# JAGGAER ONE

# SOURCING OPTIMIZER
## RELEASE NOTES FOR RFI SCORECARD

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# Welcome

This document focuses on recently released features for Sourcing Optimizer.

# Objectives

The purpose of the **Sourcing Optimizer Release Notes** is to provide information about recently released features for JAGGAER's Sourcing Optimizer. As a reminder, please refer to the Product Release Library at any time for updates and additional information regarding releases:

[http://library.jaggaer.com](http://library.jaggaer.com)

# RFI Scorecard

This release introduces a new step under RFI configuration called Scorecard, which allows buyers to assign scores to RFI answers, allowing those scores to be used to evaluate events as part of scenario analysis.

Buyers have the option to calculate total or average scores for both the RFI questions overall, and by section. Some, or all, RFI answers may also be manually scored while reviewing supplier responses.

RFI Scores can be reviewed under **Monitor > RFI Scores**. Depending on the Scorecard options selected, total or average scores can be viewed by section or overall in order to compare scores per supplier.

## Buyer Impact

- Feature Activation: This feature is **ON** by default but optional for use.

### USER IMPACT

- To configure RFI Scorecard:

    1. Ensure the RFI option is enabled for the event under **Configure > Options**.

    2. Navigate to **Configure > RFI** on the event and proceed with RFI configuration as normal. The new Scorecard step appears after the Configure step.

    3. Select the **Scorecard Configuration** checkbox on the Scorecard step. Configuration options appear.

    4. You can select either or both of the following calculation score options: **Calculate overall score**, and/or **Calculate scores per section**. This determines how total scores are viewed on the Monitor RFI Scores page.

    5. For each scoring option, select to calculate **total score** or **average score**.

    6. Select a section from the **Select Section** dropdown. The list of available questions for that section appears.

    7. Select a question you want to configure scoring for. Scoring options appear for the question.

    8. Add scoring for the available answers to the question. Scoring options vary depending on the field type for the question.

        - Individual scores can be set for answers to yes/no, select-one, and multi-select questions. Ranges can be set for number fields. Text fields can have scores for specified text contained within answers.

    9. Continue to add scoring for RFI questions as needed.

    10. Click **Next** to continue with RFI configuration.

- RFI Scores can be reviewed under **Monitor > RFI Scores**. Depending on the Scorecard options selected, scores can be viewed by section or overall.

This feature does not impact any third-party integrations.

# Supplier Impact

This feature does not impact suppliers.