

Apet®360Pro™ Procurement Portal User Guide 38



Setting up a Single Submission Multi-Tender Job

Overview

This User Guide provides you with instructions on setting up a Single Submission Multi-Tender Job. This functionality is only available to 360Pro-Adcom account holders.

Existing Parent-Child Multi-Tender functionality is available to all 360Pro clients – Please refer to User Guide #5 *Setting up a Multi-Part Job*

Requests for Tenders or Quotations are referred to as multi-part when it is possible for a Provider to lodge a conforming bid for just one, or any number, of substantive 'parts' within the RFT or RFQ.

Functionality

Commonly used in RFTs to establish panels, multi-part RFTs often have a common part where each Provider is required to respond to "general" questions ("parent"), and then separate ("child(ren)") sections; at least one "child" section must be responded to with the remaining as optional to respond to.

System Settings

Check your Job Settings in the System menu to make sure you have '**allowed**' Single Submission Multi-Part Jobs.

Creating a Single Submission Multi-Part Job

Create a Job (see User Guide Create or Clone a Job) containing all the sections/questions a Provider **must** respond to regardless of how many children sections they respond to.

Creating a dependent "Child", section

A parent has children, these children are the substantive multi-parts. In this case, children are dependent sections (i.e. the child sections will remain hidden and Providers will only need to respond to them if the Provider has selected that particular option/section to respond to).

Via the Import Excel File:

	A	B	C	D	E	F	G	H	I	J	K
13	Q	RAW		1 Do you have any past experience working with Local Buy?		Yes - (response required), No					
14	Q	R		Are you providing Printing services, Design services, or both?		Response provided	Printing, Design			M	
14	C	H	50	Printing Ability	{Rule: "MultiSelectContains", "QuestionLineNumber": 14, "Value": "Printing"}	Response provided - (Response required)					
16	Q	WRA		2 Please describe your ability to	10: Exceptional - Significantly exceeds requirements in all areas. Extremely low risk,	Response provided					
17	Q	WRA		2 Using case studies, please der	10: Exceptional - Significantly exceeds requirements in all areas. Extremely low risk,	Response provided					
18	C	H	50	Design Ability	{Rule: "MultiSelectContains", "QuestionLineNumber": 14, "Value": "Design"}	Response provided					
19	Q	WRA		2 Please describe your ability to	10: Exceptional - Significantly exceeds requirements in all areas. Extremely low risk,	Response provided					
20	Q	WRA		2 Using case studies, please der	10: Exceptional - Significantly exceeds requirements in all areas. Extremely low risk,	Response provided					

Figure 1 Creating Child Section from the Job Import file

Place a **C** in Column A – 'Child Section'

Place a **H** in Column B – H makes its 'hidden'

Place the **Parent Contribution** in column C (no % symbol needed in the import file, just a number)

For the example above: the parent contribution is 50%, which means 50% of the parent sections' non-price result will be added to the Child Section non-price result for that Provider (and the Child

section will be out of 50% maximum. I.e. 50% Parent and 50% Child Section = 100% for that Child Section).

If you do not want a Parent Contribution, place a 0 in Column C in the Child Section row.

Column D is the Section Name

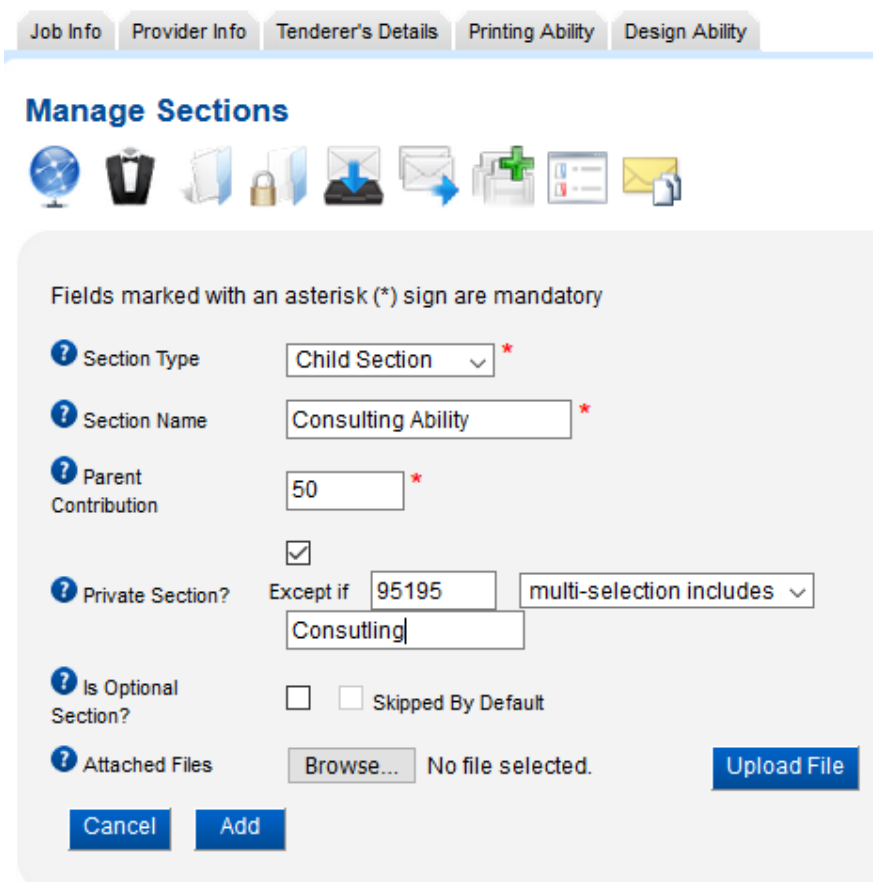
Column E is the **Dependent Section Rule** – refer to User Guide 29. *Create Dependent Sections and Questions* for more information.

Column H are the **multi-select options** (The multi-select options are what is used for the Child Section **Rule**)

Place an **M** in Column K to ensure the multi-select options are displayed as checkboxes on the provider’s portal.

Via the User interface

- Click on the Open Folder icon
- Click Add (to add a section)
- Select *Child Section* from Section Type drop-down
- Enter the Section Name (tab heading)
- Enter in the **Parent Contribution**
- Check the box alongside “Private Section”
- Enter the Question ID for the question that will expose this Section (e.g. if the provider selects “Consulting” this “Consulting Ability” Section/questions will be displayed). Refer to User Guide 29. *Create Dependent Sections and Questions* for more information.
- Click Add
- Enter the questions for this new, dependent Child Section.



The screenshot shows the 'Manage Sections' interface with a navigation bar containing 'Job Info', 'Provider Info', 'Tenderer's Details', 'Printing Ability', and 'Design Ability'. Below the navigation bar is a 'Manage Sections' header with several icons. The main form area contains the following fields:

- Section Type:** A dropdown menu set to 'Child Section' with a red asterisk indicating it is mandatory.
- Section Name:** A text input field containing 'Consulting Ability' with a red asterisk.
- Parent Contribution:** A text input field containing '50' with a red asterisk.
- Private Section?:** A checkbox that is checked.
- Except if:** A text input field containing '95195' and a dropdown menu set to 'multi-selection includes'.
- Is Optional Section?:** A checkbox that is unchecked, with a 'Skipped By Default' checkbox also unchecked.
- Attached Files:** A 'Browse...' button, the text 'No file selected.', and an 'Upload File' button.

At the bottom of the form are 'Cancel' and 'Add' buttons.

Figure 2 Creating Child Section from the UI

You can view/edit the weightings via the Weights icon (box with a red and blue box). It will display the Parent Sections, Child Sections and the Parent Contribution.

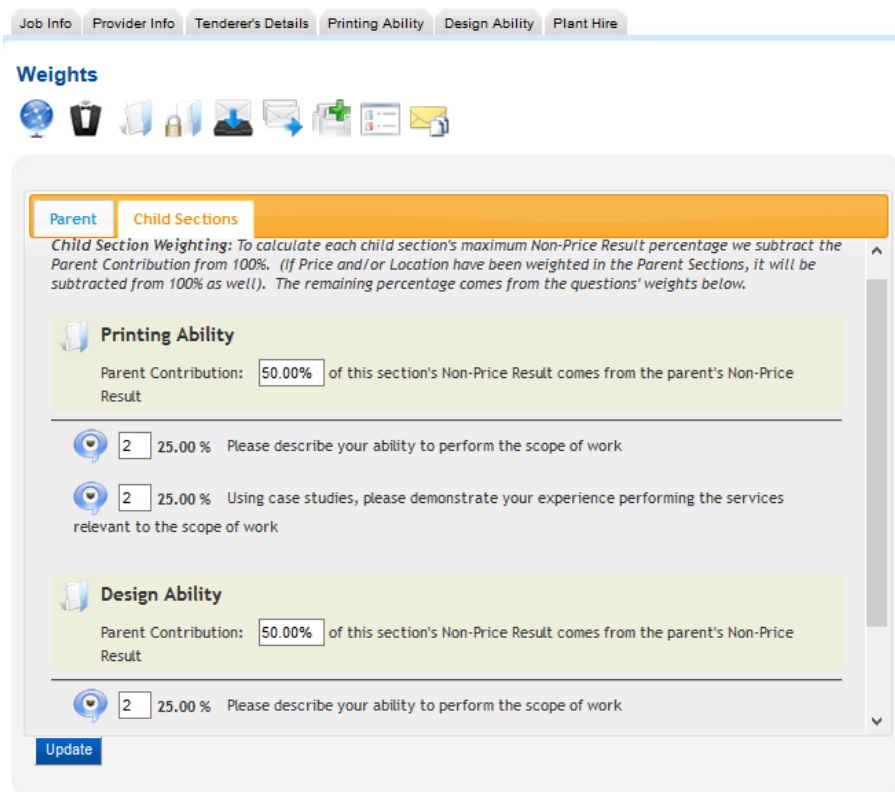


Figure 3 Weights view for a Single Submission Multi-Tender Job

Attach any Supporting Documents, Assign Users, Review, and publish as you normally would.

Provider's Perspective

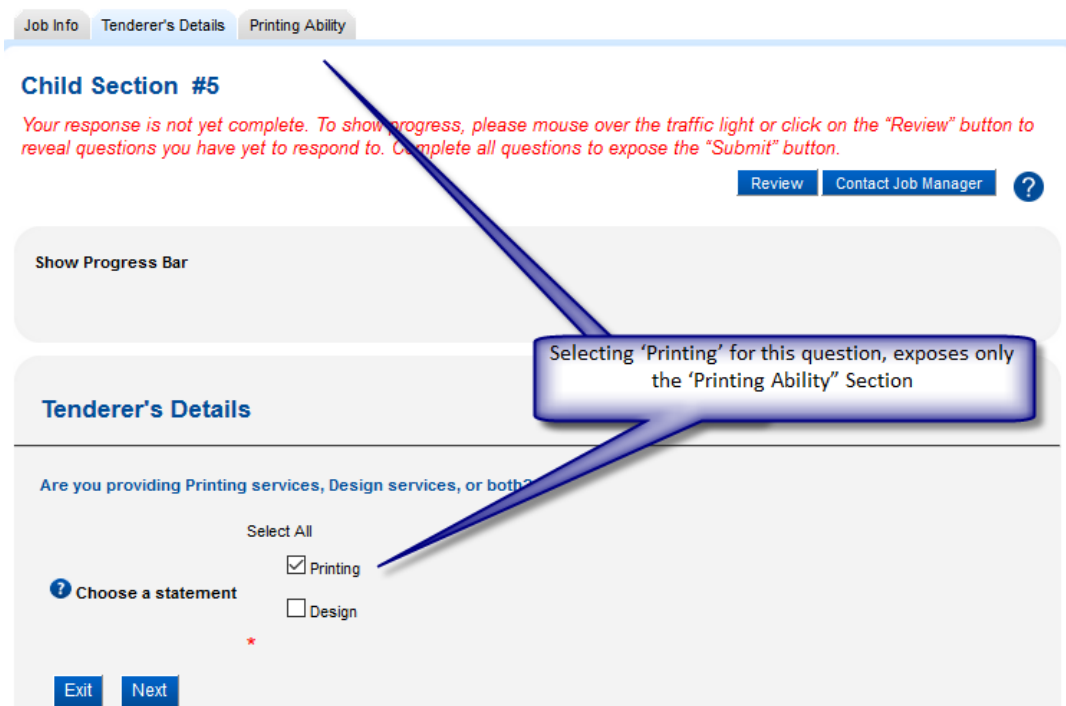


Figure 4 Provider's Perspective

Evaluation

Evaluating a Single Submission Multi-Tender Job is exactly the same as evaluating a 'normal' job. The only difference is for Providers who did not submit a response for a particular Child Section, those Providers will not be listed in the Evaluation view for that Child Section (i.e. the Evaluation view will filter out Providers who do not need to be evaluated for that Child Section)

Reporting

The *Evaluation plus Risk* Report will have separate result tabs for the Parent (sections), and each of the Child Sections. The Child Sections will automatically add the Non-Price result of the Parent sections (divided by the Parent Contribution) to the Non-Price result for the Child Section.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
1	Section Name:		Design Ability													
2	Parent Contribution		50% of this section's Non-Price Result comes from the parent's Non-Price Result													
3																
4	Provider Information															
5	Name	ID	ABN	Address	Contact PI	Contact Email										
6	ange44	10855		12 Smith	041289954	awright@langeconsulting.com.au										
7	ange45 (t/a "Ange's company")	10713			041289954	awright@langeconsulting.com.au										
8	Angetest170718	20865			041289954	awright@langeconsulting.com.au										
9																
10																
11	Results															
12	Providers		Non Price (inc. Parent)			Risk			Price			Location			VFM Calculation	
13	Weight Distribution		100%						0%			0%				
14		Result	Weighted Result	Ranking	Index	Ranking	Price	Result	ighted Re	Ranking	Result	ighted Re	Ranking	Result	Ranking	
15	ange45 (t/a "Ange's company")	58%	58%	1	1	1	\$0.00	0%	1	1	0%	1	1	57.5	1	
16	Angetest170718	58%	58%	1	1	1	\$0.00	0%	1	1	0%	1	1	57.5	1	
17	ange44	55%	55%	3	1	1	\$0.00	0%	1	1	0%	1	1	55.0	3	
18																
19																
20	Evaluation Details															
21																
22	Section:		Design Ability													

Figure 5 Evaluation plus Risk Report

The *Job Details* Report will capture the Job details, Provider details, User details, Section and Question details, and Child Section details. If the Job has closed it can also include Provider Responses.