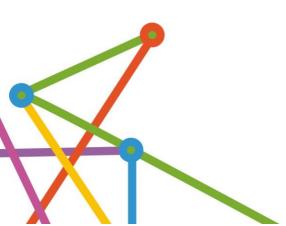


# aspire Supplier Negotiations Quick Reference Guide







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## 1. Access active Negotiations

- 1. Click on the following link and login > <u>aspire homepage</u>
- 2. Click on <Supplier Portal>

aspire		0 P 4 💿
	Good morning, Jack UAT2!	
	Suppler Portal	

3. Click on <View Active Negotiations>

aspire				n în
Supplier Portal				
Search Negotiations	Q			
Tasks				O
Negotiations Verri Active Negotations • Manage Responses	Requiring Attention	Recent Activity Last 30 Days		

- 4. "Invitation Received" select <No> from drop-down
- 5. "Responses Submitted" Select <Blank> from drop-down
- 6. Click on <Search>

aspire		△┍♀ ●
Active Negotiations		Dane
⊿ Search		Time Zana Keneg Keng Time Managa Watchitat Savet Savets (Open Invition) • 4
** Negotiation		** invitation Received No 🗸
** Title		Response Submitted
** Negotiation Close By	dd-mmm-yyyy	Negotiation Open Since 6

This will return all Negotiations (where you have not received a direct invitation) as shown below.

aspire	9							рф III			
Active Neg	Active Negotiations Down										
Search Search Resul Actions  Vie	ts nv ∓ Format ▼FreezeDetach _,J We	ap Accept Terms Acknowled	ge Participation Create Response			Manage Watchlist	Time Saved Search Ope	Zone Hong Kong Time in 👻			
Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses Will Participate	Unread Messages	View PDF	Response Spreadsheet			
39	WAPHA aspire Suplier Portal Negotiation Test - 1	RFQ	15 Days 2 Hours	7-Sep-2022 2:00 PM	0	0	<b>a</b> a				
40	WAPHA aspire Suplier Portal Negotiation Test - 2	RFQ	22 Days 2 Hours	14-Sep-2022 2:00 PM	0	0					
41	WAPHA aspire Suplier Portal Negotiation Test - 3	RFQ	50 Days 2 Hours	12-Oct-2022 2:00 PM	0	0	<b>a</b> 10				
Columns Hidd	len 4										

## 2. Select Negotiation and accept terms

1. Click on the <Negotiation number i.e. 39>

aspire								⊐ ¢ .	
Active Negotia	ations							Done	
Time Zone Hong King Time									
1.1	Title	▲マ Negotiation Type	Time Remaining	Close Date	Your Responses Will Participate	Unread Messages	View PDF	Response Spreadshee	
39	WAPHA aspire Suplier Portal Negotiation Test - 1	RFQ	15 Days 2 Hours	7-Sep-2022 2:00 PM	0	0	<u>iri</u>		
_	WAPHA aspire Suplier Portal Negotiation Test - 1 WAPHA aspire Suplier Portal Negotiation Test - 2	RFQ RFQ	15 Days 2 Hours 22 Days 2 Hours	7-Sep-2022 2:00 PM 14-Sep-2022 2:00 PM	0	0	60 60		

2. Review to the Terms and Conditions of the Negotiation in full.

#### 3. Click on <Accept Terms>

aspli	re	2 3 🖓 🖉 🔍
Accept Te	erms and Conditions (RFQ 39)	Accept Terms Decline Terms Cancel
Accept the folio	wing terms and conditions before responding to this negotiation.	
	Tittle WAPHA aspire Supiler Portal Negotiation Test - 1	Close Date 7-Sep-2022 6 00 AM
1.	REQUEST CONDITIONS	
	These Conditions of Request contain important provisions regarding the nature of this Request and the consequences of the Respondent accessing the Request documents and making a Submission.	
2.	NATURE OF REQUEST	
Terms	This Request is not an offer. It is a formal request for Respondents to make a Submission for the supply of goods or services in response to the WA Pinnary Heath Alliance Limited (WOPHA) is Request. Nothing in this Request is to be construed as creating any binding obligations (inhether legal or equitable) w WAPHA either as a process contract for this Request or as an Agreement for the supply of goods or services between WAPHA and any Respondent.	
	Until such time as an Agreement has been executed, WAPHA shall not be bound by any obligations in relation to a Request	
3.	INTERPRETATION	
	A P.V	
Attachments	None	

4. Click on <Submit>



The Negotiation homepage will open.

## 3. Review Negotiation

- 1. Click on <Requirements>
- 2. Click on <View>
- 3. Click on <Collapse All>

aspire					<u>ОР 🥠 🐖</u>
RFQ: 925	ſ	Columns	+		Messages Actions V Done
Currency = Australian Dollar		Freeze			Time Zone Hong Kong Time
		Detach		Request title of process	Open Date 14-Nov-2024 4.08 PM
		Expand		ctive	Close Date 28-Nov-2024 2:00 PM
		Expand All Below		3 Days 4 Hours	
		Collapse All Below			-
Table of Contents	R	Expand A 3			
Cover Page		Collapse All			
Overview	1	Show as Top			
Requirements		Go to Top			î
Lines	1	Scroll to First Ctri	+Home	e your responses and upload attachments where required.	
	1	Scroll to Last Ctri	I+End	inses and work to date are retained.	
		Sort			•
	s	R 2 lumns_			Preview Requirement Questionnaire
	v	lew 👻 Format 👻 💷 F	reeze 🖃	Detach 📰 🗄 🟗 📲 Wrap	
		Paquirament		Requirement Taxt	Scoring Team Weight Attachments

- 4. Review instructions.
- 5. Review the "Weight" assigned to each of the "Requirements" sections.

Table of Contents	R	equirements 4						
Cover Page Overview	1	Instructions						
Requirements		Save as you go						î
Lines		Nork through each of the questions,						
		Remember to save often so that you						
		Submitting a Response						~
	S	ummary			F	Preview P	Requirem	ent Questionnaire
		View • Format • Freeze	Detach II TI 12 +I Wrap					
	8	Requirement	Requirement Text		Scoring Tea	im 1	Weight	Attachments
		1. Pre-Qualification			Prequalification	n		
		Einstein 2. Disclosure and Complication	ance		Prequalification	n	- (5	
	П	3. Experience			Qualitative su	bmissi	30.00	
	Г	4. Service Methodology			Qualitative su	bmiss	47.50	
		5. Organisational Capacit	Y .		Qualitative su	bmissi	22.50	
	Т	▶ 🛅 6. Budget			Budget			
			Total				100.00	

6. Click on <"expand icon"> to display the "Weight" assigned to questions within a section.

5	Summary		Preview	Requireme	ent Question
	View • Format • Freeze	Detach 🗧 🕂 拉 📲 Wrap			
	Requirement	Requirement Text	Scoring Team	Weight	Attachme
	Pre-Qualification		Prequalification		
	sclosure and Compliance		Prequalification		
	# 3 Experience		Qualitative submiss	30.00	
		Specific Instances and Outcomes			1
	I. Specific Instances and Output Instances and Output Instances	Income Provide examples of current or past services and programs that are the same, similar or related to this Request. Detail when and where the services were provided, who the services were for and what outcomes were achieved and how these were evaluated or demonstrated.		15.00	
	2. Relevant Partnerships	Relevant Partnerships		10.00	
8	<ul> <li>E z. relevant Partnerships</li> </ul>	Provide details of existing relevant partnerships and arrangements with health and other services pertinent to the delivery of the service.		10.00	
		Data Collection Method			
	3. Data Collection Method	Describe your current data collection methods related to this service, including the development, capture, and demonstration of outcomes through data. Include detail on how you will be able to comply with the requirements of the Primary Mental Health Care Minimum Data Set (PMHC-MDS)		5.00	
	4. Service Methodology		Qualitative submiss	47.50	
	5. Organisational Capacity		Qualitative submiss	22.50	
	▶ 🛅 6. Budget		Budget		
		Total		100.00	

- 7. Click on <Lines>
- 8. Review the instructions.

aspire							<b>\$</b>	JS
RFQ: 925				Message	s Create Respo	nse Action	ns ▼ Dg	ane
Currency = Australian Dollar	Title Request title of process Status Active Time Remaining 13 Days 3 Hours			14-Nov-2024 4.08 PM 28-Nov-2024 2.00 PM		Time Zone	Hong Kong	Time
Table of Contents Cover Page Over 17 Lines	Lines 8 Instructions Responding to Lines The lines requeses the funding that is the subject of this request. Enter the <u>subject</u> and the <u>subject</u> of this request. Enter the <u>subject</u> and the <u>subject</u> of this request. The The Requested Delivery Data's field will self-populate and no action is required to be able to submit a response <u>Rev not next any other value in this Re</u> The Requested Delivery Data's field will self-populate and no action is required.	letd,						
	Summary       Ver • Format • Freeze initial Detach initial to all Winep       Line Item Description       1     FY25 Funding	Category Name Commissionia	Quantity UOM	De	equested elivery Date Jan-2025	Start Price	Attachment	ts

## 4. Create and submit Response

#### 1. Click on <Create Response>

		í <mark>r</mark> (	🥬 Js
RFQ: 925		Messages Create Response Actions	▼ Done
Currency = Australian Dollar			ong Kong Time
Title	Request title of process	Open Date 14-Nov-2024 4:08 PM	
Status	Active	Close Date 28-Nov-2024 2:00 PM	
Time Remaining	13 Days 3 Hours		
			640
Table of Contents Requirements			
Cover Page / Instructions			
Requirements Save as you go			î.

#### 2. Click on <Requirements>

		2				û þ 🧔 🖪
	1	0				
	Overview	Requirements	Lines	Review		
Create Response (Quote 57558): Requirements ⑦				Messages Respo	nd by Spreadsheet 🔻 Actions 🔻 且ack Negt	Save * Submit Cancel

- 3. Respond to each question in the section.
- 4. Navigate through each section using the drop down or arrows.

diminu aspire	O P 🦊 📧
(1) Overview Requirements (7)	2 3 4 Interents Lines Review Morsages Respond by Spreadsheet Y Actions * Back Negt Save Y Subgit Cancel
Create Response (Guote 3/356). Requirements ()	Messages Respond by Spreadsheet V Actions Back Hegt Save Studgelt Cancel Last Save Studgelt Cancel Tawa Zaw Hoog Kong Time
Time Remaining 13 Days 3 Hours	Close Date 28-Nov-2024 2:00 PM
Section 1. Pre-Qualification * 1. Agreement Terms and Conditions	Section 1 Pre-Qualification
The Respondent is to confirm that below that it has reviewed the Service Agreement - Draft terms and conditions attached and advit if it.	e Section 2. Dischsure and Section 3. Experience Section 4. Service Methodology
Agrees to the terms and conditions.     OR	Section 5. Operational Section 5. Operational Section 6. Budget
R has amendments to propose. Attachments Services Agreement - Dust pdf     a The Agreement terms and conditions have been reviewed and are agreed to	
b. The Agreement terms and conditions have been reviewed and there are proposed amendments.     2 Draft Activity Schedule and associated documents	
Drain Activity activitiate and usascillated utocaliterina     The Respondent confirms that it has read the Dath Activity Schedule and associated documents as attached.     If you do not select "confirms" for this negativenent you will not be able to submit a response.     Attachments Schedule Dr     ( a Confirmed.	
* 3. Public Liability Insurance	
Dees your organisation have Public Liability Insurance of at Ineat \$20M. a. Yes (Attach certificate of currency and complete details)	
<ul> <li>○ b №</li> <li>* 4. Commitment to the Gayaa Dhuwi Declaration</li> </ul>	
The Descendent confirms that it is committed to delivering cultural heating sendces for Absoluted names as ner the standards for	

- 5. Click on <Line>
- 6. Enter the amount from the "Start Price" into <Response Price> for each line.
- 7. Click on <Submit>.

And Address and	sptre			5			습 Ҏ 🐢 🖻
Create Respon Currency = Australian Do	se (Quote 57558): Lines ⑦ far Time Remaining 13 Days 1 Hour	0vervlew	2 Requirements	Caset	(4) Review Messages Respond by Spreadsheet	Actions V Back Next	Save Submit Cancel Last Saved 15-Nov 2024 12:05 PM Time Zone Hong Kong Time
Actions • View •	Format 👻 🥒 Freeze 🔛 Detach 🖷 📆 🔯 of Wrap						
Line	Description		Required Details	Category Name	Start Price Response Price 6 tal Score	Response Quantity UOM	Line Amount Promised Delivery Date
1	FY25 Funding			Commissioning - New	1,000.00		dd-mmm-yyy
2	FY 26 Funding			Commissioning - New	1,050.00		dd-mmm-yyy
Columns Hide	len 7						

#### 8. Click on <OK> in the confirmation of Response submission.

dsptre			습 며 🐢 📧
RFQ: 925			Messages Actions * Done
Currency = Australian Dollar Title Request tille of process Stattus Active Time Remaining 13 Days 1 Hour	Confirmation × Response 57558 to negotiation 525 was submitted. We'll notify you by et	Open Date 14-Nov-2024 4.08 PM Close Date 26-Nov-2024 2.09 PM	Time Zone Hong Kong Time
Table of Contents Cover Page			

### 5. Important other information

#### Text response character limit

Where a Requirement has the ability to provide a multiple line text response it is important to note that the space it limited to a maximum of <u>4000 CHARACTERS</u> (including spaces). This is equivalent to approximately <u>700 WORDS</u>.

#### **Downloading attachments**

Method 1 - Whilst completing Response (individually only)

Where a Requirement has one or more attachments these will be shown under the question with the word "Attachments" in grey and an orange link to the document(s): Attachments Services Agreement - Draft.pdf

To access the documents:

- 1. Click on the orange hyperlink (the Attachments box will open).
- 2. Click on the orange link (the document will download to your Downloads folder).

	rements (2) re Remaining 13 D	Days 1 Hour	0verview	Requirements	(3) Lines	Review Ressages Respond by S		Actions 💌 Bock	k Negt Save Y Sabmit Last Saved 15. Nov 2028 Time Zone Hong K	Cancel 12:33 PM ong Time
* 1 Agreement Terms and Conditions The Respondent is to certifiem that below that it has	Attachments Actions • View			•				×	Section 1. Pre-Qualification	*
Agrees to the terms and conditions OR • The Agrees to the terms and conditions Attachments • The Agreement terms and conditions have be • The Agreement terms and conditions have be	Type File	Category To Supplier	* File Name or URL Services Agreement - Dr.	2 tt.pdl	Title Services Agree	Description	Attached By	At 14 >		

Method 2 – From the Negotiation homepage (all attachments)

- 1. Follow instructions at 2 Select Negotiation and accept terms. If you have already accepted the terms this will take you straight to the Negotiation homepage.
- 2. Click on <Actions>
- 3. Click on <View>
- 4. Click on <View Attachments)

				$\hat{\Box}$	Þ 🜈	JS
RFQ: 925			Messages Create	esponse		_
Currency = Australian Dollar				т	Respond Analyze	0
Title	Request title of process	Open Date 1	14-Nov-2024 3 View PDF			_ 5
Status	Active	Close Date 2	20-1407-2024		View	
Time Remaining	13 Days		View Attach	nents		
Table of Contents Cover Page						~

- 5. Click on <Actions>
- 6. Click on <Download All> (all documents will download as a zip folder)

aspire	û P 🥏
ttachments (RFQ 925)	D
arch File 5 URL × Q Show Filters	
Actions ▼ View ▼ Format ▼ 31	
Download 6 Level Attached To	Title
Download All - Draft pdf Requirement 1. Pre-Qualification 1. Agreement Terms and Conditions	Services Agreement - Dra 56
Downlaad All         - Draft pdf         Requirement         1. Pre-Qualification 1. Agreement Terms and Conditions           Export to Excel         nts docx         Requirement         1. Pre-Qualification 1.b.1. Proposed amendments	Services Agreement - Dra 56 Proposed Amendments.d 10

#### Attaching documents

Questions in requirements may provide the option to attach a document or may require a document as a mandatory requirement.

Where the ability to attach a document is available the following will appear below the question Response Attachments None + which indicates that documents can be attached and that there are currently

#### none attached.

If the question requires an attachment as a mandatory requirement a blue asterisk will appear as follows \* Response Attachments None+.

- 1. Click on the <+> icon shown above (the Attachments box will open as below).
- 2. Click the <+> icon.
- 3. Drag and drop and the document over the "Choose File" button.
- 4. Continue steps 2 and 3 above until all documents are attached.
- 5. Click on <OK>.

Attachments	2				×
Actions • View •	+ ×				
Туре	* File Name 3	Title	Description	Attached By	Attached Date
File 🗸	Choose File No file chosen			Jacktest3 Suppli	15-Nov-2024 1:26 PM
Rows Selected 1	Columns Hidden 1				5
a					O <u>K</u> <u>C</u> ancel

#### Partial completion, saving and closing

#### Save and continue

At any time you can save the work you have done (to ensure nothing is lost) and continue.

1. Click on <Save> and continue.



#### Save and close

At any time you can also save and close (and return to continue and complete your Response later.

- 1. Click on <Save drop down arrow>.
- 2. Click on <Save and Close>.

