Loyola SIS SI System Implementer Vendor Evaluation

Last Modified on 04/14/2025 7:25 am MST

Welcome

Thank you for agreeing to participate in the evaluation of the SIS system implementation vendor bids.

Evaluation Process Overview

The evaluation process will cover each vendor's:

• Written Responses

In accordance with the evaluation assignments that will be provided to you by the project team, the evaluation of each aspect consists of two basic steps:

- 1. Review the written responses.
- 2. Record your evaluations in DecisionDirector.

This process is detailed below.

Accessing DecisionDirector

You will receive a personalized email invitation from DecisionDirector, as shown below. Click the long blue link to complete your login information, and then login to DecisionDirector.

Seply ✓	×
DecisionDirector - INVITATION to Contribute -> C System Implementer Vendor Evaluation DecisionDirector <notify@decisiondirector.com> Today, 11:01 AM Juc.trainer04 \$</notify@decisiondirector.com>	A Decision Director invitation email
DD Invitations	Click this personalized link
DecisionDirector [®]	to begin
Implementer Vendor Evaluation Regarding: Loyola SIS System Implementer Vendor Evaluation You have been invited to participate as a contributor to the Loyola SIS System Imple activity. We look forward to your involvement. Additional Message Text For detailed instruction see: https://help.decisiondirector.com/help/loyola-sis-si-syste evaluation Invitation expires on: 4/25/2025 5:00:00 PM Please click the link below to proceed: https://davantiv.decisiondirector.com/users/luctrainer04d315-4343/messages/ 82471e2a3c61	ementer Vendor Evaluation em-implementer-vendor- 4cof7cd1-c139-40c2-a443-
To access DecisionDirector, please click the link below: https://advantv.decisiondirector.com	
Copyright © 2025 Advantiv Solutions, LLC. All rights reserved.	
To ensure you keep receiving emails as specified for your account, add the following e safe list, notify@decisiondirector.com This email was sent to the following email address: luc.trainer04@ddclient.com Please do not reply to this email	mail address to your contacts or
DecisionDirector Invit	ation Email

Evaluating Bids in DecisionDirector

Once you've logged in, you will find the Bid Evaluation activity on your dashboard. **Click the "Collaborate" link to reveal the list of associated bid documents and evaluation forms.**

DECISION S DIRECTOR	1	JC Trainer04 👻	Quick Nav 👻	Learn More 👻	Support 🛩
LUC Trainer04					
		Dashboard	Messages	Access A	Account Settings
Organizations	+	Users			+
Workspaces	+	Click	"Collabo	rate" to ac	cess
Activities	-	the	Bid Evalu	ation activ	vity
Loyola SIS System Implementer Vendor Evaluation Organization Loyola Oniversity Unicago > violispace Solimate and SI Selection - 2025	laborate				
Collect evaluations of SIS System Implementer bids					
Copyright © 2025, Advantiv Solutions, LLC. Terms of Use			Pow	ered by the Decisio	nDirector® platform
Click Collaborate to I	Begin				

You can use either the list on the right or the tree on the left to navigate to the bid evaluation document(s) and forms.

PLEASE NOTE: At the time these instructions were developed, the final list of bidders was not known. Placeholder names such as "Company A" have been used instead.

DECISION 🌫 DIRECTOR		LUC Trainer04 • Quick Nav •	Learn More 👻 Support 👻
Activity: Loyola	SIS System Implementer V	endor Evaluatio	n
Organization: Loyola University Chicago	 vvorkspace: Sonware and Si Selection - 2025 		Dashboard Collaborate
Step: Vendor Evaluation (4/9/2025 8:00 AM MS	T - 4/30/2025 3:00 PM MST)		
Documents Collaboration Summary	Collaboration Summary	Bookmarks: 0	I Instructions Step Mode: Edit
 List Wendor Evaluation - Company A 	Document	*	My Contribution
Vendor Evaluation - Company B			% Complete Complete/Total
Vendor Evaluation - Company C Vandor Evaluation - Company D	Vendor Evaluation - Company A		0% 0 / 25
 Vendor Evaluation - Company E Vendor Evaluation - Company E 	Vendor Evaluation - Company B		0% 0 / 25
Vendor Evaluation - Company F	Vendor Evaluation - Company C		0% 0 / 25
1	Wendor Evaluation - Company D		0% 0 / 25
A set of documents	Vendor Evaluation - Company E		0% 0 / 25
is presented	Vendor Evaluation - Company E		0% 0 / 25
that	contain the bid		0% 0 / 150
evalu	ation forms for		Reports / Extracts
Copyright © 2025. Advantiv Solutions, LLC Terms of	ach bidder.	Po	owered by the DecisionDirector® platform
Option	s to Access and Navigate Bid Documents	and Evaluation Forms	

Selecting a Vendor Evaluation Form

An evaluation form has been created for each bidder. The forms are identical.

In DecisionDirector, click on the evaluation entry for the selected vendor. Click the Summary link to see the full scope and organization of the evaluation, including your progress to-date.

Depending on what you are currently evaluating, you can open the corresponding evaluation form and record your ratings. In the case of the written responses, the form is presented in the same order as the sections and items found in the bid document.



🕑 🛲 1 - Vendor Questionnaire	(<i>π</i>		Reports / Extracts	Hide Summary
 Wendor Evaluation - Company B Wendor Evaluation - Company C 	Document / Section	*	My Cor	ntribution
Vendor Evaluation - Company D			% Complete	Complete/Total
Vendor Evaluation - Company E	Total for: Vendor Evaluation - Company A	-	0%	0/25
Vendor Evaluation - Company F	Wendor Evaluation - Company A You will record your		•	-
	<u>Vendor Questionnaire</u>		0%	0/25
	Written Responses her	e		
opyright © 2025, Advantiv Solutions, LLC. Terms of Use	1	Pow	ered by the Decis	ionDirector® platfo
Eval	uation Form Summary and Selecting an Area to Evaluate			

DECISION 🏹 DIRECTOR	LUC Trainer04 🗸	Quick Nav 👻 Learn More 👻 Support 👻
Activity: Loyola S Organization: Loyola University Chicago > Step: Vendor Evaluation (4/9/2025 6:00 AM MST -	SIS System Implementer Vendor Eva	Dashboard Collaborate
Collaboration Summary List Wendor Evaluation - Company A Demonstration - Company A Demonstration - Company A	Responses	<u>Recorts / Extracts</u> Hide Summary
Wendor Evaluation - Company B Wendor Evaluation - Company C Wendor Evaluation - Company D Wendor Evaluation - Company E Wendor Evaluation - Company E Wendor Evaluation - Company F	Document / Section Document / Section Total for: Vendor Evaluation - Company A	ch My Contribution e. % Complete Complete/Total - 0% 0 / 25
Click on the Vendor Questionnaire section to record your evaluations	Vendor Evaluation - Company A Vendor Questionnaire	Your evaluation progress will also be shown here.
Copyright © 2025, Advantiv Solutions, LLC. Terms of Use	Item and Progress Counts: Click to Record Evaluations	Powered by the DecisionDirector® platform

Entering Your Evaluations

You can use the tree on the left to open any evaluation form and navigate to your assigned areas (sections).

Select any section to access the list of items within.

For each item:

- Select the rating you feel is appropriate from the "Rating" drop down box:
 - 5-Vendor response exceedingly meets our needs
 - 3-Vendor response <u>meets</u> our needs
 - 1-Vendor response partially meets our needs
 - 0-Vendor response <u>does not address</u> our needs
- You may provide a brief statement in the "Rating Comment" field to explain your rating.
- You will need to **Save** your rating.
 - It is a good practice to click the "**Save**" button in the upper right-hand corner for each rating you enter.
 - If you forget click the "**Save**" button and attempt to navigate away, the system will prompt you to save your work.
 - You do not have to complete all ratings in one sitting; you may return at any time until closure to continue or alter your ratings.

The example below shows a portion of the Written Response evaluation, specifically the Vendor Questionnaire.

CISION S DIRECTOR		LUC Trainer04 • Quick Nav • Learn More • Support
Activity: Loyola Organization: Loyola University Chicago	SIS System Implementer Workspace: Software and SI Selection - 2025	Vendor Evaluation
Step: Vendor Evaluation (4/9/2025 8:00 AM MS)	For each item, read the vendo response and then enter your ra	Dashboard Collaborat Be sure to save your work
Documents Collaboration Summary	Responses	😭 Bookmarks: 0 📄 Instruction Step Mode: Edit
List	Progress: 1/25 items answered, 1 answers to basaved.	Save Cancel
Vendor Evaluation - Company A	= <u>1 - Vendor Questionnaire</u>	
1 - Have you worked with private, non	*	Reports / Extracts Summary
2 - Please describe your organization's		
3 - Describe how your organization's d	1 - Have you worked with private, non rofit u school, medical school, law school and junic	Iniversities that have multiple academic calendars, a business or college? If so, please provide the name(s) of the university and
4 - Does your organization have any di	a brief description of the work completed.	
5 - Does your organization use renewa	* Rating 5-Vendor response exceedingly meets	s our needs x v
6 - What third-party certifications relat		
7 - How will you assess Loyola's current	Rating Optional comment to augment your rat Comment (Exceedingly Meets) or a 0 (Does Not	ting - not necessary but may be helpful, especially if your rating is a 5
8 - How do you ensure student needs	(Exceeding) meets) of a closes not	, 101 (207)
9 - Once improvement opportunities a		li li
10 - What strategies do you use to ma	*	Input Complete
11 - How do you implement system and		
12 - How does your team demonstrate	2 - Please describe your organization's comm	nitment to the higher education sector, including specific
13 - What best practices, templates, and	initiatives, partnerships, or measures taken t	to actively support and engage with universities and colleges.
14 - Describe your overall project man	* Rating - Select -	*
T IF Describe your testing approach to	0.0	
is - Describe your testing approach to	Kating	
16 - Provide your proposed project tim	Comment	
 15 - Describe your resting approach to 16 - Provide your proposed project tim 17 - Provide your proposed Loyola rest 	Comment	
 IS - Describe your testing approach to I6 - Provide your proposed project tim I7 - Provide your proposed Loyola res I8 - What steps does your team take to 	Comment	<i>k</i>

Questions?

If you have questions about the bid evaluation process, please contact:

Moran Technology Consulting at:

loyola@morantechnology.com

For questions about DecisionDirector, please contact support@advantiv.com.