

# 7 Steps to a Successful RFP/Tender

Finding the right mobility provider for your organization depends on truly understanding a bidder's capabilities, experience, capacity – and whether its culture will align with your own.

How can companies set themselves up for success? Follow these seven simple steps for creating a targeted, effective request for proposal (RFP)/tender:

**01**

## Identify & Engage the Right Internal Stakeholders

Internal departments have varying expectations; engage the right variety of stakeholders – during the RFP's design and evaluation – to ensure all challenges, needs, and milestones will be met.



**02**

## Allow for Plenty of Time

Provide bidders with ample time to prepare responses; you'll get thorough responses that are more innovative and customized – and internal teams will have more time to make well-informed decisions.



**03**

## Refine Your List of Candidates

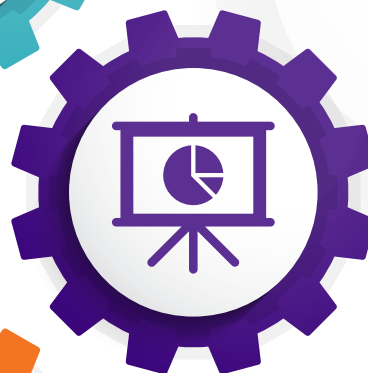
Use research to limit your list to bidders that seem like a better match, up front; this allows your internal evaluators more time to review fewer, targeted responses.



**04**

## Provide Details About Your Mobility Program

Provide details about your policies, volume, and historical performance so candidates can create a more personalized response, tailored to your company's unique needs.



**05**

## Solicit Proof-Based Responses

Asking questions that lead to fact-based, measurable answers helps organizations to confirm alignment with potential providers.



**06**

## Consider Third-Party-Provider Impacts

Clearly define the scope of work expected of the RMC. If company-directed suppliers must be used, establish a framework for who manages these providers to avoid underperformance.



**07**

## Examine More than Pricing

Low price points can often mean lower-quality service – and performance rates have long-term impacts, positive or negative, on an organization's bottom line.



For a deeper look into best practices, challenges, and solutions when conducting a mobility RFP/tender, **visit SIRVA's RFP Hub** or connect with us at [concierge@sirva.com](mailto:concierge@sirva.com).