HESTIA

BIDDER

INSTRUCTIONS

Contents

Accessing AWARD

You will receive 2 emails

1 will contain your user name and an Internet Hyperlink
The other will contain you temporary password

Username with Hyperlink to AWARD

Dear Bidder1

This email contains your User Name for QinetiQ Commerce Decisions AWARD.

The AWARD service is available at:
https://award.commercedecisions.com/award4/login/dio-hestia

Your User Name is: bidder1@dio-hestia

If you have any queries, please contact your AWARD Administrator.

Best regards,

QinetiQ Commerce Decisions Support

"THIS IS AN AUTOMATED MAIL BOX PLEASE DO NOT RESPOND TO THIS MESSAGE"

Email with Temporary password

Dear !Heather Frost-Thomas - CDL Consultant,

This email contains your password for QinetiQ Commerce Decisions AWARD.

Your password is: varocaso

For security reasons you are asked to immediately log on and modify your password to something memorable to you.

If you have any queries, please contact your AWARD Administrator.

Best regards,

QinetiQ Commerce Decisions Support

"THIS IS AN AUTOMATED MAIL BOX PLEASE DO NOT RESPOND TO THIS MESSAGE"

Saving AWARD as an Internet Favourite

So you don't have to hunt down the Access email every time you want to access AWARD, it is recommended that you save the hyperlink as a favourite. The process may differentiate slightly dependent on the Internet program you use, below lists the steps for Microsoft Internet Explorer 11.

Dear Bidder1

This email contains your User Name for QinetiQ Commerce Decisions AWARD.

The AWARD service is available at:
https://award.commercedecisions.com/award4/login/dio-hestia

Your User Name is: bidder1@dio-hestia

If you have any queries, please contact your AWARD Administrator.

Best regards,

QinetiQ Commerce Decisions Support

"THIS IS AN AUTOMATED MAIL BOX PLEASE DO NOT RESPOND TO THIS MESSAGE"
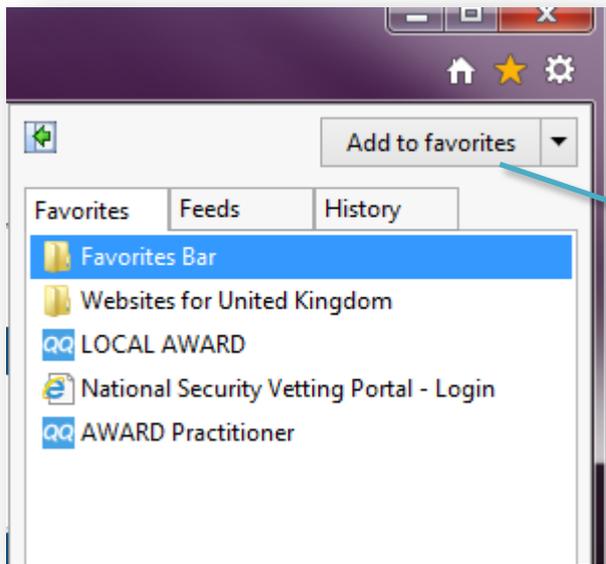
Click on the hyperlink in the email you received
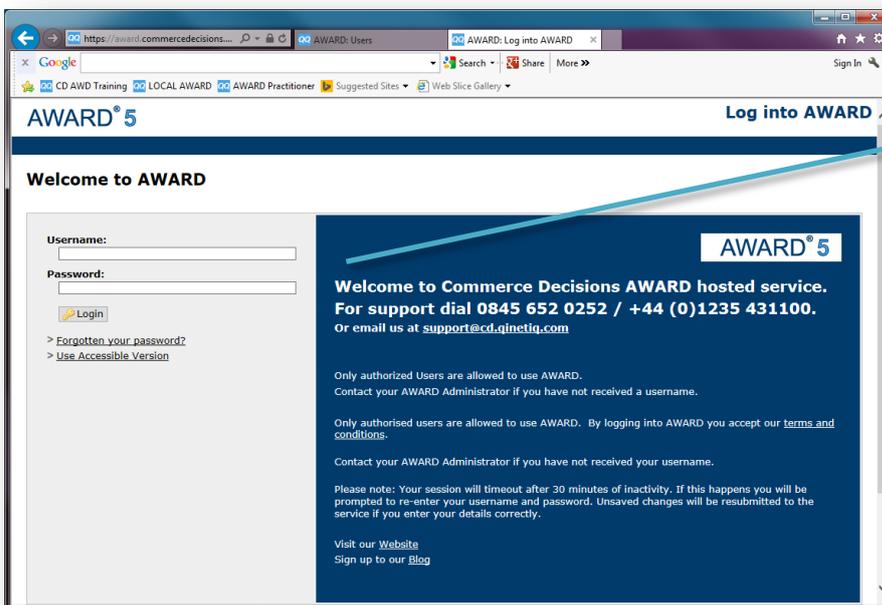
You will be presented with the AWARD login Screen. Before you proceed to logon, carry out the following to save the page as a favourite you can easily access in future.
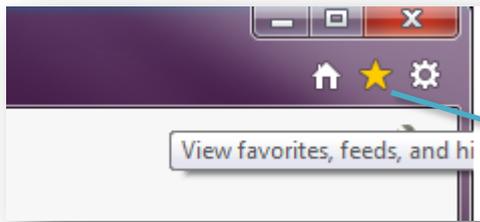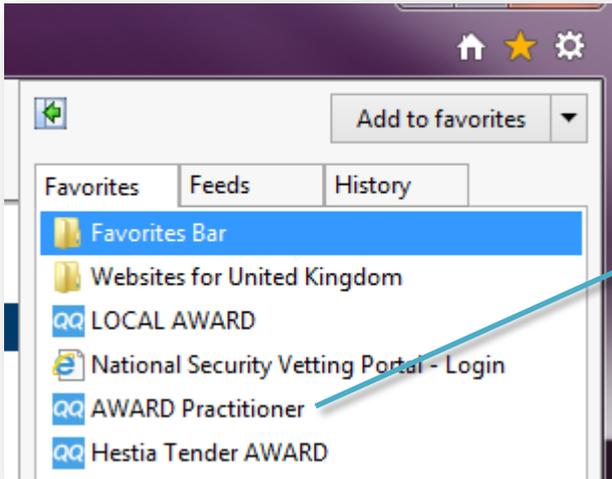
Top right had side of Internet explorer, click on the 5 pointed star
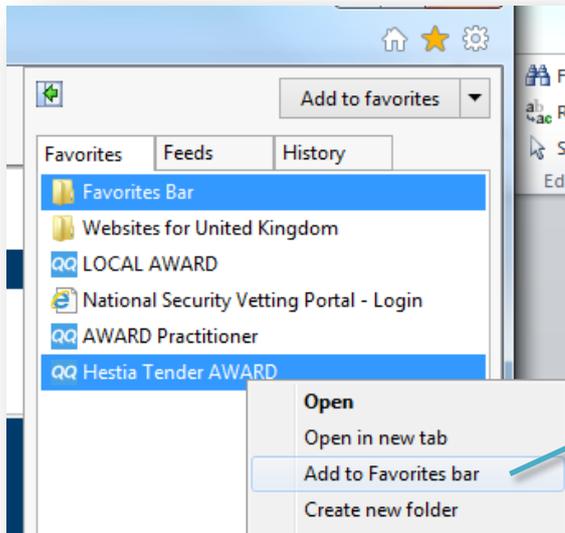

You will be presented with the Favorites Center. Click on the Add tp Favorites button, top right.
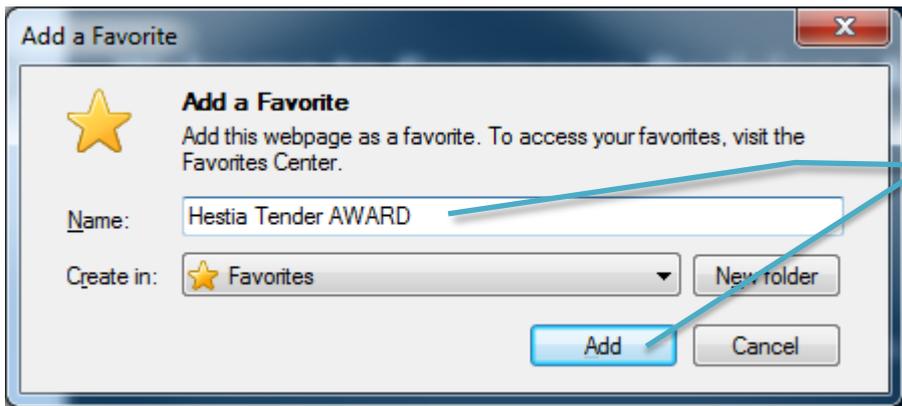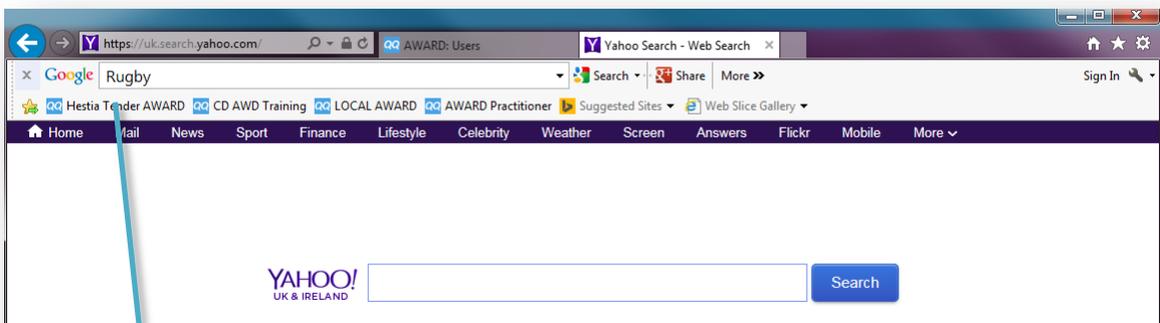

You will be presented with the Add a Favorite Window. Give the shortcut favorite a meaningful name e.g Hestia Tender AWARD and click on ADD,.

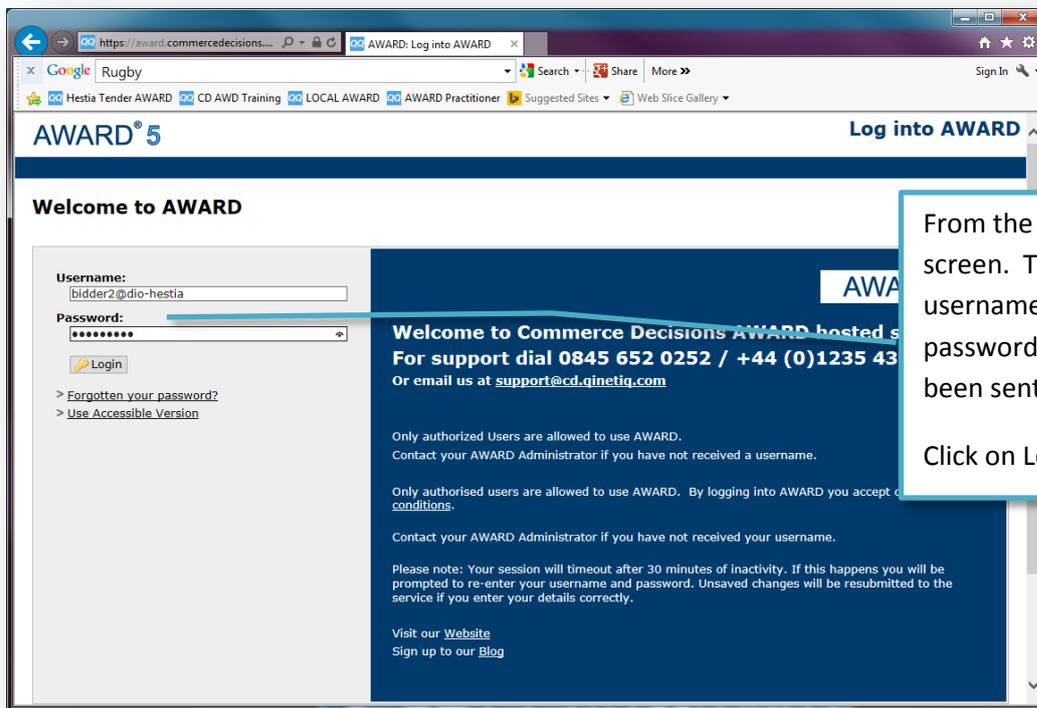Now when you click on Favorites, you will see AWARD in the list.

If you want to take it one step further, you can also add the Favourite shortcut to the Favourite bar by right clicking and selecting Add to Favourite bar
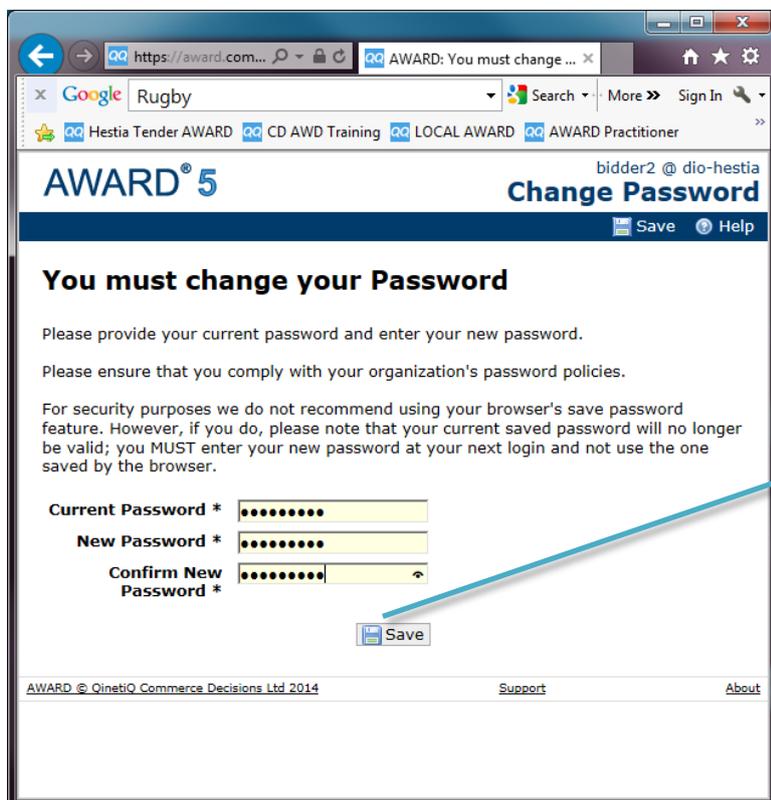

It will now be shown in your favourites bar ready to be clicked on.
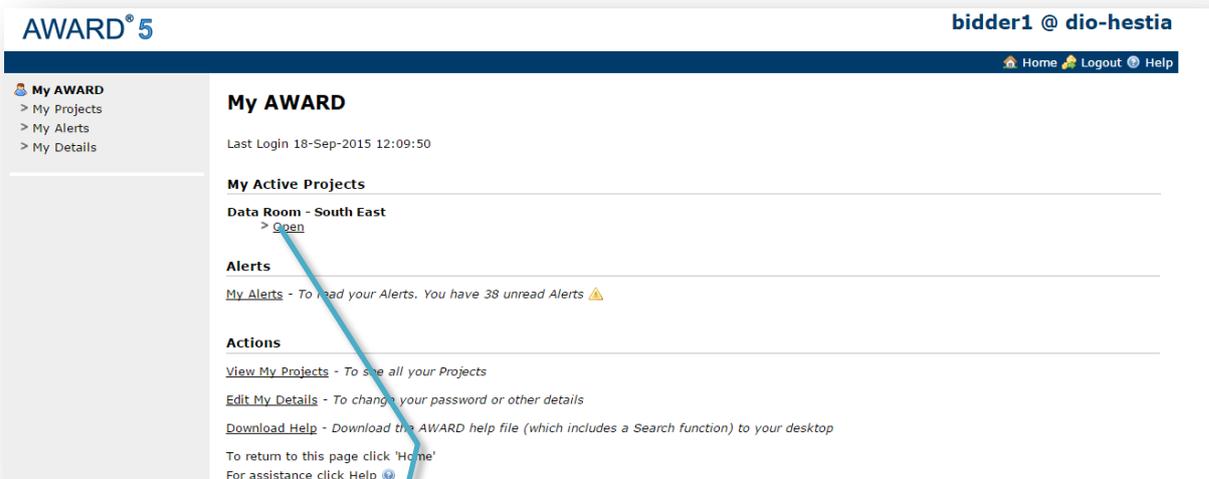
Logging in for the first time

From the AWARD login screen. Type in the username and temporary password you would have been sent in an email.
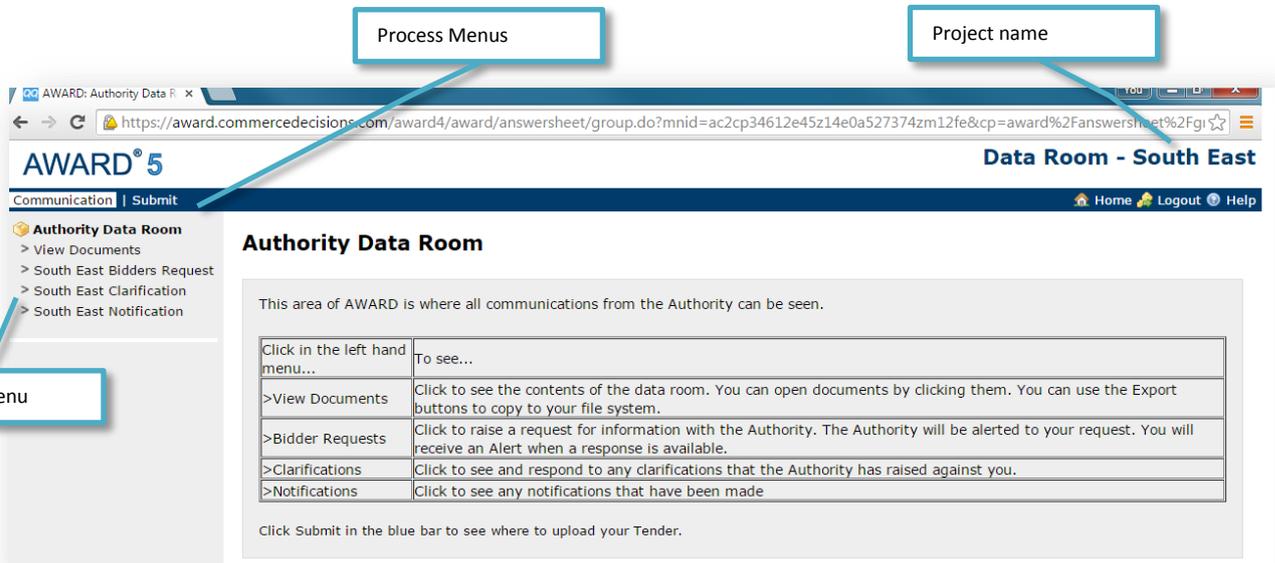
Click on Login

You will be presented with the Change password screen. Type in the current password and a new one (twice) and click on save.

AWARD® 5

bidder1 @ dio-hestia

🏠 Home 🔑 Logout ❓ Help

👤 **My AWARD**
> My Projects
> My Alerts
> My Details

My AWARD

Last Login 18-Sep-2015 12:09:50

My Active Projects

Data Room - South East
> Open

Alerts

My Alerts - *To read your Alerts. You have 38 unread Alerts* ⚠

Actions

View My Projects - *To see all your Projects*

Edit My Details - *To change your password or other details*

Download Help - *Download the AWARD help file (which includes a Search function) to your desktop*

To return to this page click 'Home'
For assistance click Help ❓

When you login you will be presented with your Home Screen. In the centre of the screen is the work area, where the Hestia Tender Projects you have access to will be listed.

Click on Open, under the name of the project

Process Menus

Project name

AWARD: Authority Data R ✕

https://award.commercedecisions.com/award4/award/answersheet/group.do?mnid=ac2cp34612e45z14e0a527374zm12fe&cp=award%2Fanswersheet%2Fgi ☆ ≡

AWARD® 5

Data Room - South East

Communication | Submit

🏠 Home 🔑 Logout ❓ Help

📦 **Authority Data Room**
> View Documents
> South East Bidders Request
> South East Clarification
> South East Notification

Authority Data Room

This area of AWARD is where all communications from the Authority can be seen.

Click in the left hand menu...	To see...
>View Documents	Click to see the contents of the data room. You can open documents by clicking them. You can use the Export buttons to copy to your file system.
>Bidder Requests	Click to raise a request for information with the Authority. The Authority will be alerted to your request. You will receive an Alert when a response is available.
>Clarifications	Click to see and respond to any clarifications that the Authority has raised against you.
>Notifications	Click to see any notifications that have been made.

Click Submit in the blue bar to see where to upload your Tender.

Navigation Menu

The Document Data Room

Under the Communication, you have the ability to view the data room documents in full.

If you need more people to access them to make them readily available to your team, You can also export them out.

Select Export Document groups and select the folder and click on Next

AWARD® 5

Data Room - South East Training Example
Export Document Groups

◄ Previous   💾 Save   ✖ Cancel   ❓ Help

Export Documents

Select Document Groups	It is possible that you may be exporting more than one file with the same name within a Document Group which would result in those Documents being added to the same path (Document Group name) and file name. AWARD prevents this from happening by checking for duplicates automatically and issuing a warning. However, you can specify that it resolves duplicates automatically without issuing a warning, by checking the option Resolve Duplicates.
Select Submissions	If Search files have been generated for the Documents and you wish to include these in the export, check the option Include Search Files.
Export Documents	If during the export a file path in the zip is generated that includes characters which are not supported on common operating systems, then an error will be displayed. If you wish AWARD to replace these automatically with safe characters, check the option Ensure Safe File Names. ❓

☑ Resolve Duplicates
☑ Include Search Files
☐ Ensure Safe File Names

Press Save to confirm the export.

If you are exporting a large number of Documents, this is likely to take some time. A link to the exported Documents will be shown on the next page.

◄ Previous   💾 Save   ✖ Cancel

> Follow the Onscreen Instructions and select Save. If you are exporting a large number of Documents, this is likely to take some time.

AWARD® 5

Data Room - South East Training Example
Documents Exported

✖ Close   ❓ Help

Documents Exported

⚠   • The selection included 37 Hidden Documents, these have been excluded from the export.

Your Documents have been exported. Use the link below to download your Documents.
⚠ Right-click on Documents and select Save Target As to save the Documents: **Documents**

✖ Close
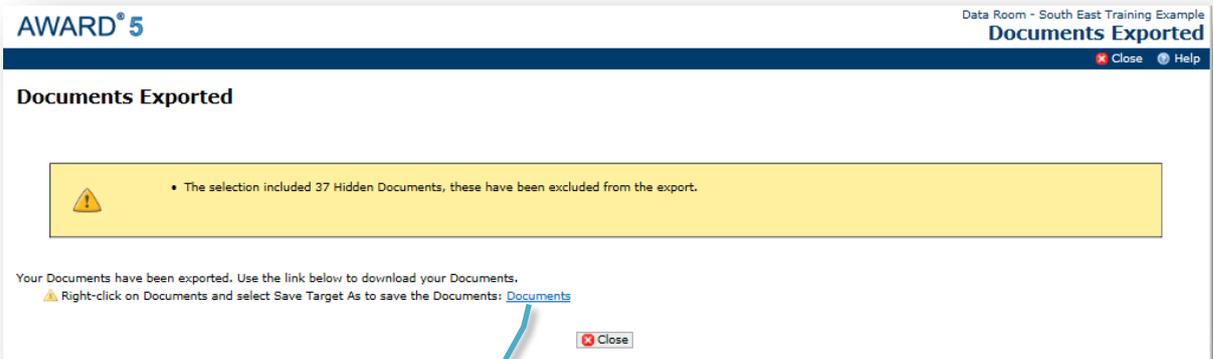
> Once complete, you will receive this message. Right-click on document and select save target as. This will save a zip file to the location you choose, which can then be extracted out.

Communication | Submit   🏠 Home   🔑 Logout   ❓ Help

📁 **Authority Data Room**
► View Documents
> South East Bidders Request
> South East Clarification
> South East Notification

Authority Data Room Documents

📤 Export   📤 Export Groups   🔍 Search

All   Authoring

Filter by: [pension] [Filter] [Advanced Filter] [Reset] 🔄 Refresh

| ✓ Name ▾	Submission	📎 ▾	▢
☐ 📁 APPROVED (1)			
☐ 📁 2. Tender Documents (1)			
📁 2.1 Booklet 1 (1)			
☐ 📄 Annex I to Booklet 1 (Pension Matters) - SOUTH EAST.DOC			▢ 💾

This view has been filtered

> Using the filter tool will allow you to search for documents with that particular phrase in their title. In this example we have asked for documents that contains the word Pension in their title, it has returned 1 document.

Search for Content.
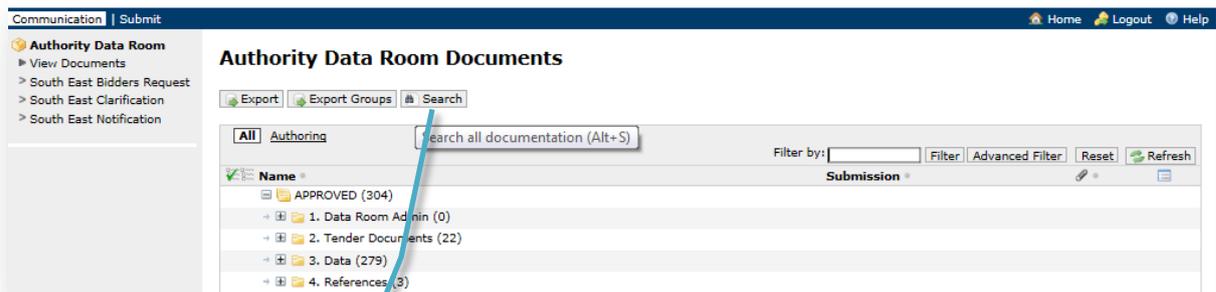
You can search within the content of the documents by selecting Search
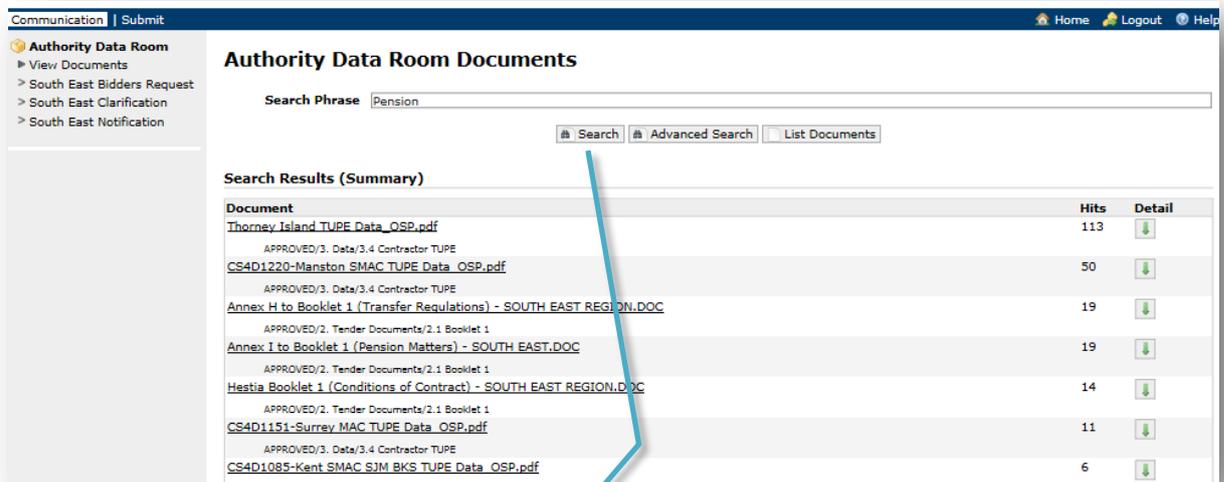
So here we've looked for Pension where it appears in the content of the document and you can see that the results are much different than filtering.

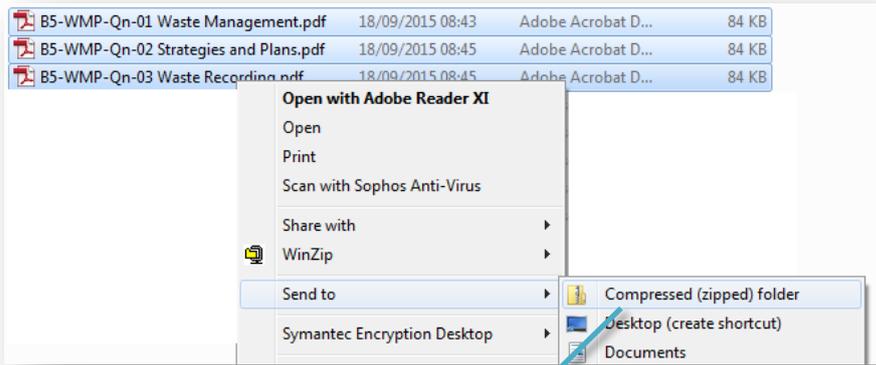## Create a Zip file to upload multiple Response Documents,

You don't have to individually upload each document. AWARD allows you to upload a Zip file containing multiple Documents.
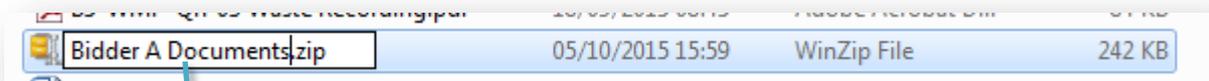
Creating a zip File
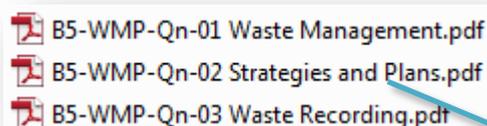
If you have followed the Authority Instructions correctly then you should have a list of documents that reflect the naming conventions, see example.

Where possible, the PDF document format should be used (unless an Excel template has been provided by the Authority for you to complete or there is supporting documentation that needs to be in a particular format.

B5-WMP-Qn-01 Waste Management.pdf	18/09/2015 08:43	Adobe Acrobat D...	84 KB
B5-WMP-Qn-02 Strategies and Plans.pdf	18/09/2015 08:45	Adobe Acrobat D...	84 KB
B5-WMP-Qn-03 Waste Recording.pdf	18/09/2015 08:45	Adobe Acrobat D...	84 KB

Open with Adobe Reader XI
Open
Print
Scan with Sophos Anti-Virus

Share with ▸
WinZip ▸

Send to ▸   📁 Compressed (zipped) folder
              💻 Desktop (create shortcut)
Symantec Encryption Desktop ▸   📄 Documents

To create a Zip file, Select the files you wish to upload, right click on the Mouse and select Send to → compressed (zipped) folder.

| B5-WMP-Qn-03 Waste Recording.pdf | 18/09/2015 08:45 | Adobe Acrobat D... | 84 KB |
| Bidder A Documents.zip | 05/10/2015 15:59 | WinZip File | 242 KB |

Type in the Name of the zip file and press enter.

Upload Documents

Communication | Submit

🟡 **Bidder Response**
> Respond to ITN questions
> South East Bidders Request
▸ Documents

🟡 **Booklet 1**
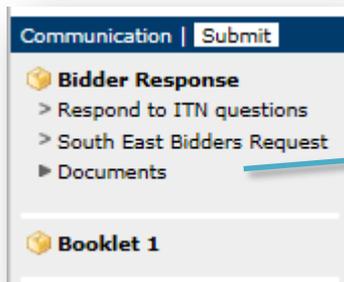
From within the Submit menu, Select Documents

Upload ✗ Delete ⤓ Export ⤓ Export Groups 🔍 Search

All Authoring

✓☰ Name ▾
⊞ 📁 APPROVED (304)
⊞ 📁 Initial Tender Submission COMMERCIAL (0)
⊟ 📁 Initial Tender Submission TECHNICAL (0)
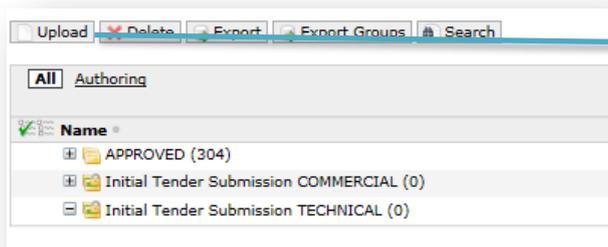
Then Select Upload

Select a Document Location

Select the location where you wish to upload the Documents.

Document Location	Name	Submission Type
*	Initial Tender Submission COMMERCIAL	Mandatory
	Initial Tender Submission TECHNICAL	Mandatory

▶ Next   ❌ Cancel

Select the Location of where your documents are to be uploaded, either Commercial or Technical and click Next.

Select a Document Location
Select a file

Select a file

Click Browse to select a file; you can upload a single Document or a zip file containing multiple Documents. Note that if you upload a file in ZIPX format this will be loaded into AWARD as a single file.

Document Location   Initial Tender Submission TECHNICAL
Submission   Bidder1
File *   [   ] Browse...

Document Information

Information about this file or set of files. The Tag field will be used by AWARD's search/referencing engine to locate this Document and can be used to record key words, phrases or References that identify this Document.
Tag   [   ]

Options

If you are uploading a zip file with included zips, you can ensure that the contents of the included zip are also extracted and made available as individual Documents. You should not do this if the included zips must interact together as a package or are files of a very large size.
☐ Expand included zips

◀ Previous   💾 Save   ❌ Cancel

Click on Browse and go and find the Zip file you created earlier.

Choose File to Upload

▶ Hestia ▶

Organize ▼   New folder

Name	Date modified
B5-WMP-Qn-01 Waste Management.pdf	18/09/2015 08:43
B5-WMP-Qn-02 Strategies and Plans.pdf	18/09/2015 08:45
B5-WMP-Qn-03 Waste Recording.pdf	18/09/2015 08:45
Bidder A Documents.zip	05/10/2015 15:59

WinZip [Bidder A Documents.zip]
 B5-WMP-Qn-01 Waste Mana
 B5-WMP-Qn-02 Strategies an
 B5-WMP-Qn-03 Waste Recor

AWARD Training
Bidder 2
Case Study Proje
Downloads
DT 10-7
DT 14-5-15
DT 30-10-14
Evaluation & Rat
Evaluator
FISAR
Grapevine Dumn
H

File name: Bidder A Documents.zip   All Files (*.*)

Open   Cancel

Select the Zip file and select Open.

Click Save

You should now see your documents extracted into the list.

Respond to ITN Questions

When you click on Respond to ITN Questions, you will be presented with the screen below.

The Commercial Response

On the Left hand side is a list of the Tender questions that the Authority is expecting responses to. There are 4 Commercial & 30 Technical Questions waiting for your response.

On the right hand side is your Answer Sheet.

The Commercial section has been added here so you can do a visual check that your documents have been uploaded.

If you have labelled them correctly, in accordance with the Naming conventions or inserted the equivalent Reference, then you should see your documents listed under Your Reference Documents.

The Authority wishes you to use this as a check and confirm that the documents are ready for submission by using the tick box provided.

To navigate your way through the answer sheet you can use the next/ Previous or Index buttons. However the Question will not be marked as complete until you tick the Documents loaded tick box provided.

When you click next you response will automatically be saved.

Progress Indicators

As you enter your response. The Question will update with the green tick to show your progress.

Also your progress will be updated on the Submit Front screen on the Dashboard.

The Technical Response

There are 30 Technical Questions waiting for your response.

Over on the Right you will see that the Authority has included the bidder Guidance in the Question

Your Referenced Documents

Reference: {Module S}
  There are no Bidder 1 Documents containing this Reference
Reference: B5-WMP-Qn-01-
  📄 B5-WMP-Qn-01 Waste Management.pdf   1 hits

                    🔍 Search Documents   📋 List Documents

Authority Documents - Click on Document to open

Reference: {Module S}
  📄 20150921-HESTIA_Bk3_Region%202_V1_2.doc   1 hits

Reference: B5-WMP-Qn-01-
  There are no Documents containing this Reference

                    🔍 Search Documents   📋 List Documents

Bidder Response
  Answer

  Status [Not Started ▾]

As you scroll down you should see your referenced documents (if the correct References have been used).

You will also see any Authority Documents that have been referenced for your convenience.

There is an Answer Text box, where you can provide a summarised response to the question and also make reference to areas of documents you have provided.

If you try to mark a question as complete without supplying an answer then you will get and error.

⚠️ **Please fix the following errors to complete this action**
  • Bidder 1, [Q1] Waste Management, Bidder Response
      • Requires an Answer

Booklet 1 Response

Communication | Submit
📦 **Bidder Response**

📦 **Booklet 1**
  ▸ Comment on Booklet 1
  ▸ South East Bidders Request
  ▸ Documents

Select comment on Booklet 1 from the Submit menu.

You will be presented with a list of Booklet 1 clauses.

The Authority as also marked the Booklet 1 document with a reference (e.g {Ref1}, You can use this to quickly jump to the area of that document to read the actual clause,

To complete this Answer Book, the Response required is either Accept or Reject – Please enter comments in Rationale box. Click on next to go to the next clause and AWARD will track your progress as before.

Creating a Bidder Request

If you would like to raise a query, about the current question, with the Authority then you can use the Create Bidders Request option right at the bottom of the screen, shown here.

Create South East Bidders Request

This will notify the Authority of the request, the status of requests can be monitored from the Dialogue area.

Subject * Query
Comment * This is a Bidder Request Query.

body p

Priority * Medium

Assignments

Owner (None)
Submission Bidder 1
Questions One Question selected

Additional Information

Due Date __ / __ / 18 :00 dd/mm/yyyy hh:mm

Save   Cancel

Complete the Subject and Comment (minimum requirement) and select Save.

Query

Status

State Open
The Authority has been notified of your request.
Priority Medium
Publish Internally: No
Publish Externally: No

Assignments

Owner (None)
Submission Bidder 1
Questions [Q2] Waste Strategies and Plans

Additional Information

ID BR-SouthEast001
Due Date Unspecified
Work Book Work Book

Comments/Responses

bidder1   Open   05/10/15 19:57
This is a Bidder Request Query.

Once Saved, the Authority will now be notified of your query.

South East Bidders Request

All   My   To Do   Published

Reset

ID	Subject						State	Modified
BR-SouthEast001	Query						Open	05/10/15 19:57

Create South East Bidders Request

You query will now be listed at the bottom of question.

Once the Authority has responded. You will receive a Notifcation Email and an Alert within AWARD.

You can also view it from the bidders Request area of the Communications and Submit Menus

Viewing you Answers & Progress.

There are 2 reports available to you from the Submit front screen for Bidder Response and Booklet 1. When either are selected you will have access to the following reports.

My Answers

Booklet 1 Report

Answers for bidder1 (Booklet 1)

10 Actions
Booklet 1/1 General

Bidder 1

Bidder Confirmation
  Answer *Unspecified*
  Rationale *Unspecified*

My Answers lists by question your Answers and any rationale

My Progress

Bidder 1

Question	Progress	Progress		
DEFFORM 47 /Commercial	▬ (green)	Completed: 1		⚠
Declarations for Mandatory Returns on DEFFORM 47 /Commercial	▬ (green)	Completed: 1		
Government Buying Standard for Cleaning – Mandatory Returns Declarations and list of products /Commercial	▬ (green)	Completed: 1		
Certificate of Compliance Identical Soft & Hard Copy Tender /Commercial	▬ (green)	Completed: 1		
[Q1] Waste Management /Technical	▬ (green)	Completed: 1		
[Q2] Waste Strategies and Plans /Technical	▬ (red)	Completed: 0, Not Started: 1	⏳	
[Q3] Waste Recording /Technical	▬ (red)	Completed: 0, Not Started: 1	⏳	
[Q4] Retail Plans /Technical	▬ (red)	Completed: 0, Not Started: 1	⏳	
[Q5] Promoting the use of the facilities /Technical	▬ (red)	Completed: 0, Not Started: 1	⏳	
[Q6] Cleaning: Assurance Methods and Standards /Technical	▬ (red)	Completed: 0, Not Started: 1	⏳	
[Q7] Cleaning: Resources /Technical	▬ (red)	Completed: 0, Not Started: 1	⏳	
[Q8] Core Catering /Technical	▬ (red)	Completed: 0, Not Started: 1	⏳	
[Q9] Catering: Inputs /Technical	▬ (red)	Completed: 0, Not Started: 1	⏳	

Lists each question and give you a graphical representation of your progress.