



### System Basics and Navigation

#### System Access

When you are added to the Evaluation team for a tender, you will receive an automated e-mail notifying you of the details. This e-mail will also contain a link to the portal.

Once in the portal, access the Dashboard and find the "My ITTs in Evaluation" portlet. If this is not available, add it using the cog icon in the top right.



Dear User,  
This is to inform you that the Technical Envelope of ITT - Invitation to Tender 586789, 'EVAL TEST ITT\_01' has been opened on Ministry of Defence  
The Score Calculation function has been set to calculate automatically  
To review your activities as Evaluation Group member, click the following link and enter your Username and Password: <https://contracts.mod.uk/esop/guest/login>

My RFQ/ITTs in Evaluation					
itt_283	Event catering	Commercial Evaluation	21/03/2014 10:18	2/2	▲

#### Envelope Evaluation Overview

Details Publish Evaluation Setup Evaluate Complete Messages (Unread 0)

Overview of Responses ▾ Qualification Technical Commercial Evaluation Status ▾

Once you have selected the ITT from the list presented in the portlet, you will be taken to the evaluation area for the currently open envelope. If you need to navigate, use the menu on the top of the screen to move between evaluation envelopes. There can be up to 3 envelopes; Qualification, Technical & Commercial, and depending on your evaluation role you will have the appropriate access.

This shows an overview of the responses to the envelope. To access each supplier's response, click the icon marked to the far right of the supplier's name (see below). The colours of these mean:

- Grey: not started
- Light Green: in evaluation
- Dark Green: completed
- Light Red: excluded in a previous round



#### Supplier Evaluation

The supplier response screen shows a summary of the questions and responses in the ITT. In addition, the header has a number of options.

- Next / Previous / Last / First Supplier arrows: these options allow navigation between multiple supplier responses.
- Supplier Exclusion: depending on user rights, this option may be available to determine whether the supplier's response is excluded outright.
- Comments: this allows the user to add comments at the envelope level.

Below the header is another button marked Enter My Evaluation. Click this to modify suggested scores and question-specific comments.

Supplier : Test Supplier

Technical Evaluation Summary

Current Round: 0

Technical Submission Details: Response Submitted for Round 0 On 04/12/2020 23:47:25 by Test Supplier

Supplier Evaluation: Accepted (0), Rejected (0), Evaluate Supplier

05/12/2020 16:24:57 by Senior Responsible Officer

Current Response Evaluation (Past Response Evaluation): 0 (0) Comments

Edit Score Enter My Evaluation

Default Score: 0 Current Technical Score: 0



### Edit My Evaluation

#### Edit My Evaluation Overview

When editing the Evaluation, a summary of the sections and questions of the ITT will be shown. The Edit button allows the user to make comments on each question and to edit the Suggested Score.

Each question will look like the below; initially the suggested score and Comments will be blank.

#### Default, Suggested and Current Scores

There are three types of Score in the Evaluation Process:

- Default scores are allocated automatically by the configuration of the ITT. For example a Yes/No question may provide 100% for Yes and 0% for No. For attachment and text questions these scores will be blank.
- Suggested scores are editable by the evaluators.
- The Current score becomes the final score which will be used to award the ITT when the evaluation is complete. Current scores are set by the lead evaluator. Initially these are equal to the Default Score (if applicable), but they can be modified.

	Question	Description	Response	Current Score (Default Score)	My Suggested Score	My Comment
1.2.1	Plumbing Experience	* Please detail any specific experience in this area.	Extensive experience in this areas	100 (---)		
1.2.2	Plumbing Team Expertise	* Please give details of the team dedicated to delivering this project	18 Dedicated fully qualified Plumbers	100 (---)		

#### Edit Suggested Score and Comments

Click on the Edit button for a question you wish to evaluate. This will open a pop-up box allowing you to complete a Comment and Suggested Score. A red asterisk here indicates that the Comment field is mandatory. It is also possible to add an attachment to support your suggested score.

Once this form is complete, click one of these buttons:

- **Save** then returns to the previous screen
- **Save & Next** moves to the next question
- **Cancel** returns to the previous screen without saving

Instead of a numeric score, some questions may be configured to require a response by Scoring Grade, e.g. A score out of 6.

Supplier > Training Supplier 1

**Envelope Comment: Technical**

<b>Question</b> Plumbing Experience	<b>Description</b> Please detail any specific experience in this area.
<b>Response Value</b> Extensive experience in this areas	<b>Default Score</b> ---
<b>Current Score</b> 100	<b>Scoring Instructions</b>
<b>* Comment</b> <input type="text"/>	<b>Suggested Score</b> <input type="text" value="0.321"/>

Characters available 2000

#### Completing Evaluation

Once you have completed your evaluation of the supplier's response you can click Back. As scores and comments are saved for each question as you answer them there is no need to save again. If desired, you can leave this screen and return at a later time.

Once you have evaluated all questions for all suppliers within the envelope you can return to the main page for the evaluation of that envelope and click the End My Evaluation Job button.

Ensure that you do not click the My Evaluation Job button early as if you need to resume your evaluation this will need to be done by the lead evaluator. Once other envelopes are opened, if you are on the evaluation team you will be able to evaluate them separately. For each envelope your Evaluation Job must be ended separately.