# 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.
- RFP Event Review will begin 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?

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

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

**Task description:**

1) Evaluation Committee will access the event to review and analyze supplier responses individually.

2) Consensus Scoring Meeting is then held.

**Action:** Complete Review.

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

If you have no revisions, you may complete the review in LESA or [Click Here](mailto: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.

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This email originated from the Ariba system used by State of Louisiana and was originally sent to: austin.bachman@la.gov

System Reference: [Click Here](mailto: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’.

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, just below the SPA’s name. Click on the name and then select ‘Grade’.
2. **Accessing RFP Event Review through LESA dashboard**

   - Log into LESA by navigating to [http://louisiana.sourcing.ariba.com](http://louisiana.sourcing.ariba.com). After you log in, LESA will bring you to your dashboard. On the right side of your dashboard, below the calendar, locate the ‘Needs Review’ section. Find the task labeled RFP Event Review by Evaluation Committee and select it.
- 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, just below the SPA’s name. Click on the name and then select ‘Grade’.
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.
Proposer’s names are listed at the top of the table. The questions from the Proposer Questionnaire are listed on the left side of the table.
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’.

Choose how you want to grade:

- Grade by Content
- Grade by Participants
- Grade Offline Using Excel

Participants: Office of State Procurement (Chris Wuchter), AJON Inc (Austin Bachman), Bachman and Associates (Austin Bachman).

[Select Other Participants]
- The table can be enlarged by clicking the arrows at the top right of the table.

- Evaluation committee members read the question and then the proposer’s response. Responses are evaluated against the question and the RFP Scope of Work, NOT compared to the other responses.
  - Responses may be text directly entered into LESA.
• Responses also may be an attachment. To view responses entered as an attachment, select the file name and choose ‘Download this attachment’.

• 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.
2. **Grade by Content**

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

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

15 Company Background and Experience (Select Another Content)

15 Company Background and Experience - Overall weight: 13%

[Table]

Grade Participant’s Responses

The question from the Proposer Questionnaire is listed above the table. Proposer’s names are listed on the left of the table.

Choose how you want to grade:

- Grade by Content
- Grade by Participants
- Grade Offline Using Excel

15 Company Background and Experience > 15.1 Briefly describe the company’s experience providing TSMO services in no more than 1 paragraph. It is desired that the company have at least 5 years of TSMO experience. - Overall weight: 2.5%

[Table]

Grade Participant’s Responses

- AJON Inc
- Bachman and Associates
- Office of State Procurement
Proposal responses are in the second column of the table. Evaluation committee members read the question and then the proposer’s response. Responses are evaluated against the question and the RFP Scope of Work, NOT compared to the other responses.

- Responses may be text directly entered into LESA.

- Responses also may be an attachment. To view responses entered as an attachment, select the file name and choose ‘Download this attachment’.
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.
Use the buttons to navigate between different questions.

Downloading or Printing Proposals

- Evaluation committee members may want to download or print proposals. This can be done by entering the grading module (see Accessing RFP Event Review) and selecting ‘Grade Offline Using Excel’.
Select the proposals you wish to download or print.

Grade Responses

Choose how you want to grade:

- Grade by Content
- Grade by Participants
- Grade Offline

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.

Step 1. Download gradable content only.

Step 2. Select participants

<table>
<thead>
<tr>
<th>Participants</th>
<th>Contact</th>
<th>Last Export Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJON Inc</td>
<td>Austin Bachman</td>
<td></td>
</tr>
<tr>
<td>Bachman and Associates</td>
<td>Austin Bachman</td>
<td></td>
</tr>
<tr>
<td>Office of State Procurement</td>
<td>Chris Wuchte</td>
<td></td>
</tr>
</tbody>
</table>

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 here to download the selected proposals.

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

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.

Step 1. Download gradable content only.

Step 2. Select participants

<table>
<thead>
<tr>
<th>Organization</th>
<th>Contact</th>
<th>Last Export Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJON Inc</td>
<td>Austin Bachman</td>
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<td></td>
</tr>
</tbody>
</table>

Step 3. Click here to download your RFP for grading in an Excel spreadsheet.

- 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.

- Proposals responses will also likely include attachments. To download attachments, select ‘Click to download existing supplier attachments in a Zip file’.
Choose how you want to grade:

- Grade by Content
- Grade by Participants
- Gri

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.

Step 1. **☑ Download gradable content only.**

Step 2. **Select participants**

<table>
<thead>
<tr>
<th>Organization</th>
<th>Contact</th>
<th>Last Export Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJON Inc</td>
<td>Austin Bachman</td>
<td>9/12/2022 1:44 PM</td>
</tr>
<tr>
<td>Bachman and Associates</td>
<td>Austin Bachman</td>
<td>9/12/2022 1:44 PM</td>
</tr>
<tr>
<td>Office of State Procurement</td>
<td>Chris Wuchte</td>
<td>9/12/2022 1:44 PM</td>
</tr>
</tbody>
</table>

**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.

- **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.
- Selected Attachments Summary 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](image)

- When you have finished downloading proposals and attachments, you can exit in a couple 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](image)
Evaluating Proposals

- Evaluation committee members evaluate proposals on a per question basis 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. (See Accessing Evaluation Methodology)

- 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.
<table>
<thead>
<tr>
<th>Name</th>
<th>Overall Weight</th>
<th>AJON Inc</th>
<th>Bachman and Associates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Totals</td>
<td>100%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15 Company Background and Experience</td>
<td>13%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

15.1 Briefly describe the company's experience providing TSMO services in no more than 1 paragraph. It is desired that the company have at least 5 years of TSMO experience.

2.5% No Grade

Our company has more than 20 years of TSMO experience. We have held and lost more than 14 contracts for such services. Our origins are in maritime navigations.

Add/Edit Comment

Comment: *

Attachment: Attach a file

OK  Cancel
- If you need a break during evaluation, select ‘Save as Draft’ to save your progress.

- 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.
Accessing Evaluation Methodology

- The Evaluation Methodology document includes information on how proposals will be evaluated and scored. To access the document from the grading module, select ‘Cancel’ to return to the Sourcing Project.

- Select the name of the RFP near the top left of the screen.
- Select the Documents tab.

- Open the Evaluation Documents and Award Recommendation folder by clicking the triangle next to the folder name.
Click the icon next to ‘RFP Evaluation Methodology’ to download the document.