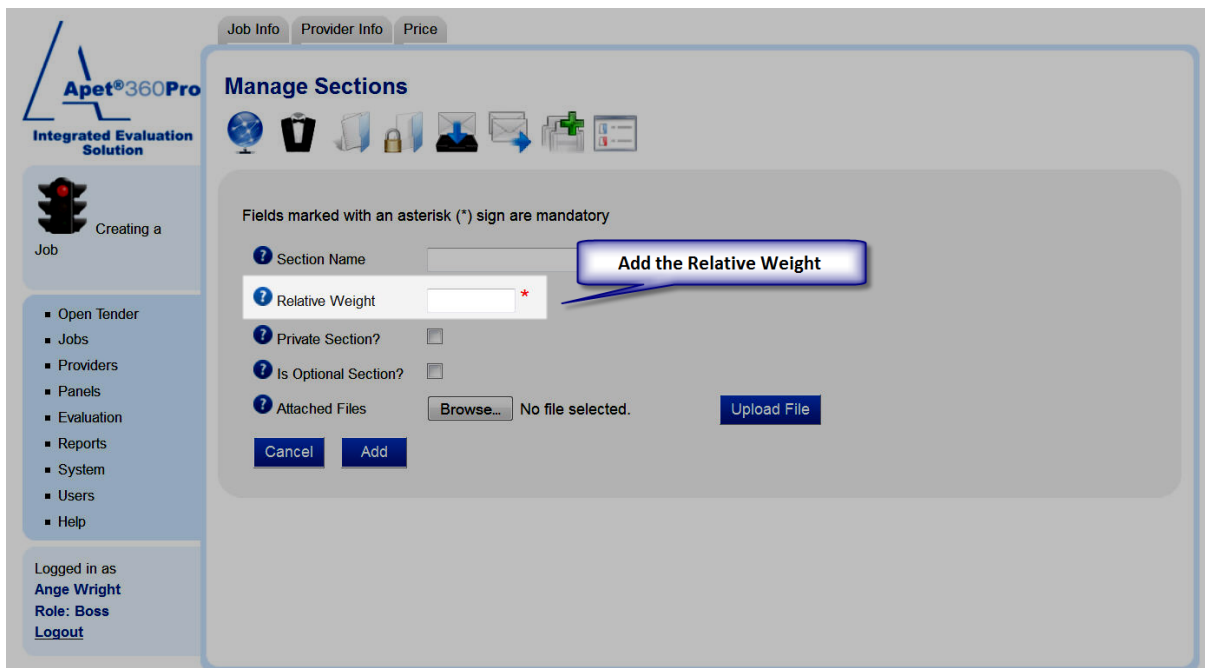


Figure 1 Relative Weight for Sections

### 2. Question Weights

Next, set relative importance values at the question level using values that indicate the importance of the question relative to the other questions in the same section. The weights are then calculated for you as you go.

**Creating a Job**

- Open Tender
- Jobs
- Providers
- Panels
- Evaluation
- Reports
- System
- Users
- Help

Logged in as **Ange Wright**  
Role: Boss  
[Logout](#)

### Section - first section

**Question**

**Question notes**

Private Question?

Mandatory?

Allow attachments?

Outgoing document Browse... No file selected.

Evaluation guide Browse... No file selected.

**Evaluation guide**

Allow response?

Weighted Question?

**Relative Weight**  \*

**Response Length**  \*

Is A Scorecard?

**Statement List**

- Comply Fully
- Comply Partially - ( Response Required )
- Do Not Comply - ( Response Required )
- No
- Response provided
- Section Skipped
- Yes

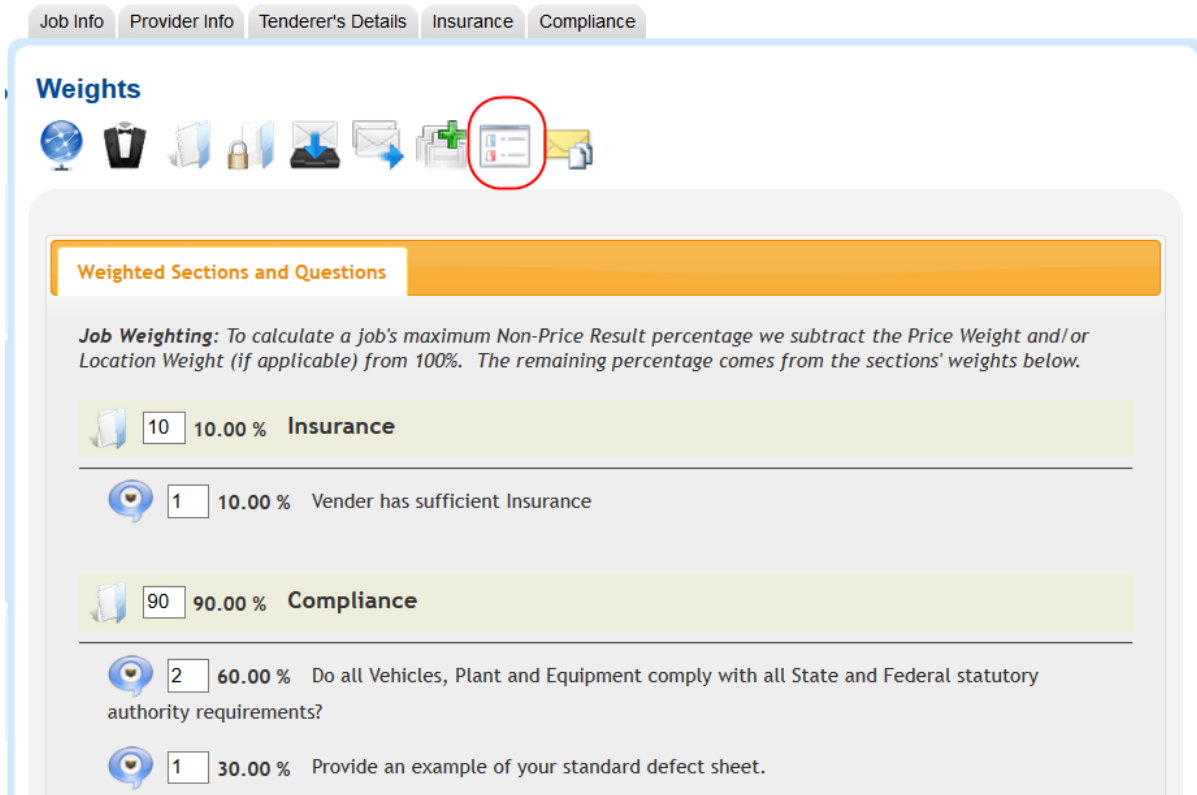
Cancel   Add

**Add the Relative Weight**

Figure 2 Relative Weight for Questions

### 3. Review Weightings

The weightings and percentages for each section/question can also be reviewed by clicking on the blue/red box icon (circled in Figure 3).



**Weights**

Job Info Provider Info Tenderer's Details Insurance Compliance

**Weighted Sections and Questions**

**Job Weighting:** To calculate a job's maximum Non-Price Result percentage we subtract the Price Weight and/or Location Weight (if applicable) from 100%. The remaining percentage comes from the sections' weights below.

Section	Weight	Percentage	Questions
Insurance	10	10.00 %	<ul style="list-style-type: none"> <li>1 10.00 % Vender has sufficient Insurance</li> </ul>
Compliance	90	90.00 %	<ul style="list-style-type: none"> <li>2 60.00 % Do all Vehicles, Plant and Equipment comply with all State and Federal statutory authority requirements?</li> <li>1 30.00 % Provide an example of your standard defect sheet.</li> </ul>

Figure 3 Review weightings