Bonfire

Evaluating Projects in Bonfire as a Reviewer

Overview & Highlights

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

- 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 Reviewers](#) video, which contains a walkthrough of the evaluation process as a reviewer in Bonfire.

Bonfire Resources/Articles:

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

- [How do I Register as a Reviewer?](#)
- [How to Score Pricing Criteria](#)
- [How to Edit Original Scores](#)
- [How to Delete my Reviewer Notes](#)
- [How to View/Export/Download my Reviewer Notes](#)
- [Why is my Progress Bar not at 100%](#)
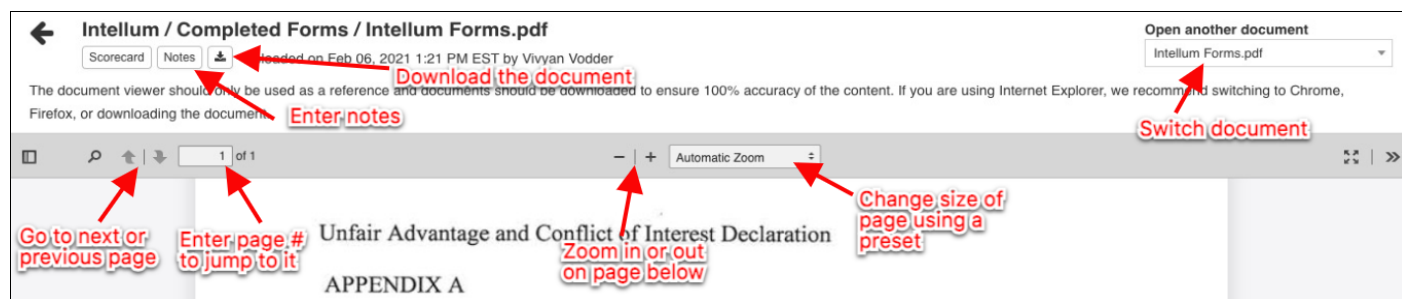
Reviewer Evaluation Overview

Scoring Submissions

The Document View

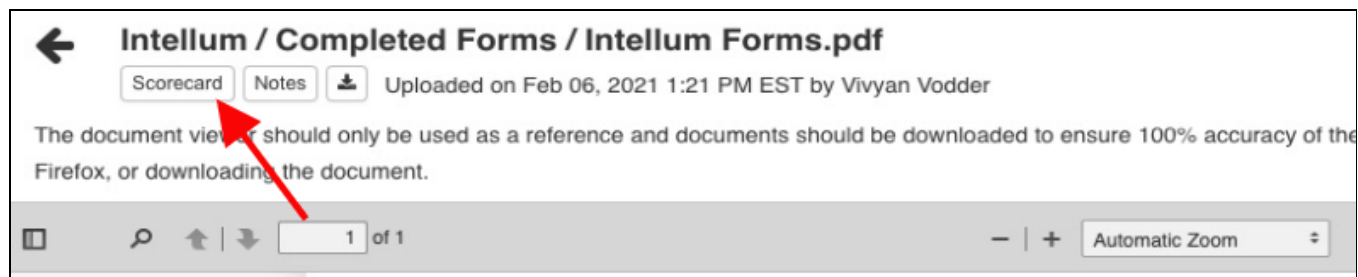❏ Select a Vendor document to open the Document View right within your browser.
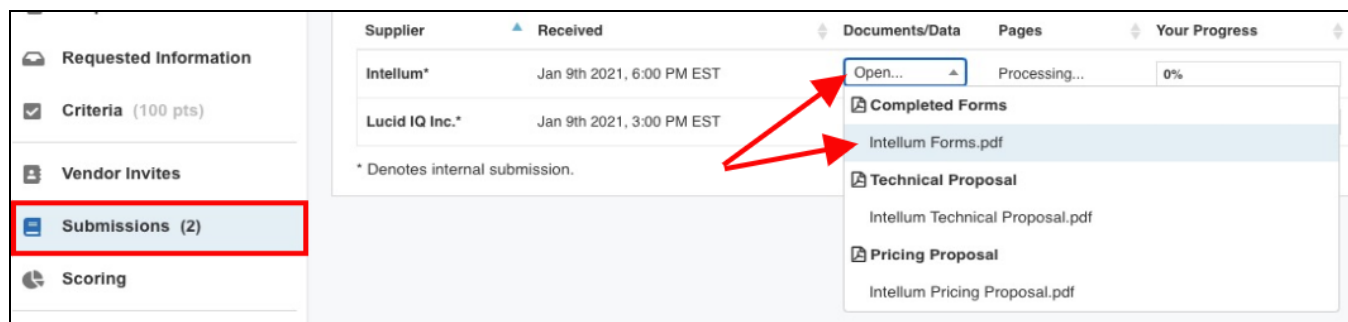
❏ Use the various tools to navigate through the documents quickly and find what you're looking for.
❏ You can write private notes and download the documents.

Scorecards

❏ While in the Document View, Scorecards can be easily accessed.

❏ Criteria can be scored in the Scorecard popup.

❏ Scoring can also be completed from the Submissions page.

Editing your Scores

❏ Scores can be edited or deleted by opening the Scorecard and selecting Edit or the trash icon respectively.

Reviewing the Scores

The Scoring Page

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

Evaluation Process as a Purchaser

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

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

Frequently Asked Questions

How do I access past projects that I've evaluated?

All your previously reviewed projects will appear on your Projects Dashboard once you click the **Active Projects** heading. If you notice that a project you've previously reviewed doesn't show up, that means the project may have been **Archived** by the project owner. The only way to access Archived projects is to ask the project owner to un-archive them and move them back to the **Completed** stage.

Why can't I review the vendor submissions or input any scores?

If the **Documents/Data** column says **Unavailable**, or you don't see a **Your Scores** section on the project page, that means the project owner has not yet released your Evaluation Group or assigned you to the correct Evaluation Group(s), or the Evaluation Group you're a part of is not mapped to the correct Requested Information and/or Criteria. Because Evaluation Groups and evaluator permissions are set up directly by the purchaser, you must reach out to the project owner to obtain access.

How do I export my own reviewer scores?

Navigate to the **Your Scores** section on the left and click on it to expand further and display an overview of your scoring. You can then export a copy of this score table by selecting the **Export Excel** button in the top right corner.

Can I evaluate a project before it closes?

Projects move into the Evaluating stage when their close date/time arrives, and the project has been released to evaluators. Projects in the Evaluating stage are no longer accepting supplier submissions and no longer appear on the Public Portal. Scoring cannot commence until the project has closed.

How do I view my evaluation progress?

If you want to view how far along you are in completing your evaluation, you will be able to check under the **Your Progress** column. To view this, go into **Active Projects** and then the **Evaluating** tab on the main projects page. The list of all Projects you are currently a Reviewer for should appear, along with your progress on the right-hand side.