



Late Tender Window

Overview

360Pro™ locks out the submission of Responses once the set Closing Time has occurred. The Closing Time can be adjusted by the Manager up until the set Closing Time. It cannot be set to a time or date in the past. There is also a System setting function for a late submission period (in minutes) for each Account that provides a period of 'grace' to submit.

360Pro™ provides a function to open a 'Late Tender Window' so that a late tender can be accepted into the evaluation process. This would depend on the policies and procedures set down by each Client. There are probity issues that should be addressed prior to setting a 'Late Tender Window'.

Please note that the Late Tender window option is **NOT** available if the job has already been opened in the **Evaluation** view.

Function

When a 'Late Tender Window' is opened, Providers who have not submitted a Response will be able to edit their Response and submit it up until the 'Late Tender Window' closes.

To set a 'Late Tender Window':

1. Make sure the 'Allow Late Tender' has been checked in the System settings by the Boss User (System > Response tab)
2. Navigate to the Job's Job Info tab
3. Select the 'Late Tender' button
4. Calculate how many minutes you would like to open the 'Late Tender Window' from the time that the Job was scheduled to close, allowing for time to contact the Provider and have them complete the action. The actual closing time is shown on the screen.
5. Enter the number of minutes required and the Audit Reason. This will be displayed in the Audit Report for the Job.
6. Select the Provider(s) who will have access to the Late Tender Window
7. Select Update

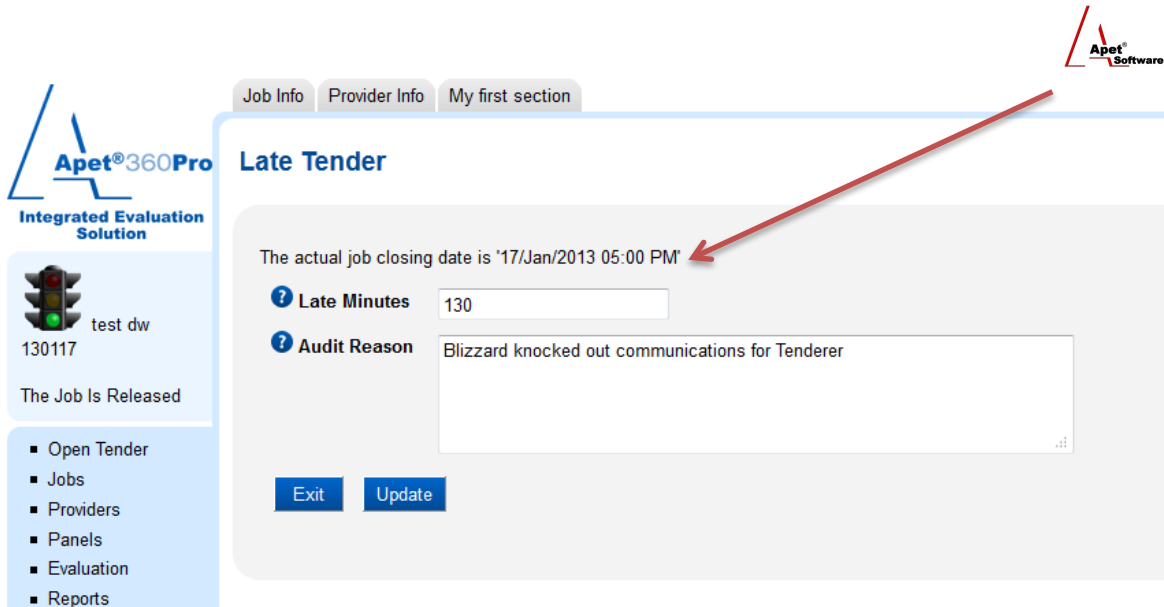


Figure 1 Setting Late Minutes and Audit Reason

- The text will then indicate what the 'Late Tender Window' closing time is.

Late Tender

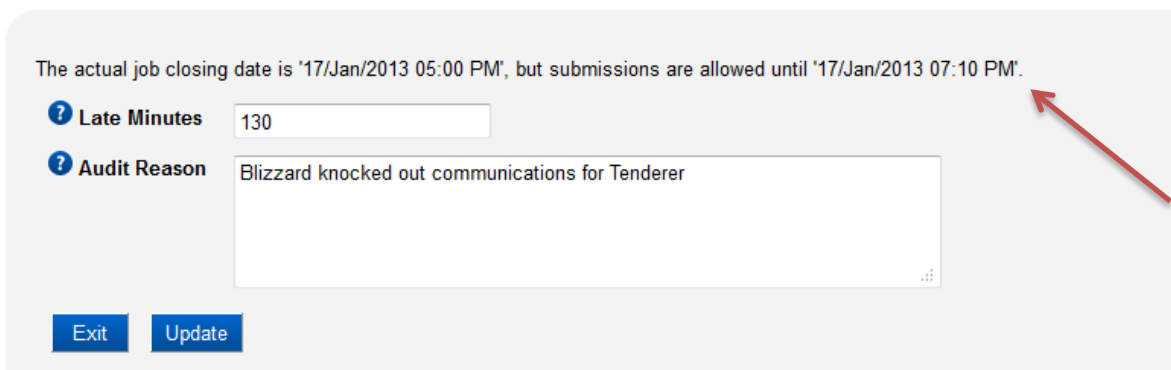


Figure 2 Late Tender Window Closing Time

- You will then need to contact the Provider and advise them that a 'Late Tender Window' has been opened.
- The Provider needs to logon and search for the Job using the Filter by Status of 'Closed' or 'All' to access the Response.

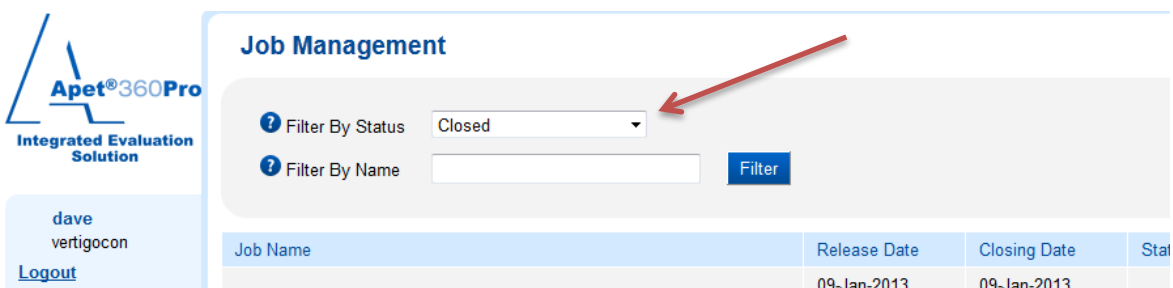
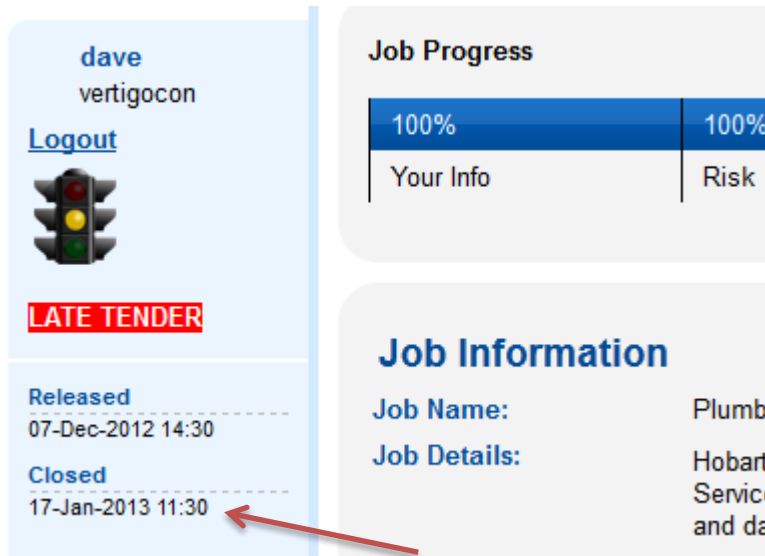


Figure 3 Provider needs to Filter by 'Closed' Jobs

- The Provider can now complete and submit their response.

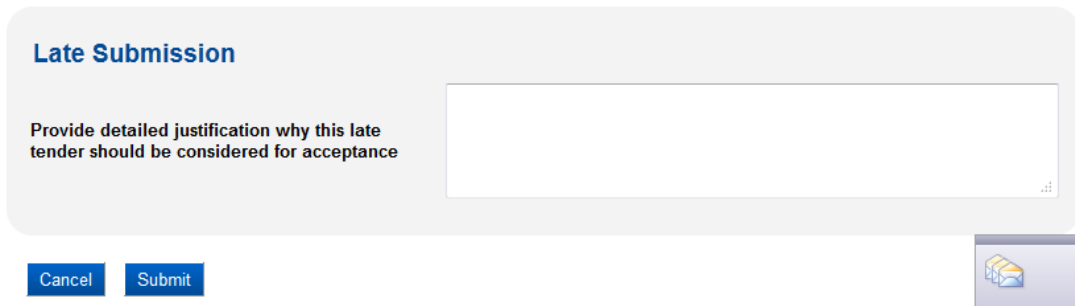
12. The Providers side of the Portal will display Late Tender on the left-hand side menu and will show the Actual Closing time of the Tender.



The screenshot shows a user profile for 'dave vertigocon' with a 'Logout' link and a traffic light icon. A red box highlights 'LATE TENDER'. Below this, the 'Released' date is '07-Dec-2012 14:30' and the 'Closed' date is '17-Jan-2013 11:30'. A red arrow points to the 'Closed' date. To the right, the 'Job Progress' section shows '100%' for 'Your Info' and 'Risk'. The 'Job Information' section lists 'Job Name: Plumbi' and 'Job Details: Hobart Service and da'.

Figure 4 Actual Closing Time

13. The Provider will be prompted to provide detailed justification why this late tender should be considered for acceptance.



The 'Late Submission' form has a title 'Late Submission' and a text area with the prompt: 'Provide detailed justification why this late tender should be considered for acceptance'. Below the text area are 'Cancel' and 'Submit' buttons. A small icon of a box is visible in the bottom right corner.

Figure 5 Provider's reason for Late Submission

14. The Job (Tender) Close Audit Report will show that the Late Response was submitted after the Closing Date.

Job (Tender) Close Audit Report			
Job Name	: Plumbing Services for [template]		
Released	: 07-Dec-2012 02:30 PM	Closing Date:	17-Jan-2013 11:30 AM
Provider	Phone	Email	Date Responded
Acme	55555555	dwilliams@langeconsulting.com.au	
Lange Consulting	02 5555 5555	vertigo248@gmail.com	22-Nov-2012 04:42 PM
dave	567567756	vertigo@neetspeed.com.au	17-Jan-2013 11:40 AM

Figure 6 Example Audit Report

15. Once the 'Late Tender Window' is closed, you will be able to evaluate the Responses.
16. You might elect to reject the Response and exclude it by 'Black Flagging' the Response.
17. If you wish to enable a 'Late Tender Window' for a Provider to submit Response, but do not wish to allow them to edit their Response, you can contact simplylogical.net and we can facilitate this with the Provider but it will attract a service fee.

Business Rules

When a 'Late Tender Window' is opened:

- BR1. Providers are not notified by the system
- BR2. Provider cannot register for a Job
- BR3. Providers cannot re-open a Job
- BR4. Providers can open and read Addenda
- BR5. Providers who are registered and have an incomplete or un-submitted response can edit their Response and submit it up until the 'Late Tender Window' closes.