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

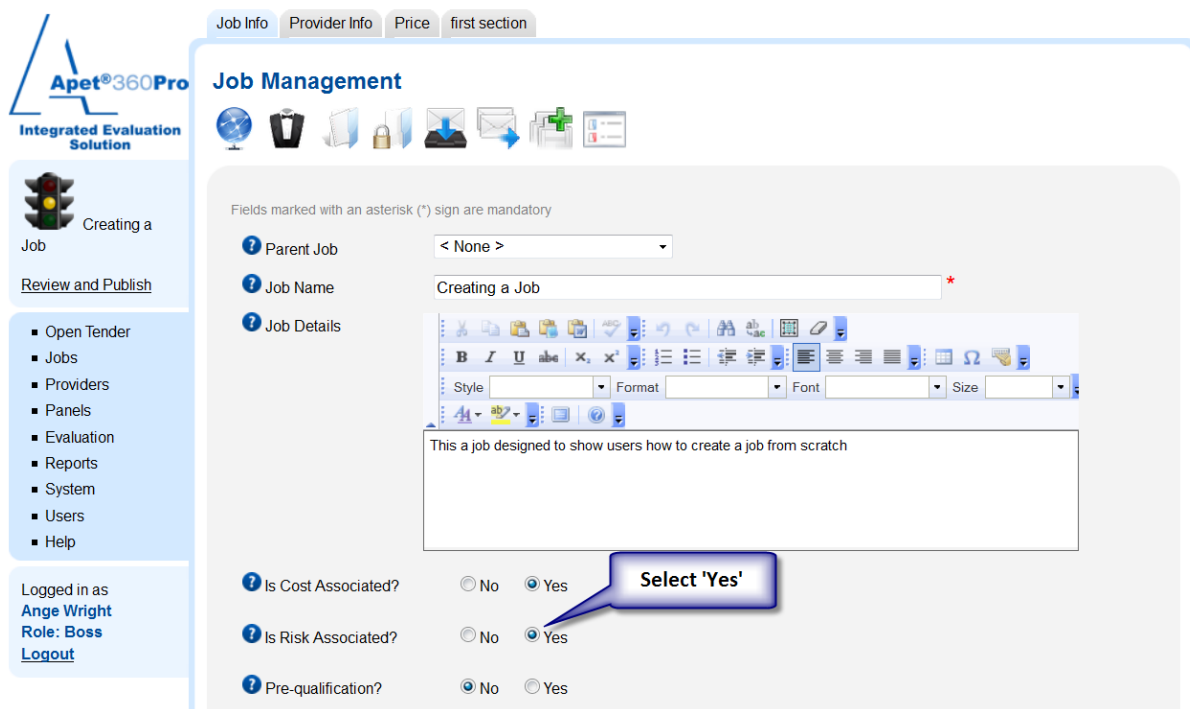Navigate to the Job Management page and select the 'Yes' radio button alongside 'Is Risk Associated?'

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.

Risk areas: Enter the risk area(s) of your Job.

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

Figure 2 Risk Areas

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.

Figure 3 Evaluator's perspective - Risk Area

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