

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**

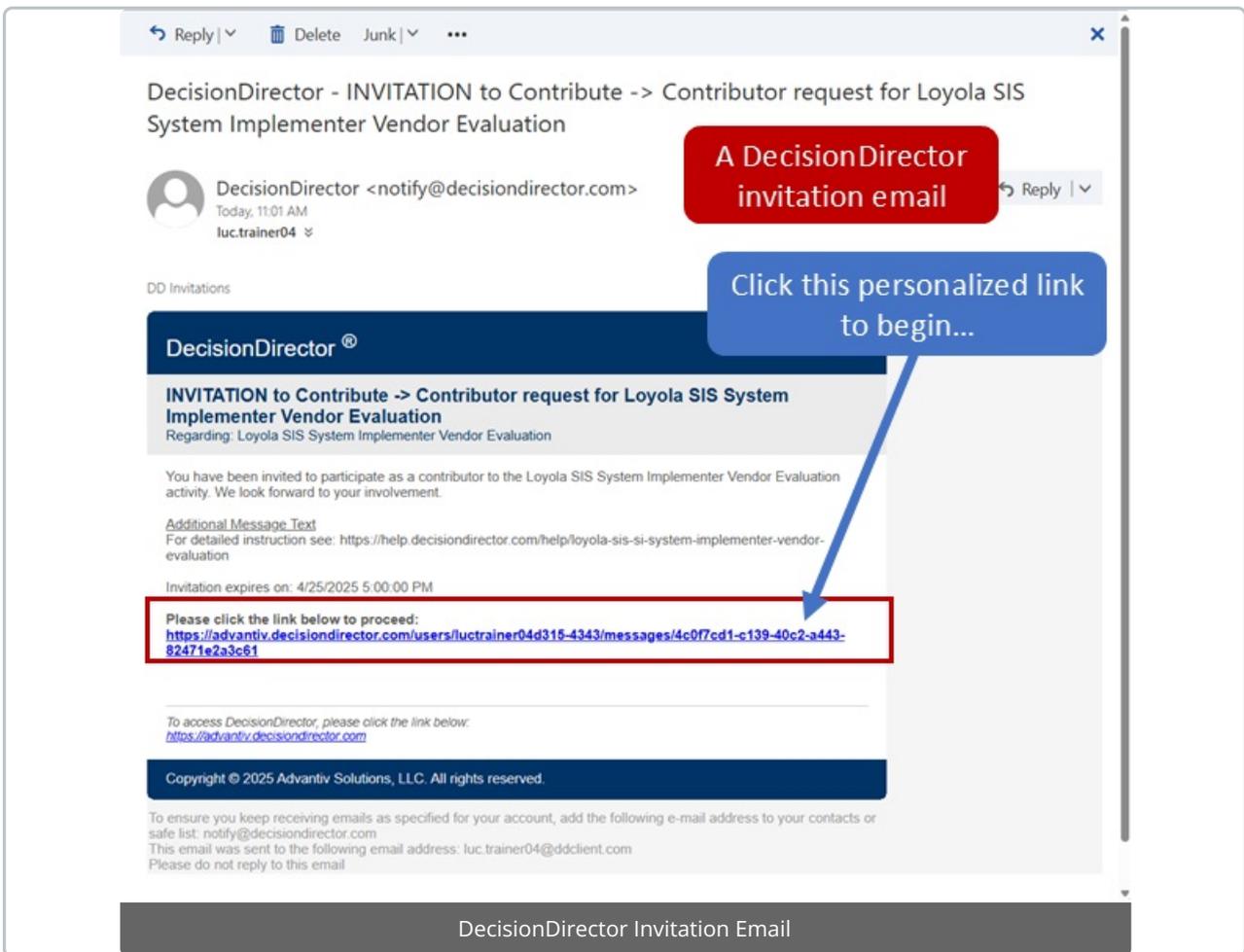
In accordance with the evaluation assignments that will be provided to you by the project team, the evaluation of each aspect consists of two basic steps:

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

This process is detailed below.

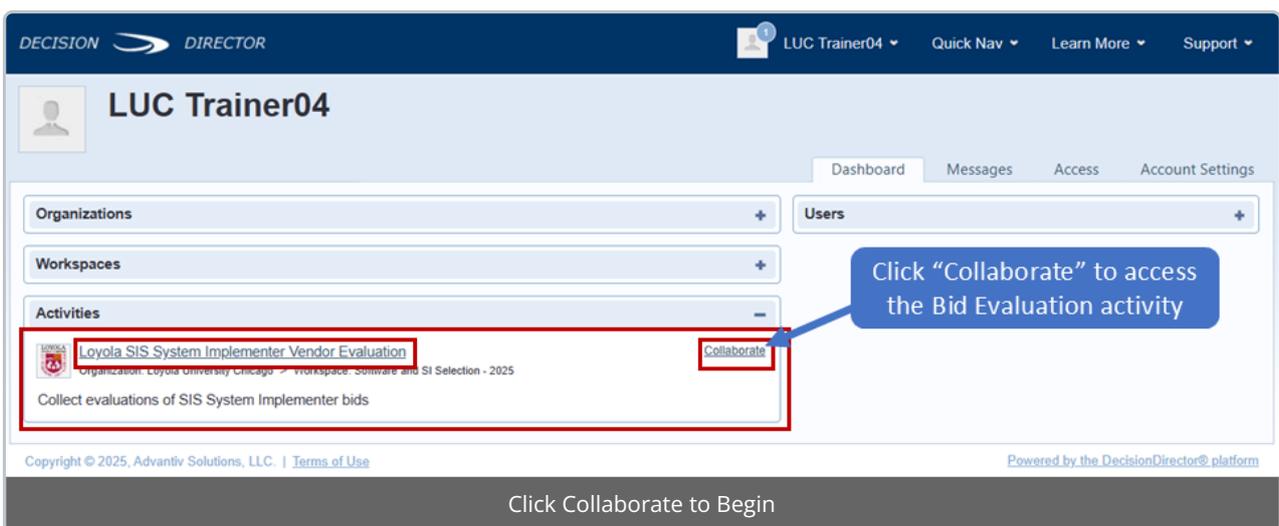
Accessing DecisionDirector

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.



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.**



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 Vendor Evaluation
 Organization: Loyola University Chicago > Workspace: Software and SI Selection - 2025

Dashboard Collaborate

Step: Vendor Evaluation (4/9/2025 8:00 AM MST - 4/30/2025 3:00 PM MST)

Documents Collaboration Summary

List

- Vendor Evaluation - Company A
- Vendor Evaluation - Company B
- Vendor Evaluation - Company C
- Vendor Evaluation - Company D
- Vendor Evaluation - Company E
- Vendor Evaluation - Company F

Collaboration Summary

Bookmarks: 0 | Instructions | Step Mode: Edit

Document	★	My Contribution	
		% Complete	Complete/Total
Vendor Evaluation - Company A	-	0%	0 / 25
Vendor Evaluation - Company B	-	0%	0 / 25
Vendor Evaluation - Company C	-	0%	0 / 25
Vendor Evaluation - Company D	-	0%	0 / 25
Vendor Evaluation - Company E	-	0%	0 / 25
Vendor Evaluation - Company F	-	0%	0 / 25
	-	0%	0 / 150

Reports / Extracts

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Options to Access and Navigate Bid Documents and Evaluation Forms

A set of documents is presented...
 ... that contain the bid evaluation forms for each bidder.

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.

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Organization: Loyola University Chicago > Workspace: Software and SI Selection - 2025

Dashboard Collaborate

Step: Vendor Evaluation (4/9/2025 8:00 AM MST)

Documents Collaboration Summary Responses Bookmarks: 0 Instructions Step Mode: Edit

List

- Vendor Evaluation - Company A
 - 1 - Vendor Questionnaire
- Vendor Evaluation - Company B
- Vendor Evaluation - Company C
- Vendor Evaluation - Company D
- Vendor Evaluation - Company E
- Vendor Evaluation - Company F

Vendor Evaluation - Company A

Reports / Extracts Summary

1 - Vendor Questionnaire

... then click "Summary" to see the full scope and organization of the evaluation – and the progress you have made in providing evaluations

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Select an Evaluation Form and Click Summary

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Step: Vendor Evaluation (4/9/2025 8:00 AM MST - 4/30/2025 3:00 PM MST)

Documents Collaboration Summary Responses Bookmarks: 0 Instructions Step Mode: Edit

List

- Vendor Evaluation - Company A
 - 1 - Vendor Questionnaire
- Vendor Evaluation - Company B
- Vendor Evaluation - Company C
- Vendor Evaluation - Company D
- Vendor Evaluation - Company E
- Vendor Evaluation - Company F

Vendor Evaluation - Company A

Reports / Extracts Hide Summary

Document / Section	★	My Contribution	
		% Complete	Complete/Total
Total for: Vendor Evaluation - Company A		0%	0 / 25
Vendor Evaluation - Company A		-	-
Vendor Questionnaire		0%	0 / 25

The first item in the evaluation scope the vendor's responses to the Questionnaire

You will record your evaluation of the Written Responses here

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Evaluation Form Summary and Selecting an Area to Evaluate

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Dashboard Collaborate

Step: Vendor Evaluation (4/9/2025 8:00 AM MST - 4/30/2025 3:00 PM MST)

Documents Collaboration Summary Responses Bookmarks: 0 Instructions Step Mode: Edit

List

- Vendor Evaluation - Company A
 - 1 - Vendor Questionnaire
 - Vendor Evaluation - Company B
 - Vendor Evaluation - Company C
 - Vendor Evaluation - Company D
 - Vendor Evaluation - Company E
 - Vendor Evaluation - Company F

Vendor Evaluation - Company A

Document / Section

Total for: Vendor Evaluation - Company A

Vendor Evaluation - Company A

Vendor Questionnaire

My Contribution

% Complete	Complete/Total
0%	0 / 25
-	-
0%	0 / 25

Click on the Vendor Questionnaire section to record your evaluations

The number of evaluation items in each section is shown here.

Your evaluation progress will also be shown here.

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Item and Progress Counts; Click to Record Evaluations

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 meets our needs**
 - **1-Vendor response partially meets our needs**
 - **0-Vendor response does not address 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.

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Step: Vendor Evaluation (4/9/2025 8:00 AM MST)

Documents Collaboration Summary

List

- Vendor Evaluation - Company A
 - 1 - Vendor Questionnaire
 - 1 - Have you worked with private, non-profit universities that have multiple academic calendars, a business school, medical school, law school and/or junior college? If so, please provide the name(s) of the university and a brief description of the work completed.

Responses

Progress: 1/25 items answered, 1 answers to be saved

Bookmarks: 0 Instructors Step Mode: Edit

Save Cancel

1 - Vendor Questionnaire

Reports / Extracts Summary

1 - Have you worked with private, non-profit universities that have multiple academic calendars, a business school, medical school, law school and/or junior college? If so, please provide the name(s) of the university and a brief description of the work completed.

* Rating 5-Vendor response exceedingly meets our needs

Rating Comment Optional comment to augment your rating - not necessary but may be helpful, especially if your rating is a 5 (Exceedingly Meets) or a 0 (Does Not Address)

Input Complete

2 - Please describe your organization's commitment to the higher education sector, including specific initiatives, partnerships, or measures taken to actively support and engage with universities and colleges.

* Rating - Select -

Rating Comment

Entering an Evaluation

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.