

Quick Reference Guide: Complete an Evaluation Tender Responses Task

Evaluators are responsible for grading and providing backup comments for Participants’ (Suppliers) responses in Ariba once the Event/ Tender has closed and is in the Pending Selection state. This document outlines the process of completing the Evaluation Tender Responses Task.

What to Expect as an Evaluator

Evaluators can expect to receive an email notification to complete a Review/Evaluation task whenever it is necessary.

In the case of sealed-envelope bidding, some content may not be available for evaluation at one time. This is because sealed-envelope bidding is used when laws or internal policy/processes require that the Province can see only certain sections of an Event containing Participant responses in sequence, and must qualify or disqualify Participants before opening the next section (envelope) in the series.

Access the ‘Evaluate Tender Responses’ Task

As an Evaluator, you will receive an email inviting you to complete the Review task.

1. From the email, click the link (Figure 1) to log into Ariba and open the task.

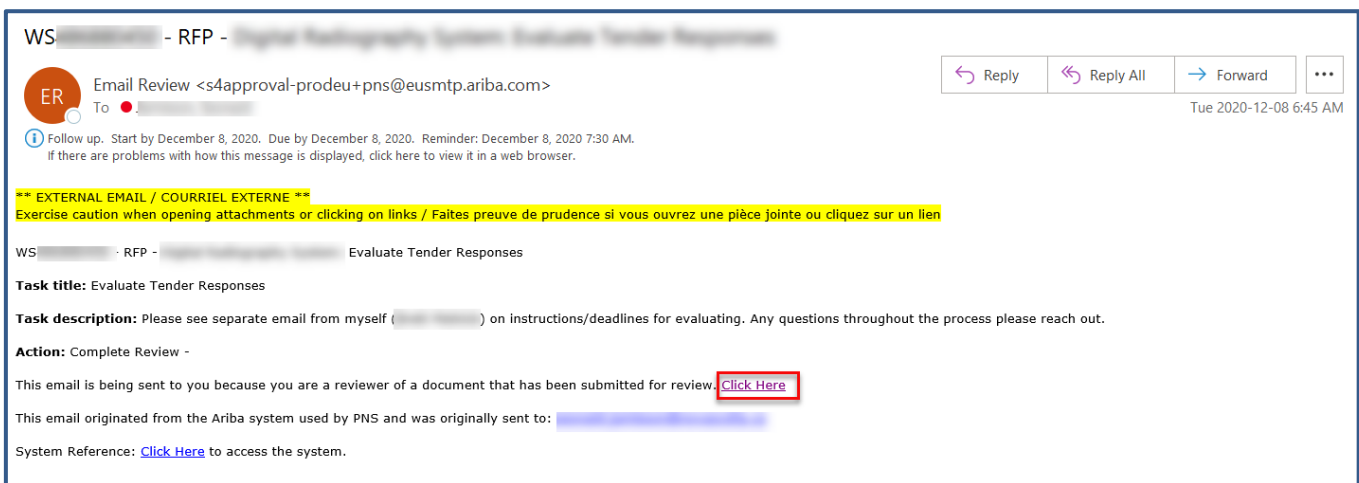


Figure 1

2. The Review Task screen appears. Under the Task number and the Procurement Specialist’s name on the left-hand side of the screen, you will see the document to be reviewed (Figure 2).

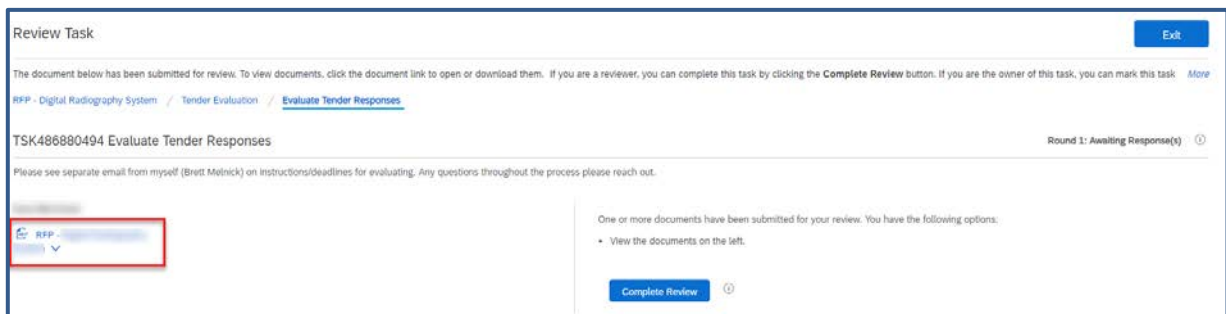


Figure 2

3. Click the document and select **Grade** from the dropdown menu (Figure 3).

Grade by Participants is selected as default.

4. Beside **Participants**, click **Select Other Participants** (Figure 4). You will be presented with a list of all the Suppliers who have submitted a response.

You can choose up to three Participants at one time to grade. However, it is recommended to grade only one at a time, to allow for a fair and transparent evaluation.

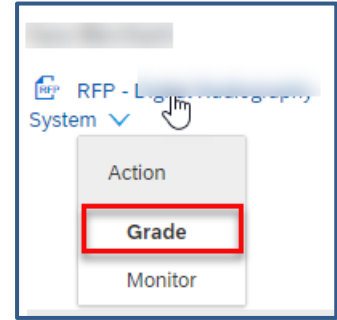


Figure 3

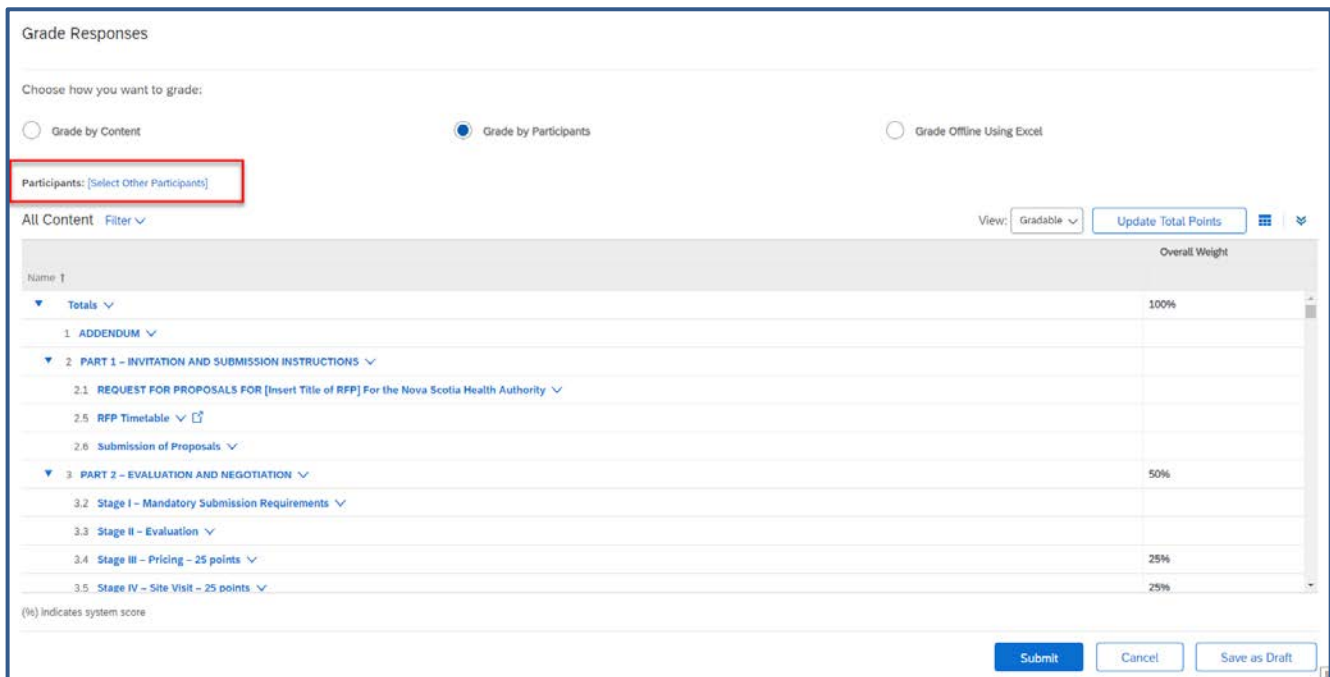


Figure 4

5. Choose Supplier to evaluate by placing a checkmark beside the Participant name (Figure 5).

6. Click **OK**.

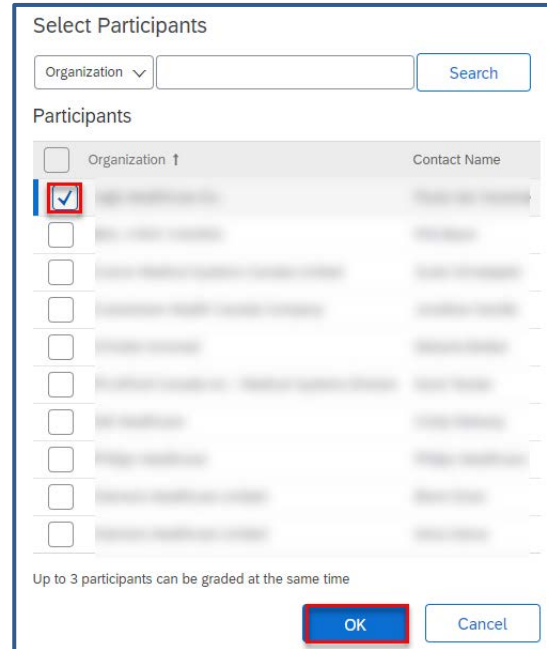


Figure 5

7. To view the section of content that you need to evaluate, click **Filter** beside **All Content** (Figure 6).

NOTE: If you are unsure on specific contents to evaluate, please contact the Procurement Specialist.

8. Click the section you wish to view. This will display one section at a time, making it easier to scroll through and carry out your evaluation.

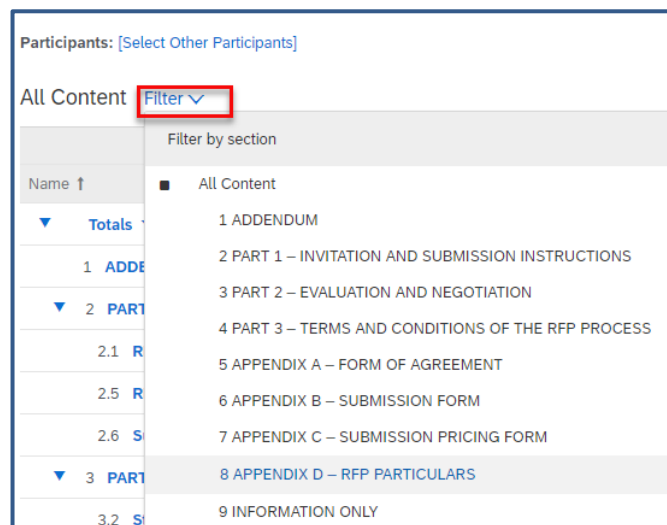


Figure 6

Grade Responses

Once you have located the section to grade, you will see the options available to you under the selected Participant (Figure 7).

1. Click the down arrow and choose percentage grade.
2. Click the **Comments** button.

3. Add a comment to support your grade.

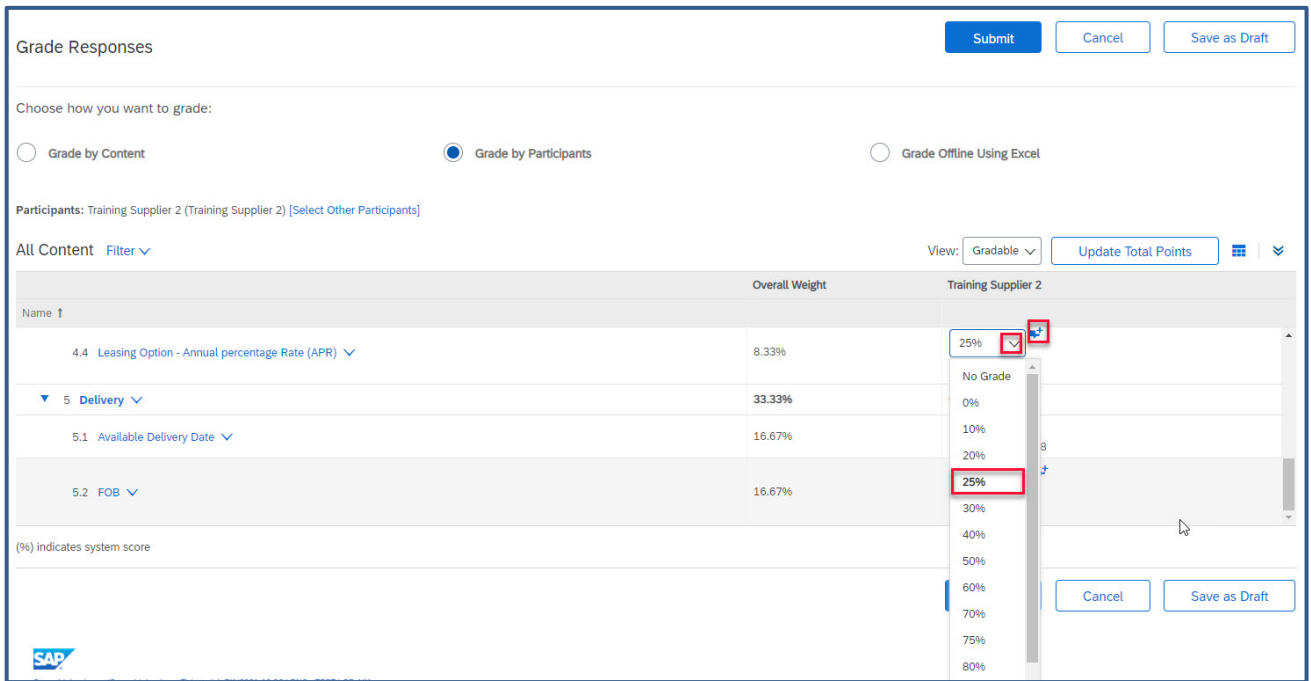


Figure 7



Figure 8

4. Click **OK**. When you have added a comment, the icon changes.
5. Click **Update Total Points** when finished.

IMPORTANT: Remember to **Save as Draft** as you work through the individual responses. Do **NOT** click **Submit** until you have completed **ALL** evaluations. If you click **Submit** before you have finished, you will be unable to continue and the task will need to be reassigned to you.

6. Click **Save as Draft**. Note that a message will appear confirming you are saving as a draft (Figure 9). Your grades will not be applied until you submit (which you will do once you have completed all grading on all Participants).

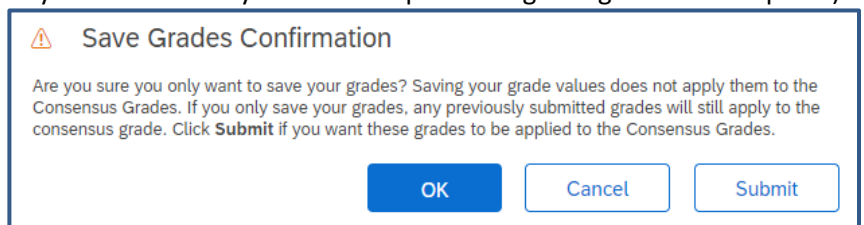


Figure 9

7. Click **Select Other Participants** and choose the next Participant from the list, removing the checkmark from the first one.
8. Follow the steps above under [Grade Responses](#) to complete the evaluation of the next response.
9. Repeat as necessary.
10. Once you have completed all evaluations for **all** Participants, click **Submit**.

Your evaluation and comments will now be submitted to Procurement.

NOTE: At times you may be asked to review your score. If this happens, you must note the original score AND the new score in the **Comments** box and provide a reason for the change (Figure 10). This is because Ariba does not keep a record of the original score.



Figure 10

Additional Help

For additional help/training on Ariba Evaluation please contact [Procurement Support](#) and submit a ticket.

Ensure you are always working with the latest version of this guide, which is available on the [NS Procurement](#) website under *Ariba Reference Documents*.