

## **Evaluating Proposals – RFP Event Review**

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## What is RFP Event Review?

- RFP Event Review is a task in LESA used for evaluation committee members to independently evaluate each proposal submitted in response to the RFP.
- The State Procurement Analyst will start the RFP Event Review Task following the Evaluation Kickoff Meeting and once all evaluation committee members have indicated that they do not have a conflict of interest with any proposer.

## How are evaluation committee members notified of RFP Event Review?

- ARIBA (LESA) will send an email to each evaluation committee member notifying them that their review is required.

Email Review <s4approval-prod3+louisiana@ansmtp.ariba.com>

Review required - RFP for Test Project 2.0: RFP Event Review by Evaluation Committee

To  Andrew Guzzardo

**EXTERNAL EMAIL:** Please do not click on links or attachments unless you know the content is safe.

Review required - RFP for Test Project 2.0: RFP Event Review by Evaluation Committee | WS1138894291

**Task title:** RFP Event Review by Evaluation Committee

**Task description:** Access the event to review and analyze proposals individually. Enter comments to support your score and score each line. To save your progress, click Save as Draft. When you have finished evaluating all proposers and lines, click Submit.

Once all evaluators have completed their review, the consensus scoring meeting will be held to finalize the strengths and weaknesses and scores.

**Action:** Complete Review.

If your review contains revisions to any document(s), [Click Here](#) to complete this task in LESA.

If you have no revisions, you may complete the review in LESA or [Click Here](#) to complete this review via email.

This email is being sent to you because you are a reviewer of a document that has been submitted for review.

---

This email originated from the Ariba system used by State of Louisiana and was originally sent to: [andrew.guzzardo@la.gov](mailto:andrew.guzzardo@la.gov)

System Reference: [Click Here](#) to access the system.

## Accessing RFP Event Review

- The RFP Event Review task can be accessed in several ways. The two main ways to access the task are 1) through the email notification that was sent; or 2) through the LESA dashboard.

### 1. Accessing RFP Event Review through email

- Open the email notification that was sent. Verify that the Task title in the email is 'RFP Event Review by Evaluation Committee'. Find System Reference at the bottom of the email and select 'Click Here'.

Email Review <s4approval-prod3+louisiana@ansmtp.ariba.com>

Review required - RFP for Test Project 2.0: RFP Event Review by Evaluation Committee

To  Andrew Guzzardo

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Review required - RFP for Test Project 2.0: RFP Event Review by Evaluation Committee | WS1138894291

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Once all evaluators have completed their review, the consensus scoring meeting will be held to finalize the strengths and weaknesses and scores.

**Action:** Complete Review.

If your review contains revisions to any document(s), [Click Here](#) to complete this task in LESA.

If you have no revisions, you may complete the review in LESA or [Click Here](#) to complete this review via email.

This email is being sent to you because you are a reviewer of a document that has been submitted for review.

---

This email originated from the Ariba system used by State of Louisiana and was originally sent to: [andrew.guzzardo@la.gov](mailto:andrew.guzzardo@la.gov)

System Reference: [Click Here](#) to access the system.

- You will be prompted to log into LESA. After you log in, LESA will bring you directly to the RFP Event Review task. Find the name of the RFP on the left side of the screen about halfway down the page. Click on the RFP name and then select 'Grade'.

The document below has been submitted for review. To view documents, click the document link to open or download them. If you are a reviewer, you can complete this task by clicking the **Complete Review** button. If you are the owner of this task, you can mark this task completed at any time, regardless of [More](#)

RFP for Test Project 2.0 / Evaluation and Award / [RFP Event Review by Evaluation Committee](#)

TSK1503281400 RFP Event Review by Evaluation Committee

Round 8: Awaiting Response(s)

Access the event to review and analyze proposals individually. Enter comments to support your score and score each line. To save your progress, click Save as Draft. When you have finished evaluating all proposers and lines, click Submit. Once all evaluators have completed their review, the consensus scoring meeting will be held to finalize the strengths and weaknesses and scores.

**Advanced Controls**

RFP for Test Project 2.0

Action

Grade

Monitor

One or more documents have been submitted for your review. You have the following options:

- View the documents on the left.

Complete Review

Properties Task History Review Flow

## 2. Accessing RFP Event Review through LESA dashboard

- Log into LESA by navigating to <http://louisiana.sourcing.ariba.com>. After you log in, LESA will bring you to your dashboard. Locate the 'Needs Review' section. Find the task labeled RFP Event Review by Evaluation Committee and select it.

The screenshot shows the LESA dashboard interface. On the left, there is a 'My Documents' table with columns for Title, Date, and Status. Below it is a 'Watched Projects' list. On the right, there is a 'To Do' section with a calendar for September 2022. Below the calendar, there is a 'To Do This Week' section with a 'Needs Review (2)' link highlighted. At the bottom of the 'To Do' list, the task 'RFP Event Review by Evaluation Committee (RFP for TBMO - Training for OSP)' is listed and highlighted.

Title	Date	Status
Testing 123	8/2/2022	Pending Selection
Testing12	8/2/2022	Draft
Testing	8/2/2022	Draft
New Computer System - Training - AK	7/19/2022	Draft
New Computer System - Training - AJ	7/19/2022	Draft
New Computer System - Training - AI	7/19/2022	Draft Amendment

Date	Status	Title
Needs Review (2)		
RFP Event Review by Evaluation Committee (RFP for TBMO - Training for OSP)		

- LESA will bring you to the RFP Event Review task. Find the name of the RFP on the left side of the screen about halfway down the page. Click on the RFP name and then select 'Grade'.

**Review Task** Exit

The document below has been submitted for review. To view documents, click the document link to open or download them. If you are a reviewer, you can complete this task by clicking the **Complete Review** button. If you are the owner of this task, you can mark this task completed at any time, regardless of [More](#)

RFP for Test Project 2.0 / Evaluation and Award / [RFP Event Review by Evaluation Committee](#)

TSK1503281400 RFP Event Review by Evaluation Committee Round 8: Awaiting Response(s) ⓘ

Access the event to review and analyze proposals individually. Enter comments to support your score and score each line. To save your progress, click Save as Draft. When you have finished evaluating all proposers and lines, click Submit.

Once all evaluators have completed their review, the consensus scoring meeting will be held to finalize the strengths and weaknesses and scores.

**Andrew Rasco**

RFP for Test Project 2.0

Action

**Grade**

Monitor

One or more documents have been submitted for your review. You have the following options:

- View the documents on the left.

[Complete Review](#) ⓘ

[Properties](#) | [Task History](#) | [Review Flow](#)

## Navigating the Grading Module

- There are two ways to evaluate proposals in LESA: 1) Grade by Participants; and, 2) Grade by Content. Grade by Participants is the default and will be automatically selected when you enter the grading module.

### 1. Grade by Participants

- This is the default method of evaluating proposals. Three proposers are shown at a time.

**Grade Responses**

Choose how you want to grade:

Grade by Content
  **Grade by Participants**
 Grade Offline Using Excel

Participants: [\[Select Other Participants\]](#)

All Content [Filter](#) View

Name ↑	
▼ Totals ▼	
▼ 2 Proposal ▼	
▼ 2.2 Part 2: Technical Proposal ▼	
2.2.4 Complete the referenced Subpart C - Company Background and Experiences and attach the completed file. <a href="#">References</a>	
2.2.5 Complete the referenced Subpart D - Approach and Methodology and attach the completed file. <a href="#">References</a>	
2.2.6 Complete the referenced Subpart E - Staff Qualifications and attach the completed file. <a href="#">References</a>	

- Proposer's names are listed at the top of the table.

**Grade Responses** [Submit](#) [Cancel](#) [Save as Draft](#)

Choose how you want to grade:

Grade by Content
  **Grade by Participants**
 Grade Offline Using Excel

Participants: Big Supplier of Stuff (Andrew Rasco), Huge Supplier of Stuff (Andrew Rasco), Little Supplier of Stuff (Andrew Rasco) [\[Select Other Participants\]](#)

All Content [Filter](#) View: [Gradable](#) [Update Total Points](#)

Name ↑	Overall Weight	<b>Big Supplier of Stuff</b>	<b>Huge Supplier of Stuff</b>	<b>Little Supplier of Stuff</b>
▼ Totals ▼	100%			
▼ 2 Proposal ▼	100%			
▼ 2.2 Part 2: Technical Proposal ▼	63%			
2.2.4 Complete the referenced Subpart C - Company Background and Experiences and attach the completed file. <a href="#">References</a>	21%	No Grade Attachment H Part 2 Subpart C.docx	No Grade Attachment H Part 2 Subpart C.docx	No Grade Attachment H Part 2 Subpart C.docx
2.2.5 Complete the referenced Subpart D - Approach and Methodology and attach the completed file. <a href="#">References</a>	21%	No Grade Attachment H Part 2 Subpart D.docx	No Grade Attachment H Part 2 Subpart D.docx	No Grade Attachment H Part 2 Subpart D.docx
2.2.6 Complete the referenced Subpart E - Staff Qualifications and attach the completed file. <a href="#">References</a>	21%	No Grade Attachment H Part 2 Subpart E.docx	No Grade Attachment H Part 2 Subpart E.docx	No Grade Attachment H Part 2 Subpart E.docx

- Three proposers are shown at a time. If more than three proposers submitted a response to the RFP, you can change the proposers shown by clicking 'Select other Participants'.

Grade Responses

---

Choose how you want to grade:

Grade by Content  Grade by Participants  Grade Offline Using Excel

Participants: Big Supplier of Stuff (Andrew Rasco), Huge Supplier of Stuff (Andrew Rasco) [Select Other Participants]

All Content [Filter](#)▼

**Select Participants**

Organization ▼

**Participants**

<input type="checkbox"/>	Organization ↑	Contact Name
<input type="checkbox"/>	Big Supplier of Stuff	Andrew Rasco
<input type="checkbox"/>	Huge Supplier of Stuff	Andrew Rasco
<input checked="" type="checkbox"/>	Little Supplier of Stuff	Andrew Rasco
<input checked="" type="checkbox"/>	Medium Supplier of Stuff	Andrew rasco

Up to 3 participants can be graded at the same time

- Evaluation committee members should download the attached referenced document and review the questions asked of the Proposers. Responses are evaluated against the questions and the RFP Scope of Work, **NOT** compared to the other responses.

Grade by Content
  Grade by Participants
  Grade Offline Using Excel

Participants: Big Supplier of Stuff (Andrew Rasco), Huge Supplier of Stuff (Andrew Rasco), Little Supplier of Stuff (Andrew Rasco) [Select Other Participants]

All Content [Filter](#) View: [Gradable](#) [Update Total Points](#)

Name ↑	Overall Weight	Big Supplier of Stuff	Huge Supplier of Stuff	Little Supplier of Stuff
<b>Totals</b>	100%			
<b>2 Proposal</b>	100%			
<b>2.2 Part 2: Technical Proposal</b>	63%			
2.2.4 Complete the referenced Subpart C - Company Background and Experiences and attach the completed file. <a href="#">References</a>	21%	No Grade <a href="#">Attachment H Part 2 Subpart C.docx</a>	No Grade <a href="#">Attachment H Part 2 Subpart C.docx</a>	No Grade <a href="#">Attachment H Part 2 Subpart C.docx</a>
2.2.5 C <a href="#">Attachment H Part 2 Subpart C.docx</a> Methodology and attach the completed file. <a href="#">References</a>	21%	No Grade <a href="#">Attachment H Part 2 Subpart D.docx</a>	No Grade <a href="#">Attachment H Part 2 Subpart D.docx</a>	No Grade <a href="#">Attachment H Part 2 Subpart D.docx</a>
2.2.6 Complete the referenced Subpart E - Staff Qualifications and attach the completed file. <a href="#">References</a>	21%	No Grade <a href="#">Attachment H Part 2 Subpart E.docx</a>	No Grade <a href="#">Attachment H Part 2 Subpart E.docx</a>	No Grade <a href="#">Attachment H Part 2 Subpart E.docx</a>

(N) indicates system score

- Responses also may be an attachment. To view responses entered as an attachment, select the file name and choose 'Download this attachment'.

All Content [Filter](#)

Name ↑	Initial	Historic	Reserve	Big Supplier of Stuff	Huge Supplier of Stuff
	Price Schedule	Price Schedule	Price Schedule	Price Schedule	Price Schedule
<b>1 Request for Proposal</b>					
1.1 RFP for Test Project 2.0 <a href="#">RFP for Test Project 2.0.docx</a>					
<b>2 Proposal</b>					
<b>2.1 Part 1: Proposer Information, Acknowledgements, and Certifications</b>					
2.1.1 Complete the referenced Part 1: Proposer Information, Acknowledgements, and Certifications and attach the completed file. <a href="#">References</a>				<a href="#">Attachment H Part 1.docx</a>	<a href="#">Download this attachment</a>
2.1.2 How did your company find out about this solicitation?				Other <a href="#">Other</a>	Other <a href="#">Other</a>

- Some responses may be entered as text directly into LESA along with an accompanying attachment. The accompanying attachment can be viewed by clicking the 'View Comments' symbol following the text response and then selecting the attachment to download it.

17.2.4 List any relevant certifications or licensures	2.5%	No Grade	No Grade	No Grade
		Phd	See attached.	Forklift certified.

### View Comments

The following are comments for this question/term. If [More](#)

Comment ↑	Attachment
See attached.	Certificate Templates - AHampton.pdf

[Done](#)

2.5%	David has served as traffic program	emergencies(depending on the severity), Bachman and Associates has implemented enhanced	No Grade
2.5%			We specialize hurricanes and flooding
10%			hazmat certifi
2.5%	Creed Bratton	Ashlee Hampton	No Grade
2.5%	No Grade	No Grade	Felicia Sonnie
2.5%	No Grade	No Grade	No Grade

## 2. Grade by Content

- Evaluation committee members can change to Grade by Content by selecting the radio button next to Grade by Content.

Grade Responses [Submit](#) [Cancel](#) [Save as Draft](#)

---

Choose how you want to grade:

**Grade by Content**
 Grade by Participants
  Grade Offline Using Excel

Participants: Office of State Procurement (Chris Wuchte), AJON Inc (Austin Bachman), Bachman and Associates (Austin Bachman) [Select Other Participants]

Proposed Staff [Filter](#) (Section 17 of 21) [Prev.](#) [Next](#) View: [All](#) [Update Total Points](#)

	Overall Weight	AJON Inc	Bachman and Associates	Office of State Procurement
Name ↑				
Operation manager				
17.1.1 Name	2.5%	No Grade	No Grade	No Grade
		David Wallace	John Smith (PM) / Alissa Washington (OM)	Tom Ketterer



- This will open a dialogue box asking you to select the content to grade. The 'Grade' buttons for gradable proposal content are filled in blue. Make a selection.

Select Content to Grade

Search content by name

▼ 1 Request for Proposal		<input type="button" value="View"/>
1.1 RFP for Test Project 2.0.docx		<input type="button" value="View"/>
▼ 2 Proposal	3 ungraded	<input type="button" value="View"/>
▶ 2.1 Part 1: Proposer Information, Acknowledgements, and Certifications		<input type="button" value="View"/>
▼ 2.2 Part 2: Technical Proposal	3 ungraded	<input type="button" value="View"/>
2.2.1 Complete the referenced Subpart A - Response to Mandatory Minimum Requirements and attach the completed file.		<input type="button" value="View"/>
2.2.2 Complete the referenced Subpart B - Use of Subcontractors and attach the completed file.		<input type="button" value="View"/>
2.2.3 Use of Subcontractors. If the Proposer has indicated that subcontractors will be used, complete the referenced document and attach the completed file.		<input type="button" value="View"/>
2.2.4 Complete the referenced Subpart C - Company Background and Experiences and attach the completed file.	Ungraded	<input type="button" value="Grade"/>
2.2.5 Complete the referenced Subpart D - Approach and Methodology and attach the completed file.	Ungraded	<input type="button" value="Grade"/>
2.2.6 Complete the referenced Subpart E - Staff Qualifications and attach the completed file.	Ungraded	<input type="button" value="Grade"/>
▶ 2.3 Part 3: Financial Proposal		<input type="button" value="View"/>
▶ 2.4 Part 4: Veteran Initiative and Hudson Initiative Programs		<input type="button" value="View"/>
▶ 2.5 Part 5: Proposed Modifications to Sample Contract		<input type="button" value="View"/>
▶ 2.6 Part 6: Claim of Business Confidentiality		<input type="button" value="View"/>
▶ 2.7 Part 7: Electronic Vendor Payment Solution		<input type="button" value="View"/>

- You will be brought to the section header. Select either 'Next Gradable' or 'Next Ungraded'.

Choose how you want to grade:

Grade by Content     
  Grade by Participants     
  Grade Offline Using Excel

2 Proposal > 2.2 Part 2: Technical Proposal > 2.2.4 Complete the referenced Subpart C - Company ... [Select Another Content]

2.2.4 Complete the referenced Subpart C - Company Background and Experiences and attach the completed file.  - Overall weight: 21%

12 of 29 items (1 of 3 gradable items)  |

Grade Participant's Responses

Participants	Answer	Grade
Big Supplier of Stuff	<input type="button" value="Attachment H Part 2 Subpart C.docx"/> ▼	No Grade <input type="button" value=""/>
Huge Supplier of Stuff	<input type="button" value="Attachment H Part 2 Subpart C.docx"/> ▼	No Grade <input type="button" value=""/>
Little Supplier of Stuff	<input type="button" value="Attachment H Part 2 Subpart C.docx"/> ▼	No Grade <input type="button" value=""/>
Medium Supplier of Stuff	<input type="button" value="Attachment H Part 2 Subpart C.docx"/> ▼	No Grade <input type="button" value=""/>

- The question asked of the Proposers are in the Reference attachment.

Choose how you want to grade:

Grade by Content
  Grade by Participants
  Grade Offline Using Excel

2 Proposal > 2.2 Part 2: Technical Proposal > 2.2.5 Complete the referenced Subpart D - Approach... [Select Another Content]

2.2.5 Complete the referenced Subpart D - Approach and Methodology and attach the completed file. [References](#) - Overall weight: 21%

Attachment H Part 2 Subpart D.docx (gradable items) Previous Ungraded << << Prev. Gradable < Prev. | Next > Next Gradable >> Next Ungraded >>

Grade Participant's Responses

- Proposal responses are in the second column of the table. Evaluation committee members should download the attachment to review the Proposers response. Responses are evaluated against the question and the RFP Scope of Work, **NOT** compared to the other responses.

Choose how you want to grade:

Grade by Content
  Grade by Participants
  Grade Offline Using Excel

2 Proposal > 2.2 Part 2: Technical Proposal > 2.2.4 Complete the referenced Subpart C - Company ... [Select Another Content]

2.2.4 Complete the referenced Subpart C - Company Background and Experiences and attach the completed file. [References](#) - Overall weight: 21%

12 of 29 items (1 of 3 gradable items) < Prev. | Next > N

Grade Participant's Responses

Participants ↑	Answer	Grade
Big Supplier of Stuff	Attachment H Part 2 Subpart C.docx <a href="#">Download this attachment</a>	No Grade ▾
Huge Supplier of Stuff	Attachment H Part 2 Subpart C.docx ▾	No Grade ▾
Little Supplier of Stuff	Attachment H Part 2 Subpart C.docx ▾	No Grade ▾
Medium Supplier of Stuff	Attachment H Part 2 Subpart C.docx ▾	No Grade ▾

Filter Participants ...

- Use the buttons to navigate between different questions.

Grade Responses [Submit](#) [Cancel](#) [Save as Draft](#)

Choose how you want to grade:

Grade by Content
  Grade by Participants
  Grade Offline Using Excel

2 Proposal > 2.2 Part 2: Technical Proposal > 2.2.4 Complete the referenced Subpart C - Company ... [Select Another Content]

2.2.4 Complete the referenced Subpart C - Company Background and Experiences and attach the completed file. [References](#) - Overall weight: 21%

12 of 29 items (1 of 3 gradable items) < Prev. | Next > Next Gradable >> Next Ungraded >>

Grade Participant's Responses

Participants ↑	Answer	Grade
Big Supplier of Stuff	Attachment H Part 2 Subpart C.docx <a href="#">Download this attachment</a>	No Grade ▾
Huge Supplier of Stuff	Attachment H Part 2 Subpart C.docx ▾	No Grade ▾
Little Supplier of Stuff	Attachment H Part 2 Subpart C.docx ▾	No Grade ▾
Medium Supplier of Stuff	Attachment H Part 2 Subpart C.docx ▾	No Grade ▾

Filter Participants ...

12 of 29 items (1 of 3 gradable items) < Prev. | Next > Next Gradable >> Next Ungraded >>

## Downloading or Printing Proposals

- Evaluation committee members may want to download or print proposals. This can be done by selecting 'Grade Offline Using Excel'.

Grade Responses [Submit](#) [Cancel](#) [Save as Draft](#)

Choose how you want to grade:

Grade by Content  Grade by Participants  Grade Offline Using Excel

Participants: Little Supplier of Stuff (Andrew Rasco), Big Supplier of Stuff (Andrew Rasco), Huge Supplier of Stuff (Andrew Rasco) [\[Select Other Participants\]](#)

All Content [Filter](#) View: [Gradable](#) [Update Total Points](#)

- Select the proposals you wish to download or print.

Grade by Content  Grade by Participants  Grade Offline Using Excel

You can use Microsoft Excel to grade supplier responses offline. You can choose to export the gradable content only, or export the gradable and non-gradable content into the same Microsoft Excel file. After you complete grading supplier responses, you can import the Microsoft Excel file back into the event. [Keep in](#) [More](#)

Step 1.  Download gradable content only.

Step 2. Select participants

Participants

<input checked="" type="checkbox"/>	Organization 1	Contact	Last Export Date	Last Import Date
<input checked="" type="checkbox"/>	Big Supplier of Stuff	Andrew Rasco		
<input checked="" type="checkbox"/>	Huge Supplier of Stuff	Andrew Rasco		
<input checked="" type="checkbox"/>	Little Supplier of Stuff	Andrew Rasco		
<input checked="" type="checkbox"/>	Medium Supplier of Stuff	Andrew rasco		

- To download proposal responses entered as text directly into LESA, select 'Click here to download your RFP for grading in an Excel spreadsheet'. LESA will export all responses selected into an Excel spreadsheet.

## Grade Responses

Choose how you want to grade:

Grade by Content  Grade by Participants  Grade Offline Using Excel

You can use Microsoft Excel to grade supplier responses offline. You can choose to export the gradable content only, or export the gradable and non-gradable content into the same Microsoft Excel file. After you complete grading supplier responses, you

Step 1.  Download gradable content only.

Step 2. Select participants

### Participants

<input checked="" type="checkbox"/>	Organization 1	Contact	Last Export Date
<input checked="" type="checkbox"/>	Big Supplier of Stuff	Andrew Rasco	
<input checked="" type="checkbox"/>	Huge Supplier of Stuff	Andrew Rasco	
<input checked="" type="checkbox"/>	Little Supplier of Stuff	Andrew Rasco	
<input checked="" type="checkbox"/>	Medium Supplier of Stuff	Andrew rasco	

Step 3. [Click here to download your RFP for grading in an Excel spreadsheet.](#)

Skip this step if you want to import a previously downloaded file.

[Click to download existing supplier attachments in a Zip file.](#)

Skip this step if you do not want to work with supplier attachments.

Step 4. Edit the Excel Spreadsheet and save the file to your computer.

Step 5. Click **Browse** and locate the saved Excel file on your computer.

**Choose File** No file chosen

Step 6. Click **Import** to import grades from the Excel file into your RFP.

**Import**

- Proposals responses will also likely include attachments. To download attachments, select 'Click to download existing supplier attachments in a Zip file'.

## Grade Responses

Choose how you want to grade:

Grade by Content  Grade by Participants  Grade Offline Using Excel

You can use Microsoft Excel to grade supplier responses offline. You can choose to export the gradable content only, or export the gradable and non-gradable content into the same Microsoft Excel file. After you complete grading supplier responses, you

Step 1.  Download gradable content only.

Step 2. Select participants

### Participants

<input checked="" type="checkbox"/>	Organization 1	Contact	Last Export Date
<input checked="" type="checkbox"/>	Big Supplier of Stuff	Andrew Rasco	
<input checked="" type="checkbox"/>	Huge Supplier of Stuff	Andrew Rasco	
<input checked="" type="checkbox"/>	Little Supplier of Stuff	Andrew Rasco	
<input checked="" type="checkbox"/>	Medium Supplier of Stuff	Andrew rasco	

Step 3. [Click here to download your RFP for grading in an Excel spreadsheet.](#)

Skip this step if you want to import a previously downloaded file.

[Click to download existing supplier attachments in a Zip file.](#)

Skip this step if you do not want to work with supplier attachments.

Step 4. Edit the Excel Spreadsheet and save the file to your computer.

Step 5. Click **Browse** and locate the saved Excel file on your computer.

**Choose File** No file chosen

Step 6. Click **Import** to import grades from the Excel file into your RFP.

**Import**

- On the next screen, select the proposers whose attachments you want to download. Then select the sections you want to download. To download all proposer attachments, select the top box. Alternatively, you can select individual sections.

## Download Attachments

Choose participants and items for which you need to download the attachments. The amount of time it takes to download is proportional to the total number and total size of the attachments.

### Selected Attachments Summary

Total Size (MB): 0.6  
Max Size (MB): 0.01  
Total Number: 44

Selected Participants: 5  
Selected Items: 28

### Selected Participants

<input checked="" type="checkbox"/>	Participant	Contact	Number of Attachments
<input checked="" type="checkbox"/>	Big Supplier of Stuff	Andrew Rasco	11
<input checked="" type="checkbox"/>	Little Supplier of Stuff	Andrew Rasco	11
<input checked="" type="checkbox"/>	Medium Supplier of Stuff	Andrew Rasco	11
<input checked="" type="checkbox"/>	Huge Supplier of Stuff	Andrew Rasco	11
<input checked="" type="checkbox"/>	Office of State Procurement	Andrew Rasco	0

### Selected Items

<input checked="" type="checkbox"/>	Title
<input checked="" type="checkbox"/>	Totals
<input checked="" type="checkbox"/>	1 Request for Proposal
<input checked="" type="checkbox"/>	1.1 RFP for Test Project 2.0
<input checked="" type="checkbox"/>	2 Proposal
<input checked="" type="checkbox"/>	2.1 Part 1: Proposer Information, Acknowledgements, and Certifications
<input checked="" type="checkbox"/>	2.1.1 Complete the referenced Part 1: Proposer Information, Acknowledgements, and Certifications and attach the completed file.
<input checked="" type="checkbox"/>	2.1.2 How did you communicate about this solicitation?

- The Selected Attachments Summary section towards the top of the page will show how many attachments will be downloaded. Select Download Attachments to download the selected attachments into a Zip file.

## Download Attachments

Done

Choose participants and items for which you need to download the attachments. The amount of time it takes to download is proportional to the total number and total size of the attachments.

### Selected Attachments Summary

Download Attachments

Total Size (MB): 0.6  
Max Size (MB): 0.01  
Total Number: 44

Selected Participants: 5  
Selected Items: 28

### Selected Participants

<input checked="" type="checkbox"/>	Participant	Contact	Number of Attachments	Max Size (MB)	Total Size (MB)
<input checked="" type="checkbox"/>	Big Supplier of Stuff	Andrew Rasco	11	0.01	0.15
<input checked="" type="checkbox"/>	Little Supplier of Stuff	Andrew Rasco	11	0.01	0.15
<input checked="" type="checkbox"/>	Medium Supplier of Stuff	Andrew Rasco	11	0.01	0.15
<input checked="" type="checkbox"/>	Huge Supplier of Stuff	Andrew Rasco	11	0.01	0.15
<input checked="" type="checkbox"/>	Office of State Procurement	Andrew Rasco	0	0.00	0.00

### Selected Items

<input checked="" type="checkbox"/>	Title
<input checked="" type="checkbox"/>	Totals
<input checked="" type="checkbox"/>	1 Request for Proposal
<input checked="" type="checkbox"/>	1.1 RFP for Test Project 2.0

- When you have finished downloading proposals and attachments, you can exit in several ways. To remain in the grading module, change the radio button to 'Grade by Content' or 'Grade by Participants'. Alternatively, you can select 'Cancel' to exit the grading module. Do NOT select 'Submit' as this will submit your evaluation, even if you have not yet completed it.

Grade Responses Submit Cancel Save as Draft

Choose how you want to grade:

Grade by Content
  Grade by Participants
  Grade Offline Using Excel

You can use Microsoft Excel to grade supplier responses offline. You can choose to export the gradable content only, or export the gradable and non-gradable content into the same Microsoft Excel file. After you complete grading supplier responses, you can import the Microsoft Excel file back into the event. Keep in [More](#)

Step 1.  Download gradable content only.

Step 2. Select participants

Participants	Contact	Last Export Date	Last Import Date
<input checked="" type="checkbox"/> Organization ↑			
<input checked="" type="checkbox"/> Big Supplier of Stuff	Andrew Rasco		
<input checked="" type="checkbox"/> Huge Supplier of Stuff	Andrew Rasco		

## Evaluating Proposals

- Evaluation committee members evaluate proposals by reading the response and any attachments for each question. Grades are assigned by selecting the dropdown and selecting a percentage. For guidance, consult the Evaluation Methodology for your RFP.

Choose how you want to grade:

Grade by Content
  Grade by Participants
  Grade Offline Using Excel

2 Proposal > 2.2 Part 2: Technical Proposal > 2.2.4 Complete the referenced Subpart C - Company ... [Select Another Content]

2.2.4 Complete the referenced Subpart C - Company Background and Experiences and attach the completed file. [References](#) - Overall weight: 21%

12 of 29 items (1 of 3 gradable items) < Prev. | Next > Next Gra

Grade Participant's Responses

Participants ↑	Answer	Grade
Big Supplier of Stuff	<a href="#">Attachment H Part 2 Subpart C.docx</a>	60%
Huge Supplier of Stuff	<a href="#">Attachment H Part 2 Subpart C.docx</a>	No Grade
Little Supplier of Stuff	<a href="#">Attachment H Part 2 Subpart C.docx</a>	No Grade
Medium Supplier of Stuff	<a href="#">Attachment H Part 2 Subpart C.docx</a>	No Grade

[Filter Participants ...](#)

- Comments should be entered to explain the rationale for your chosen grade. This is done by clicking the 'Add grading comment and optional attachment' symbol and entering a

## comment.

Choose how you want to grade:

Grade by Content

Grade by Participants





Grade Offline Using Excel

2 Proposal > 2.2 Part 2: Technical Proposal > 2.2.4 Complete the referenced Subpart C - Company ... [Select Another Content]

2.2.4 Complete the referenced Subpart C - Company Background and Experiences and attach the completed file. [References](#) - Overall weight: 21%

12 of 29 Items (1 of 3 gradable items) [< Prev.](#) | [Next >](#) [Next Gra](#)

### Grade Participant's Responses

Participants 1	Answer	Grade
Big Supplier of Stuff	<a href="#">Attachment H Part 2 Subpart C.docx</a>	60% 
Huge Supplier of Stuff	<a href="#">Attachment H Part 2 Subpart C.docx</a>	No Grade 
Little Supplier of Stuff	<a href="#">Attachment H Part 2 Subpart C.docx</a>	No Grade 
Medium Supplier of Stuff	<a href="#">Attachment H Part 2 Subpart C.docx</a>	No Grade 

[Filter Participants ...](#)

## Add/Edit Comment

OK

Cancel

Comment: \*



Attachment: [Attach a file](#)

OK

Cancel

- If you need a break during evaluation, select 'Save as Draft' to save your progress.

Proposal > 2.2 Part 2: Technical Proposal > 2.2.4 Complete the referenced Subpart C - Company ... [Select Another Content]

2.2.4 Complete the referenced Subpart C - Company Background and Experiences and attach the completed file. References - Overall weight: 21%

12 of 29 Items (1 of 3 gradable items) < Prev | Next > Next Gradable >> Next Ungraded >>

### Grade Participant's Responses

Participants 1	Answer	Grade
Big Supplier of Stuff	Attachment H Part 2 Subpart C.docx	60%
Huge Supplier of Stuff	Attachment H Part 2 Subpart C.docx	No Grade
Little Supplier of Stuff	Attachment H Part 2 Subpart C.docx	No Grade
Medium Supplier of Stuff	Attachment H Part 2 Subpart C.docx	No Grade

Filter Participants ...

12 of 29 Items (1 of 3 gradable items) < Prev | Next > Next Gradable >> Next Ungraded >>

(%) indicates system score

Submit Cancel Save as Draft

- A grade must be entered for each response. A comment should be entered for each response. When you have graded all responses, select 'Submit' to submit your individual evaluation.

All Content Filter

View: Gradable Update Total Points

Name 1	Overall Weight	Big Supplier of Stuff	Huge Supplier of Stuff
Totals	100%		
2 Proposal	100%		
2.2 Part 2: Technical Proposal	63%		
2.2.4 Complete the referenced Subpart C - Company Background and Experiences and attach the completed file.  References	21%	40% Attachment H Part 2 Subpart C.docx	70% Attachment H Part 2 Subpart C.docx
2.2.5 Complete the referenced Subpart D - Approach and Methodology and attach the completed file.  References	21%	25% Attachment H Part 2 Subpart D.docx	50% Attachment H Part 2 Subpart D.docx
2.2.6 Complete the referenced Subpart E - Staff Qualifications and attach the completed file.  References	21%	75% Attachment H Part 2 Subpart E.docx	10% Attachment H Part 2 Subpart E.docx

(%) indicates system score

Submit Cancel Save as Draft