Bonfire

Evaluating Projects in Bonfire as a Purchaser

Overview & Highlights

Things to consider when Evaluating Projects in Bonfire as a Purchaser:

- You can easily and quickly evaluate Vendor submissions without the hassle of dealing with paper documents, complicated excel scoring sheets, or a messy directory structure.
- All of the submissions and criteria are in one place.
- Your scores and comments are automatically saved and your progress is tracked, so you can quickly jump in and out of Bonfire and pick up where you left off.
- Progress tracking combined with light email reminders ensures you meet your deadlines effortlessly.

Quick Resources

Video Walkthrough

Check out our [Evaluating a Project in Bonfire - for Purchasers](#) video, which contains a walkthrough of the evaluation process as a purchaser in Bonfire.

Bonfire Resources/Articles:

For help with specific Evaluation features, check out these Bonfire Support articles:

- [Evaluation Groups](#)
- [How to Set Up Criteria for Scoring](#)
- [How to View/Print Vendor Documents](#)
- [Why Can't my Evaluator Review/See Released Documents](#)
- [Proposal Analysis](#)
- [Consensus Scoring](#)

Purchaser Evaluation Checklist

Reviewing your Project

Project Review

❏ Use the Project Details Page to review the key dates and reminders associated with your project.

Criteria Review

❏ Review your Criteria to ensure points are correctly assigned and each criteria is mapped to the correct Evaluation Group.

Vendor Submission Review

❏ Use the Submissions page to ensure Vendors submitted their requested information to the correct slot.

Evaluation Group Review

❏ Double check your Evaluation Groups to ensure the correct reviewers are assigned to the correct group.

Start the Evaluation Process

Release your Evaluation Group(s)

❏ Release your Evaluation Group(s) to begin Project Evaluation.

Reviewing the Scores

The Scoring Page

- ❏ Use the Scoring page to view the Scoring Summary, as well as the individual Reviewer Scores.
- ❏ Access and view the Proposal Analysis for an in-depth comparison of the Vendor Submissions and scores.

Evaluation Process as a Reviewer

To learn about the Evaluation Process in Bonfire as a Reviewer, check out this video walkthrough:

- ● [Evaluating a Project in Bonfire as Reviewer - Video](#)

Frequently Asked Questions

How do I see my Reviewers' Progress?

To check your Reviewers' evaluation progress, navigate to the **People** section of the Project Details page. Under the **Reviewers** tab, there is a column for Progress that will display a percentage.

How do I unseal my documents?

There are two methods to unseal a document: by releasing the **Evaluation Group** the document is assigned to, or through the **Unseal** button associated with the document in the Requested Information section.

Can I enter evaluation scores on behalf of my reviewers?

If you are a **Project Owner**, you are able to input scores on behalf of your Reviewers, but only after they've accepted the invitation to evaluate. Click on **Reviewer Scores**, and from there, select the user's scorecard you would like to modify and click on one of the blanks in their scoring to open the Vendor's scorecard under that Reviewer. From there, you can insert any scores on behalf of your **Reviewer**.

How to export Evaluation/Scoring/Reviewer Summary Reports?

Under the **Reports** section, you have the ability to customize your exported data. You will observe two different report sections (Microsoft Word and Microsoft Excel). Each section has subsets of data that can be easily toggled on and off with a simple click of a button. Once you have set up your desired report data, click on the corresponding Download button to download the custom report.

What project information can my Reviewers see?

Reviewers are only able to see the **Requested Information** that has been mapped to them along with the **Criteria** they were assigned to review. They will not be able to see any other Reviewers, Observers or Advisors from the Project. Reviewers are also able to view the Project Details, any **Internal files, Public files, and Attached files from Messages** associated with any projects they are reviewing.