

Apet[®]360Pro[™] Procurement Portal User Guide 12



Including Risk in the Assessment

Overview

This User Guide describes the functionality of including a Risk in your tender evaluation. Risk is included when the Job is created.

1. Risk Associated

Navigate to the Job Management page and select the 'Yes' radio button alongside 'Is Risk Associated?'

1.	Job Info Provider Info Price first section					
Apet®360Pro	Job Management					
Creating a Job	Fields marked with an asterisk (Parent Job Job Name	(*) sign are mandatory < None > Creating a Job				
 Open Tender Jobs Providers Panels Evaluation Reports System Users Help 	Job Details	B Image: Style Format Format Style Style				
Logged in as Ange Wright Role: Boss Logout	Is Cost Associated?Is Risk Associated?	 No ● Yes Select 'Yes' No ● Yes 				
	Pre-qualification?					

Figure 1 Including risk on Job Management page

2. Risk Tab

By selecting 'Yes' for Risk Associated, you will include a Risk tab within your Job (similar to the Price tab when you select 'Yes' for Cost Associated). Click on the Risk tab to identify the risk areas of your Job and their relative importance.

Impact of Risk on Score: Select from the drop-down menu - *None, Low, Medium, High, Severe, Extreme*

Justification: Provider a brief justification for your impact rating.

1 | P a g e 360Pro is proudly supported by simplylogical.net as part of the vfmtest.com suite. Copyright © 2018, Sharrowlane Pty Ltd t/a simplylogical.net – All rights reserved. Risk areas: Enter the risk area(s) of your Job.

Relative Importance: The default value is 5, but this can be changed accordingly.

1.	Job Info Provider Info Price Risk first section				
Apet®360Pro	Risk Select				
Creating a Job	Fields marked with an asterisk (*) sign are mandatory Instructions Use this page to add assess of rick and assessinted relative importance. You must provide a justification for your import of rick, and your job				
Open TenderJobsProvidersPanels	Impact of Risk on Score Medium Justification XXXXX				
 Evaluation Reports System Users Help 	Risk areas Relative Importance Price 5 Add another Risk Area Cancel				
Logged in as Ange Wright Role: Boss Logout					



Once completed, continue to complete the remainder of your Job details and publish as normal.

3. Evaluation

By including Risk in your Job, this is what the Evaluator will see when it comes time to evaluate Provider's Responses.

1.	Job Info Evaluate	e Provider Info	Risk Price	first section	
Apet®360Pro	Evaluation				
Creating a Job					
	Fields marked with an asterisk (*) sign are mandatory				
 Open Tender 	Risk Area	Risk Level		Comment	
 Jobs Providers 					
 Panels 					
 Evaluation 	Price	None	•		
 Reports System 					
 Users 					
 Help 	Previous	Next			

Figure 3 Evaluator's perspective - Risk Area

For more information on Assessing Risk, see User Guide 22.