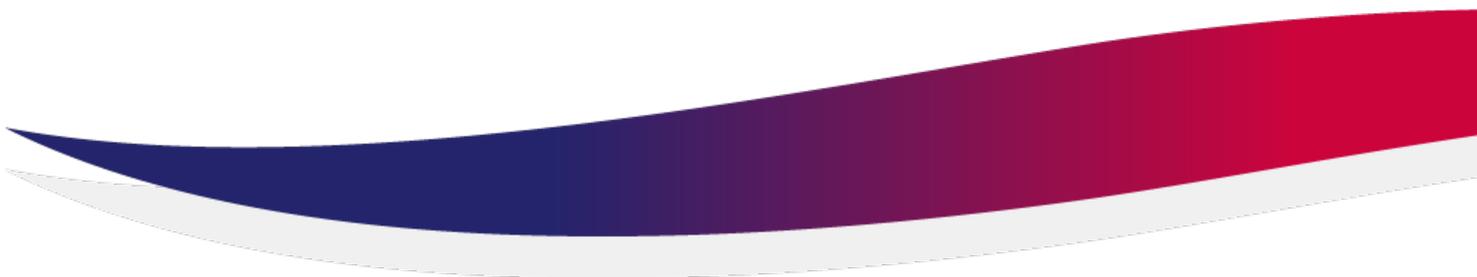


UK SBS Procurement Portal Evaluation Guidance



Introduction

UK SBS manages all competitive tendering activity through the Delta e-sourcing portal. If your procurement process involves a competitive tender, you will need to access supplier responses and complete the evaluation process in Delta e-sourcing portal.

This document provides evaluators with a step by step guide to evaluating supplier responses using the portal.

Using Delta e-sourcing for the first time

Logging in

1. Go to https://login.bipsolutions.com/casDelta/login?service=https%3A%2F%2Fwww.delta-esourcing.com%2Fdelta%2Fj_spring_cas_security_check
2. Enter your user name and the password provided via email
3. Once logged in, you can change your password to something memorable

Evaluating supplier responses

Once the deadline has passed for your competitive tender, you will be able to view and evaluate the supplier responses within the portal.

Please note: There may be restrictions on what you can view/access depending on what has been selected within the Evaluation Settings option. Please refer to the Evaluation Plan user guide for more information about the restrictions.

1. To start the scoring process, click on **View and Evaluate Responses**

The screenshot shows the 'Overview' dashboard with three main sections: Documents, Suppliers, and Responses. Each section has a list of actions with corresponding counts.

Documents	Suppliers	Responses
<input checked="" type="checkbox"/> View Questionnaire	0 Add Suppliers	2 View and Evaluate Responses
<input checked="" type="checkbox"/> Edit Evaluation Plan	0 Message Centre	0 View Shortlisted Suppliers
0 Upload Documents		0 View Results

Admin Settings | Authorisers | Activity Log

2. Within the View and Evaluate Responses area, there are several options that you can access as an evaluator. If there are restrictions, some options may be greyed out, e.g. viewing the supplier scorecard.

Status tab

The Status tab allows evaluators to see the status of the evaluations within the tender. A list of suppliers who have successfully submitted their response to the opportunity will be listed with an option for the relevant evaluator to begin evaluations.

1. To complete an evaluation, click Not Started within the Evaluator 1 column next to the appropriate supplier.

The screenshot shows the 'View and Evaluate Responses' status tab. It includes a legend for status colors: red for 'Not Started', orange for 'In Progress', and green for 'Completed'. Below the legend is a table with columns for Company Name, Consensus, and three Evaluators.

Company Name	Consensus	Evaluator 1	Evaluator 2	Evaluator 3
Gibson Architects	Not Started	Not Started	Completed	Completed
McKechnie Supplies	Not Started	Not Started	Completed	Completed
Castle McKinnon Supplies	Not Started	Not Started	Completed	Completed

3 items found, displaying all items.

Please note: A coloured status box appears at the corner of each row:

- If the evaluation has not been started, a red box will appear.
- When an evaluation has been started, the box will change to amber, which indicates the evaluation has been started, but has yet to be completed.
- If the box is green, the evaluation has been ticked as completed – note that the evaluation can only be marked as completed if all assigned questions/sections have been evaluated.

Overview tab

The Overview tab allows the evaluator to see a high-level overview of each supplier’s price scores, technical scores, average score and their ranking. This information will become available as soon as the evaluations have been started/completed.

The system will automatically sort suppliers, placing the highest ranked at the top of the table. All other suppliers will then be ranked against this organisation.

If an evaluator has not been assigned the pricing question within a tender, the section will be blurred to prevent the user viewing the scores/submitted bids.

Status		Overview								
		Price			Technical			Overall		
Bidder name		Total Price	Price score (out of 100)	% of highest price score	Average Technical Score (out of 0)	Consensus Technical Score (out of 0)	% of highest tech. score	Overall score	% of highest overall score	Ranking
	ROMA MEDICAL AIDS LTD	███	███	███	0.00	0.00	0.00%	30.00	100.00%	1
	Transformative Space Ltd	███	███	███	0.00	0.00	0.00%	28.00	93.30%	2
Technical Weighting		70.0%								
Price Weighting		30.0%								

2 items found, displaying all items.

Evaluating a response

Within the **View and Evaluate Responses** area, the system allows evaluators to evaluate responses on a single supplier basis. On the View and Evaluate Responses status screen, click **Not Started** to begin evaluating supplier responses.

When evaluating a response, you will have four options:

1. Scoring by Subsection

2. Financial Details

2.1 Annual Turnover - Scoring Level: Subsection

2.1 Annual Turnover

Please indicate your annual turnover
£1m to £1.9m

Evaluation		
Rating	Weighting	Comment
Select a score ▼	2 (10.00%)	<input type="text"/>

This indicates that that all questions within a particular subsection will be evaluated as a whole. When this is the case, the evaluator will take all the answers and select a score from the dropdown menu provided.

1. Evaluate by question – this is question-by-question only

This indicates that each question within a particular section will be scored on its own merit. The buyer will review the answer given and select a score from the dropdown menu provided.

4. Financial Details

4.1 Annual Turnover - Scoring Level: Question

4.1.1 Please indicate your annual turnover...

Please indicate your annual turnover
£1m to £1.9m

Evaluation		
Rating	Weighting	Comment
Select a score ▼	5 (5.00%)	<input type="text"/>

2. Ignore the full section/question – no evaluations are required for certain questions/sub- sections

If a question/sub-section is not to be scored by any evaluator, then it will be flagged

as 'ignored'. This means that no score is to be given.

1. Company Details

1.1 Questions - Ignored Subsection

1.1.1 Contact Name... - Ignored Question

Contact Name

Supplier Contact Name

4. **The question/subsection isn't assigned to the evaluator currently scoring**
This information can be ignored and the evaluator can move on to the questions/subsections they are required to evaluate.

While carrying out the evaluation process, there is also a comment box to enter the justification for the chosen score. It is generally considered best practice to include a justification when scoring responses as it provides clear rationale for the scores given.

3.1.1 Please confirm whether you would be willing to take out the appropriate level of insurance cover as ...

Please confirm whether you would be willing to take out the appropriate level of insurance cover as set out in the Statement of Requirement if you are successful in winning the contract?

Yes

Evaluation

Not assigned as evaluator

Finalising an Evaluation

Once all scoring has been entered for the full questionnaire, you can finalise and complete your evaluation, by ticking **Evaluation Complete** at the foot of the page.

The table will also detail the score the supplier has been given as a result of the evaluations.

Evaluation Complete

Save

Return to Responses