



Help Guide for Invited Responders

Updated January 2019





Welcome to RFP360

If you do not already have an account with RFP 360, then please follow the prompts provided to set up an account. You will establish a password so you can come back in anytime and work on your RFP response.

After your initial access and setup, you can access the RFP360 platform [here](#). If you forget your password, there are prompts to help you.

If you have any questions, please don't hesitate to contact us at the support number/email below or visit our [Help page](#) in the application.



Home Dashboard

You have 2 invitations awaiting further action. View my invitations

Open Proposals (10)			
	STATUS	RESPONSES DUE	PROGRESS
Employee Rewards Program 2018 Young People's Concerts	Past Due	Nov 30 2017 5:00 PM CST	
Cloud Computing Questionnaire 2018 Young People's Concerts	Past Due	Feb 01 2018 5:00 PM CST	
Waco Security Questionnaire Initech Corporation	In Progress	Feb 14 2018 5:00 PM CST	
Word Import Co Young People's Concerts	Past Due	Mar 02 2018 5:00 PM CST	
Benefits Administration	Past Due	Mar 30 2018 5:00 PM CDT	

My Proposal Tasks (166)

Open Proposal Tasks

Category	Count
Not Started	95
In Progress	5
Pending Approval	70
Rejected	2

Proposals are responses to RFPs.
Click the proposal you want to work on.



Inviting Team Members

Invite members of your team in the Users page.

You will be able to assign writing and approving tasks to each user.

The screenshot shows the RFP 360 application interface. The top navigation bar includes 'Help', 'Young People's Concerts a_832515', and a user dropdown for 'Aaron Copland'. A large orange arrow points to the 'Users' option in the dropdown menu. The main content area is the 'Home' page, which displays 'Open Proposals (10)' and 'My Proposal Tasks (166)'. The 'Open Proposals' table lists five entries, and the 'My Proposal Tasks' chart shows task status distribution.

Open Proposals (10)	STATUS	RESPONSES DUE	PROGRESS
Employee Rewards Program 2018 Young People's Concerts	Past Due	Nov 30 2017 5:00 PM CST	
Cloud Computing Questionnaire 2018 Young People's Concerts	Past Due	Feb 01 2018 5:00 PM CST	
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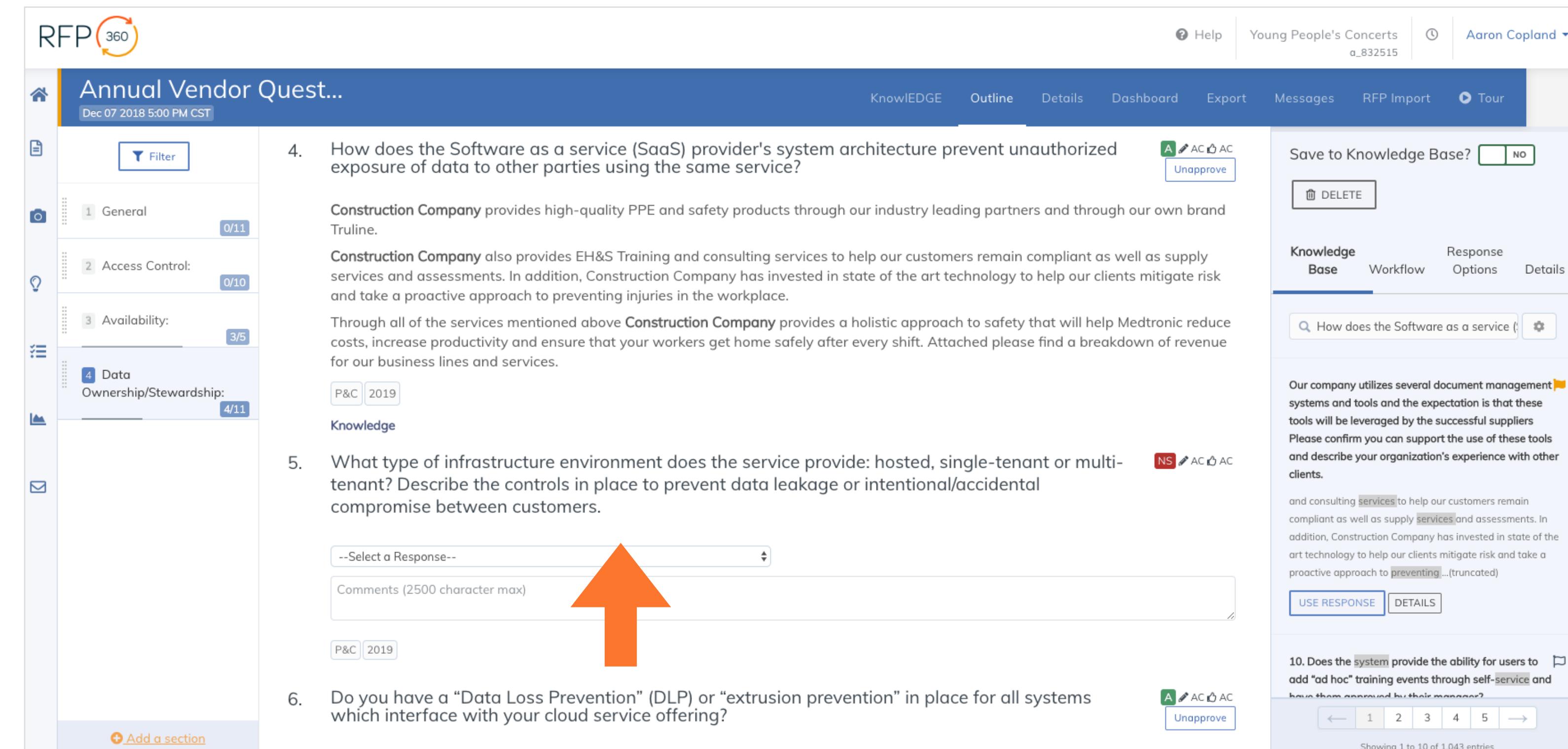
Open Proposal Tasks

Task Status	Count
Not Started	95
In Progress	5
Pending Approval	70
Rejected	5

Note: Email notifications and reminders help you manage your team.

Answering Questions

In a proposal, you'll **answer questions**.
Select from drop-downs or enter text responses.



The screenshot shows the RFP 360 software interface. The main title is "Annual Vendor Quest..." with a date "Dec 07 2018 5:00 PM CST". The left sidebar lists sections: General (0/11), Access Control (0/10), Availability (3/5), and Data Ownership/Stewardship (4/11). The right sidebar shows a list of questions and their responses. A large orange arrow points upwards from the response area to the question text.

4. How does the Software as a service (SaaS) provider's system architecture prevent unauthorized exposure of data to other parties using the same service?

Construction Company provides high-quality PPE and safety products through our industry leading partners and through our own brand Truline.

Construction Company also provides EH&S Training and consulting services to help our customers remain compliant as well as supply services and assessments. In addition, Construction Company has invested in state of the art technology to help our clients mitigate risk and take a proactive approach to preventing injuries in the workplace.

Through all of the services mentioned above **Construction Company** provides a holistic approach to safety that will help Medtronic reduce costs, increase productivity and ensure that your workers get home safely after every shift. Attached please find a breakdown of revenue for our business lines and services.

P&C 2019

Knowledge

5. What type of infrastructure environment does the service provide: hosted, single-tenant or multi-tenant? Describe the controls in place to prevent data leakage or intentional/accidental compromise between customers.

--Select a Response--

Comments (2500 character max)

P&C 2019

6. Do you have a "Data Loss Prevention" (DLP) or "extrusion prevention" in place for all systems which interface with your cloud service offering?

A A A A Unapprove

Save to Knowledge Base? NO

DELETE

Knowledge Base Workflow Response Options Details

How does the Software as a service (

Our company utilizes several document management systems and tools and the expectation is that these tools will be leveraged by the successful suppliers. Please confirm you can support the use of these tools and describe your organization's experience with other clients.

and consulting services to help our customers remain compliant as well as supply services and assessments. In addition, Construction Company has invested in state of the art technology to help our clients mitigate risk and take a proactive approach to preventing... (truncated)

USE RESPONSE DETAILS

10. Does the system provide the ability for users to add "ad hoc" training events through self-service and have them approved by their manager?

← 1 2 3 4 5 →

Showing 1 to 10 of 1,043 entries

Note: Save your work and come back anytime to work on responses.

Status Indicators

Status indicators help you track progress for your responses.

Annual Vendor Quest...
Dec 07 2018 5:00 PM CST

7. How do you prevent other customers from accessing MGIC data?
Click to write your response
NS AC AC AC

1 General 0/11
2 Access Control: 0/10
3 Availability: 3/5
4 Data Ownership/Stewardship: 4/11

8. What controls do you have in place to ensure MGIC's sensitive business data is not leaving the virtual walls of your business?
We have lots of controls in place. We'd love to talk to you about them.
P&C 2019
A AC AC AC
Unapprove

9. How easy is it to export data from your service when moving to a new service?
Our health compliance offering is unique to other solutions available in the marketplace. There is no other offering that compares to the comprehensive breadth and depth of our end-to-end solution, which enables your complete compliance strategy through the integration of service and technology. In fact, our solution won a 2015 TekTonic Award for most innovative HR technology.
Our comprehensive solution combines a firm technology platform to provide the calculations needed with your employer mandate under eligibility and affordability. The easy-to-use graphical user interface allows you and your team to monitor and stay on top of your employer-mandate requirements.
The key differentiator of our offering is the support of a complete regulatory management service team that provides expert-level resources for compliance, including notice of coverage; annual filings; and the ability to receive, research, and respond to various exchange notices received by employers as a result of the employer-shared responsibility.
P&C 2019
Knowledge +0 / -297
IP AC AC AC
Mark as Complete

Add a section

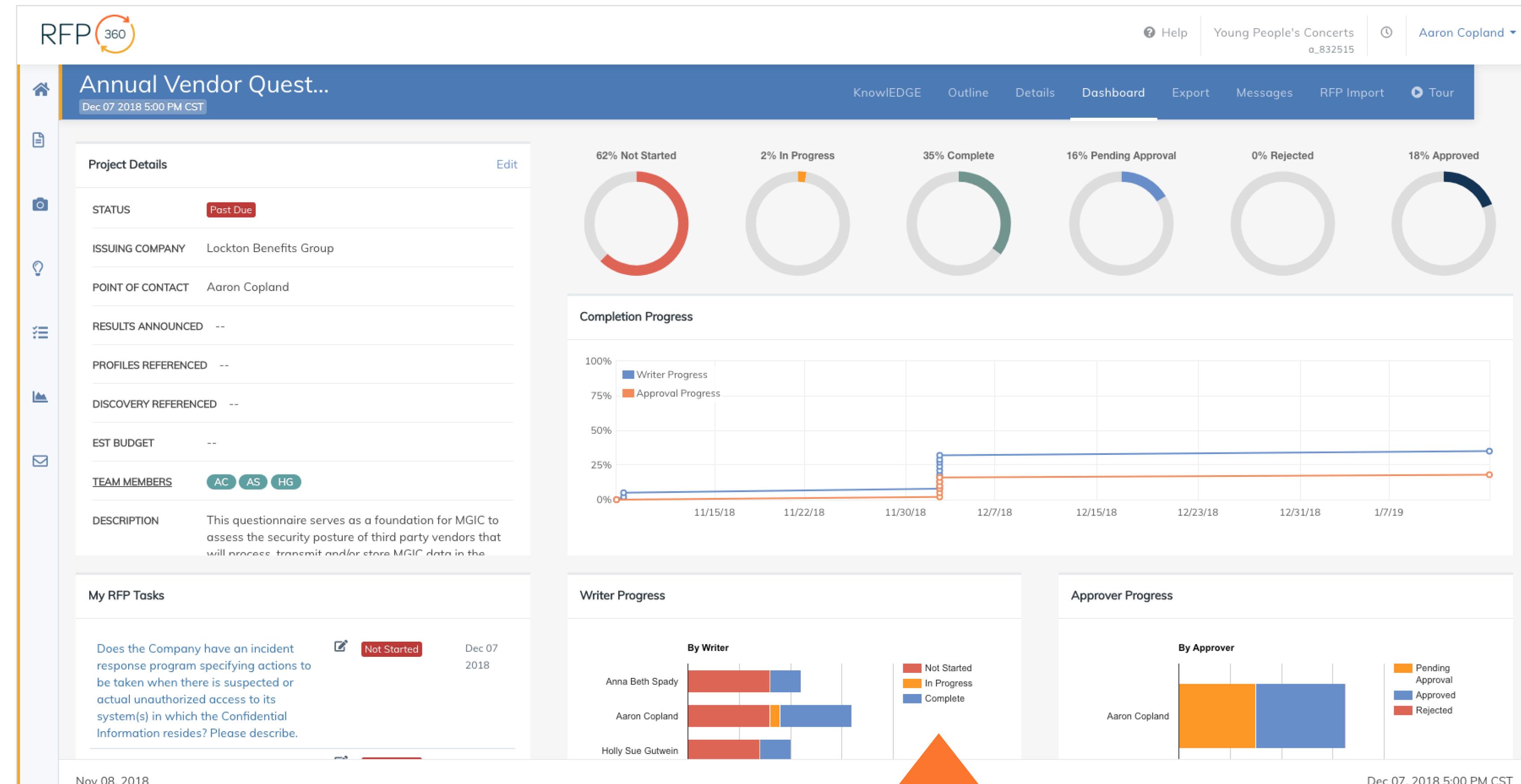


Click the Proposal Dashboard for overall proposal progress.



Proposal Progress

See the writing and approving status of your proposal, by user.



Assigning Questions

Assign questions to team members and set due dates.

1 General

1. Describe the Company's business relationship with MGIC (e.g., nature of services performed). NS AS AC
Click to write your response
P&C 2019
2. Will any portion of the work/service required to fulfill the contractual obligation be performed outside the United States of America, e.g. offshore? If yes, please explain. NS AS AC
Click to write your response
P&C 2019
3. Will the nature of Services performed require remote access for support, administration, or other activity? If yes, please describe the access method. NS AS AC
Click to write your response
P&C 2019
4. What is MGIC classification of the data that will be exchanged between MGIC and the vendor? PA AS AC
Yes
P&C System 2019
Knowledge

Save to Knowledge Base? DELETE

Default Workflow **Upload Questions** **Response Options**

Default Writer Writer Due Date
Anna Beth Sp... 12/07/2018 CALENDAR

Default Approver Approver Due Date
Aaron Copland 12/07/2018 CALENDAR

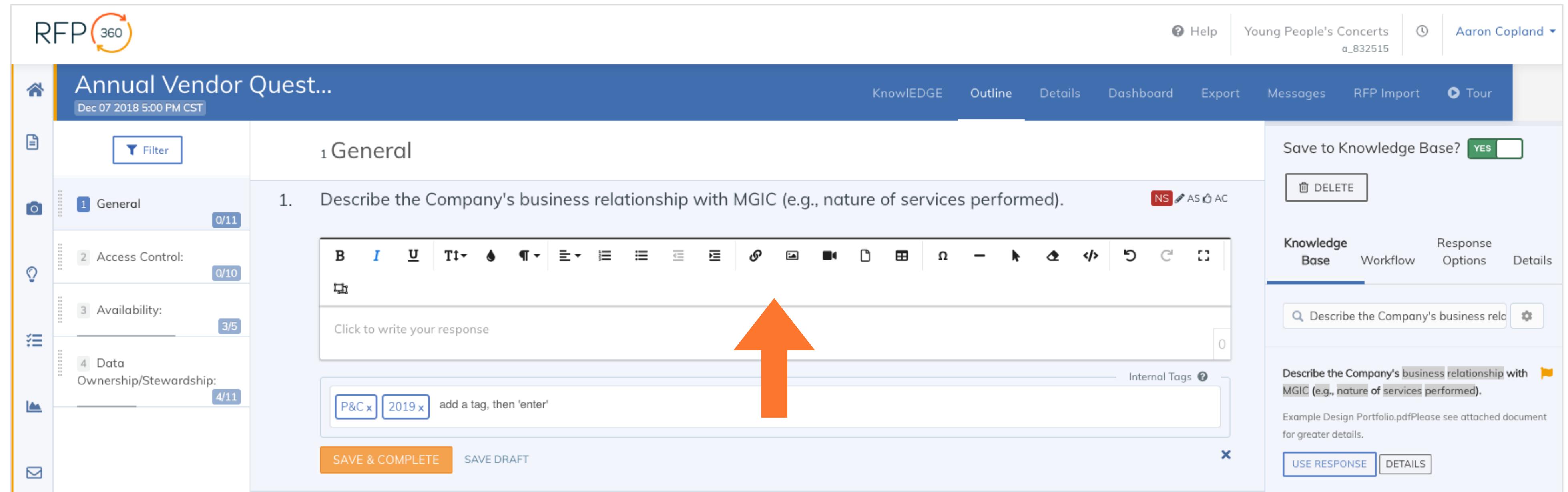
UPDATE ASSIGNMENTS Add a User



Note: If you click on a section, you can configure task assignments in bulk.

Text Editor

The **Text Editor** allows you to format your responses, attach files, and embed images, videos, and links

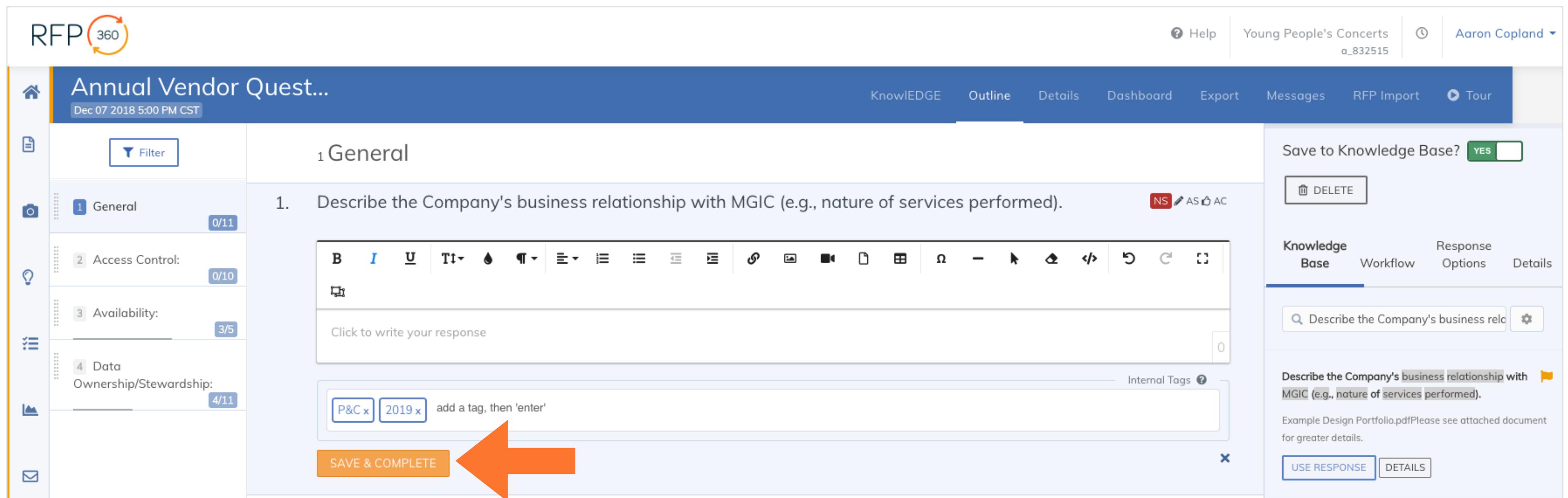


The screenshot shows the RFP 360 interface for an 'Annual Vendor Quest...' document. The left sidebar lists sections: General (1/11), Access Control (0/10), Availability (3/5), and Data Ownership/Stewardship (4/11). The main content area shows a question: '1. Describe the Company's business relationship with MGIC (e.g., nature of services performed.)'. Below the question is a rich text editor with a large orange arrow pointing to the 'Click to write your response' area. The editor includes standard rich text tools like bold, italic, underline, and various alignment and list options. A status bar at the bottom shows 'P&C x 2019 x add a tag, then 'enter''. On the right, there are buttons for 'Save to Knowledge Base?' (YES checked), 'DELETE', and tabs for 'Knowledge Base', 'Workflow', 'Response Options', and 'Details'. A note in the sidebar says 'Describe the Company's business relationship with MGIC (e.g., nature of services performed.)' and 'Example Design Portfolio.pdf Please see attached document for greater details.' Buttons for 'USE RESPONSE' and 'DETAILS' are also present.

Note: Not all text areas are setup for this rich text response. If your question has drop-down options, the comments are plain text and are limited in characters.

Approving Responses

When a writer supplies their response, they will click on the **Save and Complete** button to pass the response to the approver.



The screenshot shows the RFP 360 software interface for an 'Annual Vendor Quest...' document. The left sidebar lists sections: General (0/11), Access Control (0/10), Availability (3/5), and Data Ownership/Stewardship (4/11). The main content area shows the 'General' section with a question: '1. Describe the Company's business relationship with MGIC (e.g., nature of services performed.)'. Below the question is a rich text editor with a placeholder 'Click to write your response'. At the bottom of the response area is an orange 'SAVE & COMPLETE' button. To the right of the response area are buttons for 'Save to Knowledge Base?' (YES checked), 'DELETE', and tabs for 'Knowledge Base', 'Workflow', 'Response Options', and 'Details'. A note at the bottom right says 'Example Design Portfolio.pdf Please see attached document for greater details.' with 'USE RESPONSE' and 'DETAILS' buttons.

Note: Responses must be complete and approved to be submitted.

Workflow

Workflow lets you configure assignments.
Details show who has worked on what.

3 Availability:

1. Do you offer a Service Level Agreement (SLA) for your services? If yes, provide SLA.
Here is an example of highlighted text.
P&C System 2019 Cloud solutions Benefit Implementation and Administration
Knowledge (Auto)
2. Do you have applications and data stored in several geographically separated datacenters? If yes, how many datacenters do you have? If geographically distributed datacenters are used, what countries are involved?
NORTH ATLANTIC TREATY ORGANIZATION (NATO)
Yes - in Asia, EMEA and North America to start with. More locations will be added in 2020.
Data Centers P&C 2019 Cloud solutions
Knowledge (Auto) +7 / -0

Save to Knowledge Base? NO

DELETE

Knowledge Base Workflow Details

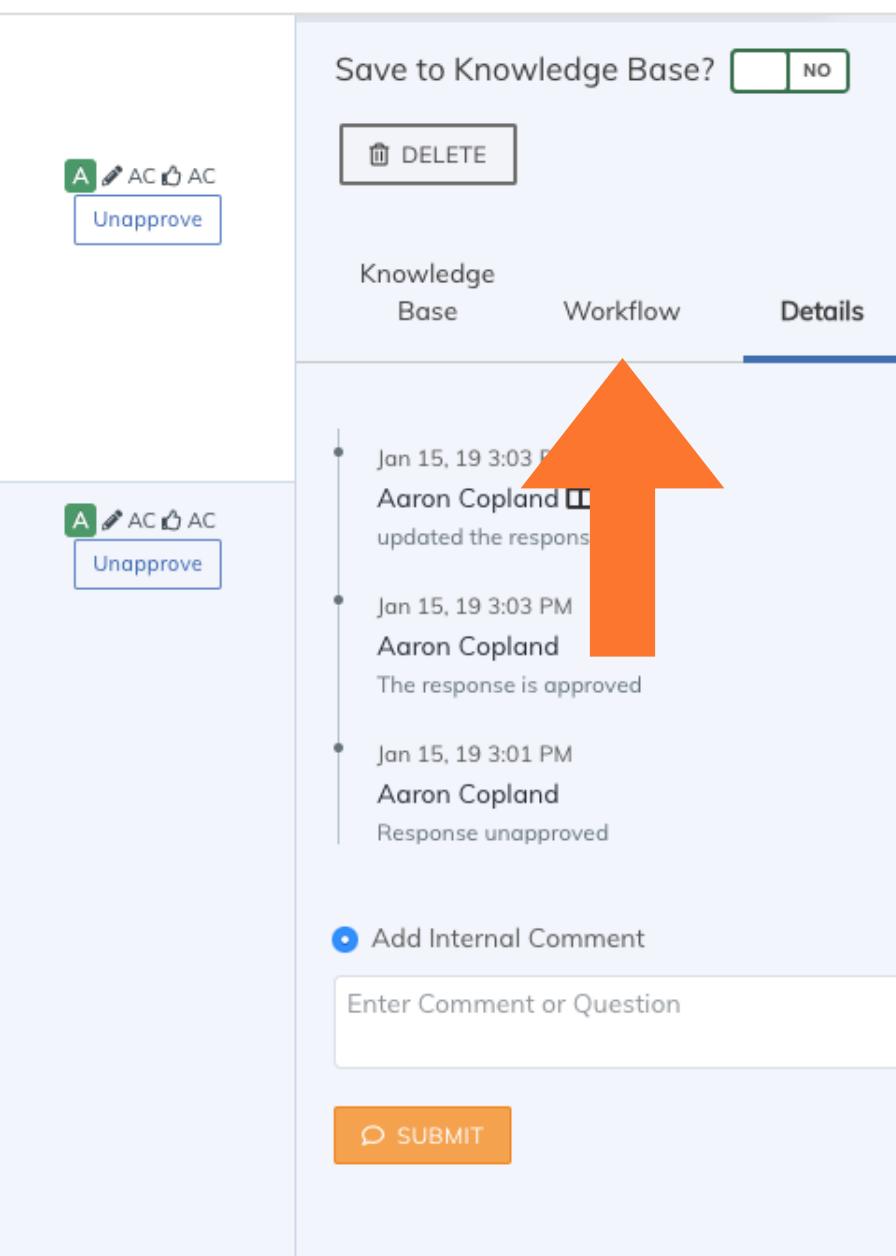
Jan 15, 19 3:03 PM Aaron Copland updated the response

Jan 15, 19 3:03 PM Aaron Copland The response is approved

Jan 15, 19 3:01 PM Aaron Copland Response unapproved

Add Internal Comment
Enter Comment or Question

SUBMIT



Note: If you've used RFP360 before, you'll have Search Results from your previous proposals. We save your responses in your account.



You can send **messages** to members of your team and **questions** to the RFP Point of Contact.

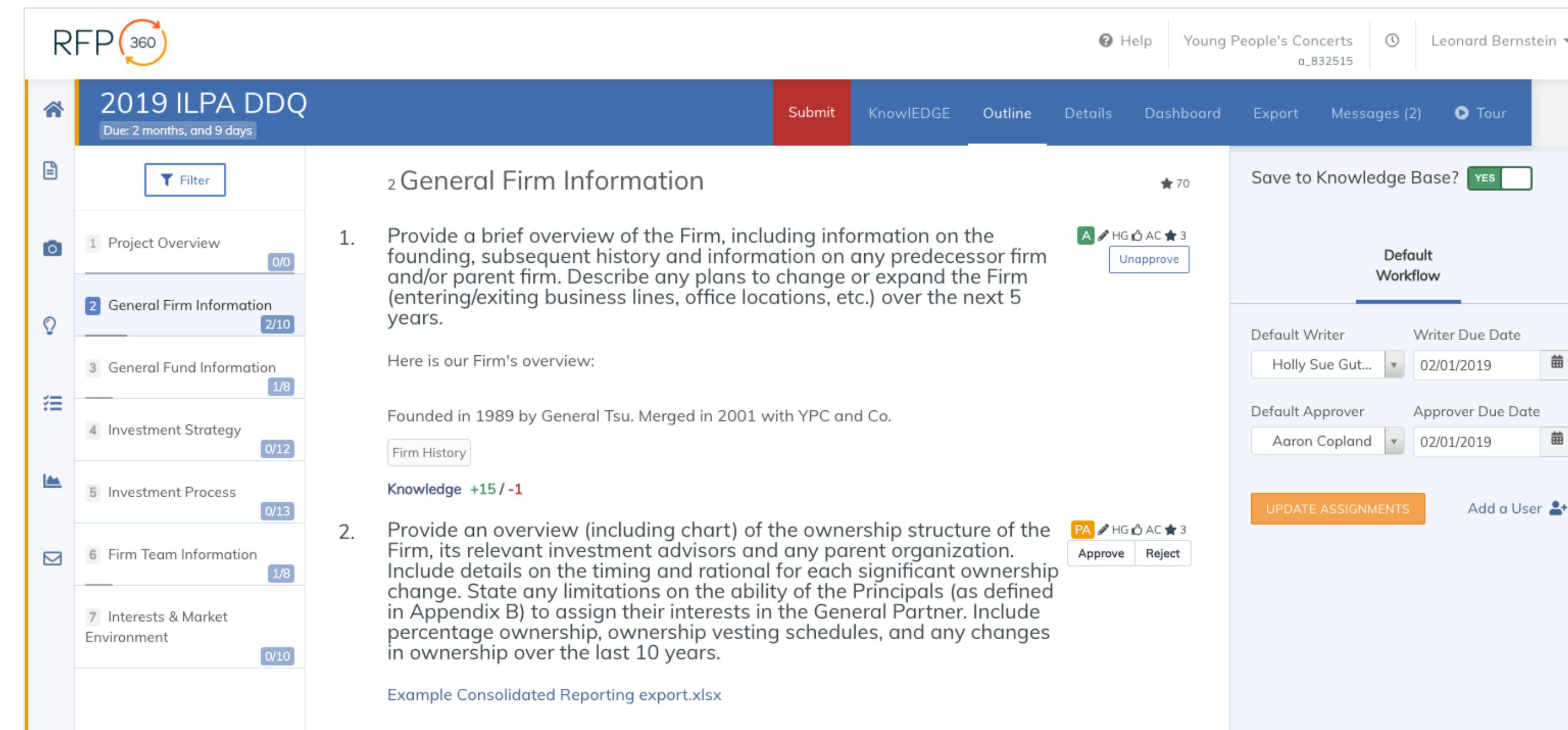
Messaging

The screenshot shows the RFP 360 interface for the '2019 ILPA DDQ' task. The top navigation bar includes 'Help', 'Young People's Concerts', a user icon for 'Leonard Bernstein', and a task ID 'a_832515'. The main content area has a blue header '2019 ILPA DDQ' with a due date of '2 months, and 9 days'. Below this is a sub-header 'Centralized messaging for team communication'. On the left, a vertical sidebar lists icons for Home, Tasks, Photos, Ideas, Lists, Images, and Messages. The 'Messages' icon is highlighted. The main body is divided into two sections: 'Send a Message' on the left and 'All Messages' on the right. The 'Send a Message' section contains fields for 'Internal Notifications' (radio buttons for 'The whole team' and 'A team member'), 'External Notifications' (radio button for 'RFP Point of Contact'), a message input area, and an 'Attachment' button. The 'All Messages' section lists three messages: 1. Yves LeRoy to All Vendors (6 days ago): 'Hi everyone, just making sure you have what you need and all questions are answered before we get too far into the holiday season. Please let Yves know!' 2. Yves LeRoy to All Vendors (Dec 03, 2018 16:11 PM): 'Reply to all vendors or just you?? Voila here you go!' 3. Aaron Copland to Team (2 months ago): 'Ok team, our DDQ is now in the system. Please let me know if you have any questions and need the latest Firm info we just updated for the next FY'

Note: Messages also kick off emails to users, so they'll see what you wrote.

Submitting your Proposal

When your responses are **Complete** and **Approved**,
you can **Submit** your proposal.



The screenshot shows the RFP 360 software interface. The top navigation bar includes 'Help', 'Young People's Concerts a_832515', and 'Leonard Bernstein'. The main title is '2019 ILPA DDQ' with a due date of '2 months, and 9 days'. The left sidebar lists sections: 'Project Overview' (0/0), 'General Firm Information' (2/10), 'General Fund Information' (1/8), 'Investment Strategy' (0/12), 'Investment Process' (0/13), 'Firm Team Information' (1/8), and 'Interests & Market Environment' (0/10). The main content area shows section 2: 'General Firm Information'. Question 1 asks for a brief overview of the Firm, mentioning its founding in 1989 and merger in 2001. Question 2 asks for an overview of the ownership structure. On the right, there are buttons for 'Save to Knowledge Base' (YES checked), 'Default Workflow' (with options for 'Default Writer' and 'Writer Due Date'), 'Default Approver' (with 'Approver Due Date'), and 'UPDATE ASSIGNMENTS' and 'Add a User' buttons.

Note: There is a confirmation page and an email to let you know it was submitted successfully.