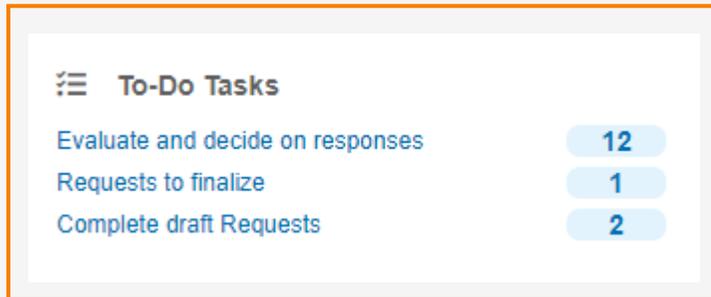


# A Guide to Evaluating RFQs & Awarding Contracts under LGP Panels

For the NSW Local Government Sector

# Logging In

## To Do Tasks List



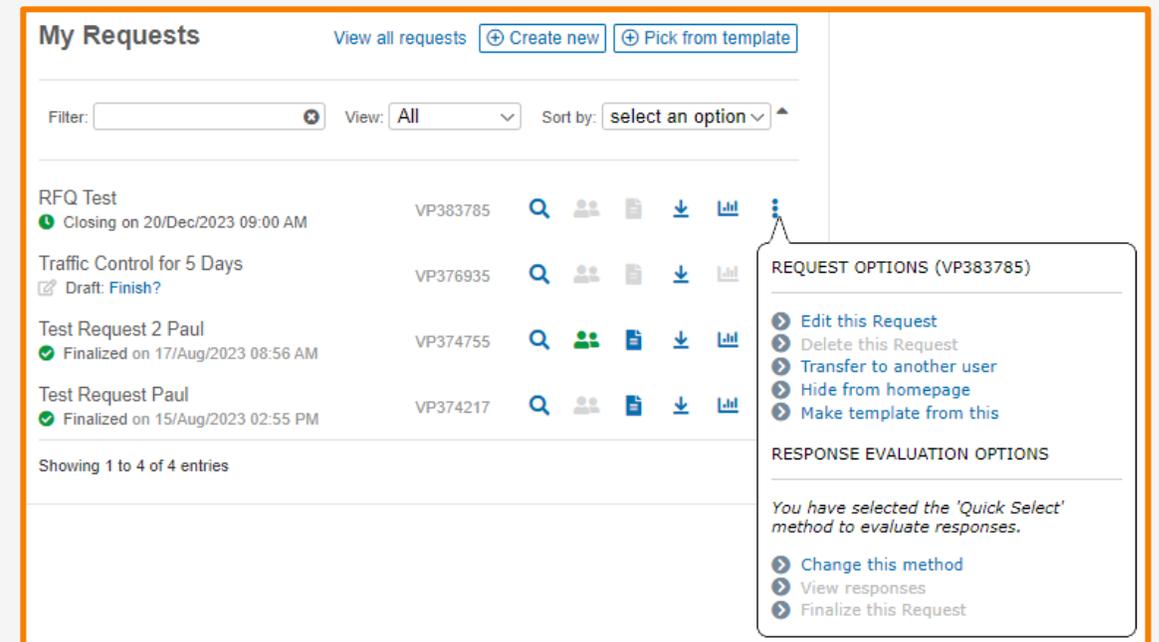
Task	Count
Evaluate and decide on responses	12
Requests to finalize	1
Complete draft Requests	2

As you log into VendorPanel you can easily see if there are requests to finalise, and also, how many. On the left you can see I have one request to finalise and two draft requests that are not completed. You can access your responses from the “My Requests” menu.

On the right of your home screen, you can also see the Requests.

Here you can:

1. Preview Request.
2. Download everything to do with the request.
3. View statistics for the Request.
4. Click for additional options.



Request Name	Status	ID	Actions
RFQ Test	Closing on 20/Dec/2023 09:00 AM	VP383785	[Search] [Users] [Download] [Stats] [More]
Traffic Control for 5 Days	Draft: Finish?	VP376935	[Search] [Users] [Download] [Stats]
Test Request 2 Paul	Finalized on 17/Aug/2023 08:56 AM	VP374755	[Search] [Users] [Download] [Stats]
Test Request Paul	Finalized on 15/Aug/2023 02:55 PM	VP374217	[Search] [Users] [Download] [Stats]

Showing 1 to 4 of 4 entries

**REQUEST OPTIONS (VP383785)**

- Edit this Request
- Delete this Request
- Transfer to another user
- Hide from homepage
- Make template from this

**RESPONSE EVALUATION OPTIONS**

You have selected the 'Quick Select' method to evaluate responses.

- Change this method
- View responses
- Finalize this Request

# Accessing Responses

After a Request has closed, you can click to view the responses you've received by clicking the "green people" icon.



You can then click the **Access Responses** button to view the details of the Supplier submissions.

**IMPORTANT:**

By accessing the submitted responses, you will no longer be able to make any changes to your request, including re-opening, editing, updating or accepting late responses.

 [Access Responses](#)

LOCKED

0 notes  0 docs 

 Select  
 Decline

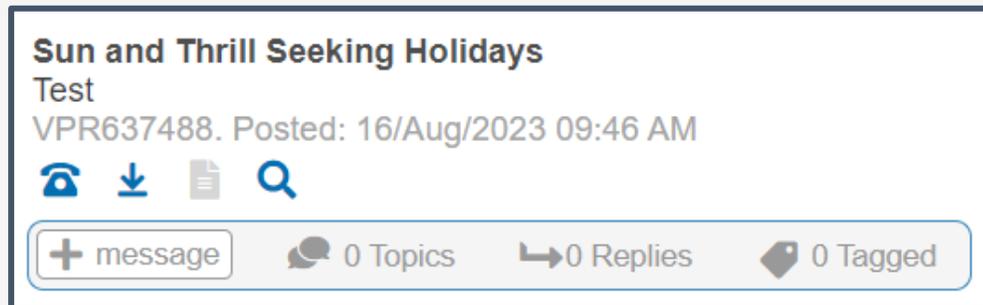
- \* Please note, as mentioned above, you cannot reopen the Request once you unlock responses. You cannot reverse this once you've unlocked the Responses as this finalizes the response submission stage.

# Accessing Responses

Once you have unlocked the responses you can view the details, download any attachments and download an entire response or a full Request 'package' (this includes Supplier responses).

You can do this by clicking one of the relevant icons highlighted below:

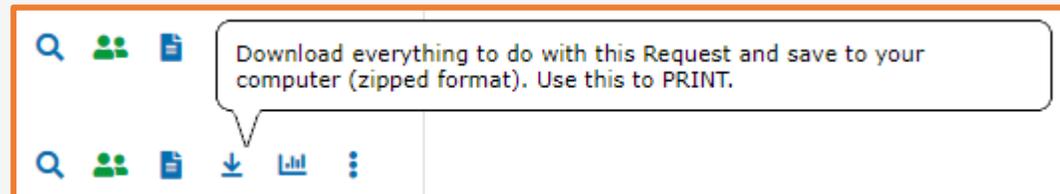
- **Phone** - Click to view the Supplier's contact details
- **Magnifying glass icon** - View the Supplier's response
- **Documents icon** - View/download individual documents attached to their response
- **Download icon (below response)** - Download the entire response & all attachments
- **Download icon (right)** - Download the response package (includes all responses)



**Sun and Thrill Seeking Holidays**  
Test  
VPR637488. Posted: 16/Aug/2023 09:46 AM

📞 ⬇️ 📄 🔍

+ message   0 Topics   ↩️ 0 Replies   🏷️ 0 Tagged



🔍 👤 📄 ⬇️ 📄 ⋮

Download everything to do with this Request and save to your computer (zipped format). Use this to PRINT.



# Evaluating Responses

When you submit a Request using the Request Wizard, you'll choose an evaluation method. If needed, you can change this method anytime before the Request is finalized. The screenshot on the right shows where to do this.

Congratulations! You are ready to post your Request!

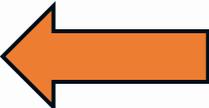
### How do you anticipate evaluating and deciding on supplier responses?

Please select the method you anticipate using to evaluate and recommend which supplier(s) will be successful (or not) with regards to this Request.

Please note the following:

- You must select or decline all responses to this Request to finalize and commit your evaluation decisions.
- Suppliers will only be advised of their selection status after this Request has been finalized. You will be asked to confirm this.
- You can change this method at anytime up until you've finalized and committed your evaluation decisions.

- Quick Select ?
- Evaluation Matrix ?



### STEP 1 : Select or decline responses

Select or decline each response in order to finalize your Request. Suppliers will only be notified of your decision (and any feedback provided) after the Request has been finalized

Evaluation Method: 'Quick Select' ? [change]

+ Message to suppliers 0 Topics 0 Replies 0 tagged

**The Trustee For Lgp (Lga Nsw) Trust & The Trustee For Lgp (Sa Nsw)**  
Trust  
Test  
VPR681114. Posted: 16/Jan/2024 11:53 AM  
+ message 0 Topics 0 Replies 0 Tagged

**YOUR DECISION** 0 notes 0 docs

? Undecided... (decide by 17/Jan/2024 04:00 PM)  
Cost : not set (update)

Select  
Decline

# Evaluating & Selecting Responses

There are two main evaluation methods you can use when selecting responses.

- **Quick Select** lets you simply 'Select' or 'Decline' each supplier's response. This method works well if you're doing your evaluation offline or outside the system.
  - **Evaluation Matrix** is a more detailed approach. You create a scoring matrix to compare and rate each response. After scoring, you make the final decision.
- \* You can also attach notes, documents, and feedback to support your choices.

# Evaluating Responses

## Quick Select

- ▶ Allows you to simply **“Select”** or **“Decline”** each Supplier response
- ▶ This method is appropriate for evaluations undertaken offline or external to VendorPanel
- ▶ When selecting or declining a response you can add private notes or a message to the Supplier regarding your decision
- ▶ You can change a decision by clicking the reset button next to the decision

### STEP 1 : Select or decline responses

Select or decline each response in order to finalize your Request. Suppliers will only be notified of your decision (and any feedback provided) after the Request has been finalized

Evaluation Method: 'Quick Select' ⓘ [change]

+ Message to suppliers

0 Topics

0 Replies

0 tagged



YOUR DECISION

0 notes ⓘ 0 docs ⓘ

ⓘ Undecided... (decide by 17/Jan/2024 04:00 PM)

Cost : *not set* (update)

➤ **Select**  
➤ **Decline**

Select this supplier as a successful supplier.

# Evaluating Responses

## Evaluation Matrix

- This method requires you to create an Evaluation Matrix to evaluate each response.
- The responses can then be compared by their scores on the Matrix.
- When viewing your unlocked responses click the “Create Matrix” button.

You can see/or change the evaluation method here.



### STEP 1 : Create evaluation matrix

Evaluation Matrix is a tool to allow you to add evaluation criteria, assign weights, then complete your evaluation.

Suppliers will only be notified of your decision once all decisions are lodged and your Request is finalized.

Evaluation Method: 'Evaluation Matrix' [?](#) [change]

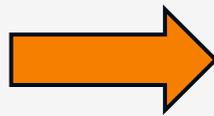
[+ Message to suppliers](#) [0 Topics](#) [0 Replies](#) [0 tagged](#)

[▶ Create matrix](#)

# Evaluating Responses

## Evaluation Matrix continued

- Select "Add New"
- For each criteria enter a name, description & a weighting.
- The weighting can be what you like but must add up to 100.
- Use the Evaluation Matrix Wizard to guide you through the process. (Click blue font for help!)
- If the decision is about cost or price - tick the box provided and this will automatically score and weight the cost.



### Supplier Evaluation Matrix Wizard

[What's an evaluation matrix? and how this wizard works...](#)

RFX name : Bus Shelter Facilities



### Supplier Evaluation Matrix Wizard

[What's an evaluation matrix? and how this wizard works...](#)

RFX name : Bus Shelter Facilities

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**Add criteria to this matrix**

Criteria

Criteria Description

Criteria Weighting  
 %

**Is this criteria about Cost or Price?**

If you want to automatically score and weight cost, please tick the following:

<< Tick to **automatically score and weight COST.**

**Note:** You can only select one criteria to automatically score and weight cost per evaluation matrix. You'll be **required** to add the total cost as quoted (or estimated) for each response.

How is cost scored and weighted?...[Find out here](#)

# Closing the Loop with Suppliers: A Required Step

## Selecting Responses

- When responses are selected, **Suppliers you evaluated are notified of the outcome by email** (*unless you specifically exclude them from receiving an email*)
- **Any feedback recorded** will be included in this notification
- **In all cases**, your decision and feedback are visible to the Supplier within their VendorPanel account

### Notifying Suppliers:

- Some Councils also issue a formal notification outside VendorPanel (*e.g. Letter of Award, Letter of Acceptance or Decline*)
- Always **check your Council's procurement process** to confirm what is required

**Note: Recording outcomes and feedback supports transparency, probity and supplier confidence.**

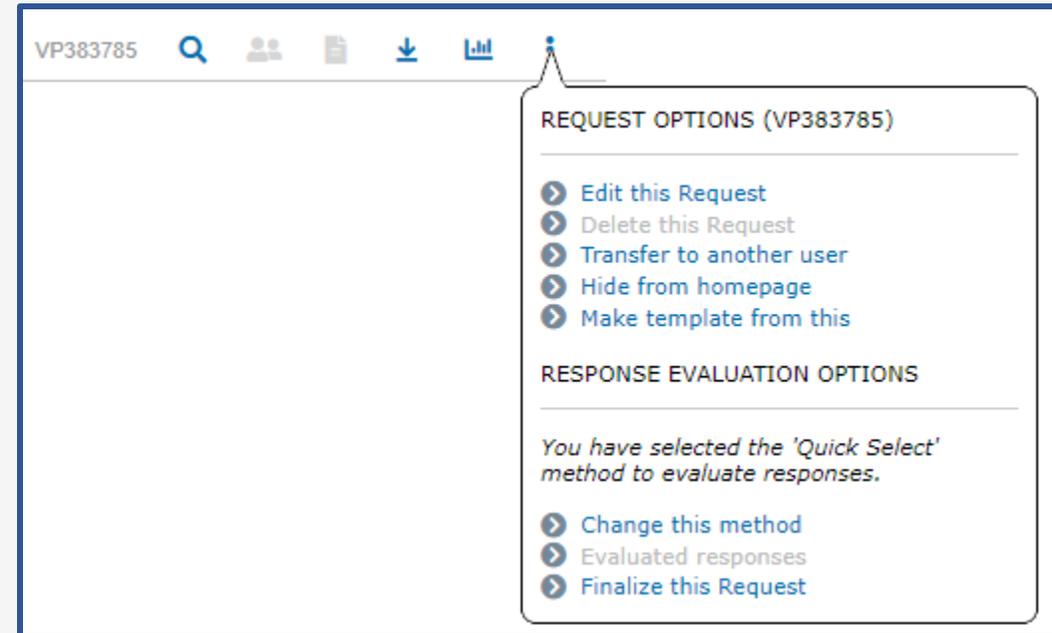
# RFQ Tips

## Handy Tip:

You can transfer the request across to another user in Council in case you're going on leave!

## You can also still:

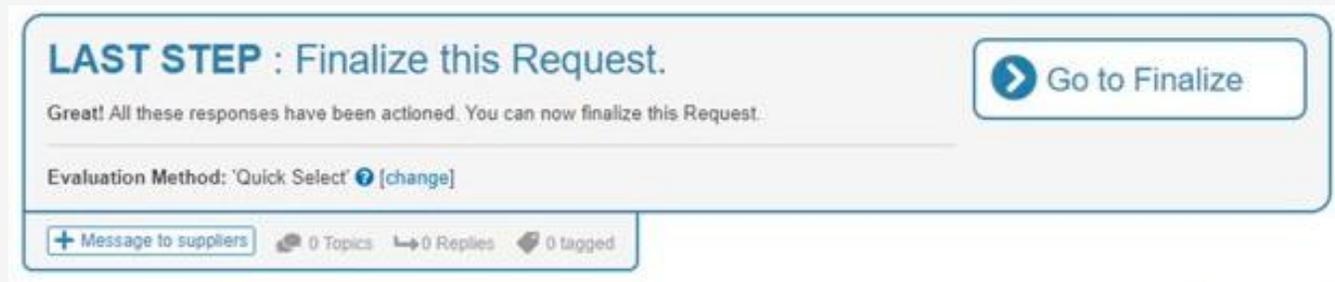
- Edit to extend your decision date
- Hide the RFQ from your homepage
- Create a template from your RFQ
- Change your evaluation method
- Continue on to finalise your request



# Finalising Your Request

## Select or Decline Each Supplier Response

1. You will need to have either **selected** or **declined** each Supplier response.
2. To finalise the Request, click the **Go to Finalize** button at the top of the Responses page.
3. Then, click the **Finalize this Request** button at the bottom of the page.
4. Suppliers will then be advised of your decision by an account notification and an email (unless you have deselected the email notification option at the response selection step).



**LAST STEP : Finalize this Request.**

Great! All these responses have been actioned. You can now finalize this Request.

Evaluation Method: 'Quick Select' ⓘ [change]

+ Message to suppliers 0 Topics ↳ 0 Replies 0 tagged

Go to Finalize



Finalize this request cancel

# Finalising Your Request

Finalizing this Request.

Request info

Buyer : John Smith (lgpdemo4@gmail.com)  
Request : Test Request 2 Paul  
Ref Num : VP374755  
Date closed : 16/Aug/2023 05:00 PM  
Evaluation Method : Quick Select  
Num Responses : 1

---

Successful Supplier : Sun and Thrill Seeking Holidays, VPR637488

**IMPORTANT :** When this Request is finalized you will **not be able to change the method of evaluation or reset your responses selections**. In addition, an email will be sent to each supplier you evaluated (except for those you specifically exclude from receiving an email) advising them of your decision on their submission(s). Any feedback you may have included for them will be added to this email. In all instances, your decision and feedback on their submission will be visible from within their account.

Hide Request from my homepage (this Request will still be accessible via the 'My Requests' menu)

[Finalize this Request](#) 

To finalise, click the **Finalize this Request** button (bottom left of the page).

**www.vendorpanel.com.au says**

You are about to finalize this Request...

When this Request is finalized, you can no longer re-open or edit it. You will also no longer be able to change the method of evaluation or reset your responses selections. In addition, suppliers who have responded will be notified of your decision on their submissions and provided with any feedback you may have included for them.

Click OK to finalize this Request or cancel.

[OK](#) [Cancel](#)

# Finalising Your Request

Test Request 2 Paul 🔍 📄 ⬇️ 📊 ⋮

## This Request has been finalized!

**Request Finalized:** Thursday 17 August 2023 08:56 AM.

**Successful Supplier:** Sun and Thrill Seeking Holidays, [VPR637488](#)

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**Evaluation Method:** 'Quick Select' ?

+ Message to suppliers 🗨️ 0 Topics ➡️ 0 Replies 🏷️ 0 tagged

**Sun and Thrill Seeking Holidays**  
Test  
VPR637488. Posted: 16/Aug/2023 09:46 AM

📞 ⬇️ 📄 🔍

+ message 🗨️ 0 Topics ➡️ 0 Replies 🏷️ 0 Tagged

YOUR DECISION 0 notes 🗨️ 0 docs 📄

---

✓ Selected 17/Aug/2023 08:55 AM  
Comments added  
Cost : *not set*

Issue docs

✓

# Final VendorPanel Step

## Download Everything to do with this Request

- ▶ To make life easy remember to "download everything to do with this request" (4th button)
- ▶ This can be done from the home screen
- ▶ Upload all files to your document management system.

The screenshot displays the VendorPanel interface. On the left, the 'To-Do Tasks' section shows 'Requests to finalize' with a count of 1 and 'Complete draft Requests' with a count of 1. Below this is the 'Supplier Lists' section with options like 'LGP (Sandpit) lists', 'Browse suppliers by category', 'Search for a supplier', and 'Compare Rate Cards'. The main area is titled 'My Requests' and includes a 'View all requests' link, 'Create new' and 'Pick from template' buttons, a filter input, a 'View: To Finalize' dropdown, and a 'Sort by: sel' dropdown. A table lists a request: 'RFQ Test' with ID 'VP383785', marked as 'Overdue! - Finalize now'. The table row has icons for search, users, document, download, print, and a menu. A tooltip points to the download icon, stating: 'Download everything to do with this Request and save to your computer (zipped format). Use this to PRINT.' Below the table, it says 'Showing 1 to 1 of 1 entries (filtered from 4 total entries)'.

# Next Steps!

## Good News!

The VendorPanel side of things is now complete!

The next few things we'll cover off are:

- ▶ Documentation
- ▶ Disclosure Requirements
- ▶ Next Steps



# Formal Instruments of Agreement

- ▶ A Formal Instrument of Agreement is the official sign-off between the Council and the supplier. It's what makes the contract between them binding.
- ▶ This is mainly for more involved arrangements, such as consulting, construction, or contracts that continue over time.
- ▶ Your Council's Procurement Guidelines will tell you if a contract needs to be signed with the successful supplier.
- ▶ The Formal Instrument of Agreement needs to refer to the LGP Client Contract as the contract Terms & Conditions. Check the LGP Standing Offer Deed for more details.

# Formal Instruments of Agreement

- ▶ The Instrument of Agreement is a document detailing the agreement between the two parties and is legally binding.
- ▶ Once the Instrument of Agreement is created, you must send a copy to the successful Supplier for signature.
- ▶ The Council officer with the appropriate financial delegation must countersign.
- ▶ Both parties must sign this document.
- ▶ Then send a copy (signed by both parties) to your Supplier for reference.

# Disclosure Requirements

# GIPAA

- ▶ GIPAA stands for Government Information (Public Access) Act 2009.
- ▶ Falls under NSW Government legislation and was designed to promote an “open, accountable, fair and effective” government by giving members of the public access to government information.
- ▶ On execution of contracts over \$150k, register on your GIPAA contract register.
- ▶ Every Council has a contract register.
- ▶ Talk to your Records or Procurement team if you have any questions.

# Next Steps!

## Running an RFQ in VendorPanel

- ▶ Once this last step has been finalised you have successfully evaluated your RFQ and awarded a contract to a Supplier.
- ▶ The communications and documents are compliant with your Council's Procurement Policy.
- ▶ You have covered off your legal obligations.
- ▶ Time to raise a Purchase Order for your goods or services.
- ▶ Congratulations!

# Key Tips!

- ▶ Ensure the LGP contract no. and contract name is added to all documents to the supplier. E.g. LGP420, Minor and Major Works.
- ▶ Make sure you finalise your RFQ in VendorPanel. **Don't leave suppliers hanging - a quick yes or no keeps them happy, keeps quotes coming, and keeps Council looking good.**
- ▶ For contracts over \$150K, you must register in your GIPAA Contract Register.

## Handy Tip:

Also, remember to include the Terms and Conditions you intend to use - these can be found in Schedule D of the Standing Offer Deed for the relevant contract.

# Questions?

Who can help?

Local Government Procurement

[operations@lgp.org.au](mailto:operations@lgp.org.au)